

**Boyne City Housing Commission**  
**Regular Meeting Agenda**  
Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712  
**July 30, 2026 at 8:00 AM**

**1. Call to Order and Roll Call**

**2. Citizen Comments**

The Board recognizes citizens who wish to address the Commission and allows 3 minutes to speak on non-agenda items. (see attached public comment supplementary information) (pg. 2)

**3. (V) Review and acceptance of agenda for additions or changes**

**4. (V) Minutes**

- a) Record of Failed Quorum meeting minutes – April 23, 2026 (pgs. 3-4)
- b) Regular Meeting – May 28, 2026 (pgs. 5-6)
- c) Resolutions of May 28, 2026 Meeting (pgs. 7-10)

**5. (V) Ratification of Transaction Detail - May 26, 2026 to July 25, 2026**

- a) Low Rent (pgs. 11-16)
- b) Security Deposit (pg. 17)
- c) Voucher (pgs. 18-20)
- d) Development (pg. 21)

**6. Cash Flow Reports**

- a) Low Rent (pg. 22)
- b) Security Deposit (pg. 23)
- c) Voucher (pg. 24)
- d) Development (pg. 25)

**7. (V) Financial Reports - June 2026**

- a) Low Rent (pgs. 26-55)
- b) Voucher (pgs. 56-72)
- c) Development (pgs. 73-83)

**8. Executive Director Report (pgs. 84-86)**

**9. Old Business**

- a) Executive Director Contract Sample provided and discussion (pgs. 84-86)
- b) **(V)** Personnel Policy (pgs. 97-140)

**10. New Business**

- a) Property Insurance Renewal (pgs. 141-179)

**11. Good of the Order**

**12. Next Regular Board Meeting: August 27, 2026**

**13. (V) Adjourn**

*(V) — Vote needed*

## Boyne City Housing Commission

### Public Comment Guidelines

*Please review before the meeting begins*

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Thank you for attending. The Commission welcomes public comment consistent with the Michigan Open Meetings Act and its adopted Bylaws and Public Comment Policy. Please review the following before the meeting begins:

- **One comment period:** Public comment is held once, at the beginning of the meeting. There is no second comment period. If you arrive after it has closed, you will not be able to speak.
- **Recognition to speak:** Please wait to be recognized by the President before speaking.
- **Identify yourself:** State your name and whether you are a resident, a landlord, or a member of the public. A full address is not required.
- **Time limit:** Each speaker has up to three (3) minutes. Time may not be given to another speaker. The President will stop the speaker if the time ends. The Executive Director will keep time.
- **Stay on topic:** Comments must relate to Commission business or matters within its jurisdiction.
- **Address the President:** Please direct your comments to the presiding officer, not to individual members or staff.
- **Decorum:** Personal attacks, threats, profanity, and interruptions are not permitted and may result in loss of speaking time or removal, consistent with state law.
- **No response:** The Commission is here to receive comments, not to respond to them. Comments will be accepted and noted, but the Commission will not answer questions or respond during or after the meeting.
- **Written comments:** Written comments are always welcome at any time and directed to the Executive Director at [info@boynecityhc.com](mailto:info@boynecityhc.com).

**BOYNE CITY HOUSING COMMISSION**  
*Litzenburger Place | 829 S. Park Street | Boyne City, MI 49712*

**RECORD OF FAILED QUORUM**  
*Board of Commissioners – Scheduled Meeting Not Convened*

This document memorializes that the scheduled Regular Meeting of the Boyne City Housing Commission (BCHC) Board of Commissioners on April 23, 2026 was not convened due to the lack of a quorum, in accordance with the Michigan Open Meetings Act (MCL 15.262(b)) and the BCHC Bylaws, Article IV, Section 3. It is maintained in the permanent records of the Commission and shall be noted on the record at the next regular meeting.

**1. MEETING INFORMATION**

**Date of Scheduled Meeting:** April 23, 2026

**Scheduled Start Time:** 8:00 a.m.

**Location:** Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

**Type of Meeting:** Regular

**2. COMMISSIONERS PRESENT**

| Commissioner Name |
|-------------------|
| Tom Neidhamer     |
| Judith Gardner    |

**3. COMMISSIONERS ABSENT**

| Commissioner Name | Excused / Unexcused |
|-------------------|---------------------|
| Julie Hasse       | Excused             |
| Steve Schnell     | Excused             |
| VACANT            |                     |

**4. OTHERS PRESENT (Staff, Guests, Public)**

| Name              | Role / Affiliation       |
|-------------------|--------------------------|
| Bethany Hedgepath | Executive Director, BCHC |
| Eric Gold         | Developer (Presenter)    |
| Staff             |                          |
| Residents         |                          |
|                   |                          |
|                   |                          |

**5. STATEMENT OF NO QUORUM**

A quorum of the Boyne City Housing Commission Board of Commissioners was not present at the above-scheduled meeting. Pursuant to the Michigan Open Meetings Act (MCL 15.262(b)), no “meeting” was convened, as a quorum is required for the Board to deliberate toward or render a decision on public policy. Pursuant to BCHC Bylaws, Article IV, Section 3, a quorum consists of a minimum of three (3) Commissioners. No deliberations toward a decision were held, no motions were made, and no votes were taken. This document is not “minutes” within the meaning of MCL 15.269, but is retained as an official record of attendance and non-convening.

## 6. INFORMATIONAL DISCUSSION

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*The following informational updates were shared with the Commissioners in attendance. No action was taken and no consensus was reached. This summary is provided for the record only.*

**Presenter(s):** Eric Gold (Developer); Bethany Hedgepath (Executive Director)

**Topic(s) Discussed:**

**a. Developer Presentation – Eric Gold**

- Conkle Redevelopment
- Site Plans
- Development Budget
- Manufactured Homes
- Application Process & Timing
- RAD Process
- Open Issues

**b. Executive Director Informational Updates – Bethany Hedgepath**

- Financial Reports overview – Cash Flow Reports for Low Rent, Voucher, Security Deposit, Development. Financial reports were not yet available at meeting time.
- Executive Director Report
- Comprehensive File Audit and Financial Reconciliation Requirements
- File Compliance Oversight, Staff Accountability
- Standard Operating Procedure (SOP) – Quality Control of Tenant Files
- Occupancy Standards discussion

*No motions, votes, or decisions were made on any of the above items. All matters will be considered at a properly noticed future meeting where a quorum is present.*

## 7. DISPERSAL AND NEXT MEETING

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**Time Attendees Dispersed:** 9:50 am

**Next Scheduled Regular Meeting:** May 28, 2026

## 8. CERTIFICATION

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I certify that the foregoing is a true and accurate record of the attempted convening of the Boyne City Housing Commission Board of Commissioners on the date indicated that no quorum was present, and that no official action was taken.

\_\_\_\_\_  
*Bethany Hedgepath, Executive Director / Recording Secretary*

Date: \_\_\_\_\_

\_\_\_\_\_  
*Board President (Acknowledgment at Next Regular Meeting)*

Date: \_\_\_\_\_

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*This record shall be maintained in the BCHC permanent records and noted at the next regular meeting of the Board of Commissioners.*

## **Boyne City Housing Commission Regular Meeting**

Location: Litzenburger Place, 829 S. Park Street, Boyne City, MI 49712

Date: May 28, 2026 Time: 8:00 a.m.

### **1. Call to Order and Roll Call**

The meeting was called to order by President Hasse at 8:05 a.m.

Present: Commissioner Hasse, Commissioner Schnell, Commissioner Neidhammer, Commissioner Gardner

Absent (excused): None Absent (unexcused): None

Others Present: Bethany Hedgepath, Executive Director; BCHC staff; Arlene Anthony.

### **2. Citizen Comments**

Arlene Anthony, Deer Meadows tenant – Deer Meadows only.

### **3. Review and Acceptance of Agenda for Additions or Changes**

**Motion:** Gardner moved to accept the agenda as presented.

**Support:** Schnell

**Vote:** Motion carried 4-0.

### **4. Minutes**

#### **a. Regular Meeting - March 26, 2026**

**Motion:** Gardner moved to approve the March 26, 2026 regular meeting minutes as presented.

**Support:** Neidhammer

**Vote:** Motion carried 4-0.

#### **b. Closed Session Amendment - February 26, 2026**

**Motion:** Gardner moved to approve the closed session amendment from February 26, 2026 as presented.

**Support:** Neidhammer

**Vote:** Motion carried 4-0.

### **5. Ratification of Transaction Detail - March 23, 2026 through May 25, 2026**

The transaction detail was reviewed.

**Motion:** Gardner moved to ratify the transaction detail as presented.

**Support:** Schnell

**Vote:** Motion carried 4-0.

### **6. Cash Flow Reports**

The cash flow reports were reviewed. No Board action taken.

### **7. Financial Reports - April 2026**

The April 2026 financial reports were reviewed.

**Motion:** Gardner moved to accept the April 2026 financial reports as presented.

**Support:** Neidhammer

**Vote:** Motion carried 4-0.

### **8. Executive Director Report**

The Executive Director presented a written report.

No Board action taken.

### **9. Old Business**

#### **a. Public Housing Lease - Final Adoption**

The Public Housing Lease was presented for final adoption.

**Motion:** Gardner moved to approve the Public Housing Lease as written.

**Support:** Schnell

**Vote:** Motion carried 4-0.

## **b. Occupancy Standards Discussion**

The Commission discussed occupancy standards and directed that the language be added to the ACOP and Administrative Plan discussion. No Board action taken.

## **10. New Business**

### **a. Flat Rent Compliance Findings**

Flat rent compliance findings were reviewed. No Board action taken.

### **b. Amended FY 2025–2026 Operating Budget**

**Motion:** Schnell moved to approve the Amended FY 2025–2026 Operating Budget as presented.

**Support:** Neidhammer

**Vote:** Motion carried 4-0.

### **c. Proposed FY 2026–2027 Operating Budget - Discussion Only**

The proposed FY 2026–2027 Operating Budget was discussed. No Board action taken.

### **d. Grill and Outdoor Cooking Policy - Family Housing**

**Motion:** Schnell moved to approve the Grill and Outdoor Cooking Policy for Family Housing as presented.

**Support:** Gardner

**Vote:** Motion carried 4-0.

### **e. Unit 24 Office Expansion - Direction Requested**

The Commission discussed the Unit 24 office expansion request and provided direction to proceed.

No Board action taken.

### **f. Payment Standards Adjustment - 120% to 105% FMR**

**Motion:** Neidhammer moved to approve the Payment Standards Adjustment from 120% to 105% of FMR as presented.

**Support:** Gardner

**Vote:** Motion carried 4-0.

### **g. Personnel Policy - Authorization to Send to Legal Counsel**

The Commission discussed the Personnel Policy and authorized sending it to legal counsel for review.

No Board action taken.

## **11. Good of the Order**

None.

## **12. Next Regular Board Meeting**

June 25, 2026.

## **13. Adjourn**

**Motion:** Gardner moved to adjourn.

**Support:** Schnell

**Vote:** Motion carried 4-0.

There being no further business, the meeting was adjourned at 10:27 a.m.

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Bethany Hedgepath  
Recording Secretary

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Julie Hasse  
Board President

# Boyne City Housing Commission (BCHC)

## Board of Commissioners

**Resolution No.** 2026-05-28-01

**Title:** Final Adoption of the Public Housing Lease

### WHEREAS

The Boyne City Housing Commission (BCHC) Board of Commissioners has reviewed and discussed the matter of the final adoption of the Public Housing Lease, and recognizes the need to take formal action consistent with federal, state, and local requirements; and

### WHEREAS

BCHC management prepared and presented supporting documentation and recommendations to the Board at a duly noticed meeting held on May 28, 2026; and

### NOW, THEREFORE, BE IT RESOLVED

That the Boyne City Housing Commission Board of Commissioners hereby approves and adopts the Public Housing Lease as written, as presented and discussed, and authorizes the Executive Director to take all necessary administrative actions to implement this resolution.

Adopted by the Boyne City Housing Commission Board of Commissioners at a regular meeting held on May 28, 2026.

**Motion by:** Commissioner Gardner   **Seconded by:** Commissioner Schnell

**Roll call vote:** Ayes: 4 (Hasse, Schnell, Neidhammer, Gardner); Nays: 0; Absent: 0 (None).

### Certification

I hereby certify that the foregoing resolution was duly adopted by the Boyne City Housing Commission Board of Commissioners at a meeting held on the date indicated above, and that it is a true and correct copy of the resolution approved upon the Board's approval of the minutes of that meeting.

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Julie Hasse, Chairperson

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Bethany Hedgepath, Secretary / Executive Director

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Date

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Date

# Boyne City Housing Commission (BCHC)

## Board of Commissioners

**Resolution No.** 2026-05-28-02

**Title:** Adoption of the Amended FY 2025-2026 Operating Budget

### WHEREAS

The Boyne City Housing Commission (BCHC) Board of Commissioners has reviewed and discussed the matter of the Amended FY 2025-2026 Operating Budget, and recognizes the need to take formal action consistent with federal, state, and local requirements; and

### WHEREAS

BCHC management prepared and presented supporting documentation and recommendations to the Board at a duly noticed meeting held on May 28, 2026; and

### NOW, THEREFORE, BE IT RESOLVED

That the Boyne City Housing Commission Board of Commissioners hereby approves and adopts the Amended FY 2025-2026 Operating Budget, as presented and discussed, and authorizes the Executive Director to take all necessary administrative actions to implement this resolution.

Adopted by the Boyne City Housing Commission Board of Commissioners at a regular meeting held on May 28, 2026.

**Motion by:** Commissioner Schnell    **Seconded by:** Commissioner Neidhammer

**Roll call vote:** Ayes: 4 (Hasse, Schnell, Neidhammer, Gardner); Nays: 0; Absent: 0 (None).

### Certification

I hereby certify that the foregoing resolution was duly adopted by the Boyne City Housing Commission Board of Commissioners at a meeting held on the date indicated above, and that it is a true and correct copy of the resolution approved upon the Board's approval of the minutes of that meeting.

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Julie Hasse, Chairperson

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Bethany Hedgepath, Secretary / Executive Director

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Date

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Date

**Boyne City Housing Commission (BCHC)**  
**Board of Commissioners**

**Resolution No.** 2026-05-28-03

**Title:** Adoption of the Grill and Outdoor Cooking Policy (Family Housing)

**WHEREAS**

The Boyne City Housing Commission (BCHC) Board of Commissioners has reviewed and discussed the matter of the Grill and Outdoor Cooking Policy for Family Housing, and recognizes the need to take formal action consistent with federal, state, and local requirements; and

**WHEREAS**

BCHC management prepared and presented supporting documentation and recommendations to the Board at a duly noticed meeting held on May 28, 2026; and

**NOW, THEREFORE, BE IT RESOLVED**

That the Boyne City Housing Commission Board of Commissioners hereby approves and adopts the Grill and Outdoor Cooking Policy for Family Housing, as presented and discussed, and authorizes the Executive Director to take all necessary administrative actions to implement this resolution.

Adopted by the Boyne City Housing Commission Board of Commissioners at a regular meeting held on May 28, 2026.

**Motion by:** Commissioner Schnell    **Seconded by:** Commissioner Gardner

**Roll call vote:** Ayes: 4 (Hasse, Schnell, Neidhammer, Gardner); Nays: 0; Absent: 0 (None).

**Certification**

I hereby certify that the foregoing resolution was duly adopted by the Boyne City Housing Commission Board of Commissioners at a meeting held on the date indicated above, and that it is a true and correct copy of the resolution approved upon the Board's approval of the minutes of that meeting.

|                          |                                                   |
|--------------------------|---------------------------------------------------|
| Julie Hasse, Chairperson | Bethany Hedgepath, Secretary / Executive Director |
|--------------------------|---------------------------------------------------|

|      |      |
|------|------|
| Date | Date |
|------|------|

# Boyne City Housing Commission (BCHC)

## Board of Commissioners

**Resolution No.** 2026-05-28-04

**Title:** Payment Standards Adjustment from 120% to 105% of FMR

### WHEREAS

The Boyne City Housing Commission (BCHC) Board of Commissioners has reviewed and discussed the matter of the adjustment of the Housing Choice Voucher payment standards from 120% to 105% of the Fair Market Rent (FMR), and recognizes the need to take formal action consistent with federal, state, and local requirements; and

### WHEREAS

BCHC management prepared and presented supporting documentation and recommendations to the Board at a duly noticed meeting held on May 28, 2026; and

### NOW, THEREFORE, BE IT RESOLVED

That the Boyne City Housing Commission Board of Commissioners hereby approves and adopts the Payment Standards Adjustment from 120% to 105% of the Fair Market Rent (FMR), as presented and discussed, and authorizes the Executive Director to take all necessary administrative actions to implement this resolution.

Adopted by the Boyne City Housing Commission Board of Commissioners at a regular meeting held on May 28, 2026.

**Motion by:** Commissioner Neidhammer **Seconded by:** Commissioner Gardner

**Roll call vote:** Ayes: 4 (Hasse, Schnell, Neidhammer, Gardner); Nays: 0; Absent: 0 (None).

### Certification

I hereby certify that the foregoing resolution was duly adopted by the Boyne City Housing Commission Board of Commissioners at a meeting held on the date indicated above, and that it is a true and correct copy of the resolution approved upon the Board's approval of the minutes of that meeting.

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Julie Hasse, Chairperson

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Bethany Hedgepath, Secretary / Executive Director

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Date

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Date

Date: 07/25/2026

Time: 09:03:20

**Boyne City Housing Commission**  
**Check Register Summary Report**

Page: 1

Low Rent - General Fund  
 From: 05/26/2026 To: 07/25/2026

| Date       | Ref Num | Payee                              | Payment   | Deposit | Balance    | Memo                                                                 |
|------------|---------|------------------------------------|-----------|---------|------------|----------------------------------------------------------------------|
| 05/26/2026 | EFT     | DTE                                | 21.90     |         | 181,503.00 | gas 717 wenonah                                                      |
| 05/26/2026 | EFT     | DTE                                | 26.20     |         | 181,476.80 | gas 728 wenonah                                                      |
| 05/26/2026 | EFT     | DTE                                | 17.95     |         | 181,458.85 | gas 610 jersey                                                       |
| 05/26/2026 | EFT     | DTE                                | 31.35     |         | 181,427.50 | gas 603 jefferson                                                    |
| 05/26/2026 | EFT     | DTE                                | 821.56    |         | 180,605.94 | gas building                                                         |
| 05/26/2026 | EFT     | DTE                                | 22.78     |         | 180,583.16 | 729 e main st                                                        |
| 05/26/2026 | EFT     | DTE                                | 81.99     |         | 180,501.17 | gas garage                                                           |
| 05/26/2026 | EFT     | Payroll                            | 12,727.68 |         | 167,773.49 | payroll                                                              |
| 05/28/2026 | 023782  | State Industrial Products          | 103.85    |         | 167,669.64 | Invoice CL41401<br>Fuel                                              |
| 05/28/2026 | 023782  | **VOID** State Industrial Products | ( 103.85) |         | 167,773.49 | Void Refer 023782                                                    |
| 05/28/2026 | 023783  | Priority Health                    | 4,809.99  |         | 162,963.50 | Group id 775801<br>Invoice 261360001735<br>Health insurance          |
| 05/28/2026 | 023784  | Simplified Business Solutions, LLC | 1,063.59  |         | 161,899.91 | Invoice 7568<br>IT services for May                                  |
| 05/28/2026 | 023785  | Cummings, McClorey, Davis &...     | 900.00    |         | 160,999.91 | Invoice 401352<br>Termination and FOIA request [REDACTED]            |
| 05/28/2026 | 023786  | Trugreen                           | 282.80    |         | 160,717.11 | Invoice 223678377<br>Customer 7002701605<br>Lawn service             |
| 05/28/2026 | 023787  | Boyne Storage & Fuel Center        | 103.85    |         | 160,613.26 | invoice CL41401<br>Fuel                                              |
| 05/29/2026 | EFT     | Consumers Energy                   | 13.72     |         | 160,599.54 | 729 e main vacant unit 4/22-5/20 electric                            |
| 05/29/2026 | EFT     | Consumers Energy                   | 11.21     |         | 160,588.33 | #50 vacant unit 4/29-5/20electric                                    |
| 05/29/2026 | EFT     | Consumers Energy                   | 17.66     |         | 160,570.67 | 717 Wenonah vacant unit 4/29-5/28 electric                           |
| 05/29/2026 | DEP     | Interest income                    |           | 33.86   | 160,604.53 |                                                                      |
| 05/29/2026 | 023788  | VOID                               |           |         | 160,604.53 | VOID Govcard to set up account                                       |
| 06/01/2026 | EFT     | Voucher                            | 35,000.00 |         | 125,604.53 | Transfer to assist with hap as HUD didn't give enough to pay the hap |
| 06/01/2026 | EFT     | Consumers Energy                   | 71.39     |         | 125,533.14 | 603 jefferson vacant unit 4/21-5/19 electric                         |
| 06/01/2026 | 023789  | Consumers Energy                   | 187.00    |         | 125,346.14 | Utility Reimbursement                                                |
| 06/01/2026 | 023790  | DTE Energy                         | 102.00    |         | 125,244.14 | Utility Reimbursement                                                |
| 06/02/2026 | EFT     | Home Depot                         | 1,081.44  |         | 124,162.70 | Mulch/paint, flooring                                                |

Date: 07/25/2026

Time: 09:03:20

Boyne City Housing Commission  
**Check Register Summary Report**  
 Low Rent - General Fund  
 From: 05/26/2026 To: 07/25/2026

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| Date       | Ref Num | Payee                            | Payment   | Deposit   | Balance    | Memo                                                                                                                        |
|------------|---------|----------------------------------|-----------|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------|
| 06/02/2026 | EFT     | Lowes Business Acct.             | 683.75    |           | 123,478.95 | Range                                                                                                                       |
| 06/03/2026 | EFT     | Griffin Pest Solutions, INC.     | 247.80    |           | 123,231.15 | Pest control                                                                                                                |
| 06/03/2026 | EFT     | GFL Environmental                | 1,150.72  |           | 122,080.43 | trash removal                                                                                                               |
| 06/04/2026 | DEP     | Operating HUD                    |           | 3,601.00  | 125,681.43 |                                                                                                                             |
| 06/04/2026 | EFT     | AMERITAS LIFE INS CORP           | 258.50    |           | 125,422.93 | dental insurance                                                                                                            |
| 06/04/2026 | EFT     | AMERITAS LIFE INS CORP           | 67.36     |           | 125,355.57 | vision insurance                                                                                                            |
| 06/04/2026 | EFT     | Evolv                            | 140.00    |           | 125,215.57 | GovCard programming fee                                                                                                     |
| 06/04/2026 | DEP     | Merch bank govcard setup test... |           | 0.02      | 125,215.59 |                                                                                                                             |
| 06/05/2026 | DEP     | Tenant Rent                      |           | 18,495.00 | 143,710.59 |                                                                                                                             |
| 06/05/2026 | EFT     | Consumers Energy                 | 71.91     |           | 143,638.68 | 711 Wenonah vacant unit 4/28-5/31 electric                                                                                  |
| 06/05/2026 | EFT     | Consumers Energy                 | 11.82     |           | 143,626.86 | 700 Wenonah vacant unit 5/5-6/3electric                                                                                     |
| 06/05/2026 | EFT     | Charter Communications           | 2,661.90  |           | 140,964.96 | cable                                                                                                                       |
| 06/11/2026 | DEP     | Tenant Rent                      |           | 8,145.00  | 149,109.96 |                                                                                                                             |
| 06/11/2026 | EFT     | Payroll                          | 12,652.93 |           | 136,457.03 |                                                                                                                             |
| 06/11/2026 | EFT     | Huntington                       | 1,450.29  |           | 135,006.74 | Mulch/fertilizer<br>Vending supplies<br>community room stock<br>amazon business prime<br>mhda training hotel bethany hannah |
| 06/11/2026 | EFT     | Amazon                           | 934.22    |           | 134,072.52 | office supplies/desk supplies<br>resident supplies/bingo<br>random maintenance supplies                                     |
| 06/11/2026 | DEP     | Transfer back from voucher       |           | 35,000.00 | 169,072.52 |                                                                                                                             |
| 06/11/2026 | 023791  | Trugreen                         | 282.80    |           | 168,789.72 | Invoice 225888596<br>lawn service                                                                                           |
| 06/11/2026 | 023792  | Boyne Storage & Fuel Center      | 225.29    |           | 168,564.43 | invoice CL41463<br>Fuel                                                                                                     |
| 06/11/2026 | 023793  | State Industrial Products        | 600.57    |           | 167,963.86 | invoice 904233310<br>Customer 245398<br>gel genie and scent cubes trash rooms                                               |
| 06/11/2026 | 023794  | 123.NET, LLC                     | 145.24    |           | 167,818.62 | Invoice 754193<br>Account 502792<br>Phone bill                                                                              |
| 06/11/2026 | 023795  | Drost                            | 2,275.00  |           | 165,543.62 | removal of dead tree near power lines by top of lot                                                                         |
| 06/11/2026 | 023796  | Boyne CO-OP                      | 217.73    |           | 165,325.89 | misc tools maintenance                                                                                                      |
| 06/11/2026 | 023797  | Loucks & Schwartz                | 420.00    |           | 164,905.89 | invoice 81187                                                                                                               |

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Date: 07/25/2026

Time: 09:03:20

**Boyne City Housing Commission**  
**Check Register Summary Report**

Low Rent - General Fund  
 From: 05/26/2026 To: 07/25/2026

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| Date       | Ref Num | Payee                               | Payment   | Deposit  | Balance    | Memo                                                                                                                                                          |
|------------|---------|-------------------------------------|-----------|----------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
|            |         |                                     |           |          |            | May 2026 bookkeeping service and CY 2026 SF 425 Submission tracking                                                                                           |
| 06/11/2026 | 023798  | Boyne City Hardware                 | 39.58     |          | 164,866.31 | weed killer<br>Account BCH                                                                                                                                    |
| 06/15/2026 | DEP     | Tenant Rent                         |           | 910.00   | 165,776.31 |                                                                                                                                                               |
| 06/15/2026 | EFT     | MERS                                | 3,963.04  |          | 161,813.27 | Pension payment                                                                                                                                               |
| 06/15/2026 | EFT     | Fees                                | 99.00     |          | 161,714.27 | Business online and Electronic payment                                                                                                                        |
| 06/16/2026 | DEP     | Misc. Deposit                       |           | 8,821.91 | 170,536.18 | Maintenance fee \$4,500/Management fee \$4,000<br>[REDACTED] security deposit pay for rent owed<br>[REDACTED] for rent and utility reimbursement for move out |
| 06/16/2026 | DEP     | Tenant Rent                         |           | 2,287.00 | 172,823.18 |                                                                                                                                                               |
| 06/16/2026 | EFT     | Consumers Energy                    | 18.52     |          | 172,804.66 | 728 Wenonah vacant unit 5/8-6/8electric                                                                                                                       |
| 06/16/2026 | EFT     | Consumers Energy                    | 63.40     |          | 172,741.26 | 610 jersey vacant unit 5/6-6/8electric                                                                                                                        |
| 06/16/2026 | EFT     | Payroll                             | 771.04    |          | 171,970.22 | [REDACTED] final payroll                                                                                                                                      |
| 06/16/2026 | EFT     | Lincoln                             | 152.73    |          | 171,817.49 | Life insurance/short term disability                                                                                                                          |
| 06/17/2026 | 023799  | Zeffert & Associates, Inc.          | 613.75    |          | 171,203.74 | Utility allowance report for public housing<br>Invoice UH26-12789                                                                                             |
| 06/22/2026 | DEP     | Tenant Rent                         |           | 1,071.00 | 172,274.74 |                                                                                                                                                               |
| 06/22/2026 | DEP     | Tenant Rent                         |           | 395.00   | 172,669.74 |                                                                                                                                                               |
| 06/22/2026 | EFT     | Consumers Energy                    | 2,084.05  |          | 170,585.69 | building vacant unit 5/6-6/4 electric                                                                                                                         |
| 06/22/2026 | EFT     | Consumers Energy                    | 66.06     |          | 170,519.63 | 603 jefferson vacant unit 5/20-6/18electric                                                                                                                   |
| 06/22/2026 | EFT     | Lakeside                            | 150.00    |          | 170,369.63 | Air conditioner repair office                                                                                                                                 |
| 06/22/2026 | 023800  | HDS, LLC DBA Kanzo Software         | 4,200.00  |          | 166,169.63 | Invoice 2026-18163<br>Kanzo set up and Doorways set up                                                                                                        |
| 06/23/2026 | 023801  | Simplified Business Solutions, LLC  | 1,287.34  |          | 164,882.29 | Invoice 7637 and 7673<br>Monthly billing for June and hours for assistance with phone/server when down outside of contract                                    |
| 06/23/2026 | 023802  | Parker Arntz Plumbing & Heating,... | 1,459.00  |          | 163,423.29 | Invoice 141794118<br>Leak in recirculation line in indirect tank in boiler room 2                                                                             |
| 06/25/2026 | EFT     | Payroll                             | 10,960.07 |          | 152,463.22 |                                                                                                                                                               |
| 06/30/2026 | DEP     | Interest income                     |           | 34.21    | 152,497.43 |                                                                                                                                                               |
| 07/01/2026 | 023803  | Consumers Energy                    | 187.00    |          | 152,310.43 | Utility Reimbursement                                                                                                                                         |
| 07/01/2026 | 023804  | DTE Energy                          | 102.00    |          | 152,208.43 | Utility Reimbursement                                                                                                                                         |

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**Low Rent - General Fund**  
**From: 05/26/2026 To: 07/25/2026**

| Date       | Ref Num | Payee                          | Payment  | Deposit   | Balance    | Memo                                                                                                                                                                        |
|------------|---------|--------------------------------|----------|-----------|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 07/02/2026 | DEP     | Tenant Rent                    |          | 1,265.00  | 153,473.43 |                                                                                                                                                                             |
| 07/03/2026 | DEP     | Tenant Rent                    |          | 15,232.00 | 168,705.43 |                                                                                                                                                                             |
| 07/03/2026 | DEP     | Tenant Rent                    |          | 400.00    | 169,105.43 |                                                                                                                                                                             |
| 07/06/2026 | EFT     | Lowes Business Acct.           | 587.03   |           | 168,518.40 | push mower and hand tools                                                                                                                                                   |
| 07/06/2026 | EFT     | AMERITAS LIFE INS CORP         | 283.34   |           | 168,235.06 | dental and vision insurance                                                                                                                                                 |
| 07/06/2026 | EFT     | Griffin Pest Solutions, INC.   | 395.45   |           | 167,839.61 | pest control for june                                                                                                                                                       |
| 07/06/2026 | EFT     | DTE Energy                     | 870.75   |           | 166,968.86 | garage gas 61.20<br>building 679.67<br>vacant<br>729 e main 22.22<br>603 jefferson 20.45<br>610 jersey 23.17<br>728 wenonah 20.45<br>717 wenonah 22.22<br>700 wenonah 21.37 |
| 07/06/2026 | 023805  | The Nelrod Company             | 300.00   |           | 166,668.86 | Invoice 07-CSAF-1473-2026<br>Consortium Partner Annual Membership<br>Training                                                                                               |
| 07/06/2026 | 023806  | Loucks & Schwartz              | 420.00   |           | 166,248.86 | Invoice 81530<br>June 2026 Bookkeeping services and SF-425<br>submission                                                                                                    |
| 07/06/2026 | 023807  | Decker Agency                  | 982.30   |           | 165,266.56 | Invoice 6235<br>Cyber Insurance<br>Total invoice \$2090.00 split                                                                                                            |
| 07/06/2026 | 023808  | PFBC-Petoskey                  | 35.52    |           | 165,231.04 | Statement account BOYNHO<br>Supplies                                                                                                                                        |
| 07/06/2026 | 023809  | Boyne City Hardware            | 101.50   |           | 165,129.54 | Keys and maintenance supplies<br>Account BCH                                                                                                                                |
| 07/06/2026 | 023810  | Boyne CO-OP                    | 30.09    |           | 165,099.45 | Account 132<br>Hardware for work orders                                                                                                                                     |
| 07/06/2026 | 023811  | 123.NET, LLC                   | 146.26   |           | 164,953.19 | Account 502792<br>Invoice 758377<br>Telephone for office                                                                                                                    |
| 07/06/2026 | 023812  | Cummings, McClorey, Davis &... | 340.74   |           | 164,612.45 | Invoice #402600<br>FOIA followup, exterior doors, management<br>questions                                                                                                   |
| 07/06/2026 | 023813  | State Industrial Products      | 361.80   |           | 164,250.65 | Invoice 904263102<br>Cubes for hallways to smell                                                                                                                            |
| 07/06/2026 | 023814  | Boyne Area Chamber of Commerce | 190.00   |           | 164,060.65 | Invoice 1778<br>Chamber membership dues July 1, 26- July 1, 27                                                                                                              |
| 07/07/2026 | EFT     | Huntington Bank                | 1,214.79 |           | 162,845.86 | Credit card payment                                                                                                                                                         |

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**Low Rent - General Fund**  
**From: 05/26/2026 To: 07/25/2026**

| Date       | Ref Num | Payee                        | Payment   | Deposit  | Balance    | Memo                                                                                     |
|------------|---------|------------------------------|-----------|----------|------------|------------------------------------------------------------------------------------------|
|            |         |                              |           |          |            | adobe annual plan, spectrum, indeed                                                      |
| 07/07/2026 | EFT     | Amazon Capital Services, Inc | 1,138.72  |          | 161,707.14 | scanner and toners for office                                                            |
| 07/07/2026 | EFT     | Charter Communications       | 266.59    |          | 161,440.55 | Internet bill/phone bill                                                                 |
| 07/07/2026 | EFT     | Consumers Energy             | 16.80     |          | 161,423.75 | 711 Wenonah vacant unit 6/1-6/29 electric                                                |
| 07/07/2026 | EFT     | Consumers Energy             | 18.02     |          | 161,405.73 | 717 Wenonah vacant unit 5/29-6-28electric                                                |
| 07/07/2026 | EFT     | Consumers Energy             | 11.45     |          | 161,394.28 | 700 Wenonah vacant unit 6/4-7/2electric                                                  |
| 07/07/2026 | EFT     | Consumers Energy             | 15.53     |          | 161,378.75 | 729 e main vacant unit 5/21-6/21 electric                                                |
| 07/07/2026 | EFT     | Consumers Energy             | 2,922.62  |          | 158,456.13 | building 6/5-7/5 electric                                                                |
| 07/07/2026 | DEP     | Tenant Rent                  |           | 3,707.00 | 162,163.13 |                                                                                          |
| 07/07/2026 | 023815  | Priority Health              | 5,473.68  |          | 156,689.45 | Invoice 261760000021<br>Group 775801<br>Subgroup S001                                    |
| 07/08/2026 | EFT     | Payroll                      | 10,943.12 |          | 145,746.33 |                                                                                          |
| 07/08/2026 | EFT     | HOME DEPOT CREDIT SERVICES   | 1,439.10  |          | 144,307.23 | smoke/co detectors to replace faulty detectors<br>misc work order and unit turn supplies |
| 07/08/2026 | DEP     | Tenant Rent                  |           | 621.00   | 144,928.23 |                                                                                          |
| 07/09/2026 | EFT     | MERS                         | 2,847.00  |          | 142,081.23 | Pension payment                                                                          |
| 07/09/2026 | DEP     | Tenant Rent                  |           | 521.00   | 142,602.23 |                                                                                          |
| 07/09/2026 | 023816  | Accident Fund                | 666.75    |          | 141,935.48 | Invoice 1002292407<br>Workmans comp                                                      |
| 07/10/2026 | DEP     | Tenant Rent                  |           | 1,384.00 | 143,319.48 |                                                                                          |
| 07/13/2026 | DEP     | Tenant Rent                  |           | 1,197.00 | 144,516.48 |                                                                                          |
| 07/16/2026 | DEP     | Tenant Rent                  |           | 46.00    | 144,562.48 |                                                                                          |
| 07/17/2026 | DEP     | Tenant Rent                  |           | 4,675.00 | 149,237.48 |                                                                                          |
| 07/17/2026 | DEP     | Misc Deposit                 |           | 9,100.00 | 158,337.48 | July wages Voucher<br>Deer Meadows labor/maintenance/management fee                      |
| 07/17/2026 | DEP     | Tenant Rent                  |           | 1,274.00 | 159,611.48 |                                                                                          |
| 07/17/2026 | DEP     | Tenant Rent                  |           | 959.00   | 160,570.48 |                                                                                          |
| 07/20/2026 | EFT     | Spectrum                     | 2,661.90  |          | 157,908.58 | Cable                                                                                    |
| 07/20/2026 | EFT     | Lincoln                      | 84.37     |          | 157,824.21 | Life insurance and short term disability                                                 |
| 07/20/2026 | EFT     | Consumers                    | 20.78     |          | 157,803.43 | Electric unit 728 Wenonah 6/9-7/7                                                        |
| 07/20/2026 | EFT     | Consumers                    | 45.59     |          | 157,757.84 | Electric unit 610 Jersey 6/9-7/7                                                         |
| 07/20/2026 | EFT     | GFL                          | 1,150.72  |          | 156,607.12 | Trash removal                                                                            |

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**Check Register Summary Report**  
Low Rent - General Fund  
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| Date       | Ref Num | Payee                       | Payment    | Deposit    | Balance    | Memo                                                                        |
|------------|---------|-----------------------------|------------|------------|------------|-----------------------------------------------------------------------------|
| 07/23/2026 | 023817  | Automatic Door Service, INC | 572.95     |            | 156,034.17 | Invoice 2506-INV<br>Job 26-2270<br>Replaced north main entrance door pivots |
| Total:     |         |                             | 144,665.73 | 119,175.00 |            |                                                                             |

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BCHC Security Deposit  
From: 05/26/2026 To: 07/25/2026

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| Date       | Ref Num | Payee                 | Payment  | Deposit | Balance   | Memo                                            |
|------------|---------|-----------------------|----------|---------|-----------|-------------------------------------------------|
| 06/11/2026 | 001201  | BCHC Low Rent General | 162.00   |         | 26,335.52 | Security deposit pay for rent owed              |
| 06/11/2026 | 001202  | BCHC Low Rent General | 159.91   |         | 26,175.61 | for rent and utility reimbursement for move out |
| 06/11/2026 | 001203  |                       | 661.09   |         | 25,514.52 | Refund of security deposit                      |
| 06/22/2026 | DEP     |                       |          | 789.00  | 26,303.52 |                                                 |
| 07/09/2026 | 001204  |                       | 239.00   |         | 26,064.52 | Returned security deposit move out 4/6/26 for   |
| Total:     |         |                       | 1,222.00 | 789.00  |           |                                                 |

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Boyne City Housing Commission  
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 Section 8 Voucher  
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| Date       | Ref Num | Payee                 | Payment   | Deposit   | Balance      | Memo                                                                   |
|------------|---------|-----------------------|-----------|-----------|--------------|------------------------------------------------------------------------|
| 05/29/2026 | DEP     | Interest income       |           | 1.50      | ( 22,659.70) |                                                                        |
| 05/29/2026 | 010854  | ██████████            | 80.00     |           | ( 22,739.70) | Retroactive adjustment due to de minimus error found                   |
| 06/01/2026 | DEP     | Low Rent General      |           | 35,000.00 | 12,260.30    | To assist with account as HUD is not giving us money-need to give back |
| 06/01/2026 | 010855  | ██████████████████    | 1,817.00  |           | 10,443.30    | June Hap                                                               |
| 06/01/2026 | 010856  | ██████████████        | 4,920.00  |           | 5,523.30     | June Hap                                                               |
| 06/01/2026 | 010857  | ██████████████        | 1,082.00  |           | 4,441.30     | June Hap                                                               |
| 06/01/2026 | 010858  | ██████████            | 174.00    |           | 4,267.30     | June Hap                                                               |
| 06/01/2026 | 010859  | ██████████            | 10,060.00 |           | ( 5,792.70)  | June Hap                                                               |
| 06/01/2026 | 010860  | ██████████            | 658.00    |           | ( 6,450.70)  | June Hap                                                               |
| 06/01/2026 | 010861  | ██████████            | 428.00    |           | ( 6,878.70)  | June Hap                                                               |
| 06/01/2026 | 010862  | ██████████            | 72.00     |           | ( 6,950.70)  | June Hap                                                               |
| 06/01/2026 | 010863  | ██████████            | 458.00    |           | ( 7,408.70)  | June Hap                                                               |
| 06/01/2026 | 010864  | ██████████            | 948.00    |           | ( 8,356.70)  | June Hap                                                               |
| 06/01/2026 | 010865  | ██████████            | 263.00    |           | ( 8,619.70)  | June Hap                                                               |
| 06/01/2026 | 010866  | ██████████            | 1,046.00  |           | ( 9,665.70)  | June Hap                                                               |
| 06/01/2026 | 010867  | ██████████            | 79.00     |           | ( 9,744.70)  | June Hap                                                               |
| 06/01/2026 | 010868  | ██████████            | 428.00    |           | ( 10,172.70) | June Hap                                                               |
| 06/01/2026 | 010869  | ██████████            | 2,686.00  |           | ( 12,858.70) | June Hap                                                               |
| 06/01/2026 | 010870  | ██████████            | 66.00     |           | ( 12,924.70) | June Hap                                                               |
| 06/01/2026 | 010871  | ██████████████████    | 2,936.00  |           | ( 15,860.70) | June Hap                                                               |
| 06/01/2026 | 010872  | ██████████            | 845.00    |           | ( 16,705.70) | June Hap                                                               |
| 06/01/2026 | 010873  | ██████████            | 2,256.00  |           | ( 18,961.70) | June Hap                                                               |
| 06/01/2026 | 010874  | ██████████████████    | 568.00    |           | ( 19,529.70) | June Hap                                                               |
| 06/01/2026 | 010875  | ██████████            | 681.00    |           | ( 20,210.70) | June Hap                                                               |
| 06/02/2026 | DEP     | HAP                   |           | 18,942.00 | ( 1,268.70)  |                                                                        |
| 06/02/2026 | DEP     | Admin deposit         |           | 3,766.00  | 2,497.30     |                                                                        |
| 06/08/2026 | DEP     | HAP                   |           | 18,900.00 | 21,397.30    |                                                                        |
| 06/11/2026 | EFT     | BCHC Low Rent General | 35,000.00 |           | ( 13,602.70) | Transfer back                                                          |
| 06/11/2026 | EFT     | Huntington CC         | 349.15    |           | ( 13,951.85) | MHDA hotel Bethany and Hannah                                          |

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 Section 8 Voucher  
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| Date       | Ref Num | Payee                        | Payment     | Deposit             | Balance | Memo                                                                                     |
|------------|---------|------------------------------|-------------|---------------------|---------|------------------------------------------------------------------------------------------|
| 06/11/2026 | 010876  | Loucks & Schwartz            | 205.00      | ( 14,156.85)        |         | Bookkeeping services for May 2026                                                        |
| 06/15/2026 | EFT     | Fees-service/business online | 45.00       | ( 14,201.85)        |         |                                                                                          |
| 06/18/2026 | 010874  | **VOID** [REDACTED] ...      | ( 568.00)   | ( 13,633.85)        |         | June Hap<br>Void Refer 010874                                                            |
| 06/18/2026 | 010877  | [REDACTED] ...               | 568.00      | ( 14,201.85)        |         | June Hap<br>Reissued check due to first check being lost in the mail                     |
| 06/30/2026 | DEP     | Interest income              |             | 4.91 ( 14,196.94)   |         |                                                                                          |
| 07/01/2026 | DEP     | HAP deposit July             |             | 35,456.00 21,259.06 |         |                                                                                          |
| 07/01/2026 | DEP     | Admin July                   |             | 3,766.00 25,025.06  |         |                                                                                          |
| 07/01/2026 | 010878  | [REDACTED]                   | 1,804.00    | 23,221.06           |         | July Hap                                                                                 |
| 07/01/2026 | 010879  | [REDACTED]                   | 4,906.00    | 18,315.06           |         | July Hap                                                                                 |
| 07/01/2026 | 010880  | [REDACTED]                   | 1,082.00    | 17,233.06           |         | July Hap<br>Property sold-had to send to new owner                                       |
| 07/01/2026 | 010880  | **VOID** [REDACTED]          | ( 1,082.00) | 18,315.06           |         | July Hap<br>Void Refer 010880                                                            |
| 07/01/2026 | 010881  | [REDACTED]                   | 174.00      | 18,141.06           |         | July Hap                                                                                 |
| 07/01/2026 | 010882  | [REDACTED]                   | 10,259.00   | 7,882.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010883  | [REDACTED]                   | 658.00      | 7,224.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010884  | [REDACTED]                   | 428.00      | 6,796.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010885  | [REDACTED]                   | 72.00       | 6,724.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010886  | [REDACTED]                   | 458.00      | 6,266.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010887  | [REDACTED]                   | 948.00      | 5,318.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010888  | [REDACTED]                   | 1,041.00    | 4,277.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010889  | [REDACTED]                   | 1,046.00    | 3,231.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010890  | [REDACTED]                   | 79.00       | 3,152.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010891  | [REDACTED]                   | 236.00      | 2,916.06            |         | July Hap                                                                                 |
| 07/01/2026 | 010892  | [REDACTED]                   | 2,686.00    | 230.06              |         | July Hap                                                                                 |
| 07/01/2026 | 010893  | [REDACTED]                   | 66.00       | 164.06              |         | July Hap                                                                                 |
| 07/01/2026 | 010894  | [REDACTED]                   | 2,936.00    | ( 2,771.94)         |         | July Hap<br>Tenant moved out with no notice-voided and reissued with just the one tenant |
| 07/01/2026 | 010895  | [REDACTED]                   | 845.00      | ( 3,616.94)         |         | July Hap                                                                                 |
| 07/01/2026 | 010896  | [REDACTED]                   | 2,256.00    | ( 5,872.94)         |         | July Hap                                                                                 |

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Boyne City Housing Commission  
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 Section 8 Voucher  
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| Date          | Ref Num | Payee                         | Payment     | Deposit    | Balance     | Memo                                                              |
|---------------|---------|-------------------------------|-------------|------------|-------------|-------------------------------------------------------------------|
| 07/01/2026    | 010897  | ██████████ ...                | 568.00      |            | ( 6,440.94) | July Hap                                                          |
| 07/01/2026    | 010898  | ██████████ .                  | 681.00      |            | ( 7,121.94) | July Hap                                                          |
| 07/01/2026    | 010899  | ██████████                    | 1,082.00    |            | ( 8,203.94) | HAP                                                               |
| 07/02/2026    | 010894  | **VOID** ██████████ ...       | ( 2,936.00) |            | ( 5,267.94) | July Hap<br>Void Refer 010894                                     |
| 07/02/2026    | 010900  | ██████████ ...                | 1,674.00    |            | ( 6,941.94) | July Hap                                                          |
| 07/06/2026    | EFT     | Amazon Capital Services, Inc  | 280.00      |            | ( 7,221.94) | Desktop scanner                                                   |
| 07/06/2026    | 010901  | Boyne City Housing Commission | 1,250.00    |            | ( 8,471.94) | July Wages                                                        |
| 07/06/2026    | 010902  | The Nelrod Company            | 199.00      |            | ( 8,670.94) | Invoice 07-CSAF-1473-2026 Consortium<br>Partner Annual membership |
| 07/06/2026    | 010903  | Loucks & Schwartz             | 205.00      |            | ( 8,875.94) | Invoice 81530<br>June 2026 Section 8 bookkeeping services         |
| 07/06/2026    | 010904  | Decker Agency                 | 564.30      |            | ( 9,440.24) | Invoice 6235<br>Total invoice 2090.00 split<br>Cyber insurance    |
| 07/07/2026    | EFT     | Huntington                    | 320.15      |            | ( 9,760.39) | adobe for office staff                                            |
| <b>Total:</b> |         |                               | 102,935.60  | 115,836.41 |             |                                                                   |

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BCHC Development  
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| Date       | Ref Num | Payee                      | Payment  | Deposit | Balance   | Memo                                                                                        |
|------------|---------|----------------------------|----------|---------|-----------|---------------------------------------------------------------------------------------------|
| 05/29/2026 | DEP     | Interest income            |          | 2.82    | 16,484.82 |                                                                                             |
| 06/17/2026 | 000658  | Zeffert & Associates, Inc. | 1,841.25 |         | 14,643.57 | Utility allowance reports for Voucher<br>Invoices<br>UH26-12788<br>UH26-20736<br>UH26-12787 |
| 06/30/2026 | DEP     | Interest income            |          | 3.38    | 14,646.95 |                                                                                             |
| Total:     |         |                            | 1,841.25 | 6.20    |           |                                                                                             |

| Low Rent General 2026 |                                        | Apr-26            | May-26            | Jun-26            | Jul-26             | Progress          | 2026 Budget       |
|-----------------------|----------------------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|
|                       |                                        | 58%               | 67%               | 75%               | 83%                |                   |                   |
|                       |                                        | \$3,736.34        | \$707.66          | \$177,275.15      | \$167,379.55       |                   |                   |
| <u>INCOME</u>         |                                        |                   |                   |                   |                    |                   |                   |
| 3110.00               | Dwelling Rental                        | 31,107.09         | 25,400.75         | 29,798.02         | 22,257.00          | 297,431.46        | 380,000.00        |
|                       | Cable                                  | 1,460.00          | 1,505.00          | 1,505.00          | 1,548.00           | 15,103.00         | 18,100.00         |
| 3610.00               | Investment income                      | 2.73              | 33.86             | 34.21             |                    | 124.70            | 100.00            |
| 3690.00               | Other Income                           |                   |                   |                   | 0.09               | 5,588.61          | -                 |
|                       | Vending income                         | 576.00            |                   |                   |                    | 1,076.00          | -                 |
| 3690.23               | CAP Fund 26                            | -                 | 214,462.00        |                   |                    | 214,462.00        | 214,462.00        |
| 3692.00               | Laundry Machine Income                 | 738.00            |                   |                   |                    | 2,957.50          | 6,021.00          |
|                       | from Security deposit for damages/rent |                   | 841.00            | 321.91            |                    | 1,162.91          | -                 |
|                       | from Development                       | 5,000.00          |                   |                   |                    | 18,807.79         | -                 |
| 3693.00               | Management Fee-Deer Meadows            | 3,750.00          | 3,750.00          | 4,000.00          | 3,750.00           | 46,750.00         | 54,000.00         |
| 3694.00               | Maintenance Fees-Deer Meadows          | 4,100.00          | 4,100.00          | 4,500.00          | 4,000.00           | 47,400.00         | 55,300.00         |
| 3696.00               | Admin fees-Voucher                     | 1,250.00          | 1,250.00          |                   | 1,250.00           | 12,500.00         | 15,000.00         |
| 8020.00               | Operating Subsidy (HUD)                | 6,092.00          | 4,083.00          | 3,601.00          |                    | 40,011.00         | 52,016.00         |
| <u>TOTAL INCOME</u>   |                                        | <u>54,075.82</u>  | <u>255,425.61</u> | <u>43,760.14</u>  | <u>32,805.09</u>   | <u>708,124.97</u> | <u>794,999.00</u> |
|                       |                                        |                   |                   |                   |                    |                   |                   |
| <u>EXPENSES</u>       |                                        |                   |                   |                   |                    |                   |                   |
|                       | URP Payment                            | 289.00            | 289.00            | 289.00            | 289.00             | 4,671.05          |                   |
|                       | Voucher admin salary return            |                   | 4,750.00          |                   |                    | 4,750.00          |                   |
|                       | Voucher settle accounts rec            |                   | 4,330.25          |                   |                    | 4,330.25          |                   |
|                       | Dev settle accounts rec                |                   | 10,000.00         |                   |                    | 10,000.00         |                   |
|                       | Returned deposit-charged back          |                   |                   |                   |                    | 142.00            |                   |
|                       | File Error return to tenant            |                   |                   |                   |                    | 1,133.00          |                   |
|                       | returned rent                          |                   |                   |                   |                    | 1,260.00          |                   |
| 4110.00               | Administratrive/Maintenance Salaries   | 33,359.56         | 25,366.44         | 24,384.04         | 23,354.49          | 293,719.02        | 336,287.00        |
| 4130.00               | Legal Expense                          |                   | 1,113.14          | 900.00            | 340.74             | 4,333.77          | 3,300.00          |
| 4140.00               | Staff Training                         | 480.00            | 480.00            |                   | 300.00             | 1,636.00          | 1,500.00          |
| 4150.00               | Travel                                 |                   | 213.36            | 468.86            |                    | 4,072.91          | 7,500.00          |
| 4170.00               | Fee Accountant                         | 1,116.00          | 420.00            | 420.00            | 420.00             | 4,861.00          | 5,800.00          |
| 4171.00               | Auditing fees                          | 3,500.00          |                   |                   |                    | 3,500.00          | 3,500.00          |
| 4190.00               | Sundry-Other Admin. Expense            | 212.50            | 2,327.92          | 190.00            | 5,113.75           | 8,637.00          | 6,300.00          |
| 4190.20               | Payroll service fees                   | 99.00             | 99.00             | 99.00             | 101.00             | 1,055.57          | 1,200.00          |
| 4190.10               | Office Expenses                        | 132.31            | 407.46            | 235.60            | 1,295.38           | 5,214.40          | 8,500.00          |
| 4190.13               | Advertising & Marketing                |                   |                   |                   |                    | -                 | 250.00            |
| 4190.40               | Postage                                | 156.00            | 148.05            |                   |                    | 398.03            | 700.00            |
| 4190.60               | Telephone                              | 474.07            | 473.69            | 206.91            | 474.52             | 4,479.49          | 5,800.00          |
| 4190.85               | Membership Dues                        | 75.00             |                   | 299.40            | 190.00             | 1,821.48          | 2,000.00          |
| 4190.90               | Admin Service Contract                 | 1,063.59          | 1,087.34          | 2,350.93          |                    | 13,892.04         | 16,800.00         |
|                       | Vending                                | 133.41            | 354.40            | 233.61            |                    | 1,510.89          | -                 |
| 4220.00               | Tenant Services-Other                  |                   |                   | 380.85            |                    | 1,487.94          | 1,600.00          |
| 4310.00               | Water                                  | 193.70            | 7,008.04          |                   |                    | 27,537.02         | 36,000.00         |
| 4320.00               | Electricity                            | 2,236.19          | 1,970.84          | 2,429.74          | 3,050.79           | 21,481.04         | 24,060.00         |
| 4330.00               | Gas                                    | 2,134.13          | 2,543.12          |                   | 870.75             | 14,582.12         | 19,200.00         |
| 4420.00               | Materials                              | 2,253.60          | 1,499.42          | 1,671.89          | 3,249.89           | 29,934.99         | 37,000.00         |
| 4430.00               | Contract Costs                         |                   | 938.00            |                   |                    | 5,056.37          | 5,900.00          |
| 4430.10               | Heating/Cooling Conract                | 945.00            |                   | 1,609.00          |                    | 8,401.00          | 10,700.00         |
| 4430.23               | Cable                                  | 2,661.90          | 2,661.90          | 2,661.90          | 2,661.90           | 26,665.94         | 32,100.00         |
| 4430.30               | Elevator maintenance/contract          |                   |                   |                   | 180.25             | 4,016.32          | 4,500.00          |
| 4430.40               | Landscape/Grounds                      |                   |                   | 565.60            | 421.93             | 1,237.53          | 1,250.00          |
| 4430.70               | Plumbing Contract                      |                   |                   |                   |                    | 757.55            | 2,000.00          |
| 4430.80               | Extermination                          |                   | 100.15            | 247.80            | 395.45             | 1,982.40          | 2,500.00          |
| 4431.00               | Garbage Removal                        | 1,091.25          | 1,150.72          | 1,150.72          | 1,150.72           | 12,015.83         | 14,000.00         |
| 4510.30               | Insurance                              | 666.75            |                   |                   | 1,649.05           | 25,365.03         | 60,500.00         |
| 4540.00               | Empl Benefit Contr. MERS               | 3,389.41          | 2,588.31          | 3,963.04          | 2,847.79           | 32,695.89         | 39,723.00         |
| 4540.10               | Employee Benefits-Admin/Maint          | 442.13            | 4,747.43          | 5,288.58          | 5,841.39           | 55,970.13         | 80,312.00         |
| 7540.01               | Flooring                               |                   |                   | 650.52            |                    | 650.52            | 3,500.00          |
|                       | Air Conditioner                        |                   | 1,299.00          |                   |                    | 1,299.00          | 1,500.00          |
| 7520.07               | Range                                  |                   |                   | 683.75            |                    | 683.75            | 1,500.00          |
|                       | Unit 24 renovations                    |                   |                   |                   |                    | -                 | 10,000.00         |
|                       | Tree removal                           |                   |                   | 2,275.00          |                    | 2,275.00          | 3,000.00          |
| 7520.08               | Refrigerators                          |                   | 491.14            |                   |                    | 1,863.43          | 2,000.00          |
|                       | Cameras                                |                   |                   |                   |                    | 1,311.56          | 1,400.00          |
|                       |                                        |                   |                   |                   |                    | -                 |                   |
| <u>TOTAL EXPENSES</u> |                                        | <u>57,104.50</u>  | <u>78,858.12</u>  | <u>53,655.74</u>  | <u>54,198.79</u>   | <u>652,688.26</u> |                   |
|                       |                                        |                   |                   |                   |                    |                   |                   |
|                       | <u>Excess Revenue over Expenses</u>    | <u>(3,028.68)</u> | <u>176,567.49</u> | <u>(9,895.60)</u> | <u>(21,393.70)</u> |                   |                   |
|                       | <u>Ending Balance</u>                  | <u>707.66</u>     | <u>177,275.15</u> | <u>167,379.55</u> | <u>145,985.85</u>  |                   |                   |

\$ 707.66    \$ 177,275.15    \$ 167,379.55

## Notes

[illegible]

### Low Rent Sec Deposit 2026

|                            | Apr-26        | May-26          | Jun-26          | Jul-26          | Aug-26    | Sep-26    |
|----------------------------|---------------|-----------------|-----------------|-----------------|-----------|-----------|
| <b>Starting Balance</b>    | 27,143.52     | 27,685.52       | 26,788.52       | 26,594.52       | 26,355.52 | 26,355.52 |
| From Low Rent              |               |                 |                 |                 |           |           |
| SD paid in                 | 691.00        |                 | 789.00          |                 |           |           |
| <b>Total Income</b>        | <b>691.00</b> | <b>-</b>        | <b>789.00</b>   | <b>-</b>        | <b>-</b>  | <b>-</b>  |
|                            |               |                 |                 |                 |           |           |
| Refund to tenant           |               | 769.00          | 821.00          | 239.00          |           |           |
| Pay to General for damages | 149.00        | 128.00          | 162.00          |                 |           |           |
| <b>Total Expenses</b>      | <b>149.00</b> | <b>897.00</b>   | <b>983.00</b>   | <b>239.00</b>   | <b>-</b>  | <b>-</b>  |
|                            |               |                 |                 |                 |           |           |
| <b>Income-Expenses</b>     | <b>542.00</b> | <b>(897.00)</b> | <b>(194.00)</b> | <b>(239.00)</b> | <b>-</b>  | <b>-</b>  |
| <b>Ending Balance</b>      | 27,685.52     | 26,788.52       | 26,594.52       | 26,355.52       | 26,355.52 | 26,355.52 |
|                            | good          | good            | good            |                 |           |           |

|              |                                                 | 58%              | 67%              | 75%              | 83%              | 92%       | 100%      | Notes              |                              |
|--------------|-------------------------------------------------|------------------|------------------|------------------|------------------|-----------|-----------|--------------------|------------------------------|
| Voucher 2025 |                                                 | Apr-26           | May-26           | Jun-26           | Jul-26           | Aug-26    | Sep-26    | Progress           |                              |
|              | Starting Balance                                | 1,061.61         | 1,175.22         | 233.93           | 8,630.69         | 13,036.94 | 13,036.94 |                    |                              |
|              |                                                 |                  |                  |                  |                  |           |           |                    |                              |
|              | <b>HAP funding</b>                              | <b>35,484.00</b> | <b>22,413.00</b> | <b>37,842.00</b> | <b>35,456.00</b> |           |           | <b>287,987.00</b>  |                              |
| 3600.00      | Administrative Fees Earned                      | 3,189.00         | 3,189.00         | 3,766.00         | 3,766.00         |           |           | <b>25,379.00</b>   |                              |
|              | Repayment to pay accounts receivable            |                  | 9,080.25         |                  |                  |           |           |                    |                              |
|              | Incoming from Development to assist             |                  |                  |                  |                  |           |           |                    |                              |
| 3610.00      | Investment Income                               | 2.32             | 1.50             | 4.91             |                  |           |           | <b>46.20</b>       |                              |
|              | <b>Total Income</b>                             | <b>38,675.32</b> | <b>34,683.75</b> | <b>41,612.91</b> | <b>39,222.00</b> | -         | -         | <b>313,412.20</b>  |                              |
|              |                                                 |                  |                  |                  |                  |           |           |                    |                              |
|              | <b>Landlord Checks</b>                          | <b>32,625.00</b> | <b>32,366.00</b> | <b>32,617.00</b> | <b>31,967.00</b> |           |           | <b>300,099.00</b>  |                              |
|              | <b>Landlord Checks that haven't cleared yet</b> |                  |                  |                  |                  |           |           | -                  |                              |
|              | Refund tenant that we overcharged               | 576.00           |                  |                  |                  |           |           |                    |                              |
| 4140.00      | Training                                        |                  |                  |                  | 199.00           |           |           | <b>199.00</b>      |                              |
| 4150.00      | Travel                                          |                  |                  | 349.15           |                  |           |           | <b>2,102.26</b>    |                              |
| 4170.00      | Fee Accountant                                  | 205.00           | 205.00           | 205.00           | 205.00           |           |           | <b>1,963.00</b>    |                              |
| 4171.00      | Auditing Fees                                   | 3,500.00         |                  |                  |                  |           |           | <b>3,500.00</b>    |                              |
| 4190.00      | Sundry-Other Admin. Expense                     | 239.00           |                  |                  |                  |           |           | <b>2,228.00</b>    | Oct-Admin plan annual update |
|              | HDS                                             |                  | 1,605.10         |                  |                  |           |           | <b>1,605.10</b>    |                              |
| 4190.85      | Membership                                      |                  |                  |                  |                  |           |           | <b>280.00</b>      |                              |
| 4190.90      | Website annual hosting fee                      |                  |                  |                  |                  |           |           | <b>453.25</b>      |                              |
| 4190.02      | Bank service Charges                            | 45.00            | 30.00            | 45.00            | 30.00            |           |           | <b>330.00</b>      |                              |
| 4190.40      | Postage                                         | 78.00            | 110.25           |                  |                  |           |           | <b>260.23</b>      |                              |
| 4190.10      | Office Expenses                                 | 43.71            | 58.69            |                  | 600.45           |           |           | <b>2,036.74</b>    |                              |
| 4220.00      | Voucher participants                            |                  |                  |                  |                  |           |           | -                  |                              |
|              | Security deposit paid for participant           |                  |                  |                  |                  |           |           | <b>435.00</b>      |                              |
| 4510.20      | Liability Insurance                             |                  |                  |                  | 564.30           |           |           | <b>10,331.00</b>   |                              |
|              | Administrative Salaries (LR)                    | 1,250.00         | 1,250.00         |                  | 1,250.00         |           |           | <b>17,250.00</b>   | LR paid back in May from Jan |
|              |                                                 |                  |                  |                  |                  |           |           |                    |                              |
|              | <b>Total Expenses</b>                           | <b>38,561.71</b> | <b>35,625.04</b> | <b>33,216.15</b> | <b>34,815.75</b> | -         | -         | <b>343,072.58</b>  |                              |
|              |                                                 |                  |                  |                  |                  |           |           |                    |                              |
|              | <b>Excess Revenue over Expenses</b>             | 113.61           | (941.29)         | 8,396.76         | 4,406.25         | -         | -         | <b>(29,660.38)</b> |                              |
|              | <b>Ending Balance</b>                           | 1,175.22         | 233.93           | 8,630.69         | 13,036.94        | 13,036.94 | 13,036.94 |                    |                              |

good                      good                      good

| <b>Development 2025</b>      | Apr-26          | May-26           | Jun-26      | Jul-26          | Aug-26          | Sep-26    |
|------------------------------|-----------------|------------------|-------------|-----------------|-----------------|-----------|
| <b>Starting Balance</b>      | 11,581.76       | 6,539.00         | 16,484.82   | 16,488.20       | 14,646.95       | 19,646.95 |
|                              |                 |                  |             |                 |                 |           |
| interest income              | 1.36            | 2.82             | 3.38        |                 |                 |           |
| Incoming from Low Rent       |                 | 10,000.00        |             |                 |                 |           |
| Returned check deposit       | 126.00          |                  |             |                 |                 |           |
| Resident fund income         |                 |                  |             |                 |                 |           |
| Donation for Halloween       |                 |                  |             |                 |                 |           |
| Scrap return income          |                 |                  |             |                 |                 |           |
| DM Loan payment              |                 |                  |             |                 | 5,000.00        |           |
| Resident Holiday gift refund |                 |                  |             |                 |                 |           |
| Season of Giving             |                 |                  |             |                 |                 |           |
| Rebate income                |                 |                  |             |                 |                 |           |
| <b>Total Income</b>          | <b>127.36</b>   | <b>10,002.82</b> | <b>3.38</b> | <b>-</b>        | <b>5,000.00</b> | <b>-</b>  |
|                              |                 |                  |             |                 |                 |           |
| Sent to Low Rent             | 5,000.00        |                  |             |                 |                 |           |
| Sent to Voucher              |                 |                  |             |                 |                 |           |
| Utility reports for Voucher  |                 |                  |             | 1,841.25        |                 |           |
| ED Performance Incentive     |                 |                  |             |                 |                 |           |
| Resident supplies            |                 | 42.00            |             |                 |                 |           |
| Susan Retirement gift        | 170.12          |                  |             |                 |                 |           |
| Fees/other                   |                 | 15.00            |             |                 |                 |           |
| Staff                        |                 |                  |             |                 |                 |           |
| Vending                      |                 |                  |             |                 |                 |           |
| Check reorder                |                 |                  |             |                 |                 |           |
| Resident Holiday gifts       |                 |                  |             |                 |                 |           |
| Season of Giving             |                 |                  |             |                 |                 |           |
| Halloween                    |                 |                  |             |                 |                 |           |
| Development travel           |                 |                  |             |                 |                 |           |
| Resident fund                |                 |                  |             |                 |                 |           |
| <b>Total Expenses</b>        | <b>5,170.12</b> | <b>57.00</b>     | <b>-</b>    | <b>1,841.25</b> | <b>-</b>        | <b>-</b>  |
|                              |                 |                  |             |                 |                 |           |
| <b>Ending Balance</b>        | 6,539.00        | 16,484.82        | 16,488.20   | 14,646.95       | 19,646.95       | 19,646.95 |
|                              | good            | good             | good        |                 |                 |           |

**Resident Fund amount**

Donations to account  
Resident council raised

# Boyne City Housing Commission

## *Low Rent Public Housing*

### Financial Report for month of June 2026

#### *Summary of Operations:*

Fiscal year-to-date net profit (loss) as of June 2026 is \$86,177.25

Operating Reserve Balance as of June 2026 is \$171,061.92

#### *Financial Reports Enclosed:*

- ❖ **Board Summary Report** (*summaries of cash and investments, operating receipts and expenditures with comparison to annual budget and percent of budget spent, and operating reserve*)
- ❖ **CY 2026 Operating Fund Tracking** (*summary of federal funds authorized and expended*)
- ❖ **Statement of Net Position** (*listing of assets, liabilities and equity as of current month with increase (decrease) from beginning of fiscal year*)
- ❖ **Budget Progress Report** (*listing of operating receipts and expenditures with comparison to annual budget and percent of budget spent*)
- ❖ **Statement of Operating Receipts and Expenditures** (*listing of all income and expense accounts with activity for current month, fiscal year-to-date, and comparison to prior year actual results*)
- ❖ **Capital Fund Cost Statement** (*cumulative costs and revenue for each capital fund grant including balance to be spent or drawn down from eLOCCS*)

#### *Bookkeeping Reports Enclosed:*

- ❖ **Bank Reconciliations** (*deposits and checks cleared during the month and outstanding items*)
- ❖ **Trial Balance** (*listing of all accounts and account balances*)
- ❖ **General Ledger** (*listing of all accounts with activity recorded during the month*)
- ❖ **Receipts Register** (*deposits made during the month for all bank accounts*)
- ❖ **Disbursements Register** (*checks and bank withdrawals made during the month*)
- ❖ **Journal Voucher Register** (*journal entries recorded during the month*)

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|                                         | <u>Current</u>    | <u>Fiscal Year<br/>Begin Bal</u> | <u>+/-</u>       |
|-----------------------------------------|-------------------|----------------------------------|------------------|
| <b>Cash &amp; Investments</b>           |                   |                                  |                  |
| 1111.01 · CASH GENERAL FUND-#XX7986     | 161,965.23        | 80,807.88                        | 81,157.35        |
| 1114.00 · SECURITY DEPOSIT FUND-#XX2050 | 26,355.52         | 27,397.52                        | (1,042.00)       |
| <b>TOTAL CASH &amp; INVESTMENTS</b>     | <b>188,320.75</b> | <b>108,205.40</b>                | <b>80,115.35</b> |

|                                                                   | <u>YTD<br/>Balance</u> | <u>Annual<br/>Budget</u> | <u>Percent<br/>of Budget</u> |
|-------------------------------------------------------------------|------------------------|--------------------------|------------------------------|
| <b>Receipts</b>                                                   |                        |                          |                              |
| RENTAL INCOME                                                     | 281,050.42             | 380,000.00               | 74 %                         |
| OTHER OPERATING RECEIPTS                                          | 386,080.65             | 414,999.00               | 93 %                         |
| <b>TOTAL OPERATING RECEIPTS</b>                                   | <b>667,131.07</b>      | <b>794,999.00</b>        | <b>84 %</b>                  |
| <b>More income than budgeted 9% over-Other operating Receipts</b> |                        |                          |                              |
| <b>Expenses</b>                                                   |                        |                          |                              |
| ADMINISTRATIVE EXPENSES                                           | 194,201.62             | 252,279.00               | 77 %                         |
| TENANT SERVICES EXPENSE                                           | 1,311.95               | 1,600.00                 | 82 %                         |
| UTILITIES EXPENSE                                                 | 59,678.64              | 79,260.00                | 75 %                         |
| MAINTENANCE EXPENSE                                               | 195,122.62             | 257,108.00               | 76 %                         |
| GENERAL EXPENSE                                                   | 127,049.87             | 181,535.00               | 70 %                         |
| NONROUTINE EXPENDITURES                                           | 3,589.12               | 22,900.00                | 16 %                         |
| <b>TOTAL OPERATING EXPENSES</b>                                   | <b>580,953.82</b>      | <b>794,682.00</b>        | <b>73 %</b>                  |
| <b>Right on track for expenses</b>                                |                        |                          |                              |
| <b>NET INCOME (LOSS) FROM OPERATIONS</b>                          | <b>86,177.25</b>       | <b>317.00</b>            | <b>27,185 %</b>              |

|                                                    | <u>Current<br/>YTD</u> |
|----------------------------------------------------|------------------------|
| <b>Operating Reserve</b>                           |                        |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN          | 84,884.67              |
| <b>OPERATING RESERVE, BEGINNING OF FISCAL YEAR</b> | <b>84,884.67</b>       |
| NET INCOME (LOSS) FROM OPERATIONS                  | 86,177.25              |
| CURRENT FY PENSION ACCRUAL ADJUSTMENT              | 0.00                   |
| <b>OPERATING RESERVE, END OF CURRENT PERIOD</b>    | <b>171,061.92</b>      |

**Boyne City Housing Authority**  
**CY 2026 Operating Fund Tracking**

|                                               | (Monthly)<br>6/30/26 | (Changes)<br>6/30/26 | (Adjusted)<br>6/30/26 | YTD<br>6/30/26      |
|-----------------------------------------------|----------------------|----------------------|-----------------------|---------------------|
| <b>Program Receipts:</b>                      |                      |                      |                       |                     |
| Tenant Receipts                               | 31,141.91            | -                    | 31,141.91             | 187,535.85          |
| Laundry Receipts                              | -                    | -                    | -                     | 3,512.75            |
| Community Room Rent                           | -                    | -                    | -                     | -                   |
| Other Income                                  | 0.02                 | -                    | 0.02                  | 73,271.85           |
| <b>Total Program Receipts</b>                 | <b>31,141.93</b>     | <b>-</b>             | <b>31,141.93</b>      | <b>264,320.45</b>   |
| <b>Program Expenditures:</b>                  |                      |                      |                       |                     |
| Salaries & Benefits                           | 28,825.67            | -                    | 28,825.67             | 210,345.36          |
| Utility Expenditures                          | 2,429.74             | -                    | 2,429.74              | 41,210.25           |
| Maintenance & Operation                       | 10,395.83            | -                    | 10,395.83             | 63,674.04           |
| Protective Services                           | -                    | -                    | -                     | -                   |
| General Insurance                             | -                    | -                    | -                     | 23,044.23           |
| PILOT Payment                                 | -                    | -                    | -                     | -                   |
| Other Admin Expenditures                      | 8,254.47             | -                    | 8,254.47              | 35,503.60           |
| Tenant Services                               | 380.85               | -                    | 380.85                | 561.41              |
| Non-Routine Expenditures                      | 1,334.27             | -                    | 1,334.27              | 1,334.27            |
| <b>Total Program Expenditures</b>             | <b>51,620.83</b>     | <b>-</b>             | <b>51,620.83</b>      | <b>375,673.16</b>   |
| <b>Net Program Rcpts over/(under) Expends</b> | <b>(20,478.90)</b>   | <b>-</b>             | <b>(20,478.90)</b>    | <b>(111,352.71)</b> |
| <b>Federal Share of Expenditures</b>          | <b>(20,478.90)</b>   | <b>-</b>             | <b>(20,478.90)</b>    | <b>(111,352.71)</b> |
| <b>Federal Awards:</b>                        |                      |                      |                       |                     |
| CY 2026 Op Fund Drawdown                      | 3,601.00             | -                    | 3,601.00              | 24,498.00           |
| <b>Total Federal Awards</b>                   | <b>3,601.00</b>      | <b>-</b>             | <b>3,601.00</b>       | <b>24,498.00</b>    |
|                                               | <b>(16,877.90)</b>   | <b>-</b>             | <b>(16,877.90)</b>    | <b>(86,854.71)</b>  |
| <b>Cash on Hand</b>                           | <b>-</b>             | <b>-</b>             | <b>-</b>              | <b>-</b>            |

|                                             |                      |                      |                       |                  |
|---------------------------------------------|----------------------|----------------------|-----------------------|------------------|
| <b>Form SF-425:</b>                         | (Monthly)<br>6/30/26 | (Changes)<br>6/30/26 | (Adjusted)<br>6/30/26 | YTD<br>6/30/26   |
| <b>Total Federal Funds Authorized</b>       | <b>3,601.00</b>      | <b>-</b>             | <b>3,601.00</b>       | <b>24,498.00</b> |
| <b>Federal Share of Expenditures</b>        | <b>3,601.00</b>      | <b>-</b>             | <b>3,601.00</b>       | <b>24,498.00</b> |
| <b>Unobligated Balance of Federal Funds</b> | <b>-</b>             | <b>-</b>             | <b>-</b>              | <b>-</b>         |

**Statement of Net Position**
**As of June 30, 2026**

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|                                           | <b>Current Month</b> | <b>Fiscal Year<br/>Begin Bal</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------------|----------------------|----------------------------------|--------------------------------|
| <b>ASSETS</b>                             |                      |                                  |                                |
| 1111.01 · CASH GENERAL FUND-#XX7986       | 161,965.23           | 80,807.88                        | 81,157.35                      |
| 1114.00 · SECURITY DEPOSIT FUND-#XX2050   | 26,355.52            | 27,397.52                        | (1,042.00)                     |
| 1122.00 · ACCOUNTS RECEIVABLE TENANTS     | 14,791.55            | 4,100.19                         | 10,691.36                      |
| 1129.05 · ACCOUNTS RECEIVABLE-FEES EARNED | 17,700.00            | 17,700.00                        | 0.00                           |
| 1211.00 · PREPAID INSURANCE               | 4,795.33             | 18,973.01                        | (14,177.68)                    |
| 1260.00 · INVENTORIES MATERIAL            | 10,382.00            | 10,382.00                        | 0.00                           |
| 1260.01 · ALLOW FOR OBSOLETE INVENTORY    | (1,038.20)           | (1,038.20)                       | 0.00                           |
| 1291.00 · PREPAID ELEVATOR MAINTENANCE    | 1,476.05             | 568.64                           | 907.41                         |
| 1293.00 · PREPAID SOFTWARE                | 2,155.42             | 1,524.87                         | 630.55                         |
| 1300.00 · DEFERRED OUTFLOW RESOURCES      | 47,391.00            | 47,391.00                        | 0.00                           |
| <b>TOTAL CURRENT ASSETS</b>               | <b>285,973.90</b>    | <b>207,806.91</b>                | <b>78,166.99</b>               |
| 1440.00 · SITE ACQUISITION                | 794,267.14           | 794,267.14                       | 0.00                           |
| 1450.00 · SITE IMPROVEMENTS               | 51,750.47            | 51,750.47                        | 0.00                           |
| 1460.07 · BUILDINGS                       | 4,010,738.75         | 4,010,738.75                     | 0.00                           |
| 1465.01 · DWELLING EQUIPMENT              | 28,017.17            | 28,017.17                        | 0.00                           |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT    | 21,770.37            | 21,770.37                        | 0.00                           |
| 1475.02 · MAINTENANCE EQUIPMENT           | 60,877.89            | 60,877.89                        | 0.00                           |
| 1475.03 · COMMUNITY SPACE EQUIPMENT       | 25,239.26            | 25,239.26                        | 0.00                           |
| 1475.07 · AUTOMOTIVE EQUIPMENT            | 112,516.03           | 112,516.03                       | 0.00                           |
| 1499.99 · ACCUMULATED DEPRECIATION        | (3,693,247.67)       | (3,693,247.67)                   | 0.00                           |
| <b>NET FIXED ASSETS</b>                   | <b>1,411,929.41</b>  | <b>1,411,929.41</b>              | <b>0.00</b>                    |
| <b>TOTAL ASSETS</b>                       | <b>1,697,903.31</b>  | <b>1,619,736.32</b>              | <b>78,166.99</b>               |

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**Statement of Net Position**
**As of June 30, 2026**

|                                           | <b>Current Month</b> | <b>Fiscal Year<br/>Begin Bal</b> | <b>Increase<br/>(Decrease)</b> |
|-------------------------------------------|----------------------|----------------------------------|--------------------------------|
| <b>LIABILITIES</b>                        |                      |                                  |                                |
| 2111.00 · ACCOUNTS PAYABLE-VENDORS        | 4,424.56             | 4,424.56                         | 0.00                           |
| 2111.03 · ACCOUNTS PAYABLE-UTILITIES      | 9,430.12             | 9,430.12                         | 0.00                           |
| 2114.00 · TENANT SECURITY DEPOSITS        | 26,204.00            | 27,502.00                        | (1,298.00)                     |
| 2117.00 · PAYROLL DEDUCTIONS              | 467.86               | 0.00                             | 467.86                         |
| 2119.07 · ACCOUNTS PAYABLE-VOUCHERS       | 0.00                 | 4,330.25                         | (4,330.25)                     |
| 2135.01 · ACCRUED WAGES & SALARIES        | 14,673.18            | 14,673.18                        | 0.00                           |
| 2135.10 · COMPENSATED ABSENCES-CURRENT    | 9,845.50             | 9,845.50                         | 0.00                           |
| 2135.11 · COMPENSATED ABSENCES-NONCURRENT | 2,475.76             | 2,475.76                         | 0.00                           |
| 2240.00 · TENANT UNEARNED REVENUE         | 0.00                 | 2,841.87                         | (2,841.87)                     |
| 2290.01 · DEFERRED REVENUE-OP SUBSIDY     | 0.00                 | 8.00                             | (8.00)                         |
| 2300.00 · ACCRUED PENSION LIABILITY       | 28,005.00            | 28,005.00                        | 0.00                           |
| <b>TOTAL LIABILITIES</b>                  | <b>95,525.98</b>     | <b>103,536.24</b>                | <b>(8,010.26)</b>              |
| <b>NET POSITION</b>                       |                      |                                  |                                |
| 2802.01 · INVESTMENT IN CAPITAL ASSETS    | 1,411,929.41         | 1,411,929.41                     | 0.00                           |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN | 171,061.92           | 84,884.67                        | 86,177.25                      |
| 2806.05 · NET POSITION - PENSION ACCRUAL  | 19,386.00            | 19,386.00                        | 0.00                           |
| <b>TOTAL NET POSITION</b>                 | <b>1,602,377.33</b>  | <b>1,516,200.08</b>              | <b>86,177.25</b>               |
| <b>TOTAL LIABILITIES AND NET POSITION</b> | <b>1,697,903.31</b>  | <b>1,619,736.32</b>              | <b>78,166.99</b>               |

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## Budget Progress Report

### As of June 30, 2026

|                                           | YTD<br>Balance    | Annual<br>Budget  | Percent<br>of Budget |
|-------------------------------------------|-------------------|-------------------|----------------------|
| <b>Income</b>                             |                   |                   |                      |
| 3110.00 · DWELLING RENTAL                 | 281,050.42        | 380,000.00        | 74 %                 |
| <b>TOTAL RENTAL INCOME</b>                | <b>281,050.42</b> | <b>380,000.00</b> | <b>74 %</b>          |
| 3610.10 · INTEREST ON CHECKING (OP FUND)  | 124.70            | 100.00            | 125 %                |
| 3690.00 · OTHER INCOME                    | 5,519.50          | 0.00              | 0 %                  |
| 3690.01 · OTHER TENANT REVENUE            | 2,429.91          | 0.00              | 0 %                  |
| 3690.25 · '25 CAP FUND OPERATING ADVANCES | 1,992.00          | 0.00              | 0 %                  |
| 3690.26 · '26 CAP FUND OPERATING ADVANCES | 214,462.00        | 214,462.00        | 100 %                |
| 3691.00 · CABLE TV INCOME                 | 13,555.00         | 18,100.00         | 75 %                 |
| 3692.00 · LAUNDRY MACHINES INCOME         | 3,512.75          | 6,021.00          | 58 %                 |
| 3693.00 · MGMT FEES - DEER MEADOWS        | 43,000.00         | 54,000.00         | 80 %                 |
| 3694.00 · MAINT CHARGES - DEER MEADOWS    | 43,400.00         | 55,300.00         | 78 %                 |
| 3696.00 · ADMINISTRATIVE FEES-VOUCHERS    | 11,250.00         | 15,000.00         | 75 %                 |
| 7000.00 · OPERATING TRANSFERS IN          | 8,807.79          | 0.00              | 0 %                  |
| 8020.00 · OPERATING SUBSIDY               | 13,529.00         | 52,016.00         | 26 %                 |
| 8020.26 · OPERATING SUBSIDY CY 2026       | 24,498.00         | 0.00              | 0 %                  |
| <b>TOTAL OTHER OPERATING RECEIPTS</b>     | <b>386,080.65</b> | <b>414,999.00</b> | <b>93 %</b>          |
| <b>TOTAL RECEIPTS</b>                     | <b>667,131.07</b> | <b>794,999.00</b> | <b>84 %</b>          |
| <b>Expenses</b>                           |                   |                   |                      |
| 4110.00 · ADMINISTRATIVE SALARIES         | 145,452.71        | 189,129.00        | 77 %                 |
| 4130.00 · LEGAL EXPENSE                   | 3,938.14          | 3,300.00          | 119 %                |
| 4140.00 · STAFF TRAINING                  | 1,336.00          | 1,500.00          | 89 %                 |
| 4150.00 · TRAVEL                          | 5,051.95          | 7,500.00          | 67 %                 |
| 4170.00 · FEE ACCOUNTANT                  | 4,213.00          | 5,800.00          | 73 %                 |
| 4171.00 · AUDITING FEES                   | 3,500.00          | 3,500.00          | 100 %                |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE      | 3,763.18          | 6,300.00          | 60 %                 |
| 4190.10 · OFFICE EXPENSES                 | 10,378.72         | 8,500.00          | 122 %                |
| 4190.13 · ADVERTISING & MARKETING         | 0.00              | 250.00            | 0 %                  |
| 4190.20 · BANK CHARGES                    | 924.50            | 1,200.00          | 77 %                 |
| 4190.40 · POSTAGE                         | 417.44            | 700.00            | 60 %                 |
| 4190.60 · TELEPHONE                       | 4,066.64          | 5,800.00          | 70 %                 |
| 4190.85 · MEMBERSHIP DUES                 | 1,476.48          | 2,000.00          | 74 %                 |
| 4190.90 · ADMIN SERVICE CONTRACT          | 9,682.86          | 16,800.00         | 58 %                 |
| <b>TOTAL ADMINISTRATIVE EXPENSE</b>       | <b>194,201.62</b> | <b>252,279.00</b> | <b>77 %</b>          |
| 4220.00 · TENANT SERVICES-OTHER           | 1,311.95          | 1,600.00          | 82 %                 |
| <b>TOTAL TENANT SERVICES EXPENSE</b>      | <b>1,311.95</b>   | <b>1,600.00</b>   | <b>82 %</b>          |

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## Budget Progress Report

### As of June 30, 2026

|                                                                                 | YTD<br>Balance    | Annual<br>Budget  | Percent<br>of Budget |
|---------------------------------------------------------------------------------|-------------------|-------------------|----------------------|
| 4310.00 · WATER                                                                 | 27,537.02         | 36,000.00         | 76 %                 |
| 4320.00 · ELECTRICITY                                                           | 18,430.25         | 24,060.00         | 77 %                 |
| 4330.00 · GAS                                                                   | 13,711.37         | 19,200.00         | 71 %                 |
| <b>TOTAL UTILITIES EXPENSE</b>                                                  | <b>59,678.64</b>  | <b>79,260.00</b>  | <b>75 %</b>          |
| 4410.00 · MAINTENANCE LABOR                                                     | 112,416.70        | 147,158.00        | 76 %                 |
| 4420.00 · MAINTENANCE MATERIALS                                                 | 26,776.19         | 37,000.00         | 72 %                 |
| 4430.00 · CONTRACT COSTS-MISC MAINT                                             | 3,441.37          | 5,900.00          | 58 %                 |
| 4430.10 · HEATING & COOLING CONTRACT                                            | 7,801.00          | 10,700.00         | 73 %                 |
| 4430.23 · CABLE TV                                                              | 24,004.04         | 32,100.00         | 75 %                 |
| 4430.30 · ELEVATOR MAINTENANCE CONTRACT                                         | 2,635.11          | 4,500.00          | 59 %                 |
| 4430.40 · LANDSCAPE & GROUNDS CONTRACT                                          | 4,238.60          | 1,250.00          | 339 %                |
| 4430.70 · PLUMBING CONTRACT                                                     | 1,357.55          | 2,000.00          | 68 %                 |
| 4430.80 · EXTERMINATION CONTRACT                                                | 1,586.95          | 2,500.00          | 63 %                 |
| 4431.00 · GARBAGE & TRASH REMOVAL                                               | 10,865.11         | 14,000.00         | 78 %                 |
| <b>TOTAL MAINTENANCE EXPENSE</b>                                                | <b>195,122.62</b> | <b>257,108.00</b> | <b>76 %</b>          |
| 4510.10 · PROPERTY INSURANCE                                                    | 29,171.88         | 40,000.00         | 73 %                 |
| 4510.20 · LIABILITY INSURANCE                                                   | 3,705.48          | 13,500.00         | 27 %                 |
| 4510.30 · WORKERS COMPENSATION INSURANCE                                        | 2,186.86          | 3,500.00          | 62 %                 |
| 4510.40 · ALL OTHER INSURANCE                                                   | 2,532.78          | 3,500.00          | 72 %                 |
| 4520.00 · PAYMENTS IN LIEU OF TAXES                                             | 96.77             | 0.00              | 0 %                  |
| 4540.00 · EMPLOYEE BENEFIT CONTRIBUTIONS                                        | 30,150.90         | 39,723.00         | 76 %                 |
| 4540.10 · EMPLOYEE BENEFITS-ADMIN                                               | 28,735.18         | 39,092.00         | 74 %                 |
| 4540.40 · EMPLOYEE BENEFITS-MAINT                                               | 29,798.82         | 41,220.00         | 72 %                 |
| 4590.00 · OTHER GENERAL EXPENSE                                                 | 671.20            | 1,000.00          | 67 %                 |
| <b>TOTAL GENERAL EXPENSE</b>                                                    | <b>127,049.87</b> | <b>181,535.00</b> | <b>70 %</b>          |
| <b>TOTAL ROUTINE EXPENSE</b>                                                    | <b>577,364.70</b> | <b>771,782.00</b> | <b>75 %</b>          |
| 4610.03 · TREE TRIMMING/REMOVAL                                                 | 0.00              | 3,000.00          | 0 %                  |
| 7520.07 · STOVES                                                                | 683.75            | 1,500.00          | 46 %                 |
| 7520.08 · REFRIGERATORS                                                         | 943.29            | 2,000.00          | 47 %                 |
| 7540.01 · FLOORING                                                              | 650.52            | 3,500.00          | 19 %                 |
| 7540.02 · APARTMENT REMODEL                                                     | 0.00              | 10,000.00         | 0 %                  |
| 7540.10 · SECURITY CAMERAS                                                      | 1,311.56          | 1,400.00          | 94 %                 |
| 7540.11 · BUILDING IMPROVEMENTS                                                 | 0.00              | 1,500.00          | 0 %                  |
| <b>TOTAL NONROUTINE EXPENSE</b>                                                 | <b>3,589.12</b>   | <b>22,900.00</b>  | <b>16 %</b>          |
| <b>TOTAL EXPENSE</b>                                                            | <b>580,953.82</b> | <b>794,682.00</b> | <b>73 %</b>          |
| <b>INCREASE (DECREASE) IN UNRESTRICTED<br/>NET POSITION (OPERATING RESERVE)</b> | <b>86,177.25</b>  | <b>317.00</b>     | <b>27,185 %</b>      |

**BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING**  
**Statement of Operating Receipts and Expenditures**  
**(Prior Year Comparison)**  
**As of June 30, 2026**

|                                           | <b>Current<br/>Activity</b> | <b>Prior FY<br/>Activity</b> | <b>Current<br/>YTD</b> | <b>Prior FY<br/>YTD</b> | <b>+/-</b>         |
|-------------------------------------------|-----------------------------|------------------------------|------------------------|-------------------------|--------------------|
| <b>Receipts</b>                           |                             |                              |                        |                         |                    |
| 3110.00 · DWELLING RENTAL                 | 29,672.00                   | 31,340.00                    | 281,050.42             | 289,733.00              | (8,682.58)         |
| <b>TOTAL RENTAL INCOME</b>                | <b>29,672.00</b>            | <b>31,340.00</b>             | <b>281,050.42</b>      | <b>289,733.00</b>       | <b>(8,682.58)</b>  |
| 3610.00 · INVESTMENT INCOME               | 0.00                        | 0.00                         | 0.00                   | 51.93                   | (51.93)            |
| 3610.10 · INTEREST ON CHECKING (OP FUND)  | 34.21                       | 16.85                        | 124.70                 | 24.50                   | 100.20             |
| 3690.00 · OTHER INCOME                    | 0.02                        | 835.00                       | 5,519.50               | 2,320.44                | 3,199.06           |
| 3690.01 · OTHER TENANT REVENUE            | (559.09)                    | (420.00)                     | 2,429.91               | 135.05                  | 2,294.86           |
| 3690.22 · '22 CAP FUND OPERATING ADVANCES | 0.00                        | 0.00                         | 0.00                   | 659.00                  | (659.00)           |
| 3690.23 · '23 CAP FUND OPERATING ADVANCES | 0.00                        | 0.00                         | 0.00                   | 581.00                  | (581.00)           |
| 3690.24 · '24 CAP FUND OPERATING ADVANCES | 0.00                        | 0.00                         | 0.00                   | 507.00                  | (507.00)           |
| 3690.25 · '25 CAP FUND OPERATING ADVANCES | 0.00                        | 210,499.00                   | 1,992.00               | 210,499.00              | (208,507.00)       |
| 3690.26 · '26 CAP FUND OPERATING ADVANCES | 0.00                        | 0.00                         | 214,462.00             | 0.00                    | 214,462.00         |
| 3691.00 · CABLE TV INCOME                 | 1,505.00                    | 1,400.00                     | 13,555.00              | 13,026.00               | 529.00             |
| 3692.00 · LAUNDRY MACHINES INCOME         | 0.00                        | 1,294.00                     | 3,512.75               | 3,773.00                | (260.25)           |
| 3693.00 · MGMT FEES - DEER MEADOWS        | 4,000.00                    | 0.00                         | 43,000.00              | 43,000.00               | 0.00               |
| 3694.00 · MAINT CHARGES - DEER MEADOWS    | 4,500.00                    | 0.00                         | 43,400.00              | 40,500.00               | 2,900.00           |
| 3696.00 · ADMINISTRATIVE FEES-VOUCHERS    | 0.00                        | 0.00                         | 11,250.00              | 21,000.00               | (9,750.00)         |
| 7000.00 · OPERATING TRANSFERS IN          | 0.00                        | 0.00                         | 8,807.79               | 6,939.77                | 1,868.02           |
| 8020.00 · OPERATING SUBSIDY               | 0.00                        | 4,682.00                     | 13,529.00              | 45,417.00               | (31,888.00)        |
| 8020.26 · OPERATING SUBSIDY CY 2026       | 3,601.00                    | 0.00                         | 24,498.00              | 0.00                    | 24,498.00          |
| <b>TOTAL OTHER OPERATING RECEIPTS</b>     | <b>13,081.14</b>            | <b>218,306.85</b>            | <b>386,080.65</b>      | <b>388,433.69</b>       | <b>(2,353.04)</b>  |
| <b>TOTAL RECEIPTS</b>                     | <b>42,753.14</b>            | <b>249,646.85</b>            | <b>667,131.07</b>      | <b>678,166.69</b>       | <b>(11,035.62)</b> |
| <b>Expenses</b>                           |                             |                              |                        |                         |                    |
| 4110.00 · ADMINISTRATIVE SALARIES         | 14,156.92                   | 14,520.00                    | 145,452.71             | 149,830.50              | (4,377.79)         |
| 4130.00 · LEGAL EXPENSE                   | 0.00                        | 0.00                         | 3,938.14               | 0.00                    | 3,938.14           |
| 4140.00 · STAFF TRAINING                  | 0.00                        | 56.18                        | 1,336.00               | 1,713.07                | (377.07)           |
| 4150.00 · TRAVEL                          | 468.86                      | 328.44                       | 5,051.95               | 9,508.05                | (4,456.10)         |
| 4170.00 · FEE ACCOUNTANT                  | 420.00                      | 200.00                       | 4,213.00               | 3,098.00                | 1,115.00           |
| 4171.00 · AUDITING FEES                   | 0.00                        | 0.00                         | 3,500.00               | 3,500.00                | 0.00               |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE      | 1,037.36                    | 379.50                       | 3,763.18               | 1,098.00                | 2,665.18           |
| 4190.10 · OFFICE EXPENSES                 | 4,818.78                    | 356.07                       | 10,378.72              | 9,246.99                | 1,131.73           |
| 4190.13 · ADVERTISING & MARKETING         | 0.00                        | 0.00                         | 0.00                   | 250.00                  | (250.00)           |
| 4190.20 · BANK CHARGES                    | 99.00                       | 95.00                        | 924.50                 | 611.00                  | 313.50             |
| 4190.40 · POSTAGE                         | 0.00                        | 0.00                         | 417.44                 | 570.46                  | (153.02)           |
| 4190.60 · TELEPHONE                       | 206.91                      | 863.90                       | 4,066.64               | 4,237.18                | (170.54)           |
| 4190.85 · MEMBERSHIP DUES                 | 299.40                      | 0.00                         | 1,476.48               | 2,038.78                | (562.30)           |
| 4190.90 · ADMIN SERVICE CONTRACT          | 1,073.59                    | 0.00                         | 9,682.86               | 8,954.91                | 727.95             |
| <b>TOTAL ADMINISTRATIVE EXPENSE</b>       | <b>22,580.82</b>            | <b>16,799.09</b>             | <b>194,201.62</b>      | <b>194,656.94</b>       | <b>(455.32)</b>    |
| 4220.00 · TENANT SERVICES-OTHER           | 380.85                      | 0.00                         | 1,311.95               | 851.80                  | 460.15             |
| <b>TOTAL TENANT SERVICES EXPENSE</b>      | <b>380.85</b>               | <b>0.00</b>                  | <b>1,311.95</b>        | <b>851.80</b>           | <b>460.15</b>      |
| 4310.00 · WATER                           | 0.00                        | 241.61                       | 27,537.02              | 22,715.99               | 4,821.03           |
| 4320.00 · ELECTRICITY                     | 2,429.74                    | 2,102.76                     | 18,430.25              | 16,198.54               | 2,231.71           |
| 4330.00 · GAS                             | 0.00                        | 1,066.44                     | 13,711.37              | 13,469.14               | 242.23             |
| <b>TOTAL UTILITIES EXPENSE</b>            | <b>2,429.74</b>             | <b>3,410.81</b>              | <b>59,678.64</b>       | <b>52,383.67</b>        | <b>7,294.97</b>    |
| 4410.00 · MAINTENANCE LABOR               | 8,942.75                    | 10,042.20                    | 112,416.70             | 105,475.95              | 6,940.75           |
| 4420.00 · MAINTENANCE MATERIALS           | 2,168.61                    | 3,819.27                     | 26,776.19              | 25,445.96               | 1,330.23           |
| 4430.00 · CONTRACT COSTS-MISC MAINT       | 0.00                        | 1,220.90                     | 3,441.37               | 8,832.58                | (5,391.21)         |
| 4430.10 · HEATING & COOLING CONTRACT      | 1,609.00                    | 0.00                         | 7,801.00               | 487.00                  | 7,314.00           |

**BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING**  
**Statement of Operating Receipts and Expenditures**  
**(Prior Year Comparison)**  
**As of June 30, 2026**

|                                                                             | Current<br>Activity | Prior FY<br>Activity | Current<br>YTD    | Prior FY<br>YTD   | +/-                |
|-----------------------------------------------------------------------------|---------------------|----------------------|-------------------|-------------------|--------------------|
| 4430.20 · SNOW REMOVAL CONTRACT                                             | 0.00                | 0.00                 | 0.00              | 11,300.00         | (11,300.00)        |
| 4430.23 · CABLE TV                                                          | 2,661.90            | 2,675.15             | 24,004.04         | 23,342.73         | 661.31             |
| 4430.30 · ELEVATOR MAINTENANCE CONTRACT                                     | 295.21              | 284.32               | 2,635.11          | 3,253.38          | (618.27)           |
| 4430.40 · LANDSCAPE & GROUNDS CONTRACT                                      | 2,557.80            | 272.19               | 4,238.60          | 754.38            | 3,484.22           |
| 4430.50 · UNIT TURNAROUND                                                   | 0.00                | 0.00                 | 0.00              | 125.00            | (125.00)           |
| 4430.60 · ELECTRICAL CONTRACT                                               | 0.00                | 500.00               | 0.00              | 500.00            | (500.00)           |
| 4430.70 · PLUMBING CONTRACT                                                 | 0.00                | 0.00                 | 1,357.55          | 3,554.75          | (2,197.20)         |
| 4430.80 · EXTERMINATION CONTRACT                                            | 247.80              | 0.00                 | 1,586.95          | 5,871.97          | (4,285.02)         |
| 4431.00 · GARBAGE & TRASH REMOVAL                                           | 1,150.72            | 999.05               | 10,865.11         | 8,945.20          | 1,919.91           |
| <b>TOTAL MAINTENANCE EXPENSE</b>                                            | <b>19,633.79</b>    | <b>19,813.08</b>     | <b>195,122.62</b> | <b>197,888.90</b> | <b>(2,766.28)</b>  |
| 4510.10 · PROPERTY INSURANCE                                                | 3,241.32            | 2,225.00             | 29,171.88         | 17,461.23         | 11,710.65          |
| 4510.20 · LIABILITY INSURANCE                                               | 371.13              | 1,061.16             | 3,705.48          | 7,524.42          | (3,818.94)         |
| 4510.30 · WORKERS COMPENSATION INSURANCE                                    | 279.89              | 213.33               | 2,186.86          | 1,822.68          | 364.18             |
| 4510.40 · ALL OTHER INSURANCE                                               | 281.42              | 271.58               | 2,532.78          | 2,335.39          | 197.39             |
| 4520.00 · PAYMENTS IN LIEU OF TAXES                                         | 0.00                | 0.00                 | 96.77             | 0.00              | 96.77              |
| 4540.00 · EMPLOYEE BENEFIT CONTRIBUTIONS                                    | 3,963.04            | 3,380.93             | 30,150.90         | 24,374.53         | 5,776.37           |
| 4540.10 · EMPLOYEE BENEFITS-ADMIN                                           | 1,340.46            | 3,250.58             | 28,735.18         | 29,607.20         | (872.02)           |
| 4540.40 · EMPLOYEE BENEFITS-MAINT                                           | 890.36              | 3,114.81             | 29,798.82         | 29,011.46         | 787.36             |
| 4590.00 · OTHER GENERAL EXPENSE                                             | 0.00                | 0.00                 | 671.20            | 591.63            | 79.57              |
| <b>TOTAL GENERAL EXPENSE</b>                                                | <b>10,367.62</b>    | <b>13,517.39</b>     | <b>127,049.87</b> | <b>112,728.54</b> | <b>14,321.33</b>   |
| <b>TOTAL ROUTINE EXPENSE</b>                                                | <b>55,392.82</b>    | <b>53,540.37</b>     | <b>577,364.70</b> | <b>558,509.85</b> | <b>18,854.85</b>   |
| 7520.06 · WASHING MACHINES                                                  | 0.00                | 0.00                 | 0.00              | 1,589.98          | (1,589.98)         |
| 7520.07 · STOVES                                                            | 683.75              | 0.00                 | 683.75            | 656.00            | 27.75              |
| 7520.08 · REFRIGERATORS                                                     | 0.00                | 0.00                 | 943.29            | 0.00              | 943.29             |
| 7520.11 · OFFICE EQUIPMENT                                                  | 0.00                | 0.00                 | 0.00              | 2,077.77          | (2,077.77)         |
| 7540.01 · FLOORING                                                          | 650.52              | 730.62               | 650.52            | 2,344.35          | (1,693.83)         |
| 7540.05 · BOILER PROJECT                                                    | 0.00                | 0.00                 | 0.00              | 3,176.25          | (3,176.25)         |
| 7540.09 · BATHROOM PROJECTS                                                 | 0.00                | 0.00                 | 0.00              | 3,845.22          | (3,845.22)         |
| 7540.10 · SECURITY CAMERAS                                                  | 0.00                | 0.00                 | 1,311.56          | 0.00              | 1,311.56           |
| 7540.11 · BUILDING IMPROVEMENTS                                             | 0.00                | 0.00                 | 0.00              | 22,715.75         | (22,715.75)        |
| <b>TOTAL NONROUTINE EXPENSE</b>                                             | <b>1,334.27</b>     | <b>730.62</b>        | <b>3,589.12</b>   | <b>36,405.32</b>  | <b>(32,816.20)</b> |
| <b>TOTAL EXPENSE</b>                                                        | <b>56,727.09</b>    | <b>54,270.99</b>     | <b>580,953.82</b> | <b>594,915.17</b> | <b>(13,961.35)</b> |
| <b>INCREASE (DECREASE) IN NET POSITION<br/>BEFORE CAPITAL CONTRIBUTIONS</b> | <b>(13,973.95)</b>  | <b>195,375.86</b>    | <b>86,177.25</b>  | <b>83,251.52</b>  | <b>2,925.73</b>    |
| <b>Capital Contributions-CFP Grants</b>                                     |                     |                      |                   |                   |                    |
| <b>Non-Capitalized Expenditures-CFP Grants</b>                              |                     |                      |                   |                   |                    |
| <b>TOTAL INCREASE (DECREASE) IN NET POSITION</b>                            | <b>(13,973.95)</b>  | <b>195,375.86</b>    | <b>86,177.25</b>  | <b>83,251.52</b>  | <b>2,925.73</b>    |

**Capital Fund Cost Statement**
**As of June 30, 2026**

7/16/2026 9:20 AM

| <b>CAPITAL FUND 2026</b>                  | <b>Current<br/>Year<br/>Activity</b> | <b>Cumulative<br/>Cost/<br/>Advances</b> | <b>Budget</b> | <b>Over<br/>(Under)<br/>Budget</b> |
|-------------------------------------------|--------------------------------------|------------------------------------------|---------------|------------------------------------|
| 1406.26 · 501-26 OPERATIONS               | 214,462.00                           | 214,462.00                               | 0.00          | 214,462.00                         |
| <b>Total</b>                              | <u>214,462.00</u>                    | <u>214,462.00</u>                        | <u>0.00</u>   | <u>214,462.00</u>                  |
| <b>Current Year to Date Advances</b>      | 214,462.00                           |                                          |               |                                    |
| <b>Advances to Date</b>                   |                                      | 214,462.00                               |               |                                    |
| <b>Excess or (Deficiency) of Advances</b> |                                      | 0.00                                     |               |                                    |

**BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING****Reconciliation Summary****1111.01 · CASH GENERAL FUND-#XX7986, Period Ending 06/30/2026**

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|                                   | <u>Jun 30, 26</u>        |
|-----------------------------------|--------------------------|
| Beginning Balance                 | 177,275.15               |
| Cleared Transactions              |                          |
| Checks and Payments - 41 items    | -88,655.74               |
| Deposits and Credits - 11 items   | 78,760.14                |
| Total Cleared Transactions        | <u>-9,895.60</u>         |
| Cleared Balance                   | <u><b>167,379.55</b></u> |
| Uncleared Transactions            |                          |
| Checks and Payments - 3 items     | <u>-5,414.32</u>         |
| Total Uncleared Transactions      | <u>-5,414.32</u>         |
| Register Balance as of 06/30/2026 | <u><b>161,965.23</b></u> |
| Ending Balance                    | 161,965.23               |

## BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

07/15/26

## Reconciliation Detail

1111.01 · CASH GENERAL FUND-#XX7986, Period Ending 06/30/2026

| Type                                   | Date       | Num      | Name                | Clr | Amount     | Balance    |
|----------------------------------------|------------|----------|---------------------|-----|------------|------------|
| <b>Beginning Balance</b>               |            |          |                     |     |            | 177,275.15 |
| <b>Cleared Transactions</b>            |            |          |                     |     |            |            |
| <b>Checks and Payments - 41 items</b>  |            |          |                     |     |            |            |
| Check                                  | 05/28/2026 | 23783    | PRIORITY HEALTH     | X   | -4,809.99  | -4,809.99  |
| Check                                  | 05/28/2026 | 23784    | SIMPLIFIED BUSIN... | X   | -1,063.59  | -5,873.58  |
| Check                                  | 05/28/2026 | 23785    | CUMMINGS, MCCL...   | X   | -900.00    | -6,773.58  |
| Check                                  | 05/28/2026 | 23786    | TRUGREEN            | X   | -282.80    | -7,056.38  |
| Check                                  | 05/28/2026 | 23787    | BOYNE STORAGE ...   | X   | -103.85    | -7,160.23  |
| Check                                  | 06/01/2026 | DM-26... | TRANSFER TO VO      | X   | -35,000.00 | -42,160.23 |
| Check                                  | 06/01/2026 | 23789    | CONSUMERS ENE...    | X   | -187.00    | -42,347.23 |
| Check                                  | 06/01/2026 | DM-26... | CONSUMERS ENE...    | X   | -113.98    | -42,461.21 |
| Check                                  | 06/01/2026 | 23790    | DTE ENERGY          | X   | -102.00    | -42,563.21 |
| Check                                  | 06/03/2026 | DM-26... | HOME DEPOT          | X   | -1,081.44  | -43,644.65 |
| Check                                  | 06/03/2026 | DM-26... | GRIFFIN PEST SOL... | X   | -247.80    | -43,892.45 |
| Check                                  | 06/04/2026 | DM-26... | GFL ENVIRONMEN...   | X   | -1,150.72  | -45,043.17 |
| Check                                  | 06/04/2026 | DM-26... | LOWES BUSINESS...   | X   | -683.75    | -45,726.92 |
| Check                                  | 06/04/2026 | DM-26... | AMERITAS LIFE IN... | X   | -258.50    | -45,985.42 |
| Check                                  | 06/04/2026 | DM-26... | AMERITAS LIFE IN... | X   | -67.36     | -46,052.78 |
| Check                                  | 06/08/2026 | DM-26... | SPECTRUM            | X   | -2,661.90  | -48,714.68 |
| Check                                  | 06/08/2026 | DM-26... | EVOLV INC           | X   | -140.00    | -48,854.68 |
| Check                                  | 06/08/2026 | DM-26... | CONSUMERS ENE...    | X   | -83.73     | -48,938.41 |
| Check                                  | 06/11/2026 | DM-26... | PAYROLL             | X   | -9,578.72  | -58,517.13 |
| Check                                  | 06/11/2026 | DM-26... | PAYROLL SERVIC...   | X   | -3,074.21  | -61,591.34 |
| Check                                  | 06/11/2026 | 23795    | DROST LANDSCAP...   | X   | -2,275.00  | -63,866.34 |
| Check                                  | 06/11/2026 | DM-26... | HUNTINGTON BANK     | X   | -1,450.29  | -65,316.63 |
| Check                                  | 06/11/2026 | 23797    | LOUCKS & SCHWA...   | X   | -420.00    | -65,736.63 |
| Check                                  | 06/11/2026 | 23791    | TRUGREEN            | X   | -282.80    | -66,019.43 |
| Check                                  | 06/11/2026 | 23792    | BOYNE STORAGE ...   | X   | -225.29    | -66,244.72 |
| Check                                  | 06/11/2026 | 23796    | BOYNE CO-OP TR...   | X   | -217.73    | -66,462.45 |
| Check                                  | 06/11/2026 | 23794    | 123.NET, INC        | X   | -145.24    | -66,607.69 |
| Check                                  | 06/11/2026 | 23798    | BOYNE CITY HARD...  | X   | -39.58     | -66,647.27 |
| Check                                  | 06/12/2026 | DM-26... | AMAZON              | X   | -934.22    | -67,581.49 |
| Check                                  | 06/15/2026 | DM-26... | BANK SERVICE CH...  | X   | -99.00     | -67,680.49 |
| Check                                  | 06/16/2026 | DM-26... | MERS                | X   | -3,963.04  | -71,643.53 |
| Check                                  | 06/16/2026 | DM-26... | PAYROLL             | X   | -621.32    | -72,264.85 |
| Check                                  | 06/16/2026 | DM-26... | LINCOLN NATIONAL    | X   | -152.73    | -72,417.58 |
| Check                                  | 06/16/2026 | DM-26... | PAYROLL SERVIC...   | X   | -149.72    | -72,567.30 |
| Check                                  | 06/17/2026 | DM-26... | CONSUMERS ENE...    | X   | -81.92     | -72,649.22 |
| Check                                  | 06/22/2026 | DM-26... | LAKESIDE HEATIN...  | X   | -150.00    | -72,799.22 |
| Check                                  | 06/23/2026 | DM-26... | CONSUMERS ENE...    | X   | -2,150.11  | -74,949.33 |
| Check                                  | 06/23/2026 | 23802    | PARKER ARNTZ P...   | X   | -1,459.00  | -76,408.33 |
| Check                                  | 06/23/2026 | 23801    | SIMPLIFIED BUSIN... | X   | -1,287.34  | -77,695.67 |
| Check                                  | 06/25/2026 | DM-26... | PAYROLL             | X   | -8,297.08  | -85,992.75 |
| Check                                  | 06/25/2026 | DM-26... | PAYROLL SERVIC...   | X   | -2,662.99  | -88,655.74 |
| Total Checks and Payments              |            |          |                     |     | -88,655.74 | -88,655.74 |
| <b>Deposits and Credits - 11 items</b> |            |          |                     |     |            |            |
| Sales Receipt                          | 06/04/2026 | 110      |                     | X   | 0.02       | 0.02       |
| Sales Receipt                          | 06/05/2026 | 111      |                     | X   | 18,495.00  | 18,495.02  |
| Sales Receipt                          | 06/08/2026 | 112      |                     | X   | 3,601.00   | 22,096.02  |
| Sales Receipt                          | 06/11/2026 | 113      |                     | X   | 8,145.00   | 30,241.02  |
| Sales Receipt                          | 06/11/2026 | 114      |                     | X   | 35,000.00  | 65,241.02  |
| Sales Receipt                          | 06/15/2026 | 115      |                     | X   | 910.00     | 66,151.02  |
| Sales Receipt                          | 06/16/2026 | 117      |                     | X   | 2,287.00   | 68,438.02  |
| Sales Receipt                          | 06/16/2026 | 116      |                     | X   | 8,821.91   | 77,259.93  |
| Sales Receipt                          | 06/22/2026 | 119      |                     | X   | 395.00     | 77,654.93  |
| Sales Receipt                          | 06/22/2026 | 118      |                     | X   | 1,071.00   | 78,725.93  |
| Sales Receipt                          | 06/30/2026 | 120      |                     | X   | 34.21      | 78,760.14  |
| Total Deposits and Credits             |            |          |                     |     | 78,760.14  | 78,760.14  |
| Total Cleared Transactions             |            |          |                     |     | -9,895.60  | -9,895.60  |
| Cleared Balance                        |            |          |                     |     | -9,895.60  | 167,379.55 |

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07/15/26

## BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

## Reconciliation Detail

1111.01 · CASH GENERAL FUND-#XX7986, Period Ending 06/30/2026

| Type                                 | Date       | Num   | Name                | Clr | Amount            | Balance           |
|--------------------------------------|------------|-------|---------------------|-----|-------------------|-------------------|
| <b>Uncleared Transactions</b>        |            |       |                     |     |                   |                   |
| <b>Checks and Payments - 3 items</b> |            |       |                     |     |                   |                   |
| Check                                | 06/11/2026 | 23793 | STATE INDUSTRIA...  |     | -600.57           | -600.57           |
| Check                                | 06/17/2026 | 23799 | ZEFFERT & ASSO...   |     | -613.75           | -1,214.32         |
| Check                                | 06/22/2026 | 23800 | HDS, LLC DBA KAN... |     | -4,200.00         | -5,414.32         |
| Total Checks and Payments            |            |       |                     |     | -5,414.32         | -5,414.32         |
| Total Uncleared Transactions         |            |       |                     |     | -5,414.32         | -5,414.32         |
| Register Balance as of 06/30/2026    |            |       |                     |     | -15,309.92        | 161,965.23        |
| <b>Ending Balance</b>                |            |       |                     |     | <b>-15,309.92</b> | <b>161,965.23</b> |

BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

Trial Balance

As of June 30, 2026

|                                                   | Jun 30, 26   |              |
|---------------------------------------------------|--------------|--------------|
|                                                   | Debit        | Credit       |
| 1111.01 · CASH GENERAL FUND-#XX7986               | 161,965.23   |              |
| 1114.00 · SECURITY DEPOSIT FUND-#XX2050           | 26,355.52    |              |
| 1122.00 · ACCOUNTS RECEIVABLE TENANTS             | 14,791.55    |              |
| 1129.05 · ACCOUNTS RECEIVABLE-FEES EARNED         | 17,700.00    |              |
| 1211.00 · PREPAID INSURANCE                       | 4,795.33     |              |
| 1260.00 · INVENTORIES MATERIAL                    | 10,382.00    |              |
| 1260.01 · ALLOW FOR OBSOLETE INVENTORY            |              | 1,038.20     |
| 1291.00 · PREPAID ELEVATOR MAINTENANCE            | 1,476.05     |              |
| 1293.00 · PREPAID SOFTWARE                        | 2,155.42     |              |
| 1300.00 · DEFERRED OUTFLOW RESOURCES              | 47,391.00    |              |
| 1400.25 · 25 CF:1406.25 · 501-25 OPERATIONS       | 1,992.00     |              |
| 1400.25 · 25 CF:1406.65 · 501-25 OPERATIONS-CO... |              | 1,992.00     |
| 1400.26 · 26 CF:1406.26 · 501-26 OPERATIONS       | 214,462.00   |              |
| 1400.26 · 26 CF:1406.66 · 501-26 OPERATIONS-CO... |              | 214,462.00   |
| 1440.00 · SITE ACQUISITION                        | 794,267.14   |              |
| 1450.00 · SITE IMPROVEMENTS                       | 51,750.47    |              |
| 1460.07 · BUILDINGS                               | 4,010,738.75 |              |
| 1465.01 · DWELLING EQUIPMENT                      | 28,017.17    |              |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT            | 21,770.37    |              |
| 1475.02 · MAINTENANCE EQUIPMENT                   | 60,877.89    |              |
| 1475.03 · COMMUNITY SPACE EQUIPMENT               | 25,239.26    |              |
| 1475.07 · AUTOMOTIVE EQUIPMENT                    | 112,516.03   |              |
| 1499.99 · ACCUMULATED DEPRECIATION                |              | 3,693,247.67 |
| 2111.00 · ACCOUNTS PAYABLE-VENDORS                |              | 4,424.56     |
| 2111.03 · ACCOUNTS PAYABLE-UTILITIES              |              | 9,430.12     |
| 2114.00 · TENANT SECURITY DEPOSITS                |              | 26,204.00    |
| 2117.00 · PAYROLL DEDUCTIONS                      |              | 467.86       |
| 2135.01 · ACCRUED WAGES & SALARIES                |              | 14,673.18    |
| 2135.10 · COMPENSATED ABSENCES-CURRENT            |              | 9,845.50     |
| 2135.11 · COMPENSATED ABSENCES-NONCURRE...        |              | 2,475.76     |
| 2300.00 · ACCRUED PENSION LIABILITY               |              | 28,005.00    |
| 2802.01 · INVESTMENT IN CAPITAL ASSETS            |              | 1,411,929.41 |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN         |              | 84,884.67    |
| 2806.05 · NET POSITION - PENSION ACCRUAL          |              | 19,386.00    |
| 3110.00 · DWELLING RENTAL                         |              | 281,050.42   |
| 3610.10 · INTEREST ON CHECKING (OP FUND)          |              | 124.70       |
| 3690.00 · OTHER INCOME                            |              | 5,519.50     |
| 3690.01 · OTHER TENANT REVENUE                    |              | 2,429.91     |
| 3690.25 · '25 CAP FUND OPERATING ADVANCES         |              | 1,992.00     |
| 3690.26 · '26 CAP FUND OPERATING ADVANCES         |              | 214,462.00   |
| 3691.00 · CABLE TV INCOME                         |              | 13,555.00    |
| 3692.00 · LAUNDRY MACHINES INCOME                 |              | 3,512.75     |
| 3693.00 · MGMT FEES - DEER MEADOWS                |              | 43,000.00    |
| 3694.00 · MAINT CHARGES - DEER MEADOWS            |              | 43,400.00    |
| 3696.00 · ADMINISTRATIVE FEES-VOUCHERS            |              | 11,250.00    |
| 8020.00 · OPERATING SUBSIDY                       |              | 13,529.00    |
| 8020.26 · OPERATING SUBSIDY CY 2026               |              | 24,498.00    |
| 4110.00 · ADMINISTRATIVE SALARIES                 | 145,452.71   |              |
| 4130.00 · LEGAL EXPENSE                           | 3,938.14     |              |
| 4140.00 · STAFF TRAINING                          | 1,336.00     |              |
| 4150.00 · TRAVEL                                  | 5,051.95     |              |
| 4170.00 · FEE ACCOUNTANT                          | 4,213.00     |              |
| 4171.00 · AUDITING FEES                           | 3,500.00     |              |

BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

Trial Balance

As of June 30, 2026

|                                          | Jun 30, 26   |              |
|------------------------------------------|--------------|--------------|
|                                          | Debit        | Credit       |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE     | 3,763.18     |              |
| 4190.10 · OFFICE EXPENSES                | 10,378.72    |              |
| 4190.20 · BANK CHARGES                   | 924.50       |              |
| 4190.40 · POSTAGE                        | 417.44       |              |
| 4190.60 · TELEPHONE                      | 4,066.64     |              |
| 4190.85 · MEMBERSHIP DUES                | 1,476.48     |              |
| 4190.90 · ADMIN SERVICE CONTRACT         | 9,682.86     |              |
| 4220.00 · TENANT SERVICES-OTHER          | 1,311.95     |              |
| 4310.00 · WATER                          | 27,537.02    |              |
| 4320.00 · ELECTRICITY                    | 18,430.25    |              |
| 4330.00 · GAS                            | 13,711.37    |              |
| 4410.00 · MAINTENANCE LABOR              | 112,416.70   |              |
| 4420.00 · MAINTENANCE MATERIALS          | 26,776.19    |              |
| 4430.00 · CONTRACT COSTS-MISC MAINT      | 3,441.37     |              |
| 4430.10 · HEATING & COOLING CONTRACT     | 7,801.00     |              |
| 4430.23 · CABLE TV                       | 24,004.04    |              |
| 4430.30 · ELEVATOR MAINTENANCE CONTRACT  | 2,635.11     |              |
| 4430.40 · LANDSCAPE & GROUNDS CONTRACT   | 4,238.60     |              |
| 4430.70 · PLUMBING CONTRACT              | 1,357.55     |              |
| 4430.80 · EXTERMINATION CONTRACT         | 1,586.95     |              |
| 4431.00 · GARBAGE & TRASH REMOVAL        | 10,865.11    |              |
| 4510.10 · PROPERTY INSURANCE             | 29,171.88    |              |
| 4510.20 · LIABILITY INSURANCE            | 3,705.48     |              |
| 4510.30 · WORKERS COMPENSATION INSURANCE | 2,186.86     |              |
| 4510.40 · ALL OTHER INSURANCE            | 2,532.78     |              |
| 4520.00 · PAYMENTS IN LIEU OF TAXES      | 96.77        |              |
| 4540.00 · EMPLOYEE BENEFIT CONTRIBUTIONS | 30,150.90    |              |
| 4540.10 · EMPLOYEE BENEFITS-ADMIN        | 28,735.18    |              |
| 4540.40 · EMPLOYEE BENEFITS-MAINT        | 29,798.82    |              |
| 4590.00 · OTHER GENERAL EXPENSE          | 671.20       |              |
| 7000.00 · OPERATING TRANSFERS IN         |              | 8,807.79     |
| 7520.07 · STOVES                         | 683.75       |              |
| 7520.08 · REFRIGERATORS                  | 943.29       |              |
| 7540.01 · FLOORING                       | 650.52       |              |
| 7540.10 · SECURITY CAMERAS               | 1,311.56     |              |
| TOTAL                                    | 6,189,597.00 | 6,189,597.00 |

9:07 AM  
07/16/26  
Cash Basis

BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING  
General Ledger  
As of June 30, 2026

| Date                                           | Num      | Name                            | Memo                 | Debit     | Credit    | Balance    |
|------------------------------------------------|----------|---------------------------------|----------------------|-----------|-----------|------------|
| 1111.01 · CASH GENERAL FUND-#XX7986            |          |                                 |                      |           |           | 170,114.92 |
| 06/01/2026                                     | DM-26208 | TRANSFER TO VO                  |                      |           | 35,000.00 | 135,114.92 |
| 06/01/2026                                     | DM-26209 | CONSUMERS ENERGY                |                      |           | 113.98    | 135,000.94 |
| 06/01/2026                                     | 23789    | CONSUMERS ENERGY                |                      |           | 187.00    | 134,813.94 |
| 06/01/2026                                     | 23790    | DTE ENERGY                      |                      |           | 102.00    | 134,711.94 |
| 06/03/2026                                     | DM-26210 | GRIFFIN PEST SOLUTIONS, INC.    |                      |           | 247.80    | 134,464.14 |
| 06/03/2026                                     | DM-26211 | HOME DEPOT                      |                      |           | 1,081.44  | 133,382.70 |
| 06/04/2026                                     | 110      |                                 | BANKCARD REFUND      | 0.02      |           | 133,382.72 |
| 06/04/2026                                     | DM-26212 | AMERITAS LIFE INS CORP          |                      |           | 67.36     | 133,315.36 |
| 06/04/2026                                     | DM-26213 | AMERITAS LIFE INS CORP          |                      |           | 258.50    | 133,056.86 |
| 06/04/2026                                     | DM-26214 | LOWES BUSINESS ACCT.            |                      |           | 683.75    | 132,373.11 |
| 06/04/2026                                     | DM-26215 | GFL ENVIRONMENTAL               |                      |           | 1,150.72  | 131,222.39 |
| 06/05/2026                                     | 111      |                                 | RENT                 | 18,495.00 |           | 149,717.39 |
| 06/08/2026                                     | 112      |                                 | OPERATING SUBSIDY    | 3,601.00  |           | 153,318.39 |
| 06/08/2026                                     | DM-26216 | CONSUMERS ENERGY                |                      |           | 83.73     | 153,234.66 |
| 06/08/2026                                     | DM-26217 | EVOLV INC                       |                      |           | 140.00    | 153,094.66 |
| 06/08/2026                                     | DM-26218 | SPECTRUM                        |                      |           | 2,661.90  | 150,432.76 |
| 06/11/2026                                     | 113      |                                 | RENT                 | 8,145.00  |           | 158,577.76 |
| 06/11/2026                                     | 114      |                                 | REIMB FROM VO        | 35,000.00 |           | 193,577.76 |
| 06/11/2026                                     | DM-26219 | HUNTINGTON BANK                 |                      |           | 1,450.29  | 192,127.47 |
| 06/11/2026                                     | DM-26220 | PAYROLL                         |                      |           | 9,578.72  | 182,548.75 |
| 06/11/2026                                     | DM-26221 | PAYROLL SERVICES - TAX W/H      |                      |           | 3,074.21  | 179,474.54 |
| 06/11/2026                                     | 23791    | TRUGREEN                        |                      |           | 282.80    | 179,191.74 |
| 06/11/2026                                     | 23792    | BOYNE STORAGE & FUEL CENTER     |                      |           | 225.29    | 178,966.45 |
| 06/11/2026                                     | 23793    | STATE INDUSTRIAL PRODUCTS       |                      |           | 600.57    | 178,365.88 |
| 06/11/2026                                     | 23794    | 123.NET, INC                    |                      |           | 145.24    | 178,220.64 |
| 06/11/2026                                     | 23795    | DROST LANDSCAPING               |                      |           | 2,275.00  | 175,945.64 |
| 06/11/2026                                     | 23796    | BOYNE CO-OP TRUE VALUE          |                      |           | 217.73    | 175,727.91 |
| 06/11/2026                                     | 23797    | LOUCKS & SCHWARTZ               |                      |           | 420.00    | 175,307.91 |
| 06/11/2026                                     | 23798    | BOYNE CITY HARDWARE             |                      |           | 39.58     | 175,268.33 |
| 06/12/2026                                     | DM-26222 | AMAZON                          |                      |           | 934.22    | 174,334.11 |
| 06/15/2026                                     | 115      |                                 | RENT                 | 910.00    |           | 175,244.11 |
| 06/15/2026                                     | DM-26223 | BANK SERVICE CHARGE             |                      |           | 99.00     | 175,145.11 |
| 06/16/2026                                     | 116      |                                 | RENT / DM            | 8,821.91  |           | 183,967.02 |
| 06/16/2026                                     | 117      |                                 | RENT                 | 2,287.00  |           | 186,254.02 |
| 06/16/2026                                     | DM-26224 | LINCOLN NATIONAL                |                      |           | 152.73    | 186,101.29 |
| 06/16/2026                                     | DM-26225 | PAYROLL                         |                      |           | 621.32    | 185,479.97 |
| 06/16/2026                                     | DM-26226 | PAYROLL SERVICES - TAX W/H      |                      |           | 149.72    | 185,330.25 |
| 06/16/2026                                     | DM-26227 | MERS                            |                      |           | 3,963.04  | 181,367.21 |
| 06/17/2026                                     | DM-26228 | CONSUMERS ENERGY                |                      |           | 81.92     | 181,285.29 |
| 06/17/2026                                     | 23799    | ZEFFERT & ASSOCIATES, INC.      |                      |           | 613.75    | 180,671.54 |
| 06/22/2026                                     | 118      |                                 | RENT                 | 1,071.00  |           | 181,742.54 |
| 06/22/2026                                     | 119      |                                 | RENT                 | 395.00    |           | 182,137.54 |
| 06/22/2026                                     | DM-26229 | LAKESIDE HEATING & COOLING      |                      |           | 150.00    | 181,987.54 |
| 06/22/2026                                     | 23800    | HDS, LLC DBA KANSO SOFTWARE     |                      |           | 4,200.00  | 177,787.54 |
| 06/23/2026                                     | DM-26230 | CONSUMERS ENERGY                |                      |           | 2,150.11  | 175,637.43 |
| 06/23/2026                                     | 23801    | SIMPLIFIED BUSINESS SOLUTION... |                      |           | 1,287.34  | 174,350.09 |
| 06/23/2026                                     | 23802    | PARKER ARNTZ PLUMBING & HEA...  |                      |           | 1,459.00  | 172,891.09 |
| 06/25/2026                                     | DM-26231 | PAYROLL                         |                      |           | 8,297.08  | 164,594.01 |
| 06/25/2026                                     | DM-26232 | PAYROLL SERVICES - TAX W/H      |                      |           | 2,662.99  | 161,931.02 |
| 06/30/2026                                     | 120      |                                 | INT ON CHECKING      | 34.21     |           | 161,965.23 |
| Total 1111.01 · CASH GENERAL FUND-#XX7986      |          |                                 |                      | 78,760.14 | 86,909.83 | 161,965.23 |
| 1114.00 · SECURITY DEPOSIT FUND-#XX2050        |          |                                 |                      |           |           | 26,549.52  |
| 06/11/2026                                     | 1201     | BCHC LOW RENT GENERAL           |                      |           | 162.00    | 26,387.52  |
| 06/11/2026                                     | 1202     | BCHC LOW RENT GENERAL           |                      |           | 159.91    | 26,227.61  |
| 06/11/2026                                     | 1203     | TENANT PAYMENTS                 | MOLLIE OLSON         |           | 661.09    | 25,566.52  |
| 06/22/2026                                     | 121      |                                 | SECURITY DEPOSIT     | 789.00    |           | 26,355.52  |
| Total 1114.00 · SECURITY DEPOSIT FUND-#XX2050  |          |                                 |                      | 789.00    | 983.00    | 26,355.52  |
| 1117.00 · PETTY CASH                           |          |                                 |                      |           |           | 0.00       |
| Total 1117.00 · PETTY CASH                     |          |                                 |                      |           |           | 0.00       |
| 1162.01 · INVESTMENTS-INS ESCROW-#XX2063       |          |                                 |                      |           |           | 0.00       |
| Total 1162.01 · INVESTMENTS-INS ESCROW-#XX2063 |          |                                 |                      |           |           | 0.00       |
| 1122.00 · ACCOUNTS RECEIVABLE TENANTS          |          |                                 |                      |           |           | 14,219.55  |
| 06/05/2026                                     | 111      |                                 | RENT                 |           | 18,495.00 | -4,275.45  |
| 06/11/2026                                     | 113      |                                 | RENT                 |           | 8,145.00  | -12,420.45 |
| 06/15/2026                                     | 115      |                                 | RENT                 |           | 910.00    | -13,330.45 |
| 06/16/2026                                     | 117      |                                 | RENT                 |           | 2,287.00  | -15,617.45 |
| 06/22/2026                                     | 118      |                                 | RENT                 |           | 1,071.00  | -16,688.45 |
| 06/22/2026                                     | 119      |                                 | RENT                 |           | 395.00    | -17,083.45 |
| 06/30/2026                                     | 26-44    |                                 | REC JUN 26 RENT ROLL | 31,568.00 |           | 14,484.55  |
| 06/30/2026                                     | 26-44    |                                 | REC JUN 26 RENT ROLL | 307.00    |           | 14,791.55  |
| Total 1122.00 · ACCOUNTS RECEIVABLE TENANTS    |          |                                 |                      | 31,875.00 | 31,303.00 | 14,791.55  |

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| Date          | Num      | Name                            | Memo                      | Debit     | Credit    | Balance   |
|---------------|----------|---------------------------------|---------------------------|-----------|-----------|-----------|
| 1125.00       |          | ACCOUNTS RECEIVABLE HUD         |                           |           |           | 0.00      |
| Total 1125.00 |          | ACCOUNTS RECEIVABLE HUD         |                           |           |           | 0.00      |
| 1125.02       |          | ACCOUNTS RECEIVABLE-CARES ACT   |                           |           |           | 0.00      |
| Total 1125.02 |          | ACCOUNTS RECEIVABLE-CARES ACT   |                           |           |           | 0.00      |
| 1129.05       |          | ACCOUNTS RECEIVABLE-FEES EARNED |                           |           |           | 17,700.00 |
| Total 1129.05 |          | ACCOUNTS RECEIVABLE-FEES EARNED |                           |           |           | 17,700.00 |
| 1129.06       |          | ACCTS RECEIVABLE-DEER MEADOWS   |                           |           |           | 0.00      |
| Total 1129.06 |          | ACCTS RECEIVABLE-DEER MEADOWS   |                           |           |           | 0.00      |
| 1129.07       |          | ACCOUNTS RECEIVABLE-VOUCHERS    |                           |           |           | 0.00      |
| 06/01/2026    | DM-26208 | TRANSFER TO VO                  |                           | 35,000.00 |           | 35,000.00 |
| 06/11/2026    | 114      |                                 | REIMB FROM VO             |           | 35,000.00 | 0.00      |
| Total 1129.07 |          | ACCOUNTS RECEIVABLE-VOUCHERS    |                           | 35,000.00 | 35,000.00 | 0.00      |
| 1129.08       |          | ACCOUNTS RECEIVABLE-DEVELOPMENT |                           |           |           | 0.00      |
| Total 1129.08 |          | ACCOUNTS RECEIVABLE-DEVELOPMENT |                           |           |           | 0.00      |
| 1211.00       |          | PREPAID INSURANCE               |                           |           |           | 8,969.09  |
| 06/30/2026    | 26-41    |                                 | W/O JUN 26 INSURANCE      |           | 4,173.76  | 4,795.33  |
| Total 1211.00 |          | PREPAID INSURANCE               |                           | 0.00      | 4,173.76  | 4,795.33  |
| 1260.00       |          | INVENTORIES MATERIAL            |                           |           |           | 10,382.00 |
| Total 1260.00 |          | INVENTORIES MATERIAL            |                           |           |           | 10,382.00 |
| 1260.01       |          | ALLOW FOR OBSOLETE INVENTORY    |                           |           |           | -1,038.20 |
| Total 1260.01 |          | ALLOW FOR OBSOLETE INVENTORY    |                           |           |           | -1,038.20 |
| 1291.00       |          | PREPAID ELEVATOR MAINTENANCE    |                           |           |           | 1,771.26  |
| 06/30/2026    | 26-42    |                                 | W/O JUN 26 ELEVATOR MAINT |           | 295.21    | 1,476.05  |
| Total 1291.00 |          | PREPAID ELEVATOR MAINTENANCE    |                           | 0.00      | 295.21    | 1,476.05  |
| 1293.00       |          | PREPAID SOFTWARE                |                           |           |           | 2,324.85  |
| 06/30/2026    | 26-43    |                                 | W/O JUN 26 SOFTWARE       |           | 169.43    | 2,155.42  |
| Total 1293.00 |          | PREPAID SOFTWARE                |                           | 0.00      | 169.43    | 2,155.42  |
| 1300.00       |          | DEFERRED OUTFLOW RESOURCES      |                           |           |           | 47,391.00 |
| Total 1300.00 |          | DEFERRED OUTFLOW RESOURCES      |                           |           |           | 47,391.00 |
| 1400.16       |          | 16 CF                           |                           |           |           | 0.00      |
| 1406.16       |          | 501-16 OPERATIONS               |                           |           |           | 0.00      |
| Total 1406.16 |          | 501-16 OPERATIONS               |                           |           |           | 0.00      |
| Total 1400.16 |          | 16 CF                           |                           |           |           | 0.00      |
| 1400.17       |          | 17 CF                           |                           |           |           | 0.00      |
| 1406.17       |          | 501-17 OPERATIONS               |                           |           |           | 0.00      |
| Total 1406.17 |          | 501-17 OPERATIONS               |                           |           |           | 0.00      |
| Total 1400.17 |          | 17 CF                           |                           |           |           | 0.00      |
| 1400.18       |          | 18 CF                           |                           |           |           | 0.00      |
| 1406.18       |          | 501-18 OPERATIONS               |                           |           |           | 0.00      |
| Total 1406.18 |          | 501-18 OPERATIONS               |                           |           |           | 0.00      |
| 1406.58       |          | 501-18 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1406.58 |          | 501-18 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1400.18 |          | 18 CF                           |                           |           |           | 0.00      |
| 1400.19       |          | 19 CF                           |                           |           |           | 0.00      |
| 1406.19       |          | 501-19 OPERATIONS               |                           |           |           | 0.00      |
| Total 1406.19 |          | 501-19 OPERATIONS               |                           |           |           | 0.00      |
| 1406.59       |          | 501-19 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1406.59 |          | 501-19 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1400.19 |          | 19 CF                           |                           |           |           | 0.00      |
| 1400.20       |          | 20 CF                           |                           |           |           | 0.00      |
| 1406.20       |          | 501-20 OPERATIONS               |                           |           |           | 0.00      |
| Total 1406.20 |          | 501-20 OPERATIONS               |                           |           |           | 0.00      |
| 1406.60       |          | 501-20 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1406.60 |          | 501-20 OPERATIONS-CONTRA        |                           |           |           | 0.00      |
| Total 1400.20 |          | 20 CF                           |                           |           |           | 0.00      |

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| Date                                         | Num | Name | Memo | Debit | Credit | Balance      |
|----------------------------------------------|-----|------|------|-------|--------|--------------|
| 1400.21 · 21 CF                              |     |      |      |       |        | 0.00         |
| 1406.21 · 501-21 OPERATIONS                  |     |      |      |       |        | 0.00         |
| Total 1406.21 · 501-21 OPERATIONS            |     |      |      |       |        | 0.00         |
| 1406.61 · 501-21 OPERATIONS-CONTRA           |     |      |      |       |        | 0.00         |
| Total 1406.61 · 501-21 OPERATIONS-CONTRA     |     |      |      |       |        | 0.00         |
| Total 1400.21 · 21 CF                        |     |      |      |       |        | 0.00         |
| 1400.22 · 22 CF                              |     |      |      |       |        | 0.00         |
| 1406.22 · 501-22 OPERATIONS                  |     |      |      |       |        | 0.00         |
| Total 1406.22 · 501-22 OPERATIONS            |     |      |      |       |        | 0.00         |
| 1406.62 · 501-22 OPERATIONS-CONTRA           |     |      |      |       |        | 0.00         |
| Total 1406.62 · 501-22 OPERATIONS-CONTRA     |     |      |      |       |        | 0.00         |
| Total 1400.22 · 22 CF                        |     |      |      |       |        | 0.00         |
| 1400.23 · 23 CF                              |     |      |      |       |        | 0.00         |
| 1406.23 · 501-23 OPERATIONS                  |     |      |      |       |        | 0.00         |
| Total 1406.23 · 501-23 OPERATIONS            |     |      |      |       |        | 0.00         |
| 1406.63 · 501-23 OPERATIONS-CONTRA           |     |      |      |       |        | 0.00         |
| Total 1406.63 · 501-23 OPERATIONS-CONTRA     |     |      |      |       |        | 0.00         |
| Total 1400.23 · 23 CF                        |     |      |      |       |        | 0.00         |
| 1400.24 · 24 CF                              |     |      |      |       |        | 0.00         |
| 1406.24 · 501-24 OPERATIONS                  |     |      |      |       |        | 0.00         |
| Total 1406.24 · 501-24 OPERATIONS            |     |      |      |       |        | 0.00         |
| 1406.64 · 501-24 OPERATIONS-CONTRA           |     |      |      |       |        | 0.00         |
| Total 1406.64 · 501-24 OPERATIONS-CONTRA     |     |      |      |       |        | 0.00         |
| Total 1400.24 · 24 CF                        |     |      |      |       |        | 0.00         |
| 1400.25 · 25 CF                              |     |      |      |       |        | 0.00         |
| 1406.25 · 501-25 OPERATIONS                  |     |      |      |       |        | 1,992.00     |
| Total 1406.25 · 501-25 OPERATIONS            |     |      |      |       |        | 1,992.00     |
| 1406.65 · 501-25 OPERATIONS-CONTRA           |     |      |      |       |        | -1,992.00    |
| Total 1406.65 · 501-25 OPERATIONS-CONTRA     |     |      |      |       |        | -1,992.00    |
| Total 1400.25 · 25 CF                        |     |      |      |       |        | 0.00         |
| 1400.26 · 26 CF                              |     |      |      |       |        | 0.00         |
| 1406.26 · 501-26 OPERATIONS                  |     |      |      |       |        | 214,462.00   |
| Total 1406.26 · 501-26 OPERATIONS            |     |      |      |       |        | 214,462.00   |
| 1406.66 · 501-26 OPERATIONS-CONTRA           |     |      |      |       |        | -214,462.00  |
| Total 1406.66 · 501-26 OPERATIONS-CONTRA     |     |      |      |       |        | -214,462.00  |
| Total 1400.26 · 26 CF                        |     |      |      |       |        | 0.00         |
| 1400.27 · 27 CF                              |     |      |      |       |        | 0.00         |
| 1406.27 · 501-27 OPERATIONS                  |     |      |      |       |        | 0.00         |
| Total 1406.27 · 501-27 OPERATIONS            |     |      |      |       |        | 0.00         |
| Total 1400.27 · 27 CF                        |     |      |      |       |        | 0.00         |
| 1440.00 · SITE ACQUISITION                   |     |      |      |       |        | 794,267.14   |
| Total 1440.00 · SITE ACQUISITION             |     |      |      |       |        | 794,267.14   |
| 1450.00 · SITE IMPROVEMENTS                  |     |      |      |       |        | 51,750.47    |
| Total 1450.00 · SITE IMPROVEMENTS            |     |      |      |       |        | 51,750.47    |
| 1460.07 · BUILDINGS                          |     |      |      |       |        | 4,010,738.75 |
| Total 1460.07 · BUILDINGS                    |     |      |      |       |        | 4,010,738.75 |
| 1465.01 · DWELLING EQUIPMENT                 |     |      |      |       |        | 28,017.17    |
| Total 1465.01 · DWELLING EQUIPMENT           |     |      |      |       |        | 28,017.17    |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT       |     |      |      |       |        | 21,770.37    |
| Total 1475.01 · OFFICE FURNITURE & EQUIPMENT |     |      |      |       |        | 21,770.37    |
| 1475.02 · MAINTENANCE EQUIPMENT              |     |      |      |       |        | 60,877.89    |
| Total 1475.02 · MAINTENANCE EQUIPMENT        |     |      |      |       |        | 60,877.89    |
| 1475.03 · COMMUNITY SPACE EQUIPMENT          |     |      |      |       |        | 25,239.26    |
| Total 1475.03 · COMMUNITY SPACE EQUIPMENT    |     |      |      |       |        | 25,239.26    |
| 1475.07 · AUTOMOTIVE EQUIPMENT               |     |      |      |       |        | 112,516.03   |
| Total 1475.07 · AUTOMOTIVE EQUIPMENT         |     |      |      |       |        | 112,516.03   |

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| Date          | Num      | Name                            | Memo                 | Debit    | Credit    | Balance       |
|---------------|----------|---------------------------------|----------------------|----------|-----------|---------------|
| 1499.99       |          | ACCUMULATED DEPRECIATION        |                      |          |           | -3,693,247.67 |
| Total 1499.99 |          | ACCUMULATED DEPRECIATION        |                      |          |           | -3,693,247.67 |
| 2111.00       |          | ACCOUNTS PAYABLE-VENDORS        |                      |          |           | -4,424.56     |
| Total 2111.00 |          | ACCOUNTS PAYABLE-VENDORS        |                      |          |           | -4,424.56     |
| 2111.03       |          | ACCOUNTS PAYABLE-UTILITIES      |                      |          |           | -9,430.12     |
| Total 2111.03 |          | ACCOUNTS PAYABLE-UTILITIES      |                      |          |           | -9,430.12     |
| 2114.00       |          | TENANT SECURITY DEPOSITS        |                      |          |           | -25,108.00    |
| 06/22/2026    | 121      |                                 | SECURITY DEPOSIT     |          | 789.00    | -25,897.00    |
| 06/30/2026    | 26-44    |                                 | REC JUN 26 RENT ROLL |          | 307.00    | -26,204.00    |
| Total 2114.00 |          | TENANT SECURITY DEPOSITS        |                      | 0.00     | 1,096.00  | -26,204.00    |
| 2117.00       |          | PAYROLL DEDUCTIONS              |                      |          |           | 0.00          |
| 06/11/2026    | DM-26220 | PAYROLL                         |                      |          | 2,568.24  | -2,568.24     |
| 06/11/2026    | DM-26221 | PAYROLL SERVICES - TAX W/H      |                      | 2,165.23 |           | -403.01       |
| 06/16/2026    | DM-26225 | PAYROLL                         |                      |          | 94.93     | -497.94       |
| 06/16/2026    | DM-26226 | PAYROLL SERVICES - TAX W/H      |                      | 94.93    |           | -403.01       |
| 06/25/2026    | DM-26231 | PAYROLL                         |                      |          | 1,939.38  | -2,342.39     |
| 06/25/2026    | DM-26232 | PAYROLL SERVICES - TAX W/H      |                      | 1,874.53 |           | -467.86       |
| Total 2117.00 |          | PAYROLL DEDUCTIONS              |                      | 4,134.69 | 4,602.55  | -467.86       |
| 2119.05       |          | ACCOUNTS PAYABLE-DEER MEADOWS   |                      |          |           | 0.00          |
| Total 2119.05 |          | ACCOUNTS PAYABLE-DEER MEADOWS   |                      |          |           | 0.00          |
| 2119.08       |          | ACCOUNTS PAYABLE-DEVELOPMENT    |                      |          |           | 0.00          |
| Total 2119.08 |          | ACCOUNTS PAYABLE-DEVELOPMENT    |                      |          |           | 0.00          |
| 2135.01       |          | ACCRUED WAGES & SALARIES        |                      |          |           | -14,673.18    |
| Total 2135.01 |          | ACCRUED WAGES & SALARIES        |                      |          |           | -14,673.18    |
| 2135.10       |          | COMPENSATED ABSENCES-CURRENT    |                      |          |           | -9,845.50     |
| Total 2135.10 |          | COMPENSATED ABSENCES-CURRENT    |                      |          |           | -9,845.50     |
| 2135.11       |          | COMPENSATED ABSENCES-NONCURRENT |                      |          |           | -2,475.76     |
| Total 2135.11 |          | COMPENSATED ABSENCES-NONCURRENT |                      |          |           | -2,475.76     |
| 2300.00       |          | ACCRUED PENSION LIABILITY       |                      |          |           | -28,005.00    |
| Total 2300.00 |          | ACCRUED PENSION LIABILITY       |                      |          |           | -28,005.00    |
| 2802.01       |          | INVESTMENT IN CAPITAL ASSETS    |                      |          |           | -1,411,929.41 |
| Total 2802.01 |          | INVESTMENT IN CAPITAL ASSETS    |                      |          |           | -1,411,929.41 |
| 2806.01       |          | UNRESTRICTED NET POSITION-ADMIN |                      |          |           | -84,884.67    |
| Total 2806.01 |          | UNRESTRICTED NET POSITION-ADMIN |                      |          |           | -84,884.67    |
| 2806.05       |          | NET POSITION - PENSION ACCRUAL  |                      |          |           | -19,386.00    |
| Total 2806.05 |          | NET POSITION - PENSION ACCRUAL  |                      |          |           | -19,386.00    |
| 32000         |          | Retained Earnings               |                      |          |           | 0.00          |
| Total 32000   |          | Retained Earnings               |                      |          |           | 0.00          |
| 3110.00       |          | DWELLING RENTAL                 |                      |          |           | -251,378.42   |
| 06/01/2026    | 23789    | CONSUMERS ENERGY                |                      | 187.00   |           | -251,191.42   |
| 06/01/2026    | 23790    | DTE ENERGY                      |                      | 102.00   |           | -251,089.42   |
| 06/30/2026    | 26-44    |                                 | REC JUN 26 RENT ROLL |          | 29,961.00 | -281,050.42   |
| Total 3110.00 |          | DWELLING RENTAL                 |                      | 289.00   | 29,961.00 | -281,050.42   |
| 3610.10       |          | INTEREST ON CHECKING (OP FUND)  |                      |          |           | -90.49        |
| 06/30/2026    | 120      |                                 | INT ON CHECKING      |          | 34.21     | -124.70       |
| Total 3610.10 |          | INTEREST ON CHECKING (OP FUND)  |                      | 0.00     | 34.21     | -124.70       |
| 3690.00       |          | OTHER INCOME                    |                      |          |           | -5,519.48     |
| 06/04/2026    | 110      |                                 | BANKCARD REFUND      |          | 0.02      | -5,519.50     |
| Total 3690.00 |          | OTHER INCOME                    |                      | 0.00     | 0.02      | -5,519.50     |
| 3690.01       |          | OTHER TENANT REVENUE            |                      |          |           | -2,989.00     |
| 06/11/2026    | 1201     | BCHC LOW RENT GENERAL           |                      | 162.00   |           | -2,827.00     |
| 06/11/2026    | 1202     | BCHC LOW RENT GENERAL           |                      | 159.91   |           | -2,667.09     |
| 06/11/2026    | 1203     | TENANT PAYMENTS                 | MOLLIE OLSON         | 661.09   |           | -2,006.00     |
| 06/16/2026    | 116      |                                 | RENT / DM            |          | 321.91    | -2,327.91     |
| 06/30/2026    | 26-44    |                                 | REC JUN 26 RENT ROLL |          | 102.00    | -2,429.91     |
| Total 3690.01 |          | OTHER TENANT REVENUE            |                      | 983.00   | 423.91    | -2,429.91     |
| 3690.25       |          | '25 CAP FUND OPERATING ADVANCES |                      |          |           | -1,992.00     |
| Total 3690.25 |          | '25 CAP FUND OPERATING ADVANCES |                      |          |           | -1,992.00     |

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BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING  
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| Date                                             | Num | Name | Memo                 | Debit     | Credit   | Balance     |
|--------------------------------------------------|-----|------|----------------------|-----------|----------|-------------|
| 3690.26 · '26 CAP FUND OPERATING ADVANCES        |     |      |                      |           |          | -214,462.00 |
| Total 3690.26 · '26 CAP FUND OPERATING ADVANCES  |     |      |                      |           |          | -214,462.00 |
| 3691.00 · CABLE TV INCOME                        |     |      |                      |           |          | -12,050.00  |
| 06/30/2026 26-44                                 |     |      | REC JUN 26 RENT ROLL |           | 1,505.00 | -13,555.00  |
| Total 3691.00 · CABLE TV INCOME                  |     |      |                      | 0.00      | 1,505.00 | -13,555.00  |
| 3692.00 · LAUNDRY MACHINES INCOME                |     |      |                      |           |          | -3,512.75   |
| Total 3692.00 · LAUNDRY MACHINES INCOME          |     |      |                      |           |          | -3,512.75   |
| 3693.00 · MGMT FEES - DEER MEADOWS               |     |      |                      |           |          | -39,000.00  |
| 06/16/2026 116                                   |     |      | RENT / DM            |           | 4,000.00 | -43,000.00  |
| Total 3693.00 · MGMT FEES - DEER MEADOWS         |     |      |                      | 0.00      | 4,000.00 | -43,000.00  |
| 3694.00 · MAINT CHARGES - DEER MEADOWS           |     |      |                      |           |          | -38,900.00  |
| 06/16/2026 116                                   |     |      | RENT / DM            |           | 4,500.00 | -43,400.00  |
| Total 3694.00 · MAINT CHARGES - DEER MEADOWS     |     |      |                      | 0.00      | 4,500.00 | -43,400.00  |
| 3696.00 · ADMINISTRATIVE FEES-VOUCHERS           |     |      |                      |           |          | -11,250.00  |
| Total 3696.00 · ADMINISTRATIVE FEES-VOUCHERS     |     |      |                      |           |          | -11,250.00  |
| 8020.00 · OPERATING SUBSIDY                      |     |      |                      |           |          | -13,529.00  |
| Total 8020.00 · OPERATING SUBSIDY                |     |      |                      |           |          | -13,529.00  |
| 8020.26 · OPERATING SUBSIDY CY 2026              |     |      |                      |           |          | -20,897.00  |
| 06/08/2026 112                                   |     |      | OPERATING SUBSIDY    |           | 3,601.00 | -24,498.00  |
| Total 8020.26 · OPERATING SUBSIDY CY 2026        |     |      |                      | 0.00      | 3,601.00 | -24,498.00  |
| 4110.00 · ADMINISTRATIVE SALARIES                |     |      |                      |           |          | 131,295.79  |
| 06/11/2026 DM-26220 PAYROLL                      |     |      |                      | 7,078.46  |          | 138,374.25  |
| 06/25/2026 DM-26231 PAYROLL                      |     |      |                      | 7,078.46  |          | 145,452.71  |
| Total 4110.00 · ADMINISTRATIVE SALARIES          |     |      |                      | 14,156.92 | 0.00     | 145,452.71  |
| 4130.00 · LEGAL EXPENSE                          |     |      |                      |           |          | 3,938.14    |
| Total 4130.00 · LEGAL EXPENSE                    |     |      |                      |           |          | 3,938.14    |
| 4140.00 · STAFF TRAINING                         |     |      |                      |           |          | 1,336.00    |
| Total 4140.00 · STAFF TRAINING                   |     |      |                      |           |          | 1,336.00    |
| 4150.00 · TRAVEL                                 |     |      |                      |           |          | 4,583.09    |
| 06/11/2026 DM-26219 HUNTINGTON BANK              |     |      |                      | 468.86    |          | 5,051.95    |
| Total 4150.00 · TRAVEL                           |     |      |                      | 468.86    | 0.00     | 5,051.95    |
| 4170.00 · FEE ACCOUNTANT                         |     |      |                      |           |          | 3,793.00    |
| 06/11/2026 23797 LOUCKS & SCHWARTZ               |     |      |                      | 420.00    |          | 4,213.00    |
| Total 4170.00 · FEE ACCOUNTANT                   |     |      |                      | 420.00    | 0.00     | 4,213.00    |
| 4171.00 · AUDITING FEES                          |     |      |                      |           |          | 3,500.00    |
| Total 4171.00 · AUDITING FEES                    |     |      |                      |           |          | 3,500.00    |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE             |     |      |                      |           |          | 2,725.82    |
| 06/08/2026 DM-26217 EVOLV INC                    |     |      |                      | 140.00    |          | 2,865.82    |
| 06/11/2026 DM-26219 HUNTINGTON BANK              |     |      |                      | 283.61    |          | 3,149.43    |
| 06/17/2026 23799 ZEFFERT & ASSOCIATES, INC.      |     |      |                      | 613.75    |          | 3,763.18    |
| Total 4190.00 · SUNDRY-OTHER ADMIN EXPENSE       |     |      |                      | 1,037.36  | 0.00     | 3,763.18    |
| 4190.10 · OFFICE EXPENSES                        |     |      |                      |           |          | 5,559.94    |
| 06/11/2026 DM-26219 HUNTINGTON BANK              |     |      |                      | 16.99     |          | 5,576.93    |
| 06/12/2026 DM-26222 AMAZON                       |     |      |                      | 218.61    |          | 5,795.54    |
| 06/22/2026 23800 HDS, LLC DBA KANSO SOFTWARE     |     |      |                      | 4,200.00  |          | 9,995.54    |
| 06/23/2026 23801 SIMPLIFIED BUSINESS SOLUTION... |     |      |                      | 213.75    |          | 10,209.29   |
| 06/30/2026 26-43 W/O JUN 26 SOFTWARE             |     |      |                      | 169.43    |          | 10,378.72   |
| Total 4190.10 · OFFICE EXPENSES                  |     |      |                      | 4,818.78  | 0.00     | 10,378.72   |
| 4190.20 · BANK CHARGES                           |     |      |                      |           |          | 825.50      |
| 06/15/2026 DM-26223 BANK SERVICE CHARGE          |     |      |                      | 99.00     |          | 924.50      |
| Total 4190.20 · BANK CHARGES                     |     |      |                      | 99.00     | 0.00     | 924.50      |
| 4190.40 · POSTAGE                                |     |      |                      |           |          | 417.44      |
| Total 4190.40 · POSTAGE                          |     |      |                      |           |          | 417.44      |
| 4190.60 · TELEPHONE                              |     |      |                      |           |          | 3,859.73    |
| 06/11/2026 DM-26219 HUNTINGTON BANK              |     |      |                      | 61.67     |          | 3,921.40    |

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| Date                                          | Num      | Name                            | Memo                      | Debit    | Credit | Balance    |
|-----------------------------------------------|----------|---------------------------------|---------------------------|----------|--------|------------|
| 06/11/2026                                    | 23794    | 123.NET, INC                    |                           | 145.24   |        | 4,066.64   |
| Total 4190.60 · TELEPHONE                     |          |                                 |                           | 206.91   | 0.00   | 4,066.64   |
| 4190.85 · MEMBERSHIP DUES                     |          |                                 |                           |          |        | 1,177.08   |
| 06/11/2026                                    | DM-26219 | HUNTINGTON BANK                 |                           | 299.40   |        | 1,476.48   |
| Total 4190.85 · MEMBERSHIP DUES               |          |                                 |                           | 299.40   | 0.00   | 1,476.48   |
| 4190.90 · ADMIN SERVICE CONTRACT              |          |                                 |                           |          |        | 8,609.27   |
| 06/23/2026                                    | 23801    | SIMPLIFIED BUSINESS SOLUTION... |                           | 1,073.59 |        | 9,682.86   |
| Total 4190.90 · ADMIN SERVICE CONTRACT        |          |                                 |                           | 1,073.59 | 0.00   | 9,682.86   |
| 4220.00 · TENANT SERVICES-OTHER               |          |                                 |                           |          |        | 931.10     |
| 06/11/2026                                    | DM-26219 | HUNTINGTON BANK                 |                           | 123.09   |        | 1,054.19   |
| 06/12/2026                                    | DM-26222 | AMAZON                          |                           | 257.76   |        | 1,311.95   |
| Total 4220.00 · TENANT SERVICES-OTHER         |          |                                 |                           | 380.85   | 0.00   | 1,311.95   |
| 4310.00 · WATER                               |          |                                 |                           |          |        | 27,537.02  |
| Total 4310.00 · WATER                         |          |                                 |                           |          |        | 27,537.02  |
| 4320.00 · ELECTRICITY                         |          |                                 |                           |          |        | 16,000.51  |
| 06/01/2026                                    | DM-26209 | CONSUMERS ENERGY                |                           | 11.21    |        | 16,011.72  |
| 06/01/2026                                    | DM-26209 | CONSUMERS ENERGY                |                           | 13.72    |        | 16,025.44  |
| 06/01/2026                                    | DM-26209 | CONSUMERS ENERGY                |                           | 71.39    |        | 16,096.83  |
| 06/01/2026                                    | DM-26209 | CONSUMERS ENERGY                |                           | 17.66    |        | 16,114.49  |
| 06/08/2026                                    | DM-26216 | CONSUMERS ENERGY                |                           | 11.82    |        | 16,126.31  |
| 06/08/2026                                    | DM-26216 | CONSUMERS ENERGY                |                           | 71.91    |        | 16,198.22  |
| 06/17/2026                                    | DM-26228 | CONSUMERS ENERGY                |                           | 18.52    |        | 16,216.74  |
| 06/17/2026                                    | DM-26228 | CONSUMERS ENERGY                |                           | 63.40    |        | 16,280.14  |
| 06/23/2026                                    | DM-26230 | CONSUMERS ENERGY                |                           | 66.06    |        | 16,346.20  |
| 06/23/2026                                    | DM-26230 | CONSUMERS ENERGY                |                           | 2,084.05 |        | 18,430.25  |
| Total 4320.00 · ELECTRICITY                   |          |                                 |                           | 2,429.74 | 0.00   | 18,430.25  |
| 4330.00 · GAS                                 |          |                                 |                           |          |        | 13,711.37  |
| Total 4330.00 · GAS                           |          |                                 |                           |          |        | 13,711.37  |
| 4410.00 · MAINTENANCE LABOR                   |          |                                 |                           |          |        | 103,473.95 |
| 06/11/2026                                    | DM-26220 | PAYROLL                         |                           | 5,068.50 |        | 108,542.45 |
| 06/16/2026                                    | DM-26225 | PAYROLL                         |                           | 716.25   |        | 109,258.70 |
| 06/25/2026                                    | DM-26231 | PAYROLL                         |                           | 3,158.00 |        | 112,416.70 |
| Total 4410.00 · MAINTENANCE LABOR             |          |                                 |                           | 8,942.75 | 0.00   | 112,416.70 |
| 4420.00 · MAINTENANCE MATERIALS               |          |                                 |                           |          |        | 24,607.58  |
| 06/03/2026                                    | DM-26211 | HOME DEPOT                      |                           | 430.92   |        | 25,038.50  |
| 06/11/2026                                    | DM-26219 | HUNTINGTON BANK                 |                           | 196.67   |        | 25,235.17  |
| 06/11/2026                                    | 23792    | BOYNE STORAGE & FUEL CENTER     |                           | 225.29   |        | 25,460.46  |
| 06/11/2026                                    | 23793    | STATE INDUSTRIAL PRODUCTS       |                           | 600.57   |        | 26,061.03  |
| 06/11/2026                                    | 23796    | BOYNE CO-OP TRUE VALUE          |                           | 217.73   |        | 26,278.76  |
| 06/11/2026                                    | 23798    | BOYNE CITY HARDWARE             |                           | 39.58    |        | 26,318.34  |
| 06/12/2026                                    | DM-26222 | AMAZON                          |                           | 457.85   |        | 26,776.19  |
| Total 4420.00 · MAINTENANCE MATERIALS         |          |                                 |                           | 2,168.61 | 0.00   | 26,776.19  |
| 4430.00 · CONTRACT COSTS-MISC MAINT           |          |                                 |                           |          |        | 3,441.37   |
| Total 4430.00 · CONTRACT COSTS-MISC MAINT     |          |                                 |                           |          |        | 3,441.37   |
| 4430.10 · HEATING & COOLING CONTRACT          |          |                                 |                           |          |        | 6,192.00   |
| 06/22/2026                                    | DM-26229 | LAKESIDE HEATING & COOLING      |                           | 150.00   |        | 6,342.00   |
| 06/23/2026                                    | 23802    | PARKER ARNTZ PLUMBING & HEA...  |                           | 1,459.00 |        | 7,801.00   |
| Total 4430.10 · HEATING & COOLING CONTRACT    |          |                                 |                           | 1,609.00 | 0.00   | 7,801.00   |
| 4430.23 · CABLE TV                            |          |                                 |                           |          |        | 21,342.14  |
| 06/08/2026                                    | DM-26218 | SPECTRUM                        |                           | 2,661.90 |        | 24,004.04  |
| Total 4430.23 · CABLE TV                      |          |                                 |                           | 2,661.90 | 0.00   | 24,004.04  |
| 4430.30 · ELEVATOR MAINTENANCE CONTRACT       |          |                                 |                           |          |        | 2,339.90   |
| 06/30/2026                                    | 26-42    |                                 | W/O JUN 26 ELEVATOR MAINT | 295.21   |        | 2,635.11   |
| Total 4430.30 · ELEVATOR MAINTENANCE CONTRACT |          |                                 |                           | 295.21   | 0.00   | 2,635.11   |
| 4430.40 · LANDSCAPE & GROUNDS CONTRACT        |          |                                 |                           |          |        | 1,680.80   |
| 06/11/2026                                    | 23791    | TRUGREEN                        |                           | 282.80   |        | 1,963.60   |
| 06/11/2026                                    | 23795    | DROST LANDSCAPING               |                           | 2,275.00 |        | 4,238.60   |
| Total 4430.40 · LANDSCAPE & GROUNDS CONTRACT  |          |                                 |                           | 2,557.80 | 0.00   | 4,238.60   |
| 4430.70 · PLUMBING CONTRACT                   |          |                                 |                           |          |        | 1,357.55   |

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| Date          | Num      | Name                           | Memo                 | Debit      | Credit     | Balance   |
|---------------|----------|--------------------------------|----------------------|------------|------------|-----------|
| Total 4430.70 |          | PLUMBING CONTRACT              |                      |            |            | 1,357.55  |
| 4430.80       |          | EXTERMINATION CONTRACT         |                      |            |            | 1,339.15  |
| 06/03/2026    | DM-26210 | GRIFFIN PEST SOLUTIONS, INC.   |                      | 247.80     |            | 1,586.95  |
| Total 4430.80 |          | EXTERMINATION CONTRACT         |                      | 247.80     | 0.00       | 1,586.95  |
| 4431.00       |          | GARBAGE & TRASH REMOVAL        |                      |            |            | 9,714.39  |
| 06/04/2026    | DM-26215 | GFL ENVIRONMENTAL              |                      | 1,150.72   |            | 10,865.11 |
| Total 4431.00 |          | GARBAGE & TRASH REMOVAL        |                      | 1,150.72   | 0.00       | 10,865.11 |
| 4510.10       |          | PROPERTY INSURANCE             |                      |            |            | 25,930.56 |
| 06/30/2026    | 26-41    |                                | W/O JUN 26 INSURANCE | 3,241.32   |            | 29,171.88 |
| Total 4510.10 |          | PROPERTY INSURANCE             |                      | 3,241.32   | 0.00       | 29,171.88 |
| 4510.20       |          | LIABILITY INSURANCE            |                      |            |            | 3,334.35  |
| 06/30/2026    | 26-41    |                                | W/O JUN 26 INSURANCE | 371.13     |            | 3,705.48  |
| Total 4510.20 |          | LIABILITY INSURANCE            |                      | 371.13     | 0.00       | 3,705.48  |
| 4510.30       |          | WORKERS COMPENSATION INSURANCE |                      |            |            | 1,906.97  |
| 06/30/2026    | 26-41    |                                | W/O JUN 26 INSURANCE | 279.89     |            | 2,186.86  |
| Total 4510.30 |          | WORKERS COMPENSATION INSURANCE |                      | 279.89     | 0.00       | 2,186.86  |
| 4510.40       |          | ALL OTHER INSURANCE            |                      |            |            | 2,251.36  |
| 06/30/2026    | 26-41    |                                | W/O JUN 26 INSURANCE | 281.42     |            | 2,532.78  |
| Total 4510.40 |          | ALL OTHER INSURANCE            |                      | 281.42     | 0.00       | 2,532.78  |
| 4520.00       |          | PAYMENTS IN LIEU OF TAXES      |                      |            |            | 96.77     |
| Total 4520.00 |          | PAYMENTS IN LIEU OF TAXES      |                      |            |            | 96.77     |
| 4540.00       |          | EMPLOYEE BENEFIT CONTRIBUTIONS |                      |            |            | 26,187.86 |
| 06/16/2026    | DM-26227 | MERS                           |                      | 3,963.04   |            | 30,150.90 |
| Total 4540.00 |          | EMPLOYEE BENEFIT CONTRIBUTIONS |                      | 3,963.04   | 0.00       | 30,150.90 |
| 4540.10       |          | EMPLOYEE BENEFITS-ADMIN        |                      |            |            | 27,394.72 |
| 06/04/2026    | DM-26212 | AMERITAS LIFE INS CORP         |                      | 33.68      |            | 27,428.40 |
| 06/04/2026    | DM-26213 | AMERITAS LIFE INS CORP         |                      | 129.25     |            | 27,557.65 |
| 06/11/2026    | DM-26221 | PAYROLL SERVICES - TAX W/H     |                      | 545.76     |            | 28,103.41 |
| 06/16/2026    | DM-26224 | LINCOLN NATIONAL               |                      | 79.94      |            | 28,183.35 |
| 06/25/2026    | DM-26232 | PAYROLL SERVICES - TAX W/H     |                      | 551.83     |            | 28,735.18 |
| Total 4540.10 |          | EMPLOYEE BENEFITS-ADMIN        |                      | 1,340.46   | 0.00       | 28,735.18 |
| 4540.40       |          | EMPLOYEE BENEFITS-MAINT        |                      |            |            | 28,908.46 |
| 06/04/2026    | DM-26212 | AMERITAS LIFE INS CORP         |                      | 33.68      |            | 28,942.14 |
| 06/04/2026    | DM-26213 | AMERITAS LIFE INS CORP         |                      | 129.25     |            | 29,071.39 |
| 06/11/2026    | DM-26221 | PAYROLL SERVICES - TAX W/H     |                      | 363.22     |            | 29,434.61 |
| 06/16/2026    | DM-26224 | LINCOLN NATIONAL               |                      | 72.79      |            | 29,507.40 |
| 06/16/2026    | DM-26226 | PAYROLL SERVICES - TAX W/H     |                      | 54.79      |            | 29,562.19 |
| 06/25/2026    | DM-26232 | PAYROLL SERVICES - TAX W/H     |                      | 236.63     |            | 29,798.82 |
| Total 4540.40 |          | EMPLOYEE BENEFITS-MAINT        |                      | 890.36     | 0.00       | 29,798.82 |
| 4590.00       |          | OTHER GENERAL EXPENSE          |                      |            |            | 671.20    |
| Total 4590.00 |          | OTHER GENERAL EXPENSE          |                      |            |            | 671.20    |
| 7000.00       |          | OPERATING TRANSFERS IN         |                      |            |            | -8,807.79 |
| Total 7000.00 |          | OPERATING TRANSFERS IN         |                      |            |            | -8,807.79 |
| 7520.07       |          | STOVES                         |                      |            |            | 0.00      |
| 06/04/2026    | DM-26214 | LOWES BUSINESS ACCT.           |                      | 683.75     |            | 683.75    |
| Total 7520.07 |          | STOVES                         |                      | 683.75     | 0.00       | 683.75    |
| 7520.08       |          | REFRIGERATORS                  |                      |            |            | 943.29    |
| Total 7520.08 |          | REFRIGERATORS                  |                      |            |            | 943.29    |
| 7540.01       |          | FLOORING                       |                      |            |            | 0.00      |
| 06/03/2026    | DM-26211 | HOME DEPOT                     |                      | 650.52     |            | 650.52    |
| Total 7540.01 |          | FLOORING                       |                      | 650.52     | 0.00       | 650.52    |
| 7540.10       |          | SECURITY CAMERAS               |                      |            |            | 1,311.56  |
| Total 7540.10 |          | SECURITY CAMERAS               |                      |            |            | 1,311.56  |
| TOTAL         |          |                                |                      | 208,557.92 | 208,557.92 | 0.00      |

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Receipts Register

June 2026

| Num   | Date       | Memo              | Account                                 | Amount     |
|-------|------------|-------------------|-----------------------------------------|------------|
| 110   | 06/04/2026 | BANKCARD REFUND   | 1111.01 · CASH GENERAL FUND-#XX7986     | 0.02       |
|       |            | BANKCARD REFUND   | 3690.00 · OTHER INCOME                  | -0.02      |
| TOTAL |            |                   |                                         | -0.02      |
| 111   | 06/05/2026 | RENT              | 1111.01 · CASH GENERAL FUND-#XX7986     | 18,495.00  |
|       |            | RENT              | 1122.00 · ACCOUNTS RECEIVABLE TENAN...  | -18,495.00 |
| TOTAL |            |                   |                                         | -18,495.00 |
| 112   | 06/08/2026 | OPERATING SUBSIDY | 1111.01 · CASH GENERAL FUND-#XX7986     | 3,601.00   |
|       |            | OPERATING SUBSIDY | 8020.26 · OPERATING SUBSIDY CY 2026     | -3,601.00  |
| TOTAL |            |                   |                                         | -3,601.00  |
| 113   | 06/11/2026 | RENT              | 1111.01 · CASH GENERAL FUND-#XX7986     | 8,145.00   |
|       |            | RENT              | 1122.00 · ACCOUNTS RECEIVABLE TENAN...  | -8,145.00  |
| TOTAL |            |                   |                                         | -8,145.00  |
| 114   | 06/11/2026 | REIMB FROM VO     | 1111.01 · CASH GENERAL FUND-#XX7986     | 35,000.00  |
|       |            | REIMB FROM VO     | 1129.07 · ACCOUNTS RECEIVABLE-VOUC...   | -35,000.00 |
| TOTAL |            |                   |                                         | -35,000.00 |
| 115   | 06/15/2026 | RENT              | 1111.01 · CASH GENERAL FUND-#XX7986     | 910.00     |
|       |            | RENT              | 1122.00 · ACCOUNTS RECEIVABLE TENAN...  | -910.00    |
| TOTAL |            |                   |                                         | -910.00    |
| 116   | 06/16/2026 | RENT / DM         | 1111.01 · CASH GENERAL FUND-#XX7986     | 8,821.91   |
|       |            | RENT / DM         | 3690.01 · OTHER TENANT REVENUE          | -321.91    |
|       |            | RENT / DM         | 3693.00 · MGMT FEES - DEER MEADOWS      | -4,000.00  |
|       |            | RENT / DM         | 3694.00 · MAINT CHARGES - DEER MEADO... | -4,500.00  |
| TOTAL |            |                   |                                         | -8,821.91  |
| 117   | 06/16/2026 | RENT              | 1111.01 · CASH GENERAL FUND-#XX7986     | 2,287.00   |
|       |            | RENT              | 1122.00 · ACCOUNTS RECEIVABLE TENAN...  | -2,287.00  |
| TOTAL |            |                   |                                         | -2,287.00  |
| 118   | 06/22/2026 | RENT              | 1111.01 · CASH GENERAL FUND-#XX7986     | 1,071.00   |
|       |            | RENT              | 1122.00 · ACCOUNTS RECEIVABLE TENAN...  | -1,071.00  |
| TOTAL |            |                   |                                         | -1,071.00  |

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BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

Receipts Register

June 2026

| Num   | Date       | Memo             | Account                                  | Amount  |
|-------|------------|------------------|------------------------------------------|---------|
| 119   | 06/22/2026 | RENT             | 1111.01 · CASH GENERAL FUND-#XX7986      | 395.00  |
|       |            | RENT             | 1122.00 · ACCOUNTS RECEIVABLE TENAN...   | -395.00 |
| TOTAL |            |                  |                                          | -395.00 |
| 120   | 06/30/2026 | INT ON CHECKING  | 1111.01 · CASH GENERAL FUND-#XX7986      | 34.21   |
|       |            | INT ON CHECKING  | 3610.10 · INTEREST ON CHECKING (OP FU... | -34.21  |
| TOTAL |            |                  |                                          | -34.21  |
| 121   | 06/22/2026 | SECURITY DEPOSIT | 1114.00 · SECURITY DEPOSIT FUND-#XX2...  | 789.00  |
|       |            | SECURITY DEPOSIT | 2114.00 · TENANT SECURITY DEPOSITS       | -789.00 |
| TOTAL |            |                  |                                          | -789.00 |

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BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING  
Disbursements Register

June 2026

| Num   | Date       | Name                        | Account                                 | Original Amount |
|-------|------------|-----------------------------|-----------------------------------------|-----------------|
| 1201  | 06/11/2026 | BCHC LOW RENT GENERAL       | 1114.00 · SECURITY DEPOSIT FUND-#XX2... | -162.00         |
|       |            |                             | 3690.01 · OTHER TENANT REVENUE          | 162.00          |
| TOTAL |            |                             |                                         | 162.00          |
| 1202  | 06/11/2026 | BCHC LOW RENT GENERAL       | 1114.00 · SECURITY DEPOSIT FUND-#XX2... | -159.91         |
|       |            |                             | 3690.01 · OTHER TENANT REVENUE          | 159.91          |
| TOTAL |            |                             |                                         | 159.91          |
| 1203  | 06/11/2026 | TENANT PAYMENTS             | 1114.00 · SECURITY DEPOSIT FUND-#XX2... | -661.09         |
|       |            |                             | 3690.01 · OTHER TENANT REVENUE          | 661.09          |
| TOTAL |            |                             |                                         | 661.09          |
| 23789 | 06/01/2026 | CONSUMERS ENERGY            | 1111.01 · CASH GENERAL FUND-#XX7986     | -187.00         |
|       |            |                             | 3110.00 · DWELLING RENTAL               | 187.00          |
| TOTAL |            |                             |                                         | 187.00          |
| 23790 | 06/01/2026 | DTE ENERGY                  | 1111.01 · CASH GENERAL FUND-#XX7986     | -102.00         |
|       |            |                             | 3110.00 · DWELLING RENTAL               | 102.00          |
| TOTAL |            |                             |                                         | 102.00          |
| 23791 | 06/11/2026 | TRUGREEN                    | 1111.01 · CASH GENERAL FUND-#XX7986     | -282.80         |
|       |            |                             | 4430.40 · LANDSCAPE & GROUNDS CONT...   | 282.80          |
| TOTAL |            |                             |                                         | 282.80          |
| 23792 | 06/11/2026 | BOYNE STORAGE & FUEL CENTER | 1111.01 · CASH GENERAL FUND-#XX7986     | -225.29         |
|       |            |                             | 4420.00 · MAINTENANCE MATERIALS         | 225.29          |
| TOTAL |            |                             |                                         | 225.29          |
| 23793 | 06/11/2026 | STATE INDUSTRIAL PRODUCTS   | 1111.01 · CASH GENERAL FUND-#XX7986     | -600.57         |
|       |            |                             | 4420.00 · MAINTENANCE MATERIALS         | 600.57          |
| TOTAL |            |                             |                                         | 600.57          |
| 23794 | 06/11/2026 | 123.NET, INC                | 1111.01 · CASH GENERAL FUND-#XX7986     | -145.24         |
|       |            |                             | 4190.60 · TELEPHONE                     | 145.24          |
| TOTAL |            |                             |                                         | 145.24          |
| 23795 | 06/11/2026 | DROST LANDSCAPING           | 1111.01 · CASH GENERAL FUND-#XX7986     | -2,275.00       |
|       |            |                             | 4430.40 · LANDSCAPE & GROUNDS CONT...   | 2,275.00        |
| TOTAL |            |                             |                                         | 2,275.00        |
| 23796 | 06/11/2026 | BOYNE CO-OP TRUE VALUE      | 1111.01 · CASH GENERAL FUND-#XX7986     | -217.73         |

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BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING  
Disbursements Register  
June 2026

| Num      | Date       | Name                               | Account                               | Original Amount |
|----------|------------|------------------------------------|---------------------------------------|-----------------|
|          |            |                                    | 4420.00 · MAINTENANCE MATERIALS       | 217.73          |
| TOTAL    |            |                                    |                                       | 217.73          |
| 23797    | 06/11/2026 | LOUCKS & SCHWARTZ                  | 1111.01 · CASH GENERAL FUND-#XX7986   | -420.00         |
|          |            |                                    | 4170.00 · FEE ACCOUNTANT              | 420.00          |
| TOTAL    |            |                                    |                                       | 420.00          |
| 23798    | 06/11/2026 | BOYNE CITY HARDWARE                | 1111.01 · CASH GENERAL FUND-#XX7986   | -39.58          |
|          |            |                                    | 4420.00 · MAINTENANCE MATERIALS       | 39.58           |
| TOTAL    |            |                                    |                                       | 39.58           |
| 23799    | 06/17/2026 | ZEFFERT & ASSOCIATES, INC.         | 1111.01 · CASH GENERAL FUND-#XX7986   | -613.75         |
|          |            |                                    | 4190.00 · SUNDRY-OTHER ADMIN EXPENSE  | 613.75          |
| TOTAL    |            |                                    |                                       | 613.75          |
| 23800    | 06/22/2026 | HDS, LLC DBA KANSO SOFTWARE        | 1111.01 · CASH GENERAL FUND-#XX7986   | -4,200.00       |
|          |            |                                    | 4190.10 · OFFICE EXPENSES             | 4,200.00        |
| TOTAL    |            |                                    |                                       | 4,200.00        |
| 23801    | 06/23/2026 | SIMPLIFIED BUSINESS SOLUTIONS, LLC | 1111.01 · CASH GENERAL FUND-#XX7986   | -1,287.34       |
|          |            |                                    | 4190.10 · OFFICE EXPENSES             | 213.75          |
|          |            |                                    | 4190.90 · ADMIN SERVICE CONTRACT      | 1,073.59        |
| TOTAL    |            |                                    |                                       | 1,287.34        |
| 23802    | 06/23/2026 | PARKER ARNTZ PLUMBING & HEATIN...  | 1111.01 · CASH GENERAL FUND-#XX7986   | -1,459.00       |
|          |            |                                    | 4430.10 · HEATING & COOLING CONTRACT  | 1,459.00        |
| TOTAL    |            |                                    |                                       | 1,459.00        |
| DM-26208 | 06/01/2026 | TRANSFER TO VO                     | 1111.01 · CASH GENERAL FUND-#XX7986   | -35,000.00      |
|          |            |                                    | 1129.07 · ACCOUNTS RECEIVABLE-VOUC... | 35,000.00       |
| TOTAL    |            |                                    |                                       | 35,000.00       |
| DM-26209 | 06/01/2026 | CONSUMERS ENERGY                   | 1111.01 · CASH GENERAL FUND-#XX7986   | -113.98         |
|          |            |                                    | 4320.00 · ELECTRICITY                 | 11.21           |
|          |            |                                    | 4320.00 · ELECTRICITY                 | 13.72           |
|          |            |                                    | 4320.00 · ELECTRICITY                 | 71.39           |
|          |            |                                    | 4320.00 · ELECTRICITY                 | 17.66           |
| TOTAL    |            |                                    |                                       | 113.98          |
| DM-26210 | 06/03/2026 | GRIFFIN PEST SOLUTIONS, INC.       | 1111.01 · CASH GENERAL FUND-#XX7986   | -247.80         |
|          |            |                                    | 4430.80 · EXTERMINATION CONTRACT      | 247.80          |
| TOTAL    |            |                                    |                                       | 247.80          |
| DM-26211 | 06/03/2026 | HOME DEPOT                         | 1111.01 · CASH GENERAL FUND-#XX7986   | -1,081.44       |

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## BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

## Disbursements Register

June 2026

| Num      | Date       | Name                   | Account                              | Original Amount |
|----------|------------|------------------------|--------------------------------------|-----------------|
|          |            |                        | 4420.00 · MAINTENANCE MATERIALS      | 430.92          |
|          |            |                        | 7540.01 · FLOORING                   | 650.52          |
| TOTAL    |            |                        |                                      | 1,081.44        |
| DM-26212 | 06/04/2026 | AMERITAS LIFE INS CORP | 1111.01 · CASH GENERAL FUND-#XX7986  | -67.36          |
|          |            |                        | 4540.10 · EMPLOYEE BENEFITS-ADMIN    | 33.68           |
|          |            |                        | 4540.40 · EMPLOYEE BENEFITS-MAINT    | 33.68           |
| TOTAL    |            |                        |                                      | 67.36           |
| DM-26213 | 06/04/2026 | AMERITAS LIFE INS CORP | 1111.01 · CASH GENERAL FUND-#XX7986  | -258.50         |
|          |            |                        | 4540.10 · EMPLOYEE BENEFITS-ADMIN    | 129.25          |
|          |            |                        | 4540.40 · EMPLOYEE BENEFITS-MAINT    | 129.25          |
| TOTAL    |            |                        |                                      | 258.50          |
| DM-26214 | 06/04/2026 | LOWES BUSINESS ACCT.   | 1111.01 · CASH GENERAL FUND-#XX7986  | -683.75         |
|          |            |                        | 7520.07 · STOVES                     | 683.75          |
| TOTAL    |            |                        |                                      | 683.75          |
| DM-26215 | 06/04/2026 | GFL ENVIRONMENTAL      | 1111.01 · CASH GENERAL FUND-#XX7986  | -1,150.72       |
|          |            |                        | 4431.00 · GARBAGE & TRASH REMOVAL    | 1,150.72        |
| TOTAL    |            |                        |                                      | 1,150.72        |
| DM-26216 | 06/08/2026 | CONSUMERS ENERGY       | 1111.01 · CASH GENERAL FUND-#XX7986  | -83.73          |
|          |            |                        | 4320.00 · ELECTRICITY                | 11.82           |
|          |            |                        | 4320.00 · ELECTRICITY                | 71.91           |
| TOTAL    |            |                        |                                      | 83.73           |
| DM-26217 | 06/08/2026 | EVOLV INC              | 1111.01 · CASH GENERAL FUND-#XX7986  | -140.00         |
|          |            |                        | 4190.00 · SUNDRY-OTHER ADMIN EXPENSE | 140.00          |
| TOTAL    |            |                        |                                      | 140.00          |
| DM-26218 | 06/08/2026 | SPECTRUM               | 1111.01 · CASH GENERAL FUND-#XX7986  | -2,661.90       |
|          |            |                        | 4430.23 · CABLE TV                   | 2,661.90        |
| TOTAL    |            |                        |                                      | 2,661.90        |
| DM-26219 | 06/11/2026 | HUNTINGTON BANK        | 1111.01 · CASH GENERAL FUND-#XX7986  | -1,450.29       |
|          |            |                        | 4420.00 · MAINTENANCE MATERIALS      | 196.67          |
|          |            |                        | 4190.00 · SUNDRY-OTHER ADMIN EXPENSE | 283.61          |
|          |            |                        | 4190.10 · OFFICE EXPENSES            | 16.99           |
|          |            |                        | 4220.00 · TENANT SERVICES-OTHER      | 123.09          |
|          |            |                        | 4190.85 · MEMBERSHIP DUES            | 299.40          |
|          |            |                        | 4150.00 · TRAVEL                     | 468.86          |
|          |            |                        | 4190.60 · TELEPHONE                  | 61.67           |
| TOTAL    |            |                        |                                      | 1,450.29        |
| DM-26220 | 06/11/2026 | PAYROLL                | 1111.01 · CASH GENERAL FUND-#XX7986  | -9,578.72       |

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## BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

## Disbursements Register

June 2026

| Num      | Date       | Name                       | Account                                | Original Amount |
|----------|------------|----------------------------|----------------------------------------|-----------------|
|          |            |                            | 4110.00 · ADMINISTRATIVE SALARIES      | 7,078.46        |
|          |            |                            | 4410.00 · MAINTENANCE LABOR            | 5,068.50        |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS           | -2,568.24       |
| TOTAL    |            |                            |                                        | 9,578.72        |
| DM-26221 | 06/11/2026 | PAYROLL SERVICES - TAX W/H | 1111.01 · CASH GENERAL FUND-#XX7986    | -3,074.21       |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS           | 2,165.23        |
|          |            |                            | 4540.10 · EMPLOYEE BENEFITS-ADMIN      | 545.76          |
|          |            |                            | 4540.40 · EMPLOYEE BENEFITS-MAINT      | 363.22          |
| TOTAL    |            |                            |                                        | 3,074.21        |
| DM-26222 | 06/12/2026 | AMAZON                     | 1111.01 · CASH GENERAL FUND-#XX7986    | -934.22         |
|          |            |                            | 4190.10 · OFFICE EXPENSES              | 218.61          |
|          |            |                            | 4220.00 · TENANT SERVICES-OTHER        | 257.76          |
|          |            |                            | 4420.00 · MAINTENANCE MATERIALS        | 457.85          |
| TOTAL    |            |                            |                                        | 934.22          |
| DM-26223 | 06/15/2026 | BANK SERVICE CHARGE        | 1111.01 · CASH GENERAL FUND-#XX7986    | -99.00          |
|          |            |                            | 4190.20 · BANK CHARGES                 | 99.00           |
| TOTAL    |            |                            |                                        | 99.00           |
| DM-26224 | 06/16/2026 | LINCOLN NATIONAL           | 1111.01 · CASH GENERAL FUND-#XX7986    | -152.73         |
|          |            |                            | 4540.10 · EMPLOYEE BENEFITS-ADMIN      | 79.94           |
|          |            |                            | 4540.40 · EMPLOYEE BENEFITS-MAINT      | 72.79           |
| TOTAL    |            |                            |                                        | 152.73          |
| DM-26225 | 06/16/2026 | PAYROLL                    | 1111.01 · CASH GENERAL FUND-#XX7986    | -621.32         |
|          |            |                            | 4410.00 · MAINTENANCE LABOR            | 716.25          |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS           | -94.93          |
| TOTAL    |            |                            |                                        | 621.32          |
| DM-26226 | 06/16/2026 | PAYROLL SERVICES - TAX W/H | 1111.01 · CASH GENERAL FUND-#XX7986    | -149.72         |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS           | 94.93           |
|          |            |                            | 4540.40 · EMPLOYEE BENEFITS-MAINT      | 54.79           |
| TOTAL    |            |                            |                                        | 149.72          |
| DM-26227 | 06/16/2026 | MERS                       | 1111.01 · CASH GENERAL FUND-#XX7986    | -3,963.04       |
|          |            |                            | 4540.00 · EMPLOYEE BENEFIT CONTRIBU... | 3,963.04        |
| TOTAL    |            |                            |                                        | 3,963.04        |
| DM-26228 | 06/17/2026 | CONSUMERS ENERGY           | 1111.01 · CASH GENERAL FUND-#XX7986    | -81.92          |
|          |            |                            | 4320.00 · ELECTRICITY                  | 18.52           |
|          |            |                            | 4320.00 · ELECTRICITY                  | 63.40           |
| TOTAL    |            |                            |                                        | 81.92           |
| DM-26229 | 06/22/2026 | LAKESIDE HEATING & COOLING | 1111.01 · CASH GENERAL FUND-#XX7986    | -150.00         |

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BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING  
Disbursements Register  
June 2026

| Num      | Date       | Name                       | Account                              | Original Amount |
|----------|------------|----------------------------|--------------------------------------|-----------------|
|          |            |                            | 4430.10 · HEATING & COOLING CONTRACT | 150.00          |
| TOTAL    |            |                            |                                      | 150.00          |
| DM-26230 | 06/23/2026 | CONSUMERS ENERGY           | 1111.01 · CASH GENERAL FUND-#XX7986  | -2,150.11       |
|          |            |                            | 4320.00 · ELECTRICITY                | 66.06           |
|          |            |                            | 4320.00 · ELECTRICITY                | 2,084.05        |
| TOTAL    |            |                            |                                      | 2,150.11        |
| DM-26231 | 06/25/2026 | PAYROLL                    | 1111.01 · CASH GENERAL FUND-#XX7986  | -8,297.08       |
|          |            |                            | 4110.00 · ADMINISTRATIVE SALARIES    | 7,078.46        |
|          |            |                            | 4410.00 · MAINTENANCE LABOR          | 3,158.00        |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS         | -1,939.38       |
| TOTAL    |            |                            |                                      | 8,297.08        |
| DM-26232 | 06/25/2026 | PAYROLL SERVICES - TAX W/H | 1111.01 · CASH GENERAL FUND-#XX7986  | -2,662.99       |
|          |            |                            | 2117.00 · PAYROLL DEDUCTIONS         | 1,874.53        |
|          |            |                            | 4540.10 · EMPLOYEE BENEFITS-ADMIN    | 551.83          |
|          |            |                            | 4540.40 · EMPLOYEE BENEFITS-MAINT    | 236.63          |
| TOTAL    |            |                            |                                      | 2,662.99        |

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Accrual Basis

## BOYNE CITY HOUSING COMMISSION - PUBLIC HOUSING

## Journal Voucher Register

June 2026

| Num   | Date       | Memo                      | Account                                 | Debit     | Credit    |
|-------|------------|---------------------------|-----------------------------------------|-----------|-----------|
| 26-41 | 06/30/2026 | W/O JUN 26 INSURANCE      | 4510.10 · PROPERTY INSURANCE            | 3,241.32  |           |
|       |            | W/O JUN 26 INSURANCE      | 4510.20 · LIABILITY INSURANCE           | 371.13    |           |
|       |            | W/O JUN 26 INSURANCE      | 4510.30 · WORKERS COMPENSATION INSU...  | 279.89    |           |
|       |            | W/O JUN 26 INSURANCE      | 4510.40 · ALL OTHER INSURANCE           | 281.42    |           |
|       |            | W/O JUN 26 INSURANCE      | 1211.00 · PREPAID INSURANCE             |           | 4,173.76  |
|       |            |                           |                                         | 4,173.76  | 4,173.76  |
| 26-42 | 06/30/2026 | W/O JUN 26 ELEVATOR MAINT | 4430.30 · ELEVATOR MAINTENANCE CONTR... | 295.21    |           |
|       |            | W/O JUN 26 ELEVATOR MAINT | 1291.00 · PREPAID ELEVATOR MAINTENANCE  |           | 295.21    |
|       |            |                           |                                         | 295.21    | 295.21    |
| 26-43 | 06/30/2026 | W/O JUN 26 SOFTWARE       | 4190.10 · OFFICE EXPENSES               | 169.43    |           |
|       |            | W/O JUN 26 SOFTWARE       | 1293.00 · PREPAID SOFTWARE              |           | 169.43    |
|       |            |                           |                                         | 169.43    | 169.43    |
| 26-44 | 06/30/2026 | REC JUN 26 RENT ROLL      | 1122.00 · ACCOUNTS RECEIVABLE TENANTS   | 31,568.00 |           |
|       |            | REC JUN 26 RENT ROLL      | 3110.00 · DWELLING RENTAL               |           | 29,961.00 |
|       |            | REC JUN 26 RENT ROLL      | 3690.01 · OTHER TENANT REVENUE          |           | 102.00    |
|       |            | REC JUN 26 RENT ROLL      | 3691.00 · CABLE TV INCOME               |           | 1,505.00  |
|       |            | REC JUN 26 RENT ROLL      | 2114.00 · TENANT SECURITY DEPOSITS      |           | 307.00    |
|       |            | REC JUN 26 RENT ROLL      | 1122.00 · ACCOUNTS RECEIVABLE TENANTS   | 307.00    |           |
|       |            |                           |                                         | 31,875.00 | 31,875.00 |
| TOTAL |            |                           |                                         | 36,513.40 | 36,513.40 |

# **Boyne City Housing Commission**

## *Housing Choice Vouchers*

### **Financial Report for month of June 2026**

#### *Summary of Operations:*

Fiscal year-to-date net profit (loss) as of June 2026 is (\$3,521.45)

Operating Reserve Balance as of June 2026 is \$18,372.72

#### *Financial Reports Enclosed:*

- ❖ **Voucher Summary** (*Calendar year leasing, housing assistance and administrative fee utilization*)
- ❖ **Board Summary Report** (*summaries of cash and investments, operating receipts and expenditures with comparison to annual budget and percent of budget spent, and operating reserve*)
- ❖ **Statement of Net Position** (*listing of assets, liabilities and equity as of current month with increase (decrease) from beginning of fiscal year*)
- ❖ **Budget Progress Report** (*listing of operating receipts and expenditures with comparison to annual budget and percent of budget spent*)
- ❖ **Statement of Operating Receipts and Expenditures** (*listing of all income and expense accounts with activity for current month, fiscal year-to-date, and comparison to prior year actual results*)

#### *Bookkeeping Reports Enclosed:*

- ❖ **Bank Reconciliations** (*deposits and checks cleared during the month and outstanding items*)
- ❖ **Trial Balance** (*listing of all accounts and account balances*)
- ❖ **General Ledger** (*listing of all accounts with activity recorded during the month*)
- ❖ **Receipts Register** (*deposits made during the month for all bank accounts*)
- ❖ **Disbursements Register** (*checks and bank withdrawals made during the month*)
- ❖ **Journal Voucher Register** (*journal entries recorded during the month*)

TOM LOUCKS • RICK SCHWARTZ

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**CALENDAR YEAR 2026 SECTION 8 VOUCHER LEASING, HAP AND ADMIN FEE UTILIZATION**

HA Name Boyne City Housing Commission

HA Number MI084

|       | Unit Months<br>Leased<br>(excluding<br>DVP) | Unit Months<br>Available<br>(excluding<br>DVP) | Over/(Under)<br>Leased | HAP Funding<br>(excluding<br>DVP) | HAP Cost<br>(excluding<br>DVP) | HAP Share of<br>Fraud<br>Recovery | FSS Escrow<br>Forfeitures | Other<br>Adjustments to<br>HAP Reserve | HAP Reserve<br>Increase<br>(Decrease) | HAP Reserve<br>(RNP) | HAP Reserve<br>excluding<br>uncollected<br>fraud A/R | Average HAP<br>Cost | HAP Budget<br>Authority | HAP Program<br>Reserve held<br>by HUD |
|-------|---------------------------------------------|------------------------------------------------|------------------------|-----------------------------------|--------------------------------|-----------------------------------|---------------------------|----------------------------------------|---------------------------------------|----------------------|------------------------------------------------------|---------------------|-------------------------|---------------------------------------|
| Jan   | 57                                          | 63                                             | (6)                    | \$ 30,717                         | \$ 28,815                      | \$ -                              | \$ -                      | \$ -                                   | \$ 1,902                              | \$ 16,662            | Jan \$ 16,662                                        | \$ 505.53           | \$ 21,441               | \$ (484)                              |
| Feb   | 58                                          | 63                                             | (5)                    | 32,357                            | 33,447                         | -                                 | -                         | -                                      | (1,090)                               | 15,572               | Feb 15,572                                           | \$ 576.67           | 21,441                  | \$ (11,400)                           |
| Mar   | 58                                          | 63                                             | (5)                    | 17,341                            | 32,862                         | -                                 | -                         | -                                      | (15,521)                              | 51                   | Mar 51                                               | \$ 566.59           | 21,441                  | \$ (7,300)                            |
| April | 58                                          | 63                                             | (5)                    | 35,484                            | 32,559                         | -                                 | -                         | -                                      | 2,925                                 | 2,976                | April 2,976                                          | \$ 561.36           | 21,494                  | \$ (21,290)                           |
| May   | 58                                          | 63                                             | (5)                    | 22,413                            | 32,512                         | -                                 | -                         | -                                      | (10,099)                              | (7,123)              | May (7,123)                                          | \$ 560.55           | 21,494                  | \$ (22,209)                           |
| June  | 58                                          | 63                                             | (5)                    | 37,842                            | 32,471                         | -                                 | -                         | -                                      | 5,371                                 | (1,752)              | June (1,752)                                         | \$ 559.84           | 18,762                  | \$ (41,289)                           |
| July  | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | July (1,752)                                         | \$ -                | -                       | \$ (41,289)                           |
| Aug   | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | Aug (1,752)                                          | \$ -                | -                       | \$ (41,289)                           |
| Sept  | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | Sept (1,752)                                         | \$ -                | -                       | \$ (41,289)                           |
| Oct   | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | Oct (1,752)                                          | \$ -                | -                       | \$ (41,289)                           |
| Nov   | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | Nov (1,752)                                          | \$ -                | -                       | \$ (41,289)                           |
| Dec   | -                                           | -                                              | -                      | -                                 | -                              | -                                 | -                         | -                                      | -                                     | (1,752)              | Dec (1,752)                                          | \$ -                | -                       | \$ (41,289)                           |
|       | 347                                         | 378                                            | (31)                   | \$ 176,154                        | \$ 192,666                     | \$ -                              | \$ -                      | \$ -                                   | \$ (16,512)                           |                      |                                                      | \$ 555.23           | \$ 126,073              |                                       |

**Leasing Percentage -- 91.80%**

**HAP Utilization -- 152.82%**  
(Percentage utilized of HAP Budget Authority)



Reported in  
VMS

|       | Admin Fee<br>Earned | Other Admin<br>Funding<br>(FSS, H/O,<br>DVP & Special<br>Fees) | Admin Share<br>of Fraud<br>Recovery | Interest<br>Income on<br>Admin Fee<br>Reserve | Other Income | Admin<br>Expenses | Funds<br>Expended from<br>UNA<br>(Donations &<br>Transfers) | Other<br>Adjustments to<br>Admin<br>Reserve | Profit/(Loss) | Admin Fee<br>Reserve (UNP) | Total Voucher<br>Cash and<br>Investments |
|-------|---------------------|----------------------------------------------------------------|-------------------------------------|-----------------------------------------------|--------------|-------------------|-------------------------------------------------------------|---------------------------------------------|---------------|----------------------------|------------------------------------------|
| Jan   | \$ 3,663            | \$ -                                                           | \$ -                                | \$ 8                                          | \$ -         | \$ 9,556          | \$ -                                                        | \$ -                                        | \$ (5,885)    | \$ 13,148                  | Jan \$ 11,624                            |
| Feb   | 3,727               | -                                                              | -                                   | 4                                             | -            | 3,153             | -                                                           | -                                           | 578           | 13,726                     | Feb 15,203                               |
| Mar   | 4,067               | -                                                              | -                                   | 2                                             | 1,000        | 3,721             | -                                                           | -                                           | 1,348         | 15,074                     | Mar 420                                  |
| April | 3,841               | -                                                              | -                                   | 2                                             | -            | 7,157             | -                                                           | -                                           | (3,314)       | 11,760                     | April 1,175                              |
| May   | 3,841               | -                                                              | -                                   | 2                                             | -            | 3,450             | -                                                           | 4,750                                       | 5,143         | 16,903                     | May 88                                   |
| June  | 3,862               | -                                                              | -                                   | 5                                             | -            | 2,396             | -                                                           | -                                           | 1,471         | 18,374                     | June 8,631                               |
| July  | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | July -                                   |
| Aug   | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | Aug -                                    |
| Sept  | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | Sept -                                   |
| Oct   | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | Oct -                                    |
| Nov   | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | Nov -                                    |
| Dec   | -                   | -                                                              | -                                   | -                                             | -            | -                 | -                                                           | -                                           | -             | 18,374                     | Dec -                                    |
|       | \$ 23,001           | \$ -                                                           | \$ -                                | \$ 23                                         | \$ 1,000     | \$ 29,433         | \$ -                                                        | \$ 4,750                                    | \$ (659)      |                            |                                          |

**BOYNE CITY HOUSING COMMISSION - VOUCHERS**  
**Board Summary Report**  
**As of June 30, 2026**

|                                         | <u>Current</u>  | <u>Fiscal Year<br/>Begin Bal</u> | <u>+/-</u>         |
|-----------------------------------------|-----------------|----------------------------------|--------------------|
| <b>Cash &amp; Investments</b>           |                 |                                  |                    |
| 1111.01 · CASH GENERAL FUND             | 8,630.69        | 31,098.82                        | (22,468.13)        |
| 1114.00 · SECURITY DEPOSIT FUND         | 0.00            | 0.00                             | 0.00               |
| 1117.00 · PETTY CASH                    | 0.00            | 0.00                             | 0.00               |
| 1118.00 · CHANGE FUND CASH              | 0.00            | 0.00                             | 0.00               |
| 1162.00 · GENERAL FUND INVESTMENTS      | 0.00            | 0.00                             | 0.00               |
| 1162.01 · INVESTMENTS SECURITY DEPOSITS | 0.00            | 0.00                             | 0.00               |
| 1162.05 · CERTIFICATES OF DEPOSIT       | 0.00            | 0.00                             | 0.00               |
| <b>TOTAL CASH &amp; INVESTMENTS</b>     | <b>8,630.69</b> | <b>31,098.82</b>                 | <b>(22,468.13)</b> |

|                                          | <u>YTD<br/>Balance</u> | <u>Annual<br/>Budget</u> | <u>Percent<br/>of Budget</u> |
|------------------------------------------|------------------------|--------------------------|------------------------------|
| <b>Receipts</b>                          |                        |                          |                              |
| ADMINISTRATIVE FEES EARNED               | 33,347.00              | 43,000.00                | 78 %                         |
| OTHER OPERATING RECEIPTS                 | 1,046.20               | 100.00                   | 1,046 %                      |
| <b>TOTAL OPERATING RECEIPTS</b>          | <b>34,393.20</b>       | <b>43,100.00</b>         | <b>80 %</b>                  |
| <b>Expenses</b>                          |                        |                          |                              |
| ADMINISTRATIVE EXPENSES                  | 22,609.31              | 22,100.00                | 102 %                        |
| MAINTENANCE EXPENSE                      | 0.00                   | 0.00                     | 0 %                          |
| GENERAL EXPENSE                          | 15,305.34              | 10,000.00                | 153 %                        |
| NONROUTINE EXPENDITURES                  | 0.00                   | 0.00                     | 0 %                          |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>37,914.65</b>       | <b>32,100.00</b>         | <b>118 %</b>                 |
| <b>NET INCOME (LOSS) FROM OPERATIONS</b> | <b>(3,521.45)</b>      | <b>11,000.00</b>         | <b>(32)%</b>                 |

|                                                    | <u>Current<br/>YTD</u> |
|----------------------------------------------------|------------------------|
| <b>Operating Reserve</b>                           |                        |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN          | 21,894.17              |
| <b>OPERATING RESERVE, BEGINNING OF FISCAL YEAR</b> | <b>21,894.17</b>       |
| NET INCOME (LOSS) FROM OPERATIONS                  | (3,521.45)             |
| <b>OPERATING RESERVE, END OF CURRENT PERIOD</b>    | <b>18,372.72</b>       |

**Statement of Net Position**
**As of June 30, 2026**

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|                                           | <u>Current Month</u> | <u>Fiscal Year<br/>Begin Bal</u> | <u>Increase<br/>(Decrease)</u> |
|-------------------------------------------|----------------------|----------------------------------|--------------------------------|
| <b>ASSETS</b>                             |                      |                                  |                                |
| 1111.01 · CASH GENERAL FUND               | 8,630.69             | 31,098.82                        | (22,468.13)                    |
| 1129.06 · ACCOUNTS RECEIVABLE-LOW RENT    | 0.00                 | 4,330.25                         | (4,330.25)                     |
| 1211.00 · PREPAID INSURANCE               | 1,646.65             | 7,185.29                         | (5,538.64)                     |
| 1293.00 · PREPAID SOFTWARE                | 1,605.10             | 1,135.53                         | 469.57                         |
| <b>TOTAL CURRENT ASSETS</b>               | <u>11,882.44</u>     | <u>43,749.89</u>                 | <u>(31,867.45)</u>             |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT    | 4,168.70             | 4,168.70                         | 0.00                           |
| 1499.99 · ACCUMULATED DEPRECIATION        | (2,583.18)           | (2,583.18)                       | 0.00                           |
| <b>NET FIXED ASSETS</b>                   | <u>1,585.52</u>      | <u>1,585.52</u>                  | <u>0.00</u>                    |
| <b>TOTAL ASSETS</b>                       | <u>13,467.96</u>     | <u>45,335.41</u>                 | <u>(31,867.45)</u>             |
| <b>LIABILITIES</b>                        |                      |                                  |                                |
| 2118.01 · UNEARNED REV-HUD (ADMIN FEES)   | (4,738.00)           | 6,996.00                         | (11,734.00)                    |
| <b>TOTAL LIABILITIES</b>                  | <u>(4,738.00)</u>    | <u>6,996.00</u>                  | <u>(11,734.00)</u>             |
| <b>NET POSITION</b>                       |                      |                                  |                                |
| 2802.01 · INVESTMENT IN CAPITAL ASSETS    | 1,585.52             | 1,585.52                         | 0.00                           |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN | 18,372.72            | 21,894.17                        | (3,521.45)                     |
| 2806.03 · RESTRICTED NET POSITION-HAP     | (1,752.28)           | 14,859.72                        | (16,612.00)                    |
| <b>TOTAL NET POSITION</b>                 | <u>18,205.96</u>     | <u>38,339.41</u>                 | <u>(20,133.45)</u>             |
| <b>TOTAL LIABILITIES AND NET POSITION</b> | <u>13,467.96</u>     | <u>45,335.41</u>                 | <u>(31,867.45)</u>             |

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**Budget Progress Report  
As of June 30, 2026**

|                                                                               | <b>YTD<br/>Balance</b> | <b>Annual<br/>Budget</b> | <b>Percent<br/>of Budget</b> |
|-------------------------------------------------------------------------------|------------------------|--------------------------|------------------------------|
| <b>Income</b>                                                                 |                        |                          |                              |
| 3600.00 · ADMINISTRATIVE FEES EARNED                                          | 33,347.00              | 43,000.00                | 78 %                         |
| 3610.00 · INVESTMENT INCOME                                                   | 46.20                  | 100.00                   | 46 %                         |
| 7000.00 · OPERATING TRANSFERS IN                                              | 1,000.00               | 0.00                     | 0 %                          |
| <b>TOTAL OTHER OPERATING RECEIPTS</b>                                         | <b>34,393.20</b>       | <b>43,100.00</b>         | <b>80 %</b>                  |
| <b>TOTAL RECEIPTS</b>                                                         | <b>34,393.20</b>       | <b>43,100.00</b>         | <b>80 %</b>                  |
| <b>Expenses</b>                                                               |                        |                          |                              |
| 4110.00 · ADMINISTRATIVE SALARIES                                             | 10,000.00              | 15,000.00                | 67 %                         |
| 4140.00 · STAFF TRAINING                                                      | 280.00                 | 0.00                     | 0 %                          |
| 4150.00 · TRAVEL                                                              | 1,741.26               | 0.00                     | 0 %                          |
| 4170.00 · FEE ACCOUNTANT                                                      | 1,948.00               | 2,500.00                 | 78 %                         |
| 4171.00 · AUDITING FEES                                                       | 3,500.00               | 3,500.00                 | 100 %                        |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE                                          | 717.00                 | 0.00                     | 0 %                          |
| 4190.02 · BANK SERVICE CHARGE                                                 | 300.00                 | 1,100.00                 | 27 %                         |
| 4190.10 · OFFICE EXPENSES                                                     | 2,112.82               | 0.00                     | 0 %                          |
| 4190.40 · POSTAGE                                                             | 260.23                 | 0.00                     | 0 %                          |
| 4190.90 · ADMIN SERVICE CONTRACT                                              | 1,750.00               | 0.00                     | 0 %                          |
| <b>TOTAL ADMINISTRATIVE EXPENSE</b>                                           | <b>22,609.31</b>       | <b>22,100.00</b>         | <b>102 %</b>                 |
| 4510.10 · PROPERTY INSURANCE                                                  | 12,856.66              | 0.00                     | 0 %                          |
| 4510.20 · LIABILITY INSURANCE                                                 | 2,448.68               | 10,000.00                | 24 %                         |
| <b>TOTAL GENERAL EXPENSE</b>                                                  | <b>15,305.34</b>       | <b>10,000.00</b>         | <b>153 %</b>                 |
| <b>TOTAL ROUTINE EXPENSE</b>                                                  | <b>37,914.65</b>       | <b>32,100.00</b>         | <b>118 %</b>                 |
| <b>TOTAL EXPENSE</b>                                                          | <b>37,914.65</b>       | <b>32,100.00</b>         | <b>118 %</b>                 |
| <b>INCREASE (DECREASE) IN NET POSITION<br/>BEFORE VO PROGRAM HAP ACTIVITY</b> | <b>(3,521.45)</b>      | <b>11,000.00</b>         | <b>(32)%</b>                 |

**BOYNE CITY HOUSING COMMISSION - VOUCHERS**  
**Statement of Operating Receipts and Expenditures**  
**(Prior Year Comparison)**  
**As of June 30, 2026**

|                                                                               | <b>Current<br/>Activity</b> | <b>Prior FY<br/>Activity</b> | <b>Current<br/>YTD</b> | <b>Prior FY<br/>YTD</b> | <b>+/-</b>         |
|-------------------------------------------------------------------------------|-----------------------------|------------------------------|------------------------|-------------------------|--------------------|
| <b>Receipts</b>                                                               |                             |                              |                        |                         |                    |
| 3600.00 · ADMINISTRATIVE FEES EARNED                                          | 3,862.00                    | 3,112.00                     | 33,347.00              | 30,272.00               | 3,075.00           |
| 3610.00 · INVESTMENT INCOME                                                   | 4.91                        | 6.13                         | 46.20                  | 70.13                   | (23.93)            |
| 7000.00 · OPERATING TRANSFERS IN                                              | 0.00                        | 0.00                         | 1,000.00               | 0.00                    | 1,000.00           |
| <b>TOTAL OTHER OPERATING RECEIPTS</b>                                         | <b>3,866.91</b>             | <b>3,118.13</b>              | <b>34,393.20</b>       | <b>30,342.13</b>        | <b>4,051.07</b>    |
| <b>TOTAL RECEIPTS</b>                                                         | <b>3,866.91</b>             | <b>3,118.13</b>              | <b>34,393.20</b>       | <b>30,342.13</b>        | <b>4,051.07</b>    |
| <b>Expenses</b>                                                               |                             |                              |                        |                         |                    |
| 4110.00 · ADMINISTRATIVE SALARIES                                             | 0.00                        | 0.00                         | 10,000.00              | 21,000.00               | (11,000.00)        |
| 4140.00 · STAFF TRAINING                                                      | 0.00                        | 41.84                        | 280.00                 | 491.84                  | (211.84)           |
| 4150.00 · TRAVEL                                                              | 349.15                      | 328.44                       | 1,741.26               | 3,372.25                | (1,630.99)         |
| 4170.00 · FEE ACCOUNTANT                                                      | 205.00                      | 152.00                       | 1,948.00               | 1,822.00                | 126.00             |
| 4171.00 · AUDITING FEES                                                       | 0.00                        | 0.00                         | 3,500.00               | 3,500.00                | 0.00               |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE                                          | 0.00                        | 0.00                         | 717.00                 | 2,371.00                | (1,654.00)         |
| 4190.02 · BANK SERVICE CHARGE                                                 | 45.00                       | 20.00                        | 300.00                 | 786.40                  | (486.40)           |
| 4190.10 · OFFICE EXPENSES                                                     | 126.17                      | 0.00                         | 2,112.82               | 250.24                  | 1,862.58           |
| 4190.40 · POSTAGE                                                             | 0.00                        | 0.00                         | 260.23                 | 0.00                    | 260.23             |
| 4190.90 · ADMIN SERVICE CONTRACT                                              | 0.00                        | 0.00                         | 1,750.00               | 0.00                    | 1,750.00           |
| <b>TOTAL ADMINISTRATIVE EXPENSE</b>                                           | <b>725.32</b>               | <b>542.28</b>                | <b>22,609.31</b>       | <b>33,593.73</b>        | <b>(10,984.42)</b> |
| 4510.10 · PROPERTY INSURANCE                                                  | 1,391.97                    | 0.00                         | 12,856.66              | 0.00                    | 12,856.66          |
| 4510.20 · LIABILITY INSURANCE                                                 | 278.35                      | 710.27                       | 2,448.68               | 5,751.38                | (3,302.70)         |
| <b>TOTAL GENERAL EXPENSE</b>                                                  | <b>1,670.32</b>             | <b>710.27</b>                | <b>15,305.34</b>       | <b>5,751.38</b>         | <b>9,553.96</b>    |
| <b>TOTAL ROUTINE EXPENSE</b>                                                  | <b>2,395.64</b>             | <b>1,252.55</b>              | <b>37,914.65</b>       | <b>39,345.11</b>        | <b>(1,430.46)</b>  |
| 7520.01 · COMPUTERS                                                           | 0.00                        | 0.00                         | 0.00                   | 301.07                  | (301.07)           |
| <b>TOTAL NONROUTINE EXPENSE</b>                                               | <b>0.00</b>                 | <b>0.00</b>                  | <b>0.00</b>            | <b>301.07</b>           | <b>(301.07)</b>    |
| <b>TOTAL EXPENSE</b>                                                          | <b>2,395.64</b>             | <b>1,252.55</b>              | <b>37,914.65</b>       | <b>39,646.18</b>        | <b>(1,731.53)</b>  |
| <b>INCREASE (DECREASE) IN NET POSITION<br/>BEFORE VO PROGRAM HAP ACTIVITY</b> | <b>1,471.27</b>             | <b>1,865.58</b>              | <b>(3,521.45)</b>      | <b>(9,304.05)</b>       | <b>5,782.60</b>    |
| <b>Section 8 Voucher Program HAP Activity</b>                                 |                             |                              |                        |                         |                    |
| 8026.01 · ANNUAL CONTRIBUTIONS REC'D-HAP                                      | 37,842.00                   | 19,196.00                    | 252,531.00             | 196,431.72              | 56,099.28          |
| 4715.00 · HOUSING ASSISTANCE PAYMENTS                                         | (32,471.00)                 | (19,093.00)                  | (269,143.00)           | (183,863.00)            | (85,280.00)        |
| <b>INCREASE (DECREASE) IN VO HAP ACTIVITY</b>                                 | <b>5,371.00</b>             | <b>103.00</b>                | <b>(16,612.00)</b>     | <b>12,568.72</b>        | <b>(29,180.72)</b> |
| <b>TOTAL INCREASE (DECREASE) IN NET POSITION</b>                              | <b>6,842.27</b>             | <b>1,968.58</b>              | <b>(20,133.45)</b>     | <b>3,264.67</b>         | <b>(23,398.12)</b> |

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07/15/26

# BOYNE CITY HOUSING COMMISSION - VOUCHERS

## Reconciliation Summary

1111.01 · CASH GENERAL FUND, Period Ending 06/30/2026

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|                                   | Jun 30, 26      |
|-----------------------------------|-----------------|
| Beginning Balance                 | 233.93          |
| Cleared Transactions              |                 |
| Checks and Payments - 27 items    | -68,216.15      |
| Deposits and Credits - 6 items    | 76,612.91       |
| Total Cleared Transactions        | 8,396.76        |
| Cleared Balance                   | <b>8,630.69</b> |
| Register Balance as of 06/30/2026 | 8,630.69        |
| Ending Balance                    | 8,630.69        |

## BOYNE CITY HOUSING COMMISSION - VOUCHERS

07/15/26

## Reconciliation Detail

1111.01 · CASH GENERAL FUND, Period Ending 06/30/2026

| Type                                  | Date       | Num      | Name                  | Clr | Amount          | Balance         |
|---------------------------------------|------------|----------|-----------------------|-----|-----------------|-----------------|
| <b>Beginning Balance</b>              |            |          |                       |     |                 | 233.93          |
| <b>Cleared Transactions</b>           |            |          |                       |     |                 |                 |
| <b>Checks and Payments - 27 items</b> |            |          |                       |     |                 |                 |
| Check                                 | 05/01/2026 | 10847    | MAY HAP PAYMEN...     | X   | -66.00          | -66.00          |
| Check                                 | 05/29/2026 | 10854    | HAP REIMBURSEM...     | X   | -80.00          | -146.00         |
| Check                                 | 06/01/2026 | 10859    | DEER MEADOWS          | X   | -10,060.00      | -10,206.00      |
| Check                                 | 06/01/2026 | 10856    | BOYNE PARK VIE...     | X   | -4,920.00       | -15,126.00      |
| Check                                 | 06/01/2026 | 10871    | SUN COMMUNITIE...     | X   | -2,936.00       | -18,062.00      |
| Check                                 | 06/01/2026 | 10869    | MAY STREET LDH...     | X   | -2,686.00       | -20,748.00      |
| Check                                 | 06/01/2026 | 10873    | VDC IV, LLC           | X   | -2,256.00       | -23,004.00      |
| Check                                 | 06/01/2026 | 10855    | BOYNE LAKE VIEW...    | X   | -1,817.00       | -24,821.00      |
| Check                                 | 06/01/2026 | 10857    | CONWAY COMMO...       | X   | -1,082.00       | -25,903.00      |
| Check                                 | 06/01/2026 | 10866    | LG CHARLEVOIX L...    | X   | -1,046.00       | -26,949.00      |
| Check                                 | 06/01/2026 | 10864    | INDIAN HILLS LP       | X   | -948.00         | -27,897.00      |
| Check                                 | 06/01/2026 | 10872    | JASMINE M THAYER      | X   | -845.00         | -28,742.00      |
| Check                                 | 06/01/2026 | 10875    | WHITLEY INVESTM...    | X   | -681.00         | -29,423.00      |
| Check                                 | 06/01/2026 | 10860    | DREAM TEAM, LLC       | X   | -658.00         | -30,081.00      |
| Check                                 | 06/01/2026 | 10863    | HILLSIDE CLUB II A... | X   | -458.00         | -30,539.00      |
| Check                                 | 06/01/2026 | 10868    | MAPLE VILLAGE I       | X   | -428.00         | -30,967.00      |
| Check                                 | 06/01/2026 | 10861    | FOREST VIEW           | X   | -428.00         | -31,395.00      |
| Check                                 | 06/01/2026 | 10865    | LG CHARLEVOIX 2...    | X   | -263.00         | -31,658.00      |
| Check                                 | 06/01/2026 | 10858    | JUN HAP PAYMENTS      | X   | -174.00         | -31,832.00      |
| Check                                 | 06/01/2026 | 10867    | JUN HAP PAYMENTS      | X   | -79.00          | -31,911.00      |
| Check                                 | 06/01/2026 | 10862    | JUN HAP PAYMENTS      | X   | -72.00          | -31,983.00      |
| Check                                 | 06/01/2026 | 10870    | JUN HAP PAYMENTS      | X   | -66.00          | -32,049.00      |
| Check                                 | 06/11/2026 | DM-26... | BCHC LOW RENT ...     | X   | -35,000.00      | -67,049.00      |
| Check                                 | 06/11/2026 | DM-26... | HUNTINGTON BANK       | X   | -349.15         | -67,398.15      |
| Check                                 | 06/11/2026 | 10876    | LOUCKS & SCHWA...     | X   | -205.00         | -67,603.15      |
| Check                                 | 06/15/2026 | DM-26... | BANK SERVICE CH...    | X   | -45.00          | -67,648.15      |
| Check                                 | 06/18/2026 | 10877    | VICTORIES SQUAR...    | X   | -568.00         | -68,216.15      |
| Total Checks and Payments             |            |          |                       |     | -68,216.15      | -68,216.15      |
| <b>Deposits and Credits - 6 items</b> |            |          |                       |     |                 |                 |
| Check                                 | 06/01/2026 | 10874    | VOID                  | X   | 0.00            | 0.00            |
| Sales Receipt                         | 06/01/2026 | 30       |                       | X   | 35,000.00       | 35,000.00       |
| Sales Receipt                         | 06/02/2026 | 32       |                       | X   | 3,766.00        | 38,766.00       |
| Sales Receipt                         | 06/02/2026 | 31       |                       | X   | 18,942.00       | 57,708.00       |
| Sales Receipt                         | 06/08/2026 | 33       |                       | X   | 18,900.00       | 76,608.00       |
| Sales Receipt                         | 06/30/2026 | 34       |                       | X   | 4.91            | 76,612.91       |
| Total Deposits and Credits            |            |          |                       |     | 76,612.91       | 76,612.91       |
| Total Cleared Transactions            |            |          |                       |     | 8,396.76        | 8,396.76        |
| Cleared Balance                       |            |          |                       |     | 8,396.76        | 8,630.69        |
| Register Balance as of 06/30/2026     |            |          |                       |     | 8,396.76        | 8,630.69        |
| <b>Ending Balance</b>                 |            |          |                       |     | <b>8,396.76</b> | <b>8,630.69</b> |

BOYNE CITY HOUSING COMMISSION - VOUCHERS

Trial Balance

As of June 30, 2026

|                                          | Jun 30, 26 |            |
|------------------------------------------|------------|------------|
|                                          | Debit      | Credit     |
| 1111.01 · CASH GENERAL FUND              | 8,630.69   |            |
| 1211.00 · PREPAID INSURANCE              | 1,646.65   |            |
| 1293.00 · PREPAID SOFTWARE               | 1,605.10   |            |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT   | 4,168.70   |            |
| 1499.99 · ACCUMULATED DEPRECIATION       |            | 2,583.18   |
| 2118.01 · UNEARNED REV-HUD (ADMIN FEE... | 4,738.00   |            |
| 2802.01 · INVESTMENT IN CAPITAL ASSETS   |            | 1,585.52   |
| 2806.01 · UNRESTRICTED NET POSITION-A... |            | 21,894.17  |
| 2806.03 · RESTRICTED NET POSITION-HAP    |            | 14,859.72  |
| 3600.00 · ADMINISTRATIVE FEES EARNED     |            | 33,347.00  |
| 3610.00 · INVESTMENT INCOME              |            | 46.20      |
| 4110.00 · ADMINISTRATIVE SALARIES        | 10,000.00  |            |
| 4140.00 · STAFF TRAINING                 | 280.00     |            |
| 4150.00 · TRAVEL                         | 1,741.26   |            |
| 4170.00 · FEE ACCOUNTANT                 | 1,948.00   |            |
| 4171.00 · AUDITING FEES                  | 3,500.00   |            |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE     | 717.00     |            |
| 4190.02 · BANK SERVICE CHARGE            | 300.00     |            |
| 4190.10 · OFFICE EXPENSES                | 2,112.82   |            |
| 4190.40 · POSTAGE                        | 260.23     |            |
| 4190.90 · ADMIN SERVICE CONTRACT         | 1,750.00   |            |
| 4510.10 · PROPERTY INSURANCE             | 12,856.66  |            |
| 4510.20 · LIABILITY INSURANCE            | 2,448.68   |            |
| 7000.00 · OPERATING TRANSFERS IN         |            | 1,000.00   |
| 8026.01 · ANNUAL CONTRIBUTIONS REC'D-... |            | 252,531.00 |
| 4715.00 · HOUSING ASSISTANCE PAYMENTS    | 269,143.00 |            |
| TOTAL                                    | 327,846.79 | 327,846.79 |

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Cash Basis

BOYNE CITY HOUSING COMMISSION - VOUCHERS  
General Ledger  
As of June 30, 2026

| Date                                           | Num     | Name                             | Memo                  | Debit     | Credit    | Balance    |
|------------------------------------------------|---------|----------------------------------|-----------------------|-----------|-----------|------------|
| 1111.01 · CASH GENERAL FUND                    |         |                                  |                       |           |           | 87.93      |
| 06/01/2026                                     | 30      |                                  | TRANSFER FROM PH      | 35,000.00 |           | 35,087.93  |
| 06/01/2026                                     | 10855   | BOYNE LAKE VIEW LDHA, LP         |                       |           | 1,817.00  | 33,270.93  |
| 06/01/2026                                     | 10856   | BOYNE PARK VIEW LP               |                       |           | 4,920.00  | 28,350.93  |
| 06/01/2026                                     | 10857   | CONWAY COMMONS MHC               |                       |           | 1,082.00  | 27,268.93  |
| 06/01/2026                                     | 10858   | JUN HAP PAYMENTS                 | HANNAH DALGLIESH      |           | 174.00    | 27,094.93  |
| 06/01/2026                                     | 10859   | DEER MEADOWS                     |                       |           | 10,060.00 | 17,034.93  |
| 06/01/2026                                     | 10860   | DREAM TEAM, LLC                  |                       |           | 658.00    | 16,376.93  |
| 06/01/2026                                     | 10861   | FOREST VIEW                      |                       |           | 428.00    | 15,948.93  |
| 06/01/2026                                     | 10862   | JUN HAP PAYMENTS                 | ANGEL HALL            |           | 72.00     | 15,876.93  |
| 06/01/2026                                     | 10863   | HILLSIDE CLUB II APTS.           |                       |           | 458.00    | 15,418.93  |
| 06/01/2026                                     | 10864   | INDIAN HILLS LP                  |                       |           | 948.00    | 14,470.93  |
| 06/01/2026                                     | 10865   | LG CHARLEVOIX 2 LLC              |                       |           | 263.00    | 14,207.93  |
| 06/01/2026                                     | 10866   | LG CHARLEVOIX LLC                |                       |           | 1,046.00  | 13,161.93  |
| 06/01/2026                                     | 10867   | JUN HAP PAYMENTS                 | ANJANETTE LUCAS       |           | 79.00     | 13,082.93  |
| 06/01/2026                                     | 10868   | MAPLE VILLAGE I                  |                       |           | 428.00    | 12,654.93  |
| 06/01/2026                                     | 10869   | MAY STREET LDHA, LP              |                       |           | 2,686.00  | 9,968.93   |
| 06/01/2026                                     | 10870   | JUN HAP PAYMENTS                 | JENNIFER PEREGORD     |           | 66.00     | 9,902.93   |
| 06/01/2026                                     | 10871   | SUN COMMUNITIES OPERATING LI...  |                       |           | 2,936.00  | 6,966.93   |
| 06/01/2026                                     | 10872   | JASMINE M THAYER                 |                       |           | 845.00    | 6,121.93   |
| 06/01/2026                                     | 10873   | VDC IV, LLC                      |                       |           | 2,256.00  | 3,865.93   |
| 06/01/2026                                     | 10874   | VOID                             |                       | 0.00      |           | 3,865.93   |
| 06/01/2026                                     | 10875   | WHITLEY INVESTMENTS LTD.         |                       |           | 681.00    | 3,184.93   |
| 06/02/2026                                     | 31      |                                  | JUN HUD HAP DEP       | 18,942.00 |           | 22,126.93  |
| 06/02/2026                                     | 32      |                                  | JUN HUD ADMIN DEP     | 3,766.00  |           | 25,892.93  |
| 06/08/2026                                     | 33      |                                  | HUD HAP DEP           | 18,900.00 |           | 44,792.93  |
| 06/11/2026                                     | DM-2617 | HUNTINGTON BANK                  |                       |           | 349.15    | 44,443.78  |
| 06/11/2026                                     | DM-2618 | BCHC LOW RENT PROGRAM            |                       |           | 35,000.00 | 9,443.78   |
| 06/11/2026                                     | 10876   | LOUCKS & SCHWARTZ                |                       |           | 205.00    | 9,238.78   |
| 06/15/2026                                     | DM-2619 | BANK SERVICE CHARGE              |                       |           | 45.00     | 9,193.78   |
| 06/18/2026                                     | 10877   | VICTORIES SQUARE LIHTC BUILDI... |                       |           | 568.00    | 8,625.78   |
| 06/30/2026                                     | 34      |                                  | INT ON CHECKING       | 4.91      |           | 8,630.69   |
| Total 1111.01 · CASH GENERAL FUND              |         |                                  |                       | 76,612.91 | 68,070.15 | 8,630.69   |
| 1125.00 · ACCOUNTS RECEIVABLE HUD              |         |                                  |                       |           |           | 0.00       |
| Total 1125.00 · ACCOUNTS RECEIVABLE HUD        |         |                                  |                       |           |           | 0.00       |
| 1125.01 · ACCTS RECEIVABLE-HUD ADMIN FEE       |         |                                  |                       |           |           | 0.00       |
| Total 1125.01 · ACCTS RECEIVABLE-HUD ADMIN FEE |         |                                  |                       |           |           | 0.00       |
| 1129.06 · ACCOUNTS RECEIVABLE-LOW RENT         |         |                                  |                       |           |           | 0.00       |
| Total 1129.06 · ACCOUNTS RECEIVABLE-LOW RENT   |         |                                  |                       |           |           | 0.00       |
| 1211.00 · PREPAID INSURANCE                    |         |                                  |                       |           |           | 3,316.97   |
| 06/30/2026                                     | 26-32   |                                  | W/O JUN 26 INSURANCE  |           | 1,670.32  | 1,646.65   |
| Total 1211.00 · PREPAID INSURANCE              |         |                                  |                       | 0.00      | 1,670.32  | 1,646.65   |
| 1293.00 · PREPAID SOFTWARE                     |         |                                  |                       |           |           | 1,731.27   |
| 06/30/2026                                     | 26-31   |                                  | W/O JUN 26 SOFTWARE   |           | 126.17    | 1,605.10   |
| Total 1293.00 · PREPAID SOFTWARE               |         |                                  |                       | 0.00      | 126.17    | 1,605.10   |
| 1475.01 · OFFICE FURNITURE & EQUIPMENT         |         |                                  |                       |           |           | 4,168.70   |
| Total 1475.01 · OFFICE FURNITURE & EQUIPMENT   |         |                                  |                       |           |           | 4,168.70   |
| 1499.99 · ACCUMULATED DEPRECIATION             |         |                                  |                       |           |           | -2,583.18  |
| Total 1499.99 · ACCUMULATED DEPRECIATION       |         |                                  |                       |           |           | -2,583.18  |
| 2118.01 · UNEARNED REV-HUD (ADMIN FEES)        |         |                                  |                       |           |           | 4,642.00   |
| 06/02/2026                                     | 32      |                                  | JUN HUD ADMIN DEP     |           | 3,766.00  | 876.00     |
| 06/30/2026                                     | 26-33   |                                  | REC JUN 26 ADMIN FEES | 3,862.00  |           | 4,738.00   |
| Total 2118.01 · UNEARNED REV-HUD (ADMIN FEES)  |         |                                  |                       | 3,862.00  | 3,766.00  | 4,738.00   |
| 2118.04 · UNEARNED REVENUE AF-CARES ACT        |         |                                  |                       |           |           | 0.00       |
| Total 2118.04 · UNEARNED REVENUE AF-CARES ACT  |         |                                  |                       |           |           | 0.00       |
| 2118.06 · UNEARNED REVENUE HAP-NEW VO          |         |                                  |                       |           |           | 0.00       |
| Total 2118.06 · UNEARNED REVENUE HAP-NEW VO    |         |                                  |                       |           |           | 0.00       |
| 2119.06 · ACCOUNTS PAYABLE-LOW RENT            |         |                                  |                       |           |           | 0.00       |
| 06/01/2026                                     | 30      |                                  | TRANSFER FROM PH      |           | 35,000.00 | -35,000.00 |
| 06/11/2026                                     | DM-2618 | BCHC LOW RENT PROGRAM            |                       | 35,000.00 |           | 0.00       |
| Total 2119.06 · ACCOUNTS PAYABLE-LOW RENT      |         |                                  |                       | 35,000.00 | 35,000.00 | 0.00       |
| 2290.01 · UNEARNED REVENUE - HAP               |         |                                  |                       |           |           | 0.00       |
| Total 2290.01 · UNEARNED REVENUE - HAP         |         |                                  |                       |           |           | 0.00       |
| 2290.02 · UNEARNED REVENUE - ADMIN             |         |                                  |                       |           |           | 0.00       |

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Cash Basis

BOYNE CITY HOUSING COMMISSION - VOUCHERS  
General Ledger  
As of June 30, 2026

| Date          | Num     | Name                              | Memo                  | Debit    | Credit    | Balance     |
|---------------|---------|-----------------------------------|-----------------------|----------|-----------|-------------|
| Total 2290.02 |         | · UNEARNED REVENUE - ADMIN        |                       |          |           | 0.00        |
| 2802.01       |         | · INVESTMENT IN CAPITAL ASSETS    |                       |          |           | -1,585.52   |
| Total 2802.01 |         | · INVESTMENT IN CAPITAL ASSETS    |                       |          |           | -1,585.52   |
| 2806.01       |         | · UNRESTRICTED NET POSITION-ADMIN |                       |          |           | -21,894.17  |
| Total 2806.01 |         | · UNRESTRICTED NET POSITION-ADMIN |                       |          |           | -21,894.17  |
| 2806.03       |         | · RESTRICTED NET POSITION-HAP     |                       |          |           | -14,859.72  |
| Total 2806.03 |         | · RESTRICTED NET POSITION-HAP     |                       |          |           | -14,859.72  |
| 32000         |         | · Retained Earnings               |                       |          |           | 0.00        |
| Total 32000   |         | · Retained Earnings               |                       |          |           | 0.00        |
| 3600.00       |         | · ADMINISTRATIVE FEES EARNED      |                       |          |           | -29,485.00  |
| 06/30/2026    | 26-33   |                                   | REC JUN 26 ADMIN FEES |          | 3,862.00  | -33,347.00  |
| Total 3600.00 |         | · ADMINISTRATIVE FEES EARNED      |                       | 0.00     | 3,862.00  | -33,347.00  |
| 3610.00       |         | · INVESTMENT INCOME               |                       |          |           | -41.29      |
| 06/30/2026    | 34      |                                   | INT ON CHECKING       |          | 4.91      | -46.20      |
| Total 3610.00 |         | · INVESTMENT INCOME               |                       | 0.00     | 4.91      | -46.20      |
| 4110.00       |         | · ADMINISTRATIVE SALARIES         |                       |          |           | 10,000.00   |
| Total 4110.00 |         | · ADMINISTRATIVE SALARIES         |                       |          |           | 10,000.00   |
| 4140.00       |         | · STAFF TRAINING                  |                       |          |           | 280.00      |
| Total 4140.00 |         | · STAFF TRAINING                  |                       |          |           | 280.00      |
| 4150.00       |         | · TRAVEL                          |                       |          |           | 1,392.11    |
| 06/11/2026    | DM-2617 | HUNTINGTON BANK                   |                       | 349.15   |           | 1,741.26    |
| Total 4150.00 |         | · TRAVEL                          |                       | 349.15   | 0.00      | 1,741.26    |
| 4170.00       |         | · FEE ACCOUNTANT                  |                       |          |           | 1,743.00    |
| 06/11/2026    | 10876   | LOUCKS & SCHWARTZ                 |                       | 205.00   |           | 1,948.00    |
| Total 4170.00 |         | · FEE ACCOUNTANT                  |                       | 205.00   | 0.00      | 1,948.00    |
| 4171.00       |         | · AUDITING FEES                   |                       |          |           | 3,500.00    |
| Total 4171.00 |         | · AUDITING FEES                   |                       |          |           | 3,500.00    |
| 4190.00       |         | · SUNDRY-OTHER ADMIN EXPENSE      |                       |          |           | 717.00      |
| 06/01/2026    | 10874   | VOID                              |                       | 0.00     |           | 717.00      |
| Total 4190.00 |         | · SUNDRY-OTHER ADMIN EXPENSE      |                       | 0.00     | 0.00      | 717.00      |
| 4190.02       |         | · BANK SERVICE CHARGE             |                       |          |           | 255.00      |
| 06/15/2026    | DM-2619 | BANK SERVICE CHARGE               |                       | 45.00    |           | 300.00      |
| Total 4190.02 |         | · BANK SERVICE CHARGE             |                       | 45.00    | 0.00      | 300.00      |
| 4190.10       |         | · OFFICE EXPENSES                 |                       |          |           | 1,986.65    |
| 06/30/2026    | 26-31   |                                   | W/O JUN 26 SOFTWARE   | 126.17   |           | 2,112.82    |
| Total 4190.10 |         | · OFFICE EXPENSES                 |                       | 126.17   | 0.00      | 2,112.82    |
| 4190.40       |         | · POSTAGE                         |                       |          |           | 260.23      |
| Total 4190.40 |         | · POSTAGE                         |                       |          |           | 260.23      |
| 4190.90       |         | · ADMIN SERVICE CONTRACT          |                       |          |           | 1,750.00    |
| Total 4190.90 |         | · ADMIN SERVICE CONTRACT          |                       |          |           | 1,750.00    |
| 4510.10       |         | · PROPERTY INSURANCE              |                       |          |           | 11,464.69   |
| 06/30/2026    | 26-32   |                                   | W/O JUN 26 INSURANCE  | 1,391.97 |           | 12,856.66   |
| Total 4510.10 |         | · PROPERTY INSURANCE              |                       | 1,391.97 | 0.00      | 12,856.66   |
| 4510.20       |         | · LIABILITY INSURANCE             |                       |          |           | 2,170.33    |
| 06/30/2026    | 26-32   |                                   | W/O JUN 26 INSURANCE  | 278.35   |           | 2,448.68    |
| Total 4510.20 |         | · LIABILITY INSURANCE             |                       | 278.35   | 0.00      | 2,448.68    |
| 7000.00       |         | · OPERATING TRANSFERS IN          |                       |          |           | -1,000.00   |
| Total 7000.00 |         | · OPERATING TRANSFERS IN          |                       |          |           | -1,000.00   |
| 8026.01       |         | · ANNUAL CONTRIBUTIONS REC'D-HAP  |                       |          |           | -214,689.00 |
| 06/02/2026    | 31      |                                   | JUN HUD HAP DEP       |          | 18,942.00 | -233,631.00 |
| 06/08/2026    | 33      |                                   | HUD HAP DEP           |          | 18,900.00 | -252,531.00 |
| Total 8026.01 |         | · ANNUAL CONTRIBUTIONS REC'D-HAP  |                       | 0.00     | 37,842.00 | -252,531.00 |
| 4715.00       |         | · HOUSING ASSISTANCE PAYMENTS     |                       |          |           | 236,672.00  |
| 06/01/2026    | 10855   | BOYNE LAKE VIEW LDHA, LP          |                       | 1,817.00 |           | 238,489.00  |

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Cash Basis

BOYNE CITY HOUSING COMMISSION - VOUCHERS  
General Ledger  
As of June 30, 2026

| Date                                        | Num   | Name                             | Memo              | Debit      | Credit     | Balance    |
|---------------------------------------------|-------|----------------------------------|-------------------|------------|------------|------------|
| 06/01/2026                                  | 10856 | BOYNE PARK VIEW LP               |                   | 4,920.00   |            | 243,409.00 |
| 06/01/2026                                  | 10857 | CONWAY COMMONS MHC               |                   | 1,082.00   |            | 244,491.00 |
| 06/01/2026                                  | 10858 | JUN HAP PAYMENTS                 | HANNAH DALGLIESH  | 174.00     |            | 244,665.00 |
| 06/01/2026                                  | 10859 | DEER MEADOWS                     |                   | 10,060.00  |            | 254,725.00 |
| 06/01/2026                                  | 10860 | DREAM TEAM, LLC                  |                   | 658.00     |            | 255,383.00 |
| 06/01/2026                                  | 10861 | FOREST VIEW                      |                   | 428.00     |            | 255,811.00 |
| 06/01/2026                                  | 10862 | JUN HAP PAYMENTS                 | ANGEL HALL        | 72.00      |            | 255,883.00 |
| 06/01/2026                                  | 10863 | HILLSIDE CLUB II APTS.           |                   | 458.00     |            | 256,341.00 |
| 06/01/2026                                  | 10864 | INDIAN HILLS LP                  |                   | 948.00     |            | 257,289.00 |
| 06/01/2026                                  | 10865 | LG CHARLEVOIX 2 LLC              |                   | 263.00     |            | 257,552.00 |
| 06/01/2026                                  | 10866 | LG CHARLEVOIX LLC                |                   | 1,046.00   |            | 258,598.00 |
| 06/01/2026                                  | 10867 | JUN HAP PAYMENTS                 | ANJANETTE LUCAS   | 79.00      |            | 258,677.00 |
| 06/01/2026                                  | 10868 | MAPLE VILLAGE I                  |                   | 428.00     |            | 259,105.00 |
| 06/01/2026                                  | 10869 | MAY STREET LDHA, LP              |                   | 2,686.00   |            | 261,791.00 |
| 06/01/2026                                  | 10870 | JUN HAP PAYMENTS                 | JENNIFER PEREGORD | 66.00      |            | 261,857.00 |
| 06/01/2026                                  | 10871 | SUN COMMUNITIES OPERATING LI...  |                   | 2,936.00   |            | 264,793.00 |
| 06/01/2026                                  | 10872 | JASMINE M THAYER                 |                   | 845.00     |            | 265,638.00 |
| 06/01/2026                                  | 10873 | VDC IV, LLC                      |                   | 2,256.00   |            | 267,894.00 |
| 06/01/2026                                  | 10875 | WHITLEY INVESTMENTS LTD.         |                   | 681.00     |            | 268,575.00 |
| 06/18/2026                                  | 10877 | VICTORIES SQUARE LIHTC BUILDI... |                   | 568.00     |            | 269,143.00 |
| Total 4715.00 · HOUSING ASSISTANCE PAYMENTS |       |                                  |                   | 32,471.00  | 0.00       | 269,143.00 |
| TOTAL                                       |       |                                  |                   | 150,341.55 | 150,341.55 | 0.00       |

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BOYNE CITY HOUSING COMMISSION - VOUCHERS

Receipts Register

June 2026

| Num   | Date       | Memo              | Account                                 | Amount     |
|-------|------------|-------------------|-----------------------------------------|------------|
| 30    | 06/01/2026 | TRANSFER FROM PH  | 1111.01 · CASH GENERAL FUND             | 35,000.00  |
|       |            | TRANSFER FROM PH  | 2119.06 · ACCOUNTS PAYABLE-LOW RENT     | -35,000.00 |
| TOTAL |            |                   |                                         | -35,000.00 |
| 31    | 06/02/2026 | JUN HUD HAP DEP   | 1111.01 · CASH GENERAL FUND             | 18,942.00  |
|       |            | JUN HUD HAP DEP   | 8026.01 · ANNUAL CONTRIBUTIONS REC'D... | -18,942.00 |
| TOTAL |            |                   |                                         | -18,942.00 |
| 32    | 06/02/2026 | JUN HUD ADMIN DEP | 1111.01 · CASH GENERAL FUND             | 3,766.00   |
|       |            | JUN HUD ADMIN DEP | 2118.01 · UNEARNED REV-HUD (ADMIN FE... | -3,766.00  |
| TOTAL |            |                   |                                         | -3,766.00  |
| 33    | 06/08/2026 | HUD HAP DEP       | 1111.01 · CASH GENERAL FUND             | 18,900.00  |
|       |            | HUD HAP DEP       | 8026.01 · ANNUAL CONTRIBUTIONS REC'D... | -18,900.00 |
| TOTAL |            |                   |                                         | -18,900.00 |
| 34    | 06/30/2026 | INT ON CHECKING   | 1111.01 · CASH GENERAL FUND             | 4.91       |
|       |            | INT ON CHECKING   | 3610.00 · INVESTMENT INCOME             | -4.91      |
| TOTAL |            |                   |                                         | -4.91      |

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BOYNE CITY HOUSING COMMISSION - VOUCHERS  
Disbursements Register  
June 2026

| Num     | Date       | Name                     | Account                                | Original Amount |
|---------|------------|--------------------------|----------------------------------------|-----------------|
| DM-2617 | 06/11/2026 | HUNTINGTON BANK          | 1111.01 · CASH GENERAL FUND            | -349.15         |
|         |            |                          | 4150.00 · TRAVEL                       | 349.15          |
| TOTAL   |            |                          |                                        | 349.15          |
| DM-2618 | 06/11/2026 | BCHC LOW RENT PROGRAM    | 1111.01 · CASH GENERAL FUND            | -35,000.00      |
|         |            |                          | 2119.06 · ACCOUNTS PAYABLE-LOW RENT    | 35,000.00       |
| TOTAL   |            |                          |                                        | 35,000.00       |
| DM-2619 | 06/15/2026 | BANK SERVICE CHARGE      | 1111.01 · CASH GENERAL FUND            | -45.00          |
|         |            |                          | 4190.02 · BANK SERVICE CHARGE          | 45.00           |
| TOTAL   |            |                          |                                        | 45.00           |
| 10855   | 06/01/2026 | BOYNE LAKE VIEW LDHA, LP | 1111.01 · CASH GENERAL FUND            | -1,817.00       |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 1,817.00        |
| TOTAL   |            |                          |                                        | 1,817.00        |
| 10856   | 06/01/2026 | BOYNE PARK VIEW LP       | 1111.01 · CASH GENERAL FUND            | -4,920.00       |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 4,920.00        |
| TOTAL   |            |                          |                                        | 4,920.00        |
| 10857   | 06/01/2026 | CONWAY COMMONS MHC       | 1111.01 · CASH GENERAL FUND            | -1,082.00       |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 1,082.00        |
| TOTAL   |            |                          |                                        | 1,082.00        |
| 10858   | 06/01/2026 | JUN HAP PAYMENTS         | 1111.01 · CASH GENERAL FUND            | -174.00         |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 174.00          |
| TOTAL   |            |                          |                                        | 174.00          |
| 10859   | 06/01/2026 | DEER MEADOWS             | 1111.01 · CASH GENERAL FUND            | -10,060.00      |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 10,060.00       |
| TOTAL   |            |                          |                                        | 10,060.00       |
| 10860   | 06/01/2026 | DREAM TEAM, LLC          | 1111.01 · CASH GENERAL FUND            | -658.00         |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 658.00          |
| TOTAL   |            |                          |                                        | 658.00          |
| 10861   | 06/01/2026 | FOREST VIEW              | 1111.01 · CASH GENERAL FUND            | -428.00         |
|         |            |                          | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 428.00          |
| TOTAL   |            |                          |                                        | 428.00          |
| 10862   | 06/01/2026 | JUN HAP PAYMENTS         | 1111.01 · CASH GENERAL FUND            | -72.00          |

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BOYNE CITY HOUSING COMMISSION - VOUCHERS  
Disbursements Register  
June 2026

| Num   | Date       | Name                               | Account                                | Original Amount |
|-------|------------|------------------------------------|----------------------------------------|-----------------|
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 72.00           |
| TOTAL |            |                                    |                                        | 72.00           |
| 10863 | 06/01/2026 | HILLSIDE CLUB II APTS.             | 1111.01 · CASH GENERAL FUND            | -458.00         |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 458.00          |
| TOTAL |            |                                    |                                        | 458.00          |
| 10864 | 06/01/2026 | INDIAN HILLS LP                    | 1111.01 · CASH GENERAL FUND            | -948.00         |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 948.00          |
| TOTAL |            |                                    |                                        | 948.00          |
| 10865 | 06/01/2026 | LG CHARLEVOIX 2 LLC                | 1111.01 · CASH GENERAL FUND            | -263.00         |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 263.00          |
| TOTAL |            |                                    |                                        | 263.00          |
| 10866 | 06/01/2026 | LG CHARLEVOIX LLC                  | 1111.01 · CASH GENERAL FUND            | -1,046.00       |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 1,046.00        |
| TOTAL |            |                                    |                                        | 1,046.00        |
| 10867 | 06/01/2026 | JUN HAP PAYMENTS                   | 1111.01 · CASH GENERAL FUND            | -79.00          |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 79.00           |
| TOTAL |            |                                    |                                        | 79.00           |
| 10868 | 06/01/2026 | MAPLE VILLAGE I                    | 1111.01 · CASH GENERAL FUND            | -428.00         |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 428.00          |
| TOTAL |            |                                    |                                        | 428.00          |
| 10869 | 06/01/2026 | MAY STREET LDHA, LP                | 1111.01 · CASH GENERAL FUND            | -2,686.00       |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 2,686.00        |
| TOTAL |            |                                    |                                        | 2,686.00        |
| 10870 | 06/01/2026 | JUN HAP PAYMENTS                   | 1111.01 · CASH GENERAL FUND            | -66.00          |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 66.00           |
| TOTAL |            |                                    |                                        | 66.00           |
| 10871 | 06/01/2026 | SUN COMMUNITIES OPERATING LIMIT... | 1111.01 · CASH GENERAL FUND            | -2,936.00       |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 2,936.00        |
| TOTAL |            |                                    |                                        | 2,936.00        |
| 10872 | 06/01/2026 | JASMINE M THAYER                   | 1111.01 · CASH GENERAL FUND            | -845.00         |
|       |            |                                    | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 845.00          |

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BOYNE CITY HOUSING COMMISSION - VOUCHERS  
Disbursements Register  
June 2026

| Num   | Date       | Name                                | Account                                | Original Amount |
|-------|------------|-------------------------------------|----------------------------------------|-----------------|
| TOTAL |            |                                     |                                        | 845.00          |
| 10873 | 06/01/2026 | VDC IV, LLC                         | 1111.01 · CASH GENERAL FUND            | -2,256.00       |
|       |            |                                     | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 2,256.00        |
| TOTAL |            |                                     |                                        | 2,256.00        |
| 10874 | 06/01/2026 | VOID                                | 1111.01 · CASH GENERAL FUND            | 0.00            |
| TOTAL |            |                                     |                                        | 0.00            |
| 10875 | 06/01/2026 | WHITLEY INVESTMENTS LTD.            | 1111.01 · CASH GENERAL FUND            | -681.00         |
|       |            |                                     | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 681.00          |
| TOTAL |            |                                     |                                        | 681.00          |
| 10876 | 06/11/2026 | LOUCKS & SCHWARTZ                   | 1111.01 · CASH GENERAL FUND            | -205.00         |
|       |            |                                     | 4170.00 · FEE ACCOUNTANT               | 205.00          |
| TOTAL |            |                                     |                                        | 205.00          |
| 10877 | 06/18/2026 | VICTORIES SQUARE LIHTC BUILDING ... | 1111.01 · CASH GENERAL FUND            | -568.00         |
|       |            |                                     | 4715.00 · HOUSING ASSISTANCE PAYMEN... | 568.00          |
| TOTAL |            |                                     |                                        | 568.00          |

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Accrual Basis

## BOYNE CITY HOUSING COMMISSION - VOUCHERS

## Journal Voucher Register

June 2026

| Num   | Date       | Memo                  | Account                                 | Debit    | Credit   |
|-------|------------|-----------------------|-----------------------------------------|----------|----------|
| 26-31 | 06/30/2026 | W/O JUN 26 SOFTWARE   | 4190.10 · OFFICE EXPENSES               | 126.17   |          |
|       |            | W/O JUN 26 SOFTWARE   | 1293.00 · PREPAID SOFTWARE              |          | 126.17   |
|       |            |                       |                                         | 126.17   | 126.17   |
| 26-32 | 06/30/2026 | W/O JUN 26 INSURANCE  | 4510.10 · PROPERTY INSURANCE            | 1,391.97 |          |
|       |            | W/O JUN 26 INSURANCE  | 4510.20 · LIABILITY INSURANCE           | 278.35   |          |
|       |            | W/O JUN 26 INSURANCE  | 1211.00 · PREPAID INSURANCE             |          | 1,670.32 |
|       |            |                       |                                         | 1,670.32 | 1,670.32 |
| 26-33 | 06/30/2026 | REC JUN 26 ADMIN FEES | 2118.01 · UNEARNED REV-HUD (ADMIN FEES) | 3,862.00 |          |
|       |            | REC JUN 26 ADMIN FEES | 3600.00 · ADMINISTRATIVE FEES EARNED    |          | 3,862.00 |
|       |            |                       |                                         | 3,862.00 | 3,862.00 |
| TOTAL |            |                       |                                         | 5,658.49 | 5,658.49 |



# Boyne City Housing Commission

## *Housing Development Inc.*

### Financial Report for month of June 2026

#### *Summary of Operations:*

Fiscal year-to-date net profit (loss) as of June 2026 is (\$7,217.09)

Operating Reserve Balance as of June 2026 is \$82,228.50

#### *Financial Reports Enclosed:*

- ❖ **Board Summary Report** (*summaries of cash and investments, operating receipts and expenditures with comparison to prior year, and operating reserve*)
- ❖ **Statement of Net Position** (*listing of assets, liabilities and equity as of current month with increase (decrease) from beginning of fiscal year*)
- ❖ **Statement of Operating Receipts and Expenditures** (*listing of all income and expense accounts with activity for current month, fiscal year-to-date, and comparison to prior year actual results*)

#### *Bookkeeping Reports Enclosed:*

- ❖ **Bank Reconciliations** (*deposits and checks cleared during the month and outstanding items*)
- ❖ **Trial Balance** (*listing of all accounts and account balances*)
- ❖ **General Ledger** (*listing of all accounts with activity recorded during the month*)
- ❖ **Receipts Register** (*deposits made during the month for all bank accounts*)
- ❖ **Disbursements Register** (*checks and bank withdrawals made during the month*)
- ❖ **Journal Voucher Register** (*journal entries recorded during the month*)

TOM LOUCKS • RICK SCHWARTZ

[www.housingaccountant.com](http://www.housingaccountant.com)

P.O. Box 501 • Nappanee, Indiana 46550-0501

Phone: 574-773-2321 • Fax: 574-773-2461 • Email: [rick@louckscpas.com](mailto:rick@louckscpas.com)

**Board Summary Report**
**As of June 30, 2026**

7/15/2026 11:02 AM

|                                     | <u>Current</u>   | <u>Fiscal Year<br/>Begin Bal</u> | <u>+/-</u>        |
|-------------------------------------|------------------|----------------------------------|-------------------|
| <b>Cash &amp; Investments</b>       |                  |                                  |                   |
| 1111.01 · CASH GENERAL FUND         | 14,646.95        | 15,864.04                        | (1,217.09)        |
| <b>TOTAL CASH &amp; INVESTMENTS</b> | <b>14,646.95</b> | <b>15,864.04</b>                 | <b>(1,217.09)</b> |

|                                          | <u>Current FY<br/>YTD</u> | <u>Prior FY<br/>YTD</u> | <u>Increase /<br/>(Decrease)</u> |
|------------------------------------------|---------------------------|-------------------------|----------------------------------|
| <b>Receipts</b>                          |                           |                         |                                  |
| OTHER OPERATING RECEIPTS                 | 14,940.92                 | 6,546.97                | 8,393.95                         |
| <b>TOTAL OPERATING RECEIPTS</b>          | <b>14,940.92</b>          | <b>6,546.97</b>         | <b>8,393.95</b>                  |
| <b>Expenses</b>                          |                           |                         |                                  |
| ADMINISTRATIVE EXPENSES                  | 4,815.85                  | 5,024.31                | (208.46)                         |
| TENANT SERVICES EXPENSE                  | 7,534.37                  | 3,804.05                | 3,730.32                         |
| NONROUTINE EXPENDITURES                  | 9,807.79                  | (288.11)                | 10,095.90                        |
| <b>TOTAL OPERATING EXPENSES</b>          | <b>22,158.01</b>          | <b>8,540.25</b>         | <b>13,617.76</b>                 |
| <b>NET INCOME (LOSS) FROM OPERATIONS</b> | <b>(7,217.09)</b>         | <b>(1,993.28)</b>       | <b>(5,223.81)</b>                |

|                                                    | <u>Current<br/>YTD</u> |
|----------------------------------------------------|------------------------|
| <b>Operating Reserve</b>                           |                        |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN          | 89,445.59              |
| <b>OPERATING RESERVE, BEGINNING OF FISCAL YEAR</b> | <b>89,445.59</b>       |
| NET INCOME (LOSS) FROM OPERATIONS                  | (7,217.09)             |
| <b>OPERATING RESERVE, END OF CURRENT PERIOD</b>    | <b>82,228.50</b>       |

**Statement of Net Position**
**As of June 30, 2026**

7/15/2026 11:02 AM

|                                           | <u>Current Month</u> | <u>Fiscal Year<br/>Begin Bal</u> | <u>Increase<br/>(Decrease)</u> |
|-------------------------------------------|----------------------|----------------------------------|--------------------------------|
| <b>ASSETS</b>                             |                      |                                  |                                |
| 1111.01 · CASH GENERAL FUND               | 14,646.95            | 15,864.04                        | (1,217.09)                     |
| 1290.00 · OTHER                           | 417.23               | 417.23                           | 0.00                           |
| <b>TOTAL CURRENT ASSETS</b>               | <u>15,064.18</u>     | <u>16,281.27</u>                 | <u>(1,217.09)</u>              |
| 1475.02 · MAINTENANCE EQUIPMENT           | 2,100.00             | 2,100.00                         | 0.00                           |
| 1499.99 · ACCUMULATED DEPRECIATION        | (2,100.00)           | (2,100.00)                       | 0.00                           |
| <b>NET FIXED ASSETS</b>                   | <u>0.00</u>          | <u>0.00</u>                      | <u>0.00</u>                    |
| 1510.00 · DEFERRED BCHC LOAN              | 68,807.00            | 74,807.00                        | (6,000.00)                     |
| <b>NET OTHER ASSETS</b>                   | <u>68,807.00</u>     | <u>74,807.00</u>                 | <u>(6,000.00)</u>              |
| <b>TOTAL ASSETS</b>                       | <u>83,871.18</u>     | <u>91,088.27</u>                 | <u>(7,217.09)</u>              |
| <b>LIABILITIES</b>                        |                      |                                  |                                |
| 2111.00 · ACCOUNTS PAYABLE-VENDORS        | 1,642.68             | 1,642.68                         | 0.00                           |
| <b>TOTAL LIABILITIES</b>                  | <u>1,642.68</u>      | <u>1,642.68</u>                  | <u>0.00</u>                    |
| <b>NET POSITION</b>                       |                      |                                  |                                |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN | 82,228.50            | 89,445.59                        | (7,217.09)                     |
| <b>TOTAL NET POSITION</b>                 | <u>82,228.50</u>     | <u>89,445.59</u>                 | <u>(7,217.09)</u>              |
| <b>TOTAL LIABILITIES AND NET POSITION</b> | <u>83,871.18</u>     | <u>91,088.27</u>                 | <u>(7,217.09)</u>              |

**BOYNE CITY HOUSING COMMISSION - DEVELOPMENT**  
**Statement of Operating Receipts and Expenditures**  
**(Prior Year Comparison)**  
**As of June 30, 2026**

|                                                  | Current<br>Activity      | Prior FY<br>Activity | Current<br>YTD           | Prior FY<br>YTD          | +/-                      |
|--------------------------------------------------|--------------------------|----------------------|--------------------------|--------------------------|--------------------------|
| <b>Receipts</b>                                  |                          |                      |                          |                          |                          |
| 3610.00 · INVESTMENT INCOME                      | 3.38                     | 3.80                 | 28.22                    | 13.97                    | 14.25                    |
| 3690.00 · OTHER INCOME                           | 0.00                     | 0.00                 | 14,912.70                | 6,533.00                 | 8,379.70                 |
| <b>TOTAL OTHER OPERATING RECEIPTS</b>            | <b>3.38</b>              | <b>3.80</b>          | <b>14,940.92</b>         | <b>6,546.97</b>          | <b>8,393.95</b>          |
| <b>TOTAL RECEIPTS</b>                            | <b>3.38</b>              | <b>3.80</b>          | <b>14,940.92</b>         | <b>6,546.97</b>          | <b>8,393.95</b>          |
| <b>Expenses</b>                                  |                          |                      |                          |                          |                          |
| 4140.00 · STAFF TRAINING                         | 0.00                     | 0.00                 | 0.00                     | 3,645.00                 | (3,645.00)               |
| 4150.00 · TRAVEL                                 | 0.00                     | 0.00                 | 322.63                   | 134.00                   | 188.63                   |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE             | 1,841.25                 | 0.00                 | 3,761.51                 | 462.00                   | 3,299.51                 |
| 4190.10 · OFFICE EXPENSES                        | 0.00                     | 0.00                 | 716.71                   | 783.31                   | (66.60)                  |
| 4190.20 · BANK CHARGES                           | 0.00                     | 0.00                 | 15.00                    | 0.00                     | 15.00                    |
| <b>TOTAL ADMINISTRATIVE EXPENSE</b>              | <b>1,841.25</b>          | <b>0.00</b>          | <b>4,815.85</b>          | <b>5,024.31</b>          | <b>(208.46)</b>          |
| 4220.00 · TENANT SERVICES-OTHER                  | 0.00                     | 0.00                 | 7,534.37                 | 3,804.05                 | 3,730.32                 |
| <b>TOTAL TENANT SERVICES EXPENSE</b>             | <b>0.00</b>              | <b>0.00</b>          | <b>7,534.37</b>          | <b>3,804.05</b>          | <b>3,730.32</b>          |
| <b>TOTAL ROUTINE EXPENSE</b>                     | <b>1,841.25</b>          | <b>0.00</b>          | <b>12,350.22</b>         | <b>8,828.36</b>          | <b>3,521.86</b>          |
| 4620.04 · CASUALTY LOSS INS PROCEEDS             | 0.00                     | 0.00                 | 0.00                     | (7,227.88)               | 7,227.88                 |
| 7001.00 · OPERATING TRANSFERS OUT                | 0.00                     | 0.00                 | 9,807.79                 | 6,939.77                 | 2,868.02                 |
| <b>TOTAL NONROUTINE EXPENSE</b>                  | <b>0.00</b>              | <b>0.00</b>          | <b>9,807.79</b>          | <b>(288.11)</b>          | <b>10,095.90</b>         |
| <b>TOTAL EXPENSE</b>                             | <b>1,841.25</b>          | <b>0.00</b>          | <b>22,158.01</b>         | <b>8,540.25</b>          | <b>13,617.76</b>         |
| <b>TOTAL INCREASE (DECREASE) IN NET POSITION</b> | <b><u>(1,837.87)</u></b> | <b><u>3.80</u></b>   | <b><u>(7,217.09)</u></b> | <b><u>(1,993.28)</u></b> | <b><u>(5,223.81)</u></b> |

**BOYNE CITY HOUSING COMMISSION - DEVELOPMENT****Reconciliation Summary****1111.01 · CASH GENERAL FUND, Period Ending 06/30/2026**

---

|                                   | <u>Jun 30, 26</u>       |
|-----------------------------------|-------------------------|
| Beginning Balance                 | 16,484.82               |
| Cleared Transactions              |                         |
| Deposits and Credits - 1 item     | <u>3.38</u>             |
| Total Cleared Transactions        | <u>3.38</u>             |
| Cleared Balance                   | <u><b>16,488.20</b></u> |
| Uncleared Transactions            |                         |
| Checks and Payments - 1 item      | <u>-1,841.25</u>        |
| Total Uncleared Transactions      | <u>-1,841.25</u>        |
| Register Balance as of 06/30/2026 | <u><b>14,646.95</b></u> |
| Ending Balance                    | 14,646.95               |

## BOYNE CITY HOUSING COMMISSION - DEVELOPMENT

07/15/26

## Reconciliation Detail

1111.01 · CASH GENERAL FUND, Period Ending 06/30/2026

| Type                                 | Date       | Num | Name               | Clr | Amount           | Balance          |
|--------------------------------------|------------|-----|--------------------|-----|------------------|------------------|
| <b>Beginning Balance</b>             |            |     |                    |     |                  | 16,484.82        |
| <b>Cleared Transactions</b>          |            |     |                    |     |                  |                  |
| <b>Deposits and Credits - 1 item</b> |            |     |                    |     |                  |                  |
| Sales Receipt                        | 06/30/2026 | 23  |                    | X   | 3.38             | 3.38             |
| Total Deposits and Credits           |            |     |                    |     | 3.38             | 3.38             |
| Total Cleared Transactions           |            |     |                    |     | 3.38             | 3.38             |
| Cleared Balance                      |            |     |                    |     | 3.38             | 16,488.20        |
| <b>Uncleared Transactions</b>        |            |     |                    |     |                  |                  |
| <b>Checks and Payments - 1 item</b>  |            |     |                    |     |                  |                  |
| Check                                | 06/17/2026 | 658 | ZEFFERT & ASSOC... |     | -1,841.25        | -1,841.25        |
| Total Checks and Payments            |            |     |                    |     | -1,841.25        | -1,841.25        |
| Total Uncleared Transactions         |            |     |                    |     | -1,841.25        | -1,841.25        |
| Register Balance as of 06/30/2026    |            |     |                    |     | -1,837.87        | 14,646.95        |
| <b>Ending Balance</b>                |            |     |                    |     | <b>-1,837.87</b> | <b>14,646.95</b> |

BOYNE CITY HOUSING COMMISSION - DEVELOPMENT

Trial Balance

As of June 30, 2026

|                                          | Jun 30, 26 |            |
|------------------------------------------|------------|------------|
|                                          | Debit      | Credit     |
| 1111.01 · CASH GENERAL FUND              | 14,646.95  |            |
| 1290.00 · OTHER                          | 417.23     |            |
| 1475.02 · MAINTENANCE EQUIPMENT          | 2,100.00   |            |
| 1499.99 · ACCUMULATED DEPRECIATION       |            | 2,100.00   |
| 1510.00 · DEFERRED BCHC LOAN             | 68,807.00  |            |
| 2111.00 · ACCOUNTS PAYABLE-VENDORS       |            | 1,642.68   |
| 2806.01 · UNRESTRICTED NET POSITION-A... |            | 89,445.59  |
| 3610.00 · INVESTMENT INCOME              |            | 28.22      |
| 3690.00 · OTHER INCOME                   |            | 14,912.70  |
| 4150.00 · TRAVEL                         | 322.63     |            |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE     | 3,761.51   |            |
| 4190.10 · OFFICE EXPENSES                | 716.71     |            |
| 4190.20 · BANK CHARGES                   | 15.00      |            |
| 4220.00 · TENANT SERVICES-OTHER          | 7,534.37   |            |
| 7001.00 · OPERATING TRANSFERS OUT        | 9,807.79   |            |
| TOTAL                                    | 108,129.19 | 108,129.19 |

10:53 AM  
07/15/26  
Cash Basis

BOYNE CITY HOUSING COMMISSION - DEVELOPMENT  
General Ledger  
As of June 30, 2026

| Date                                            | Num | Name                       | Memo            | Debit    | Credit   | Balance    |
|-------------------------------------------------|-----|----------------------------|-----------------|----------|----------|------------|
| 1111.01 · CASH GENERAL FUND                     |     |                            |                 |          |          | 16,484.82  |
| 06/17/2026                                      | 658 | ZEFFERT & ASSOCIATES, INC. |                 |          | 1,841.25 | 14,643.57  |
| 06/30/2026                                      | 23  |                            | INT ON CHECKING | 3.38     |          | 14,646.95  |
| Total 1111.01 · CASH GENERAL FUND               |     |                            |                 | 3.38     | 1,841.25 | 14,646.95  |
| 1129.06 · ACCOUNTS RECEIVABLE-LOW RENT          |     |                            |                 |          |          | 0.00       |
| Total 1129.06 · ACCOUNTS RECEIVABLE-LOW RENT    |     |                            |                 |          |          | 0.00       |
| 1129.07 · ACCTS RECEIVABLE - VOUCHERS           |     |                            |                 |          |          | 0.00       |
| Total 1129.07 · ACCTS RECEIVABLE - VOUCHERS     |     |                            |                 |          |          | 0.00       |
| 1129.08 · ACCTS RECEIVABLE-DEER MEADOWS         |     |                            |                 |          |          | 0.00       |
| Total 1129.08 · ACCTS RECEIVABLE-DEER MEADOWS   |     |                            |                 |          |          | 0.00       |
| 1290.00 · OTHER                                 |     |                            |                 |          |          | 417.23     |
| Total 1290.00 · OTHER                           |     |                            |                 |          |          | 417.23     |
| 1475.02 · MAINTENANCE EQUIPMENT                 |     |                            |                 |          |          | 2,100.00   |
| Total 1475.02 · MAINTENANCE EQUIPMENT           |     |                            |                 |          |          | 2,100.00   |
| 1499.99 · ACCUMULATED DEPRECIATION              |     |                            |                 |          |          | -2,100.00  |
| Total 1499.99 · ACCUMULATED DEPRECIATION        |     |                            |                 |          |          | -2,100.00  |
| 1510.00 · DEFERRED BCHC LOAN                    |     |                            |                 |          |          | 68,807.00  |
| Total 1510.00 · DEFERRED BCHC LOAN              |     |                            |                 |          |          | 68,807.00  |
| 2111.00 · ACCOUNTS PAYABLE-VENDORS              |     |                            |                 |          |          | -1,642.68  |
| Total 2111.00 · ACCOUNTS PAYABLE-VENDORS        |     |                            |                 |          |          | -1,642.68  |
| 2806.01 · UNRESTRICTED NET POSITION-ADMIN       |     |                            |                 |          |          | -89,445.59 |
| Total 2806.01 · UNRESTRICTED NET POSITION-ADMIN |     |                            |                 |          |          | -89,445.59 |
| 32000 · Retained Earnings                       |     |                            |                 |          |          | 0.00       |
| Total 32000 · Retained Earnings                 |     |                            |                 |          |          | 0.00       |
| 3610.00 · INVESTMENT INCOME                     |     |                            |                 |          |          | -24.84     |
| 06/30/2026                                      | 23  |                            | INT ON CHECKING |          | 3.38     | -28.22     |
| Total 3610.00 · INVESTMENT INCOME               |     |                            |                 | 0.00     | 3.38     | -28.22     |
| 3690.00 · OTHER INCOME                          |     |                            |                 |          |          | -14,912.70 |
| Total 3690.00 · OTHER INCOME                    |     |                            |                 |          |          | -14,912.70 |
| 4150.00 · TRAVEL                                |     |                            |                 |          |          | 322.63     |
| Total 4150.00 · TRAVEL                          |     |                            |                 |          |          | 322.63     |
| 4190.00 · SUNDRY-OTHER ADMIN EXPENSE            |     |                            |                 |          |          | 1,920.26   |
| 06/17/2026                                      | 658 | ZEFFERT & ASSOCIATES, INC. |                 | 1,841.25 |          | 3,761.51   |
| Total 4190.00 · SUNDRY-OTHER ADMIN EXPENSE      |     |                            |                 | 1,841.25 | 0.00     | 3,761.51   |
| 4190.10 · OFFICE EXPENSES                       |     |                            |                 |          |          | 716.71     |
| Total 4190.10 · OFFICE EXPENSES                 |     |                            |                 |          |          | 716.71     |
| 4190.20 · BANK CHARGES                          |     |                            |                 |          |          | 15.00      |
| Total 4190.20 · BANK CHARGES                    |     |                            |                 |          |          | 15.00      |
| 4220.00 · TENANT SERVICES-OTHER                 |     |                            |                 |          |          | 7,534.37   |
| Total 4220.00 · TENANT SERVICES-OTHER           |     |                            |                 |          |          | 7,534.37   |
| 7001.00 · OPERATING TRANSFERS OUT               |     |                            |                 |          |          | 9,807.79   |
| Total 7001.00 · OPERATING TRANSFERS OUT         |     |                            |                 |          |          | 9,807.79   |
| TOTAL                                           |     |                            |                 | 1,844.63 | 1,844.63 | 0.00       |

10:53 AM

07/15/26

BOYNE CITY HOUSING COMMISSION - DEVELOPMENT

Receipts Register

June 2026

| Num   | Date       | Memo            | Account                     | Amount |
|-------|------------|-----------------|-----------------------------|--------|
| 23    | 06/30/2026 | INT ON CHECKING | 1111.01 · CASH GENERAL FUND | 3.38   |
|       |            | INT ON CHECKING | 3610.00 · INVESTMENT INCOME | -3.38  |
| TOTAL |            |                 |                             | -3.38  |

10:53 AM

07/15/26

BOYNE CITY HOUSING COMMISSION - DEVELOPMENT

Disbursements Register

June 2026

| Num   | Date       | Name                       | Account                              | Original Amount |
|-------|------------|----------------------------|--------------------------------------|-----------------|
| 658   | 06/17/2026 | ZEFFERT & ASSOCIATES, INC. | 1111.01 · CASH GENERAL FUND          | -1,841.25       |
|       |            |                            | 4190.00 · SUNDRY-OTHER ADMIN EXPENSE | 1,841.25        |
| TOTAL |            |                            |                                      | 1,841.25        |

BOYNE CITY HOUSING COMMISSION - DEVELOPMENT  
Journal Voucher Register  
June 2026

| Num   | Date | Memo | Account | Debit | Credit |
|-------|------|------|---------|-------|--------|
| TOTAL |      |      |         |       |        |

# Boyne City Housing Commission

## Executive Director Report

**To:** BCHC Board of Commissioners

**From:** Bethany Hedgepath, Executive Director

**Date:** July 30, 2026

**Re:** Executive Director Report (Property Operations)

### 1. Vacancy and Maintenance Update

#### Current Vacancy Report (as of July 25, 2026)

| Address           | Bedroom | Move-Out Date | Days Vacant | Notes                                        |
|-------------------|---------|---------------|-------------|----------------------------------------------|
| 829 S Park St #24 | 1       | 04/06/2026    | 110         | Maintenance done-Working on applicant        |
| 711 Wenonah St    | 3       | 05/31/2026    | 55          | Maintenance almost done-Working on applicant |
| 700 Wenonah St    | 3       | 09/25/2025    | 303         | Vacant, HUD approved                         |
| 717 Wenonah St    | 3       | 09/25/2025    | 303         | Vacant, HUD approved                         |
| 728 Wenonah St    | 3       | 03/31/2026    | 116         | Vacant, HUD approved                         |
| 729 E Main St     | 2       | 02/28/2025    | 512         | Vacant, HUD approved                         |
| 610 Jersey St     | 3       | 05/07/2026    | 79          | Vacant, HUD approved                         |
| 603 Jefferson St  | 3       | 07/31/2024    | 724         | Vacant, HUD approved                         |
| All Projects      |         |               |             | 8 units                                      |

#### Past Vacancy History (May 1, 2026 to July 31, 2026)

| Address           | Vacancy Start | Vacancy End | Days Vacant |
|-------------------|---------------|-------------|-------------|
| 829 S Park St #9  | 05/01/2026    | 06/15/2026  | 46          |
| 829 S Park St #50 | 05/01/2026    | 05/20/2026  | 20          |

#### Notice to Vacate

| Address           | Vacancy Start         |
|-------------------|-----------------------|
| 829 S Park St #7  | 08/07/2026 (expected) |
| 829 S Park St #15 | 08/31/2026 (expected) |

### 2. Office Space Plan (Sunroom Build-Out)

Our earlier request to convert an offline unit for administrative use was denied by HUD (see Notable Items). In light of that decision, we are changing our approach and plan to build out the sunroom instead. The plan is to frame a full wall with a door to create a private, enclosed room on the right side of the room and built to be accessible. In addition, there is an existing exterior door that was built over from that space to the patio area, and we plan to reopen that door to provide a second accessible exit. This will not resolve all of our space needs, but it will give us a private working space and improved, accessible exits. The costs will be minimal as far as the wood and drywall to build the wall and put the door in. Then paint and finish the wall. Then also replace the door to the outside door. Other than that there should not be much more than that. Our original projection was \$10,000 and I believe we should be able to have \$5000 at the most for everything.

### 3. Compliance and Program Operations

- **File Audits / Tikler:** Internal tenant file audits continue on a regular basis, with audited files being loaded into Tikler. This remains an ongoing compliance priority. Voucher file audits will coincide with the HCV shortfall process described in Section 5, and completing this work accurately and on time will be critical to supporting our monthly VMS reporting, cost savings documentation, and set-aside compliance. In addition, Hannah and I are working within Tikler to focus heavily on getting these tenant files electronic, which will move our compliance efforts forward.
- **Backtracking on tenant files-**I will be going back and focusing on files after the ACOP and Admin policy changes are completed. Unfortunately, I don't have enough time to do that, the development work and the file audits at the same time and consistently feel that I can pay the right attention to the files. I will start with the voucher files first because of the HCV files issue below.

### 4. Staffing

Our office team is doing outstanding work, and I want the board to know how strong this group has become. Raegen Pedigo, our Compliance Specialist, has done an exceptional job getting all of the files to where they need to be. This effort has added a significant amount of work well above and beyond her normal responsibilities, and she has taken it on without hesitation. Her attention to detail and her commitment to getting our files into full compliance have been a tremendous asset as we prepare for the extensive policy and recertification work ahead.

Hannah Gill, our Community Manager, reaches her three-month mark today, July 30, and she has been exceptional from the start. She works diligently to learn everything she can about our programs and processes, and she has focused on updating files and taking as much pressure as possible off of Raegen and me. That support has allowed the two of us to concentrate on the priorities that most need our attention. Her willingness to jump in and learn quickly has made a real difference in how smoothly the office is running.

Overall, I feel that we have a great team in the office, and the way this group works together and supports one another has strengthened our operations considerably.

On the maintenance side, we have hired a new Maintenance Technician, Robert, who prefers to be called Mike. He has been with us for three weeks. We started him part time, and after we saw that he completed unit turns largely on his own, we moved him to full time on July 26. He brings extensive maintenance experience to the position, and he has already provided major relief to Kevin by taking on work independently and helping us keep pace with our turns and repairs.

### 5. Housing Choice Voucher (HCV) Update

BCHC is in a confirmed 2026 HAP shortfall, with HUD projecting a shortfall of more than 10 percent of our annual budget authority and the funding gap anticipated in October 2026. BCHC is a Group 1 agency, having received no shortfall awards from 2016 to 2025. HUD's Shortfall Prevention Team is actively monitoring our Action Plan under the HCV Optimization Protocol with a requirement to have a monitoring call/meeting with HUD monthly with the HUD team. To address the shortfall and comply with PIH Notice 2026-12 and PIH Notice 2025-28, we have taken the following steps:

- Submitted and signed the Category 1 Set-Aside application (Prevention of Terminations Due to Insufficient Funding) on June 16, 2026.
- Began implementing required cost savings measures, including limits on new voucher issuances.
- Are maintaining the Two-Year Tool and submitting monthly UML and HAP data to HUD, with ongoing VMS corrections.
- Are completing HUD's Restricted Net Position reconciliation to finalize our December 31, 2025 RNP.
- Working on checking all files to see that we can do to lower the HAP amounts.

Our goal throughout is to close the funding gap while avoiding any termination of assistance to current participants.

## 6. Policies and Procedures

Updates to the ACOP and the Administrative Plan are active. These policies must be completed and updated so they are in effect for all recertifications effective January 1. I have learned that not everything will require board approval, because most of the changes being made are driven by HUD regulations rather than discretionary decisions on our part. I will bring only the discretionary decisions to the board for approval. I want the board to know that these are very extensive policy changes, and I will do my best to make the process as easy as possible so as not to overload you. I had most of the ACOP updated when a further HUD update was released, which required me to start over portions of the work. Please note that when we do these updates we also have to update the forms associated with them, update the procedures, then train.

## 7. Notable Items Report

*Provided in accordance with the BCHC Board Reporting Policy.*

- **Adverse legal actions (including those likely to be filed):** None this period.
- **Adverse contract and procurement actions:** None this period.
- **Employee grievances:** None this period.
- **Program participant (resident) grievances:** None this period.
- **HUD reviews, inspections, and independent audits:** On July 21, 2026, the HUD Detroit Field Office denied BCHC's request to place one public housing unit (Building 1, Unit 002) in Non-Dwelling, Special Use, Administrative Use status. Under Notice PIH 2024-03, a PHA may have up to two Special Use units per 100 public housing units based on total units under its ACC; with 79 units under ACC, approval would exceed the threshold. The denial letter was copied to all board members. (I am not sure how this was interpreted by HUD because it doesn't make sense honestly)
- **Matters affecting financial health or operations:**
  - BCHC is in a confirmed 2026 HCV HAP shortfall (projected at more than 10 percent of annual budget authority, anticipated October 2026) and is under active HUD Shortfall Prevention Team monitoring. See Section 5 for status and mitigation steps.
  - BCHC is eligible for Public Housing Shortfall Funding and we have applied and we don't have any update yet on the status of the application.
- **Reputational matters or conflicts of interest:** None this period.
- **Major upcoming activity (e.g., audit, major contract re-bid):** None this period

## BOYNE CITY HOUSING COMMISSION

829 S Park St, Boyne City, MI 49712

Phone: (231) 582-6203 FAX: (231) 582-3797

### BOARD MEMORANDUM

**To:** BCHC Board of Commissioners

**From:** Bethany Hedgepath, Executive Director

**Date:** July 30, 2026

**Re:** Executive Director Employment Contract, Discussion Item

**Board Action:** Discussion Only, No Vote Requested at This Time

#### Purpose

BCHC does not currently have a written employment contract for the Executive Director position. This memo opens a Board discussion about creating one as we previously talked about. It lays out a sample contract format and a few specific items for the Board to consider, along with real examples from other public agencies and housing authorities so the Board can see how comparable organizations have handled each item. Nothing here is a final term. Every item is offered as a starting point for discussion, and the Board would give direction before anything goes to legal counsel for drafting.

#### Background

At the February 26, 2026 meeting, the Board discussed the Executive Director performance incentive and noted the potential development of an employment contract in the future. This memo follows up on that discussion. A written contract can provide clarity and stability for both the Board and the Executive Director by putting the term, compensation review process, and separation terms in writing, rather than relying only on the general Personnel Policy. It is also a constructive alternative to the year-to-year bonus approach: instead of an incentive that some Board members feel is difficult to monitor, a contract ties compensation to a required annual performance review, using measurable results such as the agency's SEMAP and PHAS scores as inputs.

## Part 1: Sample Contract Format

A public housing agency Executive Director contract is typically organized into the following sections. This is the same standard structure used by other housing authorities, and it is offered here as a framework, not a finished document. The full format, with explanations and blanks for each section, is attached to this memo as Attachment A.

- Parties and effective date
- Term of employment (length and whether it renews)
- Duties (usually incorporates the existing job description by reference)
- Compensation (base salary and review process)
- Benefits (typically per the Personnel Policy)
- Hours and classification (full-time, exempt)
- Board oversight and annual performance evaluation
- Outside employment and conflicts of interest
- Termination and severance
- Confidentiality, indemnification, and insurance
- Governing law and general provisions
- Signatures

Current compensation for reference: base salary of \$93,020, plus health insurance, MERS retirement, vision, and dental provided in addition to salary. I have placed a cost of living increase in the budget planned. This total is well within normal range for the position and is far below the HUD executive compensation reporting threshold (\$197,200 for CY2026), so none of the items discussed here raise a reporting concern.

## Part 2: Specific Items for Board Consideration

The following four items are the ones most worth the Board's attention. Each includes sample language and a real example for context. The Board is free to adopt, adjust, or set aside any of them.

### Item 1: Annual Performance Review and Salary Increase Range

The idea here is to replace the discretionary year-to-year bonus with a required annual review and a defined increase range. This directly addresses the concern that bonuses are hard to monitor: the review becomes the accountability tool, and objective measures such as SEMAP and PHAS scores serve as evidence of performance. A range gives the Board a floor (a modest increase in a normal year) while still allowing it to reward a stronger year at the top of the range, all based on the review.

**Sample language:** *The Board shall conduct a formal written performance evaluation of the Executive Director at least once annually, prior to adoption of the annual budget, using criteria established jointly by the Board and the Executive Director. Following each annual evaluation, the Board shall adjust the Executive Director's base salary within a range of [example: 2%] to [example: 5%], with the specific amount determined by the Board based on the evaluation results and availability of funds.*

**Real-world example:** *The Housing and Redevelopment Authority of Montgomery, Minnesota (a small-town HRA comparable in size to BCHC) provides in its Executive Director contract that the Board reviews the Director's salary annually and that performance is evaluated at least once a year using criteria developed jointly by the Board and the Director. The percentage range shown above is illustrative only; the Board would set the actual floor and ceiling.*

### Item 2: Term and Automatic Review

The Board can choose a fixed term (for example, two or three years, renegotiated before it expires) or an open-ended term that continues until either party ends it under the contract. Either way, the annual review in Item 1 still applies.

**Real-world example:** *The Traverse City, Michigan Executive Director contract uses an open-ended term that continues until termination, amendment, or renegotiation, with annual salary increases given at the Board's discretion based on performance reviews and the agency's financial status. The Montgomery, MN HRA contract likewise runs open-ended until terminated. Both are offered as examples, not as the only options.*

### Item 3: Severance

A contract can provide a reasonable notice period, or pay in lieu of notice, if the Board ends the employment without cause, while providing no severance if termination is for cause. Given the direction of Michigan law on public-sector severance, a modest notice-based approach is the most defensible.

**Sample language:** *If the Board terminates this Agreement without cause, the Board shall provide the Executive Director ninety (90) days' written notice, or pay in lieu of notice equal to ninety (90) days of base salary, plus continuation of health benefits through that period. Termination for cause, as defined in this Agreement, shall not entitle the Executive Director to severance. The Executive Director may resign upon sixty (60) days' written notice.*

**Real-world example:** *The Traverse City, Michigan contract provides ninety (90) days' written notice (or pay in lieu) for termination without cause, and requires sixty (60) days' notice for the Director's resignation. Separately, pending Michigan House Bill 6009 would cap public-employee severance at twelve (12) weeks of normal wages, which is consistent with the ninety-day approach shown here. This is context for the Board, not a fixed requirement.*

#### Item 4: Development Success Incentive

**THIS IS SOMETHING THAT THE PAST BOARD HAD BROUGHT UP/DISCUSSED AND I WANTED TO BRING UP AS A POSSIBLE OPTION AGAIN IF POSSIBLE.**

As BCHC pursues redevelopment and RAD conversion, the Executive Director carries much of the work of securing and completing those projects. One way to recognize that is a development success incentive that is paid only when a development actually succeeds and only out of the co-developer fee that BCHC (or its affiliated ownership entity) actually receives. It is not a share of any third-party developer's fee, and nothing is paid if a project does not close or if no fee is received.

Example of how it would work: if BCHC's affiliated entity receives \$75,000 as its co-developer fee for a successful development, a 5% incentive would equal \$3,750. If BCHC receives nothing, the incentive is zero.

**Sample language:** *In recognition of the Executive Director's role in securing and completing affordable housing development, and contingent entirely upon successful completion of a development and the actual receipt by BCHC (or its affiliated ownership entity) of a co-developer fee, the Board shall pay the Executive Director an incentive equal to five percent (5%) of the co-developer fee actually received by BCHC or its affiliated entity for that development. This incentive shall be authorized in advance by Board resolution for each development, shall be payable only upon and to the extent of BCHC's actual receipt of the co-developer fee, and shall be subject to disclosure to HUD, documentation in the Board's records, and compliance with all applicable HUD and federal conflict-of-interest requirements. No incentive is earned or payable if the development does not close or if no co-developer fee is received.*

Important safeguard: because the Executive Director influences development decisions, this item must be authorized in advance by the Board, disclosed to HUD, and reviewed by both legal counsel and the agency's tax-credit and development counsel before adoption, to ensure it complies with HUD and federal conflict-of-interest rules (including 24 CFR 982.161 and 2 CFR 200.318). Structured as a Board-authorized incentive paid from fees BCHC actually earns, rather than a personal interest in a developer's fee, it is designed to meet those requirements.

## Recommended Next Steps

No vote is requested at this meeting. I am asking the Board to review this memo, discuss the four items above, and provide direction. Based on that direction, a draft contract can be prepared and sent to legal counsel (and, for Item 4, to the agency's development and tax-credit counsel) for review, then brought back to the Board for adoption at a future meeting. Also Item 4 does not have to be part of the contract if you want it to be separate from the contract. Every item in this memo is a starting point for discussion, and nothing is proposed as final.

## Questions for the Board to Discuss

- Should the contract have a fixed term or an open-ended term?
- What annual salary increase range would the Board be comfortable committing to (floor and ceiling)?
- Is a ninety-day notice/pay approach acceptable for termination without cause?
- Does the Board support a development success incentive paid only from co-developer fees BCHC actually receives, subject to legal and HUD review?
- Should any benefits differ from the standard Personnel Policy? If so, is there anything you would you like to add?

**ATTACHMENT A**  
**BOYNE CITY HOUSING COMMISSION**  
**Executive Director Employment Contract**  
*Discussion Draft / Contract Format for Board Review*

**Board Discussion Point:** *This document is a starting-point FORMAT, not a finished contract. Blanks and bracketed items mark decisions the Board needs to make before this goes to legal counsel for drafting.*

**Prepared for: Board of Commissioners, Boyne City Housing Commission**

Prepared by: Bethany Hedgepath, Executive Director

Purpose: To open Board discussion on a formal Executive Director employment contract. BCHC currently has no ED employment contract on file. The Board discussed the potential development of an ED employment contract at its February 26, 2026 meeting in connection with the Executive Director performance incentive item.

## How to Use This Format

This is organized the way a public housing authority Executive Director contract is typically structured, based on formats used by other housing authorities and state housing agencies. Each section below has:

- A short explanation of what the section covers and why it matters.
- A blank or bracketed placeholder for the Board to fill in or decide.
- A shaded "Board Discussion Point" box flagging where the Board has a real choice to make.

Once the Board has discussed and given directional guidance on these items, the filled-in draft should go to legal counsel (Matthew Cross, Cummings, McClorey, Davis & Acho, who has reviewed BCHC contracts previously) for formal drafting and review before execution.

## I. Parties and Recitals

Identifies the parties to the agreement (the Board of Commissioners, on behalf of BCHC, and the Executive Director) and states the purpose of the contract.

**Effective Date:** \_\_\_\_\_

**Board Officer Signing on Behalf of BCHC:** \_\_\_\_\_

Sample recital language: "This Employment Contract is made and entered into by and between the Board of Commissioners (the Board) of the Boyne City Housing Commission (BCHC) and the Executive Director. The Board and the Executive Director, in consideration of the terms established herein, agree as follows."

## II. Term of Employment

Sets how long the contract runs, whether it renews automatically, and confirms that the contract does not create tenure rights beyond its stated term.

**Initial Term Length (e.g., 2 years, 3 years):** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

Automatic Renewal / Extension Option: Choose one approach:

- Fixed term only, with a new contract negotiated before expiration, or

- Automatic one-year extension each anniversary unless either party gives written notice (commonly 60-90 days) before the anniversary date.

**Board Discussion Point:** *Decide whether the contract should auto-renew annually unless notice is given, or expire on a fixed date requiring a new vote each time. Most PHA sample contracts include a No Right of Tenure clause stating that no continued-employment expectation is created beyond the stated term.*

### III. Duties and Responsibilities

Rather than re-listing all ED duties in the contract itself, this section typically incorporates the existing job description by reference, so the contract stays current as the job description is updated.

Suggested language: "The Executive Director shall perform the duties described in the Executive Director job description on file with BCHC, as adopted and amended by the Board from time to time, and shall comply with all applicable BCHC policies, Board directives, and state and federal law."

BCHC already has a current, detailed Executive Director job description on file that this section can reference directly.

### IV. Compensation

**Base Annual Salary:** \_\_\_\_\_

**Pay Frequency (e.g., bi-weekly, semi-monthly):** \_\_\_\_\_

**Annual Review and Increase Range:** Rather than a discretionary year-to-year bonus, the contract can require an annual performance review and adjust base salary within a defined range (see Memo Item 1).

**Sample language:** *The Board shall conduct a formal written performance evaluation of the Executive Director at least once annually, prior to adoption of the annual budget, using criteria established jointly by the Board and the Executive Director. Following each annual evaluation, the Board shall adjust the Executive Director's base salary within a range of [example: 2%] to [example: 5%], with the specific amount determined by the Board based on the evaluation results and availability of funds.*

**Development Success Incentive (optional; see Memo Item 4):** may be included here or kept as a separate Board-authorized arrangement.

**Sample language:** *In recognition of the Executive Director's role in securing and completing affordable housing development, and contingent entirely upon successful completion of a development and the actual receipt by BCHC (or its affiliated ownership entity) of a co-developer fee, the Board shall pay the Executive Director an incentive equal to five percent (5%) of the co-developer fee actually received by BCHC or its affiliated entity for that development, authorized in advance by Board resolution and subject to disclosure to HUD and all applicable conflict-of-interest requirements. No incentive is earned or payable if the development does not close or if no co-developer fee is received.*

**Board Discussion Point:** *Decide the base salary, the annual increase range (floor and ceiling), and whether the development success incentive belongs in the contract or in a separate Board resolution.*

### V. Benefits

Typically states that the Executive Director receives the same benefits available to other full-time employees under the BCHC Personnel Policy (health insurance through Priority Health, PTO, longevity incentive, etc.), unless the Board wants to negotiate anything different for this position.

**Any Benefits Different from Standard Personnel Policy (if none, state "None; per Personnel Policy"):**

---

## VI. Hours of Work and Classification

**Full-Time / Part-Time:** \_\_\_\_\_

**Exempt / Non-Exempt (FLSA):** \_\_\_\_\_

BCHC's current ED job description already classifies this position as Full-Time, Exempt, reporting to the Board of Commissioners.

## VII. Board Oversight and Performance Evaluation

This section should mirror, not conflict with, the Personnel Policy sections already adopted covering ED oversight:

- The Board shall conduct a performance evaluation of the Executive Director at least once annually.
- The Board President (or designee) handles leave requests, accommodation requests, payroll approvals, and other supervisory matters for the ED, in the absence of the Board President the Vice President serves in this role.
- Personnel records, payroll, and benefit matters for the ED are handled with separation of duties, with Board oversight.

Suggested language: "The Executive Director's employment, evaluation, and supervision shall be governed by Part I of the BCHC Personnel Policy, as amended from time to time, which is incorporated into this Agreement by reference."

## VIII. Outside Employment and Conflicts of Interest

States whether the Executive Director may hold outside employment, board seats, or consulting roles, and requires disclosure of any conflicts of interest (including under 24 CFR conflict-of-interest and family-member housing rules already addressed in BCHC policy).

**Outside Employment Allowed? (Yes/No/With Board Approval):**

---

## IX. Termination

This is usually the most heavily negotiated section. It should address:

- Termination for cause (define what constitutes cause, e.g., malfeasance, gross misconduct, conviction of a crime, material breach of policy).
- Termination without cause (notice period required, e.g., 30-90 days, and whether severance applies).
- Resignation by the Executive Director (notice period required).
- Effect of termination on accrued benefits (PTO payout, longevity incentive, performance incentive, per Personnel Policy separation rules).

**Sample language:** *If the Board terminates this Agreement without cause, the Board shall provide the Executive Director ninety (90) days' written notice, or pay in lieu of notice equal to ninety (90) days of base salary, plus continuation of health benefits through that period. Termination for cause, as defined in this Agreement, shall not entitle the Executive Director to severance. The Executive Director may resign upon sixty (60) days' written notice.*

**Notice Period for Termination Without Cause:** \_\_\_\_\_

**Severance (if any) for Termination Without Cause:** \_\_\_\_\_

**Notice Period for Resignation:** \_\_\_\_\_

**Board Discussion Point:** *This is the section where an ED contract adds the most protection beyond at-will employment. The ninety-day notice/pay model above matches Michigan practice (Traverse City) and pending state law. The Board should decide what it is willing to commit to here.*

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## X. Governing Law, Amendment, and General Provisions

- Governing Law: State of Michigan.
- Amendment: This Agreement may only be amended in writing, signed by both the Board President (or designee) and the Executive Director, following Board approval by resolution.
- Entire Agreement: States that this contract, together with the Personnel Policy and job description it incorporates by reference, represents the entire agreement between the parties.
- Severability: If any provision is found unenforceable, the remainder of the Agreement remains in effect.

## XI. Signatures

Board President Signature / Date: \_\_\_\_\_

Executive Director Signature / Date: \_\_\_\_\_

## Board Discussion Checklist

Bring this list to the Board meeting where you introduce the contract concept. These are the decisions that need directional guidance before a draft goes to legal counsel:

- Initial contract term length and whether it auto-renews
- Base salary and whether/how it differs from current compensation
- Annual increase range (floor and ceiling) tied to the required review
- Notice period and severance terms for termination without cause
- Notice period for resignation
- Whether the development success incentive is included in the contract or kept separate
- Whether outside employment/board service is permitted and under what conditions
- Whether any benefits should differ from the standard Personnel Policy

## Reference Sources Used to Build This Format

*This format draws on the structure of real public housing authority Executive Director employment contracts, including the Traverse City, Michigan Executive Director contract, the Housing and Redevelopment Authority of Montgomery, Minnesota contract, and standardized templates used by other state housing agencies. Michigan has no equivalent state-mandated template, so BCHC has full discretion to shape these terms, subject to legal counsel review.*

**EXECUTIVE SUMMARY**  
**BCHC Personnel Policy — July 2026 Update**

**TO:** BCHC Board of Commissioners  
**FROM:** Bethany Hedgepath, Executive Director  
**DATE:** July 3, 2026

**Legal Review Complete**

The draft Personnel Policy the Board reviewed on May 28, 2026 was sent to Kristen Rewa at CMDA for legal review. She provided a written legal opinion and a redlined version of the policy on June 18, 2026. All of her recommended changes have been incorporated into the final draft attached to this memo. She did state that the policy was very well written and well researched.

**Key Changes Since the May 28 Draft**

| Category                                 | What Changed                                                                                                                                                   | Why                                                        |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>PVT Payout (§4.3.1)</b>               | Clear payout rules for each type of separation<br>Ability to payout PVT if necessary, Requirement to use PVT                                                   | Attorney recommendation                                    |
| <b>Longevity Incentive (§3.8)</b>        | Employee must be actively employed on payment date                                                                                                             | Closes loophole flagged by attorney                        |
| <b>Performance Incentive (§3.9)</b>      | Employee must be actively employed on payment date                                                                                                             | Closes loophole flagged by attorney                        |
| <b>Comp Time (§2.9)</b>                  | BCHC (not employee) decides comp time vs. cash; ED may convert to cash anytime                                                                                 | Budget flexibility                                         |
| <b>Dependent Health Insurance (§3.2)</b> | New "Grandfathered" framework — current employees keep dependent coverage with a fixed dollar employer contribution; future employees get single coverage only | Simplifies admin, controls costs, reduces hiring bias risk |
| <b>Acknowledgment of Receipt</b>         | Added bullets for comp time and forfeiture provisions                                                                                                          | Required for legal enforceability under Michigan law       |

**Requested Board Action**

**Adopt the attached BCHC Personnel Policy effective August 1, 2026.**

Upon adoption:

1. All current employees will receive a copy and sign the updated Acknowledgment of Receipt.
2. The Board will need to set the initial Board-Set Contribution amount for grandfathered dependent coverage during the FY 2027 budget process. I will propose the amount when I bring the budget to you in September meeting.

**Bottom Line**

The policy is comprehensive, legally reviewed, and ready for adoption. The most significant change is the new grandfathered dependent coverage framework, which protects current employees while stopping BCHC's growing cost exposure to new hires.

**Boyne City Housing Commission (BCHC)**

**Board of Commissioners**

**Resolution No. 2026-07-30-01**

**Title: Adoption of the Updated BCHC Personnel Policy (Effective August 1, 2026)**

**WHEREAS**

The Boyne City Housing Commission (BCHC) Board of Commissioners authorized the Personnel Policy to be sent to legal counsel for review at its regular meeting held on May 28, 2026; and

**WHEREAS**

Legal counsel has reviewed the Personnel Policy, and the recommended changes have been incorporated into the final draft presented to the Board; and

**WHEREAS**

BCHC management prepared and presented the updated Personnel Policy and supporting documentation to the Board at a duly noticed meeting held on July 30, 2026; and

**WHEREAS**

The Board of Commissioners recognizes the need to adopt an updated Personnel Policy consistent with applicable federal, state, and local requirements; and

**NOW, THEREFORE, BE IT RESOLVED**

That the Boyne City Housing Commission Board of Commissioners hereby approves and adopts the updated BCHC Personnel Policy, as presented and discussed, effective August 1, 2026, and authorizes the Executive Director to take all necessary administrative actions to implement this resolution.

Adopted by the Boyne City Housing Commission Board of Commissioners at a regular meeting held on July 30, 2026.

**Motion (as stated and will be added as written to minutes):**

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Motion by: Commissioner: \_\_\_\_\_

Seconded by: Commissioner: \_\_\_\_\_

Roll call vote: Ayes: \_\_\_\_\_ Nays: \_\_\_\_\_ Absent: \_\_\_\_\_

**Certification**

I hereby certify that the foregoing resolution was duly adopted by the Boyne City Housing Commission Board of Commissioners at a meeting held on the date indicated above.

\_\_\_\_\_  
Julie Hasse, Chairperson

Date: \_\_\_\_\_

\_\_\_\_\_  
Bethany Hedgepath, Secretary / Executive Director

Date: \_\_\_\_\_

# PERSONNEL POLICY

## Boyne City Housing Commission

Adopted by the Board of Commissioners



The following is meant to serve as a reference guide and does not constitute an express or an implied contract between Boyne City Housing Commission (BCHC) and Employee. BCHC may unilaterally add, delete, or change the policies and benefits described herein with or without prior notice to employees.

Employees will be made aware of changes within one (1) business day. The nature of BCHC-employee relationship is "at-will." No supervisor, manager, or representative of BCHC other than the Board of Commissioners (Board), by written resolution, has the authority to alter the at-will nature of employment or to make any binding promises regarding the terms or duration of employment. As such, either BCHC or the employee may terminate this relationship with or without cause and with or without notice to the other. BCHC shall be the ultimate policy making authority in matters pertaining to Personnel.

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## **PART I: ADMINISTRATION & GOVERNANCE**

### **1.1 Administration**

The Board shall name an Executive Director (ED) who shall have supervision over the administration of the business affairs of BCHC's personnel on a day-to-day basis. The ED may exercise discretion within the personnel policies but may not contradict or avoid the personnel policies. The Board, at a regular or special meeting, shall resolve ambiguities in the personnel policies.

### **1.2 ED - Applicability of Policies**

All policies contained herein that reference the ED as the approving authority, point of contact, or supervisor shall apply equally to the ED. In all such cases, the ED shall direct requests, notifications, and documentation to the Board President (or their designee). The Board President shall exercise the same discretion and authority over the ED requests as the ED exercises over all other employees. This includes, but is not limited to:

- Leave requests, including medical, personal, bereavement, and vacation leave.
- Accommodation requests, including pregnancy-related and nursing accommodation.
- Approval of overtime, compensatory time, and schedule changes and outside employment.
- Any other matter that requires supervisory approval under this policy.

In the absence or unavailability of the Board President, the Vice President of the Board shall serve in this capacity.

### **1.3 ED - Performance Evaluation**

The Board shall conduct a performance evaluation of the ED at least once annually. The evaluation may include discussions on accountability, organizational targets, leadership, and professional development. Compensation adjustments for the ED may be made at the Board's discretion based upon performance and availability of funds.

### **1.4 ED - Separation of Duties**

Personnel records, payroll matters, and benefit enrollment pertaining to the ED shall be handled in a manner that ensures appropriate separation of duties, with Board oversight as needed. The ED shall not be the sole approver of their own payroll, leave balances, or benefit changes. The Board President (or their designee) shall review and approve the ED timesheets, leave usage, and any payroll changes. The Fee Accountant or an independent party designated by the Board may assist in maintaining this separation of duties.

## **PART II: EMPLOYMENT**

### **2.1 Equal Employment Opportunity & Non-Discrimination**

BCHC is an Equal Opportunity Employer. BCHC conducts all practices related to the recruitment, hiring, promotion, discipline, and other conditions of employment in a manner that does not discriminate in any manner prohibited by applicable law. BCHC will not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, military service, marital status, height, weight, or other non-merit-based factors. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, training, and career development programs, in accordance with the Michigan Elliott-Larsen Civil Rights Act, the Michigan Persons with Disabilities Civil Rights Act (PWDCRA), Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Age Discrimination in Employment Act, the Genetic Information Nondiscrimination Act (GINA), and all other applicable federal, state, and local laws.

BCHC will, in all solicitations or advertisements for employees placed by or on behalf of BCHC, state that it is an Equal Opportunity Employer. Nothing in this Equal Employment Opportunity policy prohibits or limits BCHC from enforcing its Conflict of Interest, Nepotism / Anti-Nepotism, or Workplace Relationships & Professional Boundaries policies. Actions taken under those policies - including recusal, disclosure requirements, reassignment of duties, or restrictions on supervisory relationships - are based on legitimate operational and regulatory concerns, not on any protected characteristic, and do not constitute unlawful discrimination.

### **2.2 Drug and Alcohol-Free Workplace**

It is the policy of BCHC to maintain a safe, drug- and alcohol-free workplace. Compliance with this policy is a condition of employment with BCHC. BCHC maintains a Drug-Free Awareness Program as required by the Drug-Free Workplace Act of 1988. Through this program, employees are informed of:

- The dangers of drug and alcohol abuse in the workplace;
- BCHC's drug- and alcohol-free workplace policy;
- Available resources for drug and alcohol counseling, rehabilitation, and employee assistance; and
- The penalties that may be imposed for violations of this policy.

Employees will receive this information at the time of hire and periodically thereafter. Employees are encouraged to voluntarily seek assistance for substance abuse issues before they result in workplace performance or safety concerns.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. In addition, regardless of legality, employees are prohibited from reporting to work or performing work-related duties while under the influence of any substance that impairs, or could reasonably be expected to impair, their judgment, coordination, safety awareness, or ability to perform assigned duties. This includes, but is not limited to:

- Alcohol
- Marijuana (medical or recreational)
- Controlled substances
- Prescription medications
- Over-the-counter medications

Even where the use of a substance is lawful under Michigan law or prescribed by a healthcare provider, employees remain responsible for ensuring they are fully able to perform their job duties safely and effectively. Because BCHC receives federal funding, marijuana remains subject to federal law, and its use or possession in the workplace is prohibited.

BCHC reserves the right to require drug and/or alcohol testing where there is reasonable suspicion that an employee is under the influence or following any workplace accident or incident where impairment may be a factor. Any employee convicted of a violation of a criminal drug statute occurring while employed by BCHC must notify BCHC no later than five (5) calendar days after such conviction. Upon receiving notice of such a conviction, BCHC will

notify HUD (or the appropriate federal granting agency) within ten (10) calendar days, as required by the Drug-Free Workplace Act.

If an employee's job duties involve driving on behalf of BCHC, the employee must report any alcohol- or drug-related citation, arrest, or conviction involving driving, including those occurring outside of work or involving a personal vehicle. BCHC will evaluate such circumstances to determine whether the employee may continue to perform driving-related duties. Failure to comply with this policy may result in disciplinary action, up to and including termination. BCHC may, at its discretion, require an employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to, or in addition to, disciplinary action. This policy will be reviewed and updated as necessary to reflect changes in federal or state law regarding controlled substances.

### **2.3 Employee Classifications**

BCHC may have full-time, part-time, or temporary employees as needed in BCHC's discretion.

- A full-time employee is one who is regularly scheduled to work 40 or more hours per week.
- A part-time employee is one who is regularly scheduled to work fewer than 40 hours per week.
- A temporary employee is one who is not expected to work for a long period of time and does not qualify for the benefits received by a part-time employee other than PST, which is required by law.

In addition, all positions are classified as either exempt or non-exempt in accordance with the Fair Labor Standards Act (FLSA). Non-exempt employees are entitled to overtime pay for hours worked in excess of 40 hours per workweek. Exempt employees are not eligible for overtime pay. The ED will inform each employee of their classification upon hire or upon any change in classification.

### **2.4 Promotions**

BCHC believes in promoting employees from within and will consider qualified employees when filling vacancies. In order to be eligible to apply for an opening, you must meet the minimum hiring specifications for the position, be an employee in good standing in terms of your overall work record, and have generally been in your current position for a minimum of six (6) months. You are responsible for monitoring job vacancies which will be posted for a minimum of five (5) days in BCHC office and for completing an application form. This provision shall not prevent BCHC from hiring from outside the organization.

### **2.5 Job Descriptions**

The job descriptions of all employees shall be kept in file by the ED. Each employee shall be given a copy of their job description and shall sign a copy of the job description to indicate that they understand the duties, responsibilities, and requirements of the position. Periodically, BCHC may revise job descriptions. The employee shall sign revised job description(s) to signify acknowledgment and understanding of any change in duties or responsibilities.

### **2.6 Probationary Period**

The first ninety (90) days of employment are considered a Probationary Period for the purpose of evaluating the compatibility with the position and the organization to determine if the work performance meets BCHC standards. The ED will monitor work performance, attitude, and attendance during this time and be available to answer any questions or concerns. At the end of the Probationary Period, the ED will discuss job performance with the employee. Completion of the Probationary period does not guarantee employment or change an employee's "at-will" status; either the employee or BCHC may terminate the employment during or after the Probationary Period, for any reason or no reason at all. The ED may extend the probationary period when necessary.

### **2.7 Employee Evaluations**

BCHC will schedule performance evaluations of employees at least once annually, or more often at BCHC's discretion. Evaluations may include discussions on accountability, organizational and employee targets, and skill development needs. Pay increases may be made at BCHC's discretion based upon employee performance and availability of funds.

### 2.7.1. Self-Evaluation

As part of the annual evaluation process, each employee is required to complete a written self-evaluation and submit it to the ED by the deadline provided. The self-evaluation is an opportunity for the employee to reflect on their own performance, accomplishments, challenges, and professional development over the evaluation period. Employees are expected to give the self-evaluation thoughtful and honest consideration. At a minimum, the self-evaluation should address:

- Progress toward goals established at the beginning of the evaluation period.
- Accomplishments and contributions to BCHC operations and where the employee has grown or improved.
- Areas where the employee recognizes they need improvement or additional support.
- Professional development goals for the coming year.

The self-evaluation will be reviewed by the ED and discussed with the employee during the evaluation meeting. It will be maintained in the employee's personnel file along with the ED evaluation. Failure to submit a completed self-evaluation by the required deadline, or submission of a self-evaluation that does not reflect genuine effort, may be considered in the employee's overall performance evaluation and may result in a delay in any pay adjustment under consideration.

## **2.8 Work Hours**

The normal workday and workweek to be followed will vary depending upon the employee's classification and job duties. The employees' schedule will be set with the ED, and any changes will be adjusted by the ED. This schedule includes a one-half-hour unpaid meal period and two fifteen-minute break periods at times scheduled by the ED. The ED will arrange part-time employee work hours and scheduled breaks.

## **2.9 Overtime Work/Compensatory Time**

### 2.9.1. Applicability

This section applies to non-exempt employees only, as classified under the Fair Labor Standards Act (FLSA). Exempt employees are not eligible for overtime compensation or compensatory time under the FLSA.

### 2.9.2. General Policy

Overtime work shall be minimized as much as possible but may be required in emergencies, weekend snow removal, and in the interest of efficient operations. Apart from emergencies affecting the health, safety, or welfare of residents and/or the Housing Commission, all overtime must be approved in writing, in advance, by the ED.

### 2.9.3. Agreement to Accept Compensatory Time

As a condition of employment, and in accordance with Section 7(o) of the FLSA and 29 CFR § 553.23, each non-exempt employee agrees that BCHC may provide compensatory time off in lieu of cash overtime payment. By signing the Acknowledgment of Receipt of this Personnel Policy, each non-exempt employee confirms this agreement prior to the performance of any overtime work. This agreement remains in effect for the duration of the employee's employment unless modified in writing by BCHC. The choice of whether overtime hours are compensated as cash overtime or as compensatory time off, and whether accrued compensatory time is paid out in cash at any point, is made at the sole discretion of BCHC.

### 2.9.4. Rate of Accrual

Non-exempt employees who work more than forty (40) hours in a workweek shall earn compensatory time at the rate of one and one-half (1.5) hours for each hour of overtime worked.

### 2.9.5. Maximum Accrual

In accordance with 29 CFR § 553.22, non-exempt employees may accrue a maximum of 80 hours of compensatory time (representing approximately 53.3 actual overtime hours). Once an employee's compensatory time balance reaches this cap, any additional overtime hours worked must be compensated in cash at the applicable overtime rate in the next regular paycheck.

#### 2.9.6. Use of Compensatory Time

Employees may request to use accrued compensatory time in the same manner as other leave requests. In accordance with 29 CFR § 553.25, BCHC will permit the use of compensatory time within a reasonable period after the request is made, unless doing so would unduly disrupt the operations of the agency. Employees must use accrued compensatory time before using accrued PVT or PST.

#### 2.9.7. Annual Use Expectation

Any compensatory time remaining after September 1 will be paid out at the employee's current regular rate of pay no later than September 30.

#### 2.9.8. Payout Upon Separation

Upon separation from employment - whether voluntary or involuntary, and regardless of the reason - the employee shall be paid for all unused accrued compensatory time at a rate not less than the higher of: (a) the average regular rate received by the employee during the last three (3) years of employment, or (b) the final regular rate received by the employee, in accordance with 29 CFR § 553.27.

#### 2.9.9. Compensatory Time for After-Hours and Weekend Calls

Compensatory time is earned when employees are called in after hours and weekends. Compensatory time is earned from leaving home to leaving the job site.

#### 2.9.10. Recordkeeping

BCHC will maintain accurate records of all compensatory time earned, used, and paid out for each non-exempt employee, in accordance with FLSA recordkeeping requirements.

#### 2.9.11. ED Discretion to Convert Comp Time to Cash

At any time and at the sole discretion of the Executive Director, BCHC may pay any non-exempt employee for all or part of their accrued compensatory time balance in cash at the employee's current regular rate of pay. The Executive Director's discretion under this section may be exercised for any reason, including but not limited to budget management, fiscal year-end reconciliation, high accrual balances, or operational considerations. Employees are not required to consent to such conversion, and no employee has a right to retain accrued comp time as time off once BCHC has elected to pay it out in cash.

### **2.10 Timekeeping/Attendance Records**

All employees must maintain an accurate time and attendance record on a form approved by BCHC. All employees must submit a complete timesheet to the ED for approval by the date requested each pay period. The ED will review timesheets for accuracy and approve them. Any discrepancies will be discussed immediately with the employee for evaluation and correction.

The payroll period is bi-weekly. Payroll is processed based on approved timesheets and any approved wage changes, performance incentives, or other compensation adjustments submitted in writing by the ED and/or the Board. The approved payroll report is forwarded to the Fee Accountant for recording in financial records and storage in annual financial files. Failure to properly record attendance or submit timesheets by the required deadline may result in disciplinary action, up to and including termination of employment.

### **2.11 Pay Schedule**

Paydays will be every two weeks. If a scheduled payday falls on a BCHC observed holiday, the payday will be adjusted.

### **2.12 Outside Employment**

Employees shall not work or have any involvement in any other business that competes with BCHC unless specifically discussed and approved of with the ED. Any employee who violates this section may be terminated. Employees may engage in any other outside noncompeting employment as long as such employment does not

interfere with the employees' ability to perform the work expected by BCHC and it does not interfere with or cause a Fair Housing concern.

### **2.13 ADA / Reasonable Accommodation**

BCHC is committed to complying with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, and the Michigan Persons with Disabilities Civil Rights Act (PWDCRA). The PWDCRA applies to all Michigan employers regardless of size and provides protections that in some cases exceed federal law. BCHC will not discriminate against any qualified individual with a disability in any aspect of employment, including application, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment. An employee or applicant who believes they need a reasonable accommodation to perform the essential functions of their position may submit a request in writing to the ED. Upon receipt of an accommodation request, BCHC will engage in an interactive process with the individual to identify possible accommodations.

Reasonable accommodations may include, but are not limited to, modifications to the work environment, schedule adjustments, reassignment of non-essential job functions, assistive technology, or other adjustments that enable the individual to perform essential job functions without imposing an undue hardship on BCHC. BCHC may request medical documentation from a healthcare provider to support the need for accommodation and to assist in identifying effective accommodation. All medical information will be kept confidential and maintained in a separate file from the employee's personnel file, in accordance with applicable law. BCHC will not retaliate against any employee or applicant for requesting a reasonable accommodation.

### **2.14 Background Check / Pre-Employment Screening**

BCHC may conduct background checks on applicants and employees as a condition of employment, in accordance with applicable federal and state law, including the Fair Credit Reporting Act (FCRA). BCHC primarily uses ICHAT (Michigan State Police Internet Criminal History Access Tool) to verify criminal background. Background checks may include criminal history, verification of employment history, education verification, and reference checks. A criminal record does not automatically disqualify an applicant from employment. BCHC will consider the nature and gravity of the offense, the time that has passed since the offense, and the relevance of the offense to the position in question, in accordance with EEOC guidance and applicable law.

Applicants will be informed if a background check is required and will be asked to provide written authorization before the check is conducted. If an adverse employment decision is made based on information obtained from a background check, the applicant will be provided with a copy of the report and a summary of their rights under the FCRA before the decision is finalized. Current employees may be subject to periodic background checks as required by HUD regulations or as deemed necessary by BCHC.

### **2.15 Nepotism / Anti-Nepotism**

To avoid potential conflicts of interest and the appearance of favoritism, BCHC will not hire or employ an individual in a position where they would directly supervise or be supervised by an immediate family member. For purposes of this section, "immediate family member" includes spouse, domestic partner, parent, child, sibling, grandparent, grandchild, or in-law relation. If a family relationship develops between employees who are in a supervisor-subordinate relationship after employment has begun, BCHC will make reasonable efforts to reassign one of the employees to eliminate the direct reporting relationship, subject to available positions and operational needs. If reassignment is not feasible, BCHC reserves the right to take other appropriate action. All employees must disclose any family relationships with other BCHC employees or applicants to the ED. Failure to disclose may result in disciplinary action.

### **2.16 Political Activity / Hatch Act**

As a public housing authority receiving federal funds, BCHC employees may be subject to restrictions on political activity under the Hatch Act (5 U.S.C. §§ 7321–7326) and the Michigan Campaign Finance Act (MCL 169.201 et seq.). Employees may not engage in partisan political activity during work hours or while using BCHC resources, facilities, or equipment. Employees may not use their official authority or influence to interfere with or affect the

result of an election or nomination for office, for the qualification, passage, or defeat of a ballot question, or for the qualification of a new political party.

Employees retain the right to vote, to express personal political opinions outside of work, and to participate in political activities on their own time and using their own resources. However, employees may not run for partisan political office while employed by BCHC without prior written approval from the Board. BCHC will not coerce, attempt to coerce, or require any employee to participate in or contribute to any political activity. Violations of this policy may result in disciplinary action.

## **2.17 Rehire Policy**

Former employees who left BCHC in good standing (voluntary resignation with proper notice and no pending disciplinary action) may be considered for rehire. Former employees who were terminated for cause or who resigned in lieu of termination are generally not eligible for rehire. Rehired employees will be subject to a new probationary period. Prior service may be considered for purposes of determining PVT accrual rates and longevity incentive eligibility at the discretion of the ED, based on the length of the break in service and the circumstances of the separation.

## PART III: COMPENSATION & BENEFITS

### 3.1 Employee Benefit Programs

BCHC reserves the right, at any time, with or without advance notice to employees, to add, modify, or terminate, in whole or in part, health insurance or any other BCHC-provided benefit to employees. Notice of any such benefit change will be provided to employees as soon as available. Benefits terminate on the last day of the month that the employment terminates.

#### **Benefits Eligibility Summary**

The following chart summarizes when benefits become available. Full details for each benefit are provided in the sections that follow.

| Benefit                     | Full-Time | Part-Time | When Eligible                                               |
|-----------------------------|-----------|-----------|-------------------------------------------------------------|
| Health, Vision, Dental Ins. | Yes       | N/A       | After 30 days of full-time employment                       |
| Life Insurance              | Yes       | N/A       | After completion of probationary period                     |
| MERS Retirement             | Yes       | N/A       | After 90 days of employment                                 |
| Short-Term Disability       | Yes       | N/A       | After 90 days of employment                                 |
| Workers' Compensation       | Yes       | Yes       | Immediately (required by law)                               |
| Paid Vacation Time (PVT)    | Yes       | N/A       | After completion of probationary period                     |
| Paid Sick Time (PST)        | Yes       | Yes       | Immediately upon hire (prorated); frontloaded calendar year |
| Recognized Holidays         | Yes       | Yes       | Immediately                                                 |
| Bereavement Leave           | Yes       | Yes       | Immediately                                                 |
| Jury / Witness Duty         | Yes       | Yes       | Immediately                                                 |
| Performance Incentive       | Yes       | Yes       | Per annual budget process                                   |
| Longevity Incentive         | Yes       | Yes       | At milestone anniversaries                                  |

#### **Part-Time Employee Benefits Summary**

Part-time employees are eligible for the following benefits:

| Benefit                    | Amount / Details                                                                |
|----------------------------|---------------------------------------------------------------------------------|
| Paid Sick Time (PST)       | 48 hours per year, frontloaded at calendar year; max use of 72 hours per year   |
| Recognized Holidays        | 4 hours of pay per BCHC-recognized holiday                                      |
| Bereavement Leave          | 3 days (immediate family) / 1 day (extended family) same as full-time           |
| Jury and Witness Duty      | Paid for regularly scheduled hours missed                                       |
| Workers' Compensation      | Full coverage (required by law)                                                 |
| Longevity Incentive        | Eligible at milestone anniversaries if in good standing                         |
| Performance Incentive      | Eligible after probationary period; per annual budget process (see Section 3.9) |
| Maternity / Parental Leave | Eligible after probationary period (unpaid, subject to approval)                |
| Crime Victim Leave         | Unpaid (may use accrued PST)                                                    |
| Civil Air Patrol Leave     | Unpaid (may use accrued PST)                                                    |

### 3.2 Health Insurance

BCHC maintains health, vision, and dental insurance coverage for eligible full-time employees, as described below. Medical coverage cost-sharing is governed by PA 152. Dependent coverage eligibility is subject to the Grandfathered Employee provisions set forth below.

#### **3.2.1. Hard Cap Method (Default)**

BCHC's contribution is limited to the annual dollar amounts established by the Michigan Department of Treasury for each coverage tier (single, two-person, or family). These amounts are adjusted annually by the State Treasurer. If the Board does not act, this method applies by default. No Board vote is required.

#### **3.2.2. 80/20 Method**

BCHC pays no more than 80% of the total annual costs of the medical benefit plan. The employee is responsible for the remaining 20% or more. This option requires a majority vote of the Board.

### 3.2.3. Opt-Out / Exemption

The Board may vote to exempt BCHC from both the hard cap and the 80/20 limitations for the plan year. This allows BCHC to contribute up to 100% of the total annual premium cost, with no required employee contribution. This option requires a two-thirds (2/3) supermajority vote of the Board. The Board's election applies for one plan year only and must be renewed annually. If the Board does not make a formal election, the hard cap method applies by default.

If the elected method requires an employee contribution, the employee's share will be deducted from the employee's paycheck in equal amounts each pay period. In accordance with MCL 15.566, BCHC may condition eligibility for the medical benefit plan on the employee providing written authorization for such payroll deduction. The ED will provide each employee with a written summary of the employee's estimated share of the premium cost at the time of enrollment, during annual open enrollment, and whenever there is a change in premium rates or contribution limits.

### 3.2.4. Calculation of Employee Contributions for Single Coverage Under the Hard Cap Method

Because BCHC's health insurance carrier uses age-based premium rating as required by the Affordable Care Act, the annual premium for the same plan may vary by employee based on age. To ensure equitable and compliant cost-sharing, the total annual premiums for all employees enrolled in single coverage will be added together. The total hard cap allowance for single coverage (the per-employee hard cap amount multiplied by the number of employees on single coverage) will be subtracted from the total premiums. If the total premiums exceed the total hard cap allowance, the remaining balance will be divided equally among all employees enrolled in single coverage. Each employee's equal share will be deducted from their paycheck in equal amounts each pay period.

### 3.2.5. Dependent Coverage

#### **Definitions**

For purposes of this section, the following definitions apply:

- "Adoption Date" means the date this revised Personnel Policy was approved by the Board of Commissioners.
- "Grandfathered Employee" means an individual who was a full-time employee of BCHC on the Adoption Date, whether or not the employee had completed the 30-day waiting period for health insurance, and whether or not the employee had elected dependent coverage as of the Adoption Date.
- "Non-Grandfathered Employee" means any full-time employee of BCHC who is not a Grandfathered Employee, including but not limited to: employees hired after the Adoption Date; employees who were part-time, temporary, or seasonal on the Adoption Date and later become full-time; and former Grandfathered Employees who separated from BCHC and were rehired.
- "Dependent Coverage" means health, vision, and/or dental insurance coverage that extends beyond the employee to include one or more dependents, and includes both the Individual + 1 and Family tiers under BCHC's group plan.
- "Board-Set Contribution" means the fixed dollar amount established annually by the Board of Commissioners as BCHC's employer contribution toward Dependent Coverage for Grandfathered Employees.

#### **Availability of Dependent Coverage**

Effective on the Adoption Date, BCHC-sponsored Dependent Coverage is available only to Grandfathered Employees. The class of Grandfathered Employees is closed and fixed as of the Adoption Date. An employee who was not a full-time employee of BCHC on the Adoption Date cannot become a Grandfathered Employee at any later date, regardless of any subsequent change in employment status.

#### **Employer Contribution for Grandfathered Employees**

BCHC's employer contribution toward Dependent Coverage for Grandfathered Employees is limited to the Board-Set Contribution. The Board-Set Contribution is the same fixed dollar amount for every Grandfathered Employee regardless of coverage tier, family size, age, or any other individual factor; is applied toward the dependent portion of the employee's premium (that is, the portion of the premium above the cost of Single Coverage); and is established and reviewed annually by the Board as part of the budget process.

### **Employee Responsibility for Excess**

Any Dependent Coverage premium in excess of the Board-Set Contribution is the responsibility of the Grandfathered Employee and shall be deducted from the employee's paycheck in equal amounts each pay period. If BCHC has adopted a Section 125 cafeteria plan, the employee's share may be deducted on a pre-tax basis, subject to the plan document requirements.

### **Non-Grandfathered Employees**

Non-Grandfathered Employees are not eligible for BCHC-sponsored Dependent Coverage. A Non-Grandfathered Employee may enroll dependents in BCHC's group plan only if permitted by BCHC's insurance carrier under applicable plan rules, and only at 100% employee cost through payroll deduction. If BCHC has adopted a Section 125 cafeteria plan, the employee's share may be deducted on a pre-tax basis, subject to the plan document requirements.

### **Termination of Grandfathered Status**

A Grandfathered Employee loses Grandfathered status upon separation from BCHC employment for any reason (voluntary or involuntary); voluntary or approved reduction from full-time status to part-time, temporary, or seasonal status; or any other event that terminates the employee's eligibility for BCHC-sponsored health insurance coverage. Once Grandfathered status is lost, it cannot be regained. A former Grandfathered Employee who separates from BCHC and is later rehired shall be treated as a Non-Grandfathered Employee upon rehire, regardless of the length of the break in service.

### **Non-Discrimination**

The distinction between Grandfathered Employees and Non-Grandfathered Employees is based solely on employment status as of the Adoption Date and reflects a budget-driven, forward-looking benefits restructuring. This distinction is not based on age, sex, race, national origin, religion, disability, family status, or any other characteristic protected by federal, state, or local law.

## **3.3 Cash-in-Lieu of Health Insurance**

BCHC recognizes that some full-time employees may have access to health insurance coverage through a spouse, domestic partner, parent, or other family member's group health plan. To provide flexibility and share cost savings, BCHC offers an optional cash-in-lieu payment to eligible employees who voluntarily waive BCHC-sponsored health insurance coverage.

### **3.3.1. Eligibility**

The cash-in-lieu benefit is available to all full-time employees who meet the following conditions: the employee is eligible for BCHC-sponsored health insurance coverage; the employee voluntarily elects to waive BCHC-sponsored health, vision, and dental insurance coverage; and the employee is covered under another group health plan not offered by BCHC, such as through a spouse, domestic partner, parent, or other family member's employer-sponsored plan.

### **3.3.2. Cash-in-Lieu Applies to Single Coverage Only**

The cash-in-lieu payment described in this section is provided in lieu of BCHC-sponsored Single Coverage only. The cash-in-lieu payment does not include any amount attributable to Dependent Coverage. Employees who waive BCHC-sponsored health insurance to receive the cash-in-lieu payment forfeit both Single Coverage and Dependent Coverage (if applicable) and are not entitled to any additional payment based on family size, dependent status, or the cost of Dependent Coverage the employee would otherwise have been eligible for.

### **3.3.3. Waiver Requirement**

To receive the cash-in-lieu payment, the employee must complete a Health Insurance Waiver Form during the annual open enrollment period or within thirty (30) days of a qualifying life event. The completed waiver form will be maintained in the employee's personnel file.

#### 3.3.4. Proof of Alternative Coverage

At the time of waiver, and annually thereafter during open enrollment, the employee must provide proof that they are enrolled in alternative group health coverage. Acceptable documentation includes: A certificate of creditable coverage from the other carrier; a copy of the insurance card showing the employee's name and effective date of coverage; or a letter from the other carrier or the policyholder's employer confirming the employee's enrollment. If BCHC has reason to believe that the employee's attestation or documentation is inaccurate, BCHC may require additional verification before making or continuing cash-in-lieu payments.

#### 3.3.5. Cash-in-Lieu Payment Amount

An eligible employee who waives BCHC-sponsored health insurance coverage shall receive a cash-in-lieu payment of five thousand two hundred dollars (\$5,200.00) per year, equivalent to approximately four hundred thirty-three dollars and thirty-three cents (\$433.33) per month. This amount is the same for all eligible employees regardless of coverage tier, age, or other individual factors.

#### 3.3.6. Payment Method

Cash-in-lieu payments will be distributed in equal installments of two hundred dollars (\$200.00) per biweekly pay period (26 pay periods per year) as additional taxable compensation. Payments are subject to all applicable federal, state, and local taxes and withholdings, including FICA. Cash-in-lieu payments are not considered wages for the purpose of calculating MERS retirement contributions, overtime, or other BCHC benefit computations unless otherwise required by law.

#### 3.3.7. Duration and Renewal

The waiver and cash-in-lieu payment remain in effect for the duration of the plan year. To continue receiving the cash-in-lieu payment in subsequent plan years, the employee must re-submit a Health Insurance Waiver Form during each annual open enrollment period and provide updated proof of alternative group health coverage annually. If the employee loses their alternative group health coverage during the plan year, the employee must notify the ED within thirty (30) days. Loss of alternative coverage constitutes a qualifying life event, and the employee may re-enroll in BCHC-sponsored health insurance at that time. Cash-in-lieu payments will cease effective the date of re-enrollment in BCHC health insurance.

#### 3.3.8. Re-Enrollment

An employee who has waived coverage may re-enroll in BCHC-sponsored health insurance only during the next annual open enrollment period or within thirty (30) days of a qualifying life event, such as loss of the alternative coverage, marriage, divorce, birth or adoption of a child, or death of the policyholder providing the alternative coverage. Upon re-enrollment, cash-in-lieu payments will cease.

#### 3.3.9. Termination of Cash-in-Lieu Payments

Cash-in-lieu payments will terminate upon the occurrence of any of the following: Separation of employment from BCHC, including resignation, termination, or retirement; loss of full-time employee status; re-enrollment in BCHC-sponsored health insurance; failure to provide annual proof of alternative group health coverage during open enrollment; loss of alternative group health coverage, unless the employee re-enrolls in BCHC coverage within thirty (30) days; or BCHC's decision to modify or terminate the cash-in-lieu benefit.

#### 3.3.10. Effect on Other Benefits

An employee's decision to waive BCHC-sponsored health insurance and receive cash-in-lieu payments does not affect the employee's eligibility for any other BCHC-provided benefits, including but not limited to life insurance, retirement plan participation, short-term disability, paid time off, or any other benefit described in this policy.

#### 3.3.11. Reservation of Rights

Consistent with the Employee Benefit Programs section of this policy, BCHC reserves the right, at any time, with or without advance notice to employees, to add, modify, or terminate, in whole or in part, the cash-in-lieu benefit described herein, including the annual payment amount. The cash-in-lieu benefit is not a guaranteed term or condition of employment and does not create an express or implied contract.

### **3.4 Life Insurance**

BCHC maintains life insurance coverage for full-time employees only, after the employee successfully completes the probationary period. If an employee were promoted from part-time to full-time, and they have completed the probationary period, this coverage will start immediately after becoming full-time. Dependent coverage is not available. All life insurance is terminated at date of separation, retirement, or termination of employment.

### **3.5 Retirement Plan**

Full-time employees of BCHC participate in the Michigan Employees Retirement System (MERS) as a condition of employment after the employee successfully completes 90 days of employment. If an employee were promoted from part-time to full-time, and they have completed 90 days of employment, this coverage will start immediately after becoming full-time. If applicable, Employee contributions to the MERS Plan shall be withheld from the Employee's pay in the amounts specified in BCHC's Defined Benefit Adoption Agreement. Full plan details are available upon request.

### **3.6 Short-Term Disability**

BCHC provides short-term disability insurance coverage to full-time employees who have completed 90 days of employment. If an employee were promoted from part-time to full-time, and they have completed 90 days of employment, this coverage will start immediately after becoming full-time. There is a 15 working day waiting period before benefits may be collected. Full plan details are available upon request.

### **3.7 Workers' Compensation**

BCHC shall provide workers' compensation insurance coverage for all employees as required by Michigan law. Workers' compensation provides benefits to employees who suffer work-related injuries or illnesses, including medical treatment, wage replacement, and rehabilitation services. Employees must report all employment-related injuries, illnesses, or near-miss incidents to the ED immediately, or as soon as practicable. A written incident report must be completed within 24 hours of the occurrence. Failure to promptly report an injury may result in a delay or loss of benefits and may subject the employee to disciplinary action.

#### 3.7.1. Return to Work

BCHC is committed to helping injured employees return to productive work as soon as medically appropriate. Employees receiving workers' compensation benefits must provide medical documentation from their treating physician regarding their ability to return to work, any restrictions, and the expected duration of those restrictions. BCHC may offer modified or light-duty assignments, when available, to accommodate an employee's medical restrictions during recovery. Acceptance of modified or light-duty work, when offered and within the employee's medical restrictions, is expected. Employees must keep the ED informed of their medical status and provide updated documentation as requested or as their condition changes.

### **3.8 Longevity Incentive**

Full-time and part-time employees shall be paid a longevity incentive based on time worked for BCHC. To be eligible for a longevity incentive payment, the employee must meet all of the following criteria:

- Reach a milestone anniversary listed in the schedule below;
- Be in good standing for the six months prior to their anniversary date (good standing means no disciplinary action in the personnel file during that period);
- Be actively employed by BCHC and in good standing on the date the longevity incentive payment is issued.

Payments will be made in a separate check following the pay period of the employee's anniversary. An employee who separates from BCHC, for any reason, including resignation, termination, or retirement, before the payment date forfeits the longevity incentive, regardless of whether the anniversary milestone and prior good standing criteria were otherwise met.

| Years of Service at Anniversary | Payment (Milestone Years Only) |
|---------------------------------|--------------------------------|
| Five (5)                        | \$500                          |
| Eight (8)                       | \$750                          |
| Ten (10)                        | \$1,000                        |
| Fifteen (15)                    | \$1,250                        |
| Twenty (20)                     | \$1,500                        |
| Twenty-Five (25)                | \$2,000                        |

### **3.9 Performance Incentive**

#### **3.9.1. Budget and Funding**

Each year during the budget process, the ED will propose a total amount to the Board to be included in the annual budget as a Performance Incentive pool for the following year. Once approved by the Board, the ED has the authority to distribute Performance Incentive payments from the pool without additional Board approval, provided the total does not exceed the budgeted amount.

#### **3.9.2. Eligibility**

All full-time and part-time employees supervised by the ED who have completed the probationary period are eligible for Performance Incentives. Eligibility does not guarantee receipt of a Performance Incentive. Temporary employees are not eligible.

#### **3.9.3. Goal Setting**

At the beginning of each calendar year (or at the start of employment for new hires), the ED will meet with each eligible employee to establish written performance goals for the year. Goals should be:

- Specific - clearly defined so the employee knows exactly what is expected.
- Measurable - tied to outcomes, completion, or standards that can be objectively assessed.
- Relevant - connected to the employee's job duties and BCHC's operational priorities.
- Time-bound - with a clear timeframe for completion or review.

Goals will be documented in writing and signed by both the employee and the ED. A copy will be maintained in the employee's personnel file. Goals may be adjusted mid-year by mutual agreement if job duties, priorities, or circumstances change.

#### **3.9.4. Evaluation**

At budget preparation time (or at such other time as the ED determines), the ED will evaluate each employee's performance against their written goals. The evaluation will consider:

- Progress toward and completion of established goals.
- Quality of work and attention to detail.
- Reliability, attendance, and professionalism.
- Teamwork and contribution to BCHC operations.
- Compliance with BCHC policies, HUD requirements, and applicable law.

Any other factors the ED deems relevant to the employee's overall performance. The ED will document the evaluation and discuss it with the employee.

### 3.9.5. Distribution

Based on the evaluation, the ED will determine whether each employee receives a Performance Incentive and, if so, the amount. The ED has sole discretion over the distribution of the Performance Incentive pool, subject to the following: The total amount distributed may not exceed the Board-approved budget amount.

- Distribution does not have to be equal among employees - it is based on individual performance.
- An employee who has received written disciplinary action during the evaluation period may receive a reduced incentive or no incentive, at the ED discretion.
- Performance Incentive payments will be made as a separate payment and are subject to all applicable taxes and withholdings.

### 3.9.6. Payment Contingent on Active Employment

To receive a performance incentive payment, the employee must be actively employed by BCHC and in good standing on the date the incentive payment is issued.

- Notification by the ED of an intended incentive amount does not create a right to payment.
- An employee who separates from BCHC, for any reason, including resignation, termination, or retirement, before the payment date forfeits any performance incentive not yet paid.

### 3.9.7. Not an Entitlement

Performance Incentives are discretionary and are not a guaranteed term or condition of employment. The existence of a Performance Incentive pool in the budget does not obligate BCHC to distribute any or all of the funds. BCHC reserves the right to modify, reduce, or eliminate the Performance Incentive program at any time, with or without notice. Performance Incentives do not constitute wages for purposes of calculating overtime, MERS retirement contributions, or other benefit computations unless otherwise required by law.

## **3.10 Payroll Advances/Employee Loans**

Employee loans/payroll advances are strictly prohibited under all circumstances.

## **3.11 Direct Deposit / Electronic Pay**

BCHC encourages all employees to enroll in direct deposit for the electronic payment of wages. Employees who wish to enroll in direct deposit must complete a Direct Deposit Authorization Form and provide the necessary banking information to the ED. Changes to direct deposit information must be submitted in writing at least one pay period in advance of the desired effective date. Employees who do not enroll in direct deposit will receive a physical paycheck.

## **3.12 Travel and Mileage Reimbursement**

Employees who are required to travel on BCHC business may be eligible for reimbursement of travel expenses, including mileage, lodging, meals, and other approved costs. BCHC reimburses mileage for approved business travel at the current IRS standard mileage rate at [www.irs.gov](http://www.irs.gov). All business travel must be approved in advance by the ED. Reimbursement requests not submitted with proper documentation within thirty (30) days of the travel, or not submitted before the employee's date of separation from employment, whichever is earlier, are forfeited. Detailed travel procedures, per-diem rates, and reimbursement requirements are outlined in BCHC's Travel Policy, which is maintained separately and provided to employees upon request.

## **3.13 Continuation of Benefits**

Because BCHC employs fewer than 20 employees, BCHC is not subject to the federal Consolidated Omnibus Budget Reconciliation Act (COBRA). However, employees who lose group health coverage due to a qualifying event (such as termination of employment, reduction in hours, or other qualifying life event) may have continuation rights under Michigan law or the terms of the health insurance plan. The ED will provide separating employees with information about their continuation of coverage options at the time of separation.

## PART IV: TIME OFF & LEAVE

### 4.1 Recognized Holidays

BCHC recognizes the following as holidays:

- |                              |                    |                          |
|------------------------------|--------------------|--------------------------|
| • New Year's Eve             | • Juneteenth       | • Thanksgiving Day       |
| • New Year's Day             | • Independence Day | • Day after Thanksgiving |
| • Martin Luther King Jr. Day | • Labor Day        | • Christmas Eve          |
| • Presidents' Day            | • Columbus Day     | • Christmas Day          |
| • Memorial Day               | • Veterans Day     |                          |

Full-time employees will receive 8 hours of pay for any BCHC recognized holiday. Part-time employees will receive 4 hours of pay for any BCHC recognized holiday. If such holidays fall on a Saturday or Sunday, the holiday will be recognized on the preceding Friday or following Monday at BCHC's discretion.

### 4.2 Anniversary Dates

Anniversary dates are generally the hire dates of the employee, no matter the status of full or part time. If the employee moves from part to full time, their anniversary date will change to the date of becoming full time to reflect when their time off is refreshed.

#### 4.2.1. Prior Part-Time Service and Benefit Milestones

When a part-time employee transitions to full-time, their anniversary date changes to the date they became full-time for purposes of PVT frontloading and other full-time benefit calculations. However, the employee's original hire date will be used for purposes of calculating years of service for the Longevity Incentive. Prior part-time service does not count toward PVT accrual tier progression - PVT tiers are based on years of full-time service as measured from the full-time anniversary date. MERS retirement service credit is calculated by MERS in accordance with BCHC's Defined Benefit Adoption Agreement and is not governed by this policy.

### 4.3 Paid Vacation Time (PVT)

All full-time employees will be allowed PVT with pay after they have successfully completed the probationary period with BCHC. If an employee is promoted from part-time to full-time, and they have completed the probationary period, this coverage will start immediately after becoming full-time. PVT may be used in 1-hour increments. PVT will not be scheduled and used unless first approved by BCHC. Part-time employees are not eligible for PVT. PVT is front-loaded at the anniversary date of the employee. PVT will be earned as follows:

| Years of Service | Annual PVT Allowance |
|------------------|----------------------|
| 1                | 80 hours             |
| 2                | 80 hours             |
| 3                | 80 hours             |
| 4                | 80 hours             |
| 5                | 80 hours             |
| 6                | 88 hours             |
| 7                | 96 hours             |
| 8                | 104 hours            |
| 9                | 112 hours            |
| 10               | 120 hours            |
| 11               | 128 hours            |
| 12               | 136 hours            |
| 13               | 144 hours            |
| 14               | 152 hours            |
| 15 Years and up  | 160 hours            |

#### 4.3.1 Rollover, Use, and Payout of PVT

##### **Annual Accrual and Maximum Balance**

Employees accrue paid vacation time (PVT) on their anniversary date. A maximum of 60 PVT hours may be carried over onto the next year; however, an employee shall have no more than 160 PVT hours total on their anniversary date (new or rollover). The Executive Director may grant an extension of the maximum hours, in writing, on a case-by-case basis due to workload.

##### **Required Annual Use**

All employees are required to use a minimum of 40 PVT hours each anniversary year, of which at least 24 hours must be taken as consecutive hours (three consecutive workdays, or the employee's equivalent). This requirement supports employee health, well-being, prevention of burnout, and serves as an internal control consistent with best practices recommended by BCHC's insurance carrier. The Executive Director may grant an exception to the consecutive-hours requirement in writing on a case-by-case basis where operational needs — including single-coverage staffing — make consecutive absence impractical.

##### **Encouraged Additional Use**

Beyond the required minimum, BCHC strongly encourages all employees to use additional PVT throughout the year to support health, well-being, and work-life balance. Employees are encouraged to work with the Executive Director to schedule PVT in a manner that balances personal needs with operational demands.

##### **Payout in Lieu of Forfeiture**

When an employee is unable to use accrued PVT above the 160-hour maximum due to documented operational necessity, and the Executive Director determines that carryover is not appropriate or possible, BCHC shall pay out up to 60 hours of otherwise-forfeited PVT at the employee's current rate of pay. Any payout above 60 hours requires prior Board approval. Payouts under this provision will be paid in the first full pay period following the employee's anniversary date. Payout under this provision does not apply to employees who have failed to meet the Required Annual Use minimum without an approved exception.

##### **Cross-Training and Coverage**

To support operational continuity and internal controls, BCHC will maintain reasonable cross-training among staff so that essential functions can be covered during PVT absences, illness, or unexpected leave. Duties of an absent employee should be assumed by another employee where practical, rather than held until the employee returns.

##### **Voluntary Resignation with Notice**

Employees who voluntarily resign, retire, provide at least two weeks' advance written notice, and if requested to remain actively working through the notice period, shall be paid for up to 80 hours of their earned, unused PVT at their current rate of pay.

##### **Voluntary Resignation without Notice**

Employees who voluntarily resign without providing the required two weeks' advance written notice, or who fail to complete their notice period, forfeit all accrued, unused PVT, and shall receive no payout.

##### **Involuntary Separation-Reduction in Force or Disability**

Employees involuntarily separated through a reduction in force or due to a qualifying disability shall be paid for up to 80 hours of their earned, unused PVT at their current rate of pay.

##### **Termination for Cause**

Employees terminated for cause, including but not limited to misconduct, gross negligence, dishonesty, insubordination, violation of BCHC policy, theft, or job abandonment, forfeit all accrued, unused PVT and shall receive no payout.

## **Timing of Separation Payouts**

Any PVT payout owed under the separation provisions of this section shall be paid on the first regular payday following the employee's separation date.

## **Executive Director Discretion**

Nothing in this section prohibits BCHC from paying out forfeited PVT at the sole discretion of the Executive Director. Any such discretionary payout is made on a case-by-case basis and does not establish a precedent, practice, or entitlement for any other employee.

## **4.4 Paid Sick Time (PST)**

### **4.4.1. Earning**

All full-time employees will be front-loaded with 120 hours of PST per year. All part-time employees will be front-loaded with 48 hours of PST per year. PST is frontloaded at the beginning of the calendar year. If a part-time employee's actual hours worked during the year result in an accrual that exceeds the frontloaded amount, BCHC will provide additional PST in accordance with accrual requirements set forth under Michigan law. This PST policy meets or exceeds the requirements of the Michigan Earned Sick Time Act (Public Act 2 of 2025). PST is available for immediate use upon being frontloaded.

### **4.4.2. New Hires**

An employee who is hired during the calendar year will be frontloaded with a prorated amount of PST based on the number of full months remaining in the calendar year at the time of hire. For example, a full-time employee hired on October 1 would receive 30 hours of PST ( $120 \text{ hours} \div 12 \text{ months} \times 3 \text{ remaining months}$ ). A part-time employee hired on October 1 would receive 12 hours of PST ( $48 \text{ hours} \div 12 \text{ months} \times 3 \text{ remaining months}$ ). PST is available for immediate use upon hire. The employee will then receive the full annual frontloaded amount at the beginning of the next calendar year. If an employee's actual hours worked result in an accrual that would exceed the prorated frontloaded amount, BCHC will provide additional PST to ensure compliance with the Michigan Earned Sick Time Act.

### **4.4.3. Rollover**

All unused earned PST shall roll over from year to year, but the following maximums are allowed to be used each year:

- Full-time: maximum of 180 hours of PST
- Part-time: maximum of 72 hours of PST

The ED may approve the use of more rollover hours each year, if necessary, on a case-by-case basis. The employee is not entitled to financial or other reimbursement of earned PST that was not used upon the employee's termination, resignation, retirement, or other separation from employment.

### **4.4.4. Allowed Uses of PST**

PST may be used in 15-minute increments. The use of PST will be permitted for the following:

- The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public

official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

- Any other purpose as may be defined in the Earned Sick Time Act, as amended.

BCHC shall not require an employee to search for or secure a replacement worker as a condition for using earned PST. For purposes of this section, "family member" shall have the same meaning as defined by the Michigan Earned Sick Time Act. Questions about who constitutes a "family member" should be brought to the ED and Michigan Law should be reviewed.

#### 4.4.5. Documentation

For PST of more than 3 consecutive days, BCHC may require the Employee to provide, in a timely manner, reasonable documentation that the time was used for the purposes stated in Section 4.4.4. In questions of reasonable documentation, Michigan law will be referenced based on the circumstances. If BCHC requires documentation, BCHC will reimburse the employee for any out-of-pocket cost incurred to obtain the required documentation.

#### 4.4.6. Notice and Posting Requirements

In accordance with Section 8 of the Michigan Earned Sick Time Act (MCL 408.968), BCHC will display the official ESTA poster in a conspicuous location accessible to all employees at the BCHC workplace. BCHC will also provide written notice of employees' rights under the ESTA to each employee at the time of hire, including the amount of earned sick time provided, how the benefit year is calculated, the terms under which PST may be used, the prohibition against retaliation, and the employee's right to file a complaint with the Michigan Dept. of Labor and Economic Opportunity. The notice will be provided in English and any other language required by law.

### **4.5 Family and Medical Leave Act (FMLA)**

As a public agency, the BCHC is a covered employer under the federal Family and Medical Leave Act (FMLA). However, because BCHC employs fewer than 50 individuals within a 75-mile radius, employees are not currently eligible for FMLA leave. Should BCHC's workforce meet the FMLA eligibility threshold in the future, employees will be notified and provided with information regarding their rights under the Act.

Employees may still request time off for serious health conditions, maternity, paternity, or family-related needs under BCHC's PST, PVT, Short-Term Disability, and Maternity/Parental Leave policies, as applicable. BCHC will continue to monitor staffing levels and will implement full FMLA procedures should employee eligibility thresholds be met in the future.

### **4.6 Medical & Personal Leave**

Although employees are not currently eligible for FMLA leave, BCHC recognizes that employees may experience medical or family circumstances that require an extended absence from work. The ED may, at their discretion, approve an unpaid leave of absence for qualifying reasons, including but not limited to: the employee's own serious medical condition, illness, injury, or surgery; pregnancy, childbirth, and recovery; bonding with a newborn, newly adopted, or newly placed foster child; care of an immediate family member with a serious health condition; or other compelling personal circumstances.

#### 4.6.1. Guidelines for Discretionary Leave

Leave requests should be submitted in writing to the ED as soon as possible. A doctor's note or medical documentation may be required for medical-related absences. Approved leave may be unpaid unless the employee elects to use accrued PST, PVT, or compensatory time. The length of leave will generally not exceed 6 weeks, unless extended by the ED. Employees must provide reasonable notice of their intent to return to work. BCHC will make reasonable efforts to return the employee to the same or an equivalent position upon return from approved leave, subject to operational needs.

### **4.7 Maternity, Paternity, and Parental Leave**

BCHC supports employees during the important time of childbirth, adoption, or foster care placement.

- **Eligibility:** Full-time and part-time employees who have completed the probationary period.
- **Leave Duration:** Up to 12 weeks of total leave. For full-time employees, the first 6 weeks of maternity, paternity, or parental leave are paid at 100% base pay. Part-time employees are eligible for up to 12 weeks of unpaid leave.
- **Use of Paid Time:** Employees may choose to apply accrued PST, PVT, compensatory time, or Short-Term Disability benefits (if applicable) during any unpaid portion of maternity, paternity, or parental leave.
- **Job Protection:** Employees returning from approved leave will be reinstated to their same or an equivalent position, consistent with applicable law.
- **Notice:** Employees are required to give at least 30 days' notice of their expected leave, or as much notice as practical.

#### **4.8 Nursing Mothers / PUMP Act**

In accordance with the federal PUMP for Nursing Mothers Act, BCHC will provide reasonable break time and a private space, other than a bathroom, which is shielded from view and free from intrusion, for an employee to express breast milk for up to one year after the birth of a child. Employees should coordinate break times with the ED.

#### **4.9 Pregnancy Accommodation**

In accordance with the Michigan Elliott-Larsen Civil Rights Act (ELCRA), BCHC will not discriminate against any employee or applicant on the basis of pregnancy, childbirth, or related medical conditions. BCHC will make reasonable efforts to accommodate employees affected by pregnancy, childbirth, or related conditions, which may include modified work schedules, temporary reassignment of duties, additional break time, seating accommodation, or temporary leave of absence. Employees requesting a pregnancy-related accommodation should notify the ED in writing.

#### **4.10 Bereavement Leave**

All Full-time and Part-time employees will be allowed three days of bereavement leave with pay for a death in the immediate family. Immediate family is to be defined as follows: spouse/partner, child, parent, sibling, grandparent, grandchild, or spouse/partner's parents, or "step" relation, or a member of the employee's household. One day bereavement leave shall be allowed for spouse's/partner's sibling, grandparents, aunt, or uncle. This leave shall be used at the time of the loss and compensation shall not be paid for any unused bereavement leave. In addition, the ED can extend "immediate family" based on the circumstances on a case-by-case basis.

#### **4.11 Jury and Witness Duty**

Any employee called to serve as a juror or as a witness in a court or tribunal of competent jurisdiction, pursuant to a binding summons or subpoena, shall be excused from work and paid for their regularly scheduled work hours missed. Should the employee receive compensation from the court for participation, said compensation will remain the employees.

#### **4.12 Military Duty**

BCHC complies with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and all applicable federal and state laws regarding military service. Employees who are members of the uniformed services are entitled to leave for military duty and will be reemployed upon return in accordance with USERRA. Employees should provide advance notice of military service when possible. BCHC will not discriminate or retaliate against any employee based on military service, application for military service, or obligation for military service. Employees with questions about military leave, health benefit continuation during service, or reemployment rights should contact the ED.

#### **4.13 Crime Victim Leave**

In accordance with Michigan law, BCHC will allow an employee who is a victim of a crime, or whose immediate family member is a victim of a crime, to take reasonable time off from work to attend court proceedings related to the crime. Employees must provide the ED with reasonable advance notice when possible and may be required to provide

documentation such as a copy of the subpoena, court notice, or police report. Crime victim leave is unpaid unless the employee elects to use accrued PST, PVT, or compensatory time. BCHC will not retaliate against any employee for requesting or using crime victim leave.

#### **4.14 Civil Air Patrol Leave**

In accordance with Michigan law, employees who are members of the Civil Air Patrol may be granted unpaid leave to respond to an authorized emergency mission. Employees must provide the ED with as much advance notice as practicable and provide documentation of the mission upon return. Civil Air Patrol leave is unpaid unless the employee elects to use accrued PVT. BCHC will not retaliate against any employee for requesting or using Civil Air Patrol leave.

#### **4.15 Inclement Weather**

From time to time, BCHC offices may be closed due to inclement weather. When this occurs, office-based employees may be required to work from home if they are able to do so. If remote work is not available or feasible for the employee's position, office-based employees will be paid for the hours they were scheduled to work. This decision will be made by the ED. Due to the essential nature of property operations, maintenance employees may be required to report to work or respond to emergencies during inclement weather, including when the office is closed. Maintenance employees who are required to work during an office closure will receive compensatory time at the rate of one and one-half (1.5) hours for each hour worked during the closure period, regardless of whether total hours for the week exceed forty (40).

This premium compensatory time is in recognition of the essential nature of their duties during inclement weather and the additional burden of reporting to work when other staff are not required to do so. It is separate from and in addition to FLSA compensatory time provisions described in Section 2.9, and it applies regardless of total weekly hours worked. If the area is in a declared state of emergency, the ED will determine staffing requirements and procedures necessary to maintain safe operations of the property. When BCHC offices remain open, all employees are expected to report to work as scheduled. If an employee is unable to report to work due to weather conditions, they must notify the ED as soon as possible. Time missed under these circumstances must be approved and will either be made up, charged to PVT, compensatory time, or unpaid and that decision is made by the employee.

#### **4.16 Voting Leave**

BCHC encourages all employees to exercise their right to vote. Employees who do not have sufficient time outside of working hours to vote in a federal, state, or local election may request reasonable time off to vote. Voting leave will be paid for up to two (2) hours. Time beyond two hours may be unpaid unless the employee elects to use accrued PVT. Employees should notify the ED at least one (1) day in advance of the election if they anticipate needing time off to vote. BCHC will not retaliate against any employee for requesting or using voting leave. Although Michigan law does not require paid voting leave, BCHC voluntarily provides this benefit.

## **PART V: WORKPLACE STANDARDS & CONDUCT**

### **5.1 Dress Code**

BCHC employees are expected to dress in a clean, neat, and professional manner appropriate for their assigned duties. Employees should use good judgment and dress more formally for board meetings, HUD visits, hearings, and other public-facing events.

The following are not permitted:

- Dirty, stained, ripped, torn, or excessively worn clothing (including jeans with large rips or holes);
- Clothing with offensive, profane, sexually suggestive, or discriminatory language or graphics;
- Revealing or see-through clothing, including tank tops, crop tops, low-cut tops, and clothing that exposes the midriff or undergarments;
- Shorts, mini-skirts, or skirts/dresses shorter than mid-thigh;
- Pajamas, loungewear, or beachwear;
- Open-toed shoes when entering resident units, maintenance areas, or performing inspections;
- Any clothing or footwear that creates a safety hazard for the employee's assigned duties.

#### **5.1.1. Maintenance Staff**

Maintenance staff must wear long pants and closed-toe shoes at all times, with safety-appropriate footwear when required by the task. The ED has final authority on what constitutes appropriate workplace attire. Employees reporting to work in inappropriate attire may be sent home to change and may be subject to disciplinary action for repeated violations.

#### **5.1.2. Inspections and Unit Entry**

Employees who perform or accompany inspections, move-in/move-out walkthroughs, housekeeping checks, or any other entry into resident units or BCHC mechanical, storage, or utility areas should dress in a manner that protects against workplace hazards, including pests, mold, dust, chemicals, and unsanitary conditions. Long pants, sleeved shirts, and closed-toe shoes are recommended for all such activities. Employees may keep a designated "inspection outfit" or change of clothes at the office to change into on inspection days. BCHC will provide personal protective equipment (PPE) such as gloves, shoe covers, masks, and hand sanitizer for use during inspections, and employees are expected to use them as appropriate.

### **5.2 Driver's License**

Employees who are authorized to drive a BCHC owned vehicle are required to possess a valid Michigan driver's license and must notify BCHC immediately should their driver's license be revoked, suspended, or in any way become invalid. A copy of the renewal driver's license must be given to the ED to be placed in Employee's personnel file.

### **5.3 Smoking**

This policy applies to all employees, interns, volunteers, contractors, and board members during all working hours and any time they are on BCHC property or conducting BCHC business.

#### **5.3.1. Definitions**

- Smoking - inhaling, exhaling, burning, or carrying any lighted or heated cigarette, cigar, pipe, hookah, or similar product, whether natural or synthetic.
- Vaping - use of any electronic smoking device or electronic nicotine delivery system (ENDS), including e-cigarettes, vape pens, vape mods, and nicotine inhalers, whether or not they contain nicotine.
- Tobacco product - any product made from tobacco or containing nicotine, including cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, snus, dip, and dissolvable products.
- Marijuana - cannabis in any form, including medical, recreational, edibles, oils, concentrates, and any smoked or vaped cannabis product.

### 5.3.2. Prohibited Conduct

Employees may not smoke, vape, chew, or otherwise use any tobacco, ENDS, or marijuana product:

- Inside any BCHC building, vehicle, or resident unit;
- Within twenty-five (25) feet of any BCHC building, entrance, exit, window, or ventilation intake;
- In personal vehicles on BCHC property unless parked in compliance with the 25-foot rule with windows closed;
- While conducting BCHC business off-site, including inspections, meetings, trainings, and vendor visits;
- In the presence of residents, applicants, or the public while acting in an official BCHC capacity.

### 5.3.3. Break Use

Tobacco use is permitted only during scheduled unpaid meal or break periods, in a location that complies with the 25-foot rule. Employees must properly dispose of all debris and take reasonable steps to prevent smoke or vapor odor from carrying into BCHC offices, units, or vehicles. No additional or extended breaks are provided for tobacco use.

### 5.3.4. Marijuana

Consistent with BCHC's Drug and Alcohol-Free Workplace policy, the use, possession, or being under the influence of marijuana in any form - including authorized medical marijuana - is prohibited on BCHC property, in BCHC vehicles, and during all work hours.

### 5.3.5. Open Flames

Consistent with the ACOP, open flames (candles, incense, fire pits, etc.) are prohibited inside all BCHC buildings and within 25 feet of BCHC structures.

### 5.3.6. Enforcement

Violation of this policy may result in progressive discipline up to and including termination. BCHC reserves the right to skip progressive steps for serious violations, including smoking or vaping inside a BCHC building, resident unit, or vehicle.

### 5.3.7. Cessation Support

Employees are encouraged to use the Michigan Tobacco Quitline (1-800-QUIT-NOW), Priority Health wellness benefits, or Health Department of Northwest Michigan resources for cessation assistance.

### 5.3.8. Reasonable Accommodation

Nicotine addiction is not a disability under the ADA; however, BCHC will consider accommodation requests under Section 2.13 for qualifying disabilities affected by this policy.

## **5.4 Inspection**

BCHC wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, BCHC prohibits the control, possession, transfer, sale, or use of such materials on its premises. BCHC requires the cooperation of all employees in administering this policy. Desks and other storage devices that may be provided for the convenience of employees remain the sole property of the Housing Commission. Accordingly, they can be inspected by the Housing Commission or its designee at any time, either with or without prior notice.

## **5.5 Use of Electronic Media, Social Media, and BCHC Equipment**

Unless otherwise specifically authorized by the ED, no employee shall use any BCHC software, hardware, electronic media, or network of any of BCHC's tangible or intangible equipment for any use other than work-related uses. Employees shall not use BCHC computers, printers, copy machines, fax machines, telephones, or other equipment for personal use unless approved by the ED. Personal electronic devices using BCHC internet connection must not access inappropriate websites. Personal electronic use during work hours must be kept to a minimum.

#### 5.5.1. Social Media

Employees are expected to exercise good judgment and professionalism when using social media, whether on personal or BCHC accounts. Employees may not post content on any social media platform that discloses confidential BCHC information, resident information, or any information protected by law. Employees may not represent personal opinions as those of BCHC. Employees who identify themselves as BCHC employees on social media should make clear that their views are their own and do not represent the official position of BCHC. While employees maintain their First Amendment rights to speak on matters of public concern, they must refrain from posting or making inappropriate public comments that damage their integrity or disrupt the mission of the BCHC. Violations of this policy may result in disciplinary action up to and including termination.

#### 5.5.2. Personal Devices

Employees who use personal devices (cell phones, tablets, laptops) for work-related purposes should be aware that BCHC data stored on personal devices is subject to the same confidentiality and security requirements as data stored on BCHC equipment. Employees must immediately notify the ED if a personal device containing BCHC data is lost, stolen, or compromised.

### **5.6 Confidentiality & Data Protection**

During an Employee's employment with BCHC, an employee may be exposed to confidential information concerning BCHC and its business operations, including, but not limited to grants, employees, residents, applicants, or other program participants' information. Therefore, during or after employment with BCHC, employees are prohibited from, directly or indirectly, disclosing, furnishing, or making accessible to any person, firm, corporation, or other entity, any confidential information obtained while employed by BCHC without express approval of BCHC. Employees are also responsible for the internal security of such information and shall take prudent steps to protect information on their desks or elsewhere in the office. Employees who have access to or use BCHC's computer system are responsible for safeguarding and properly using the information entered into, stored, and produced by the system and are responsible for taking the necessary precautions to prevent anyone else from gaining access to a computer system by means of their unique password or other system access identification means and for notifying the ED of any unauthorized use of a password.

#### 5.6.1. Data Security

Employees must use strong, unique passwords for all BCHC systems and must not share passwords with any other person. Employees must lock their workstations when stepping away from their desks. Employees must not download unauthorized software or applications onto BCHC equipment. Any suspected data breach, unauthorized access, or security incident must be reported to the ED immediately. BCHC will comply with all applicable federal, state, and local data breach notification requirements.

### **5.7 Harassment**

Under no circumstances will BCHC condone or tolerate harassment or discrimination based on race, color, creed, religion, national origin, sex, gender identity, sexual orientation, disability or handicap, age, height, weight, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable federal, state, or local law. Harassment is any unwelcome or unsolicited verbal or physical conduct that unreasonably interferes with an employee's job performance or creates a hostile, offensive, or abusive working environment. Examples of harassment include, but are not limited to, disparaging remarks, unwelcome or unsolicited touching, threats of physical harm, and the use of degrading words, nicknames, pictures, stories, or jokes.

Sexual harassment is one form of harassment. Sexual harassment includes the following: sexual relations, sexual contact, or the threat of sexual relations or sexual contact, which is not freely and mutually agreeable to both parties; continual or repeated verbal abuse of sexual nature, including but not limited to sexually suggestive objects or pictures, sexually degrading words used to describe the employee, or propositions of a sexual nature; or the threat or insinuation that lack of sexual submission will adversely affect the employee's wages, advancement, assigned duties, or other conditions that affect employment.

An employee who believes that they are the victim of any form of harassment should immediately report any violation of this policy to BCHC through any of the following channels: directly to the ED; to the Board President, if the complaint involves the ED or the employee is uncomfortable reporting to the ED; or to any member of the Board.

It is BCHC's policy to conduct a prompt investigation of any harassment claims and to take immediate remedial action, such as the assessment of discipline, up to and including discharge, of any employee, supervisor, or other representative of BCHC, who, after an investigation, is found to have engaged in this type of offensive practice or conduct. All complaints will be thoroughly investigated, and all employees, supervisors, and other representatives of BCHC are expected to cooperate fully with any investigation. BCHC will not retaliate against any employee for making a good-faith complaint of harassment or for participating in an investigation.

## **5.8 Anti-Retaliation**

BCHC will not retaliate against any employee for requesting or using approved medical or personal leave, requesting or using earned sick time (PST) under the Michigan Earned Sick Time Act, requesting accommodation related to pregnancy, exercising crime victim or Civil Air Patrol leave rights, making a good-faith complaint of harassment or discrimination, participating in an investigation, filing a workers' compensation claim, or exercising any other rights under applicable law. Any employee who believes they have been subjected to retaliation should report it immediately to the ED or the Board President.

## **5.9 Workplace Relationships & Professional Boundaries**

### **5.9.1. Definitions**

**Intimate Relationship:** For purposes of this policy, "intimate relationship" means any romantic, dating, or sexual relationship between employees, regardless of how the parties characterize the relationship. This includes, but is not limited to, relationships described as dating, seeing each other, friends with benefits, casual, or any other arrangement that goes beyond a normal professional or platonic friendship. The specific label the parties assign to the relationship is irrelevant; what matters is the nature of the conduct and its potential impact on the workplace.

**Family Relationships:** For purposes of this policy, family relationships are categorized as follows:

- Tier 1 - Immediate Family (Automatic Recusal Required): Spouse, domestic partner, parent, stepparent, child, stepchild, sibling, stepsibling, grandparent, grandchild, parent-in-law, child-in-law, sibling-in-law, and any person residing in the employee's household.
- Tier 2 - Extended Family and Close Personal Relationships (Disclosure Required, Recusal Determined Case-by-Case): Aunt, uncle, cousin, niece, nephew, former spouse, or any other individual related to the employee by blood or affinity whose close association with the employee could create an actual or perceived conflict of interest.

In all cases, BCHC will err on the side of disclosure. When in doubt, disclose. Failure to disclose a relationship of any kind that results in an actual or perceived conflict of interest may result in disciplinary action.

### **5.9.2. Professional Conduct at Work**

BCHC respects the personal lives of its employees and does not seek to unreasonably interfere with employees' off-duty conduct. However, BCHC has a legitimate interest in maintaining a professional, productive, and harmonious work environment. This policy does not prohibit employees from developing friendships or socializing outside of work. It does establish expectations regarding how personal relationships are conducted during working hours, on BCHC property, and in any situation that may affect BCHC operations. Regardless of any personal relationship, all employees are expected to maintain professional conduct during work hours and while on BCHC property. This includes, but is not limited to:

- No public displays of affection on BCHC property or at BCHC-related functions.
- No excessive personal conversations, texting, or social media exchanges during work hours that interfere with productivity.
- No allowing personal relationships to create cliques, exclusion, gossip, or a hostile environment for other employees.
- No using BCHC resources (phones, email, equipment) for personal relationship matters. Employees involved in an intimate or family relationship with another BCHC employee must not allow the relationship to

influence or appear to influence any work-related decisions, including but not limited to scheduling, assignments, evaluations, discipline, pay, or access to opportunities. Other employees should not be disadvantaged because of a personal relationship between co-workers.

#### 5.9.3. Intimate Relationships Between Employees

##### **Supervisor-Subordinate Relationships (Prohibited)**

Intimate relationships between a supervisor and any employee they directly or indirectly supervise are strictly prohibited. Due to the inherent power imbalance, such relationships create serious concerns regarding favoritism, coercion (whether real or perceived), and the ability of the supervisor to make fair and objective employment decisions. Given BCHC's small size, the ED directly or indirectly supervises all BCHC employees. Therefore, the ED may not engage in an intimate relationship with any BCHC employee. If such a relationship exists or develops, it must be disclosed immediately to the Board President, and BCHC will take appropriate action, which may include reassignment of supervisory duties, restructuring of reporting relationships, or other measures as determined by the Board.

##### **Co-Worker Relationships (Disclosure Required)**

Employees who enter into an intimate relationship with another BCHC employee must disclose the relationship to the ED in writing by the commencement of the employee's next scheduled workday, or immediately upon the relationship creating or potentially creating a conflict of interest, workplace disruption, or supervisory concern - whichever comes first. If the relationship involves the ED, disclosure must be made to the Board President within the same timeframe. The purpose of disclosure is not to punish employees or intrude on their personal lives. It is to allow BCHC to identify and address any potential conflicts of interest, supervisory concerns, or workplace disruptions before they become problems. Disclosures will be made and handled with as much discretion as possible. Failure to disclose an intimate relationship that results in a conflict of interest, favoritism, or workplace disruption may result in disciplinary action for both parties.

#### 5.9.4. When Relationships End

If an intimate relationship between employees ends, both parties are expected to continue to maintain a professional and respectful working environment. Breakups, disagreements, or personal conflicts arising from a former relationship must not be brought into the workplace or allowed to disrupt operations, create a hostile work environment, or affect other employees. If post-relationship conduct becomes disruptive, it will be addressed under the Conduct, Coaching for Improvement, and/or Disciplinary Action sections of this policy, as appropriate.

#### 5.9.5. Relationships with Residents, Applicants, Vendors, and Contractors: **Intimate Relationships**

BCHC will not deny housing to any applicant based solely on the applicant's personal relationship with a BCHC employee. However, employees must immediately disclose any intimate relationship with a current or prospective BCHC resident, Housing Choice Voucher participant, applicant, waiting list member, vendor, or contractor to the ED. If the relationship involves the ED, disclosure must be made to the Board President.

Due to the inherent power imbalance between PHA staff and the individuals they serve, intimate relationships between employees and current residents create unavoidable conflicts of interest and potential Fair Housing Act violations, regardless of whether the relationship is characterized as consensual. Employees are strictly prohibited from using their position at BCHC to initiate, pursue, or advance an intimate relationship with any person over whom they exercise authority or influence in their official capacity. Such conduct may constitute sexual harassment under the Fair Housing Act and will result in disciplinary action up to and including termination and referral to HUD.

Where an intimate relationship exists between an employee and a person who becomes a resident or applicant, BCHC will implement recusal and firewall procedures as described in Section 5.9.10. Due to BCHC's small staff size, a complete and effective firewall may not be feasible in all cases. Where BCHC determines that an adequate firewall cannot be maintained, the employee may be required to accept reassignment of duties, accept a change in responsibilities, or separate from BCHC employment, at BCHC's discretion.

#### 5.9.6. Family Members as Residents or Applicants

BCHC will not deny housing to any applicant based solely on the applicant's family relationship with a BCHC employee. All applicants, including family members of employees, will be processed in accordance with the same eligibility criteria, policies, and procedures that apply to all other applicants. However, the employment of a family member at BCHC creates a conflict of interest under 24 CFR § 982.161 (Housing Choice Voucher Program) and Section 19 of the Annual Contributions Contract (Public Housing) that must be disclosed and managed.

#### 5.9.7. Employee Disclosure Obligations

##### **For Intimate Relationships with Residents/Applicants**

Employees must disclose the relationship to the ED immediately. If the relationship involves the ED, disclosure must be made to the Board President.

##### **For Family Members Who Are Residents/Applicants**

Any employee who has a Tier 1 or Tier 2 family member who applies for, resides in, or participates in any BCHC-administered housing program must disclose the relationship to the ED in writing immediately upon becoming aware of the application or tenancy. If the family relationship involves the ED, disclosure must be made to the Board President in writing.

#### 5.9.8. When the ED Has a Family Member in BCHC Housing

The ED must disclose the relationship to the Board President in writing immediately. The ED will be fully recused from all actions, decisions, and access related to that family member's application, tenancy, and ongoing housing matters. The Board President will designate an appropriate party to handle all matters related to that family member's tenancy. This may include another BCHC employee under direct Board oversight, the Board President, or an independent third party designated by the Board. The ED may not direct, instruct, influence, or override any decision made by the designated party regarding the family member's housing. The Board will ensure that all decisions regarding the family member's tenancy are reviewed for compliance and fairness.

#### 5.9.9. No Preferential or Adverse Treatment

Family members and intimate partners of employees will receive no preferential treatment in any aspect of their application, tenancy, or participation in BCHC programs. They will not be moved ahead on waiting lists, given priority for unit assignments, receive favorable rent calculations, or receive any other benefit not available to all residents. Likewise, family members and intimate partners of employees will not be subjected to harsher treatment or scrutiny than any other resident.

#### 5.9.10. Recusal and Firewall Procedures

Upon disclosure of any intimate or family relationship with a resident, applicant, or program participant, the involved employee will be recused from any duties, decisions, or access related to that individual's housing, as follows: Employees with programmatic or administrative responsibilities (including the ED and any employee involved in application processing, eligibility determinations, waiting list management, unit assignments, rent calculations, recertifications, lease enforcement, termination proceedings, reasonable accommodations, or file management) will be fully recused from all such actions related to the disclosed individual.

A different employee, the ED, or a Board designee will handle all programmatic and administrative matters for that resident. The recused employee will not access, review, or discuss the individual's file or housing matters. Employees with maintenance or physical plant responsibilities (including maintenance technicians and any employee whose duties involve unit access, work orders, inspections, or property upkeep) will be recused from performing or prioritizing maintenance, repairs, inspections (including annual, move-in, move-out, and housekeeping inspections), and unit access for the disclosed individual's unit. Work orders and inspections for that unit will be assigned to a different employee or contracted out. The recused employee may not use their position to expedite, delay, or otherwise influence maintenance activities for the disclosed individual.

All employees, regardless of role, are prohibited from:

- Accessing or discussing the disclosed individual's housing file, rent, income, or tenancy information.

- Advocating for or against the individual in any housing-related decision.
- Using their BCHC position to benefit or disadvantage the individual in any way.

The recusal and firewall arrangement will be documented in writing and maintained on file. Where BCHC's staff size makes a complete firewall impractical, BCHC will implement the strongest safeguards feasible and, where required, disclose the conflict and request a waiver from HUD.

#### 5.9.11. HUD Disclosure and Waiver

All employee conflicts of interest involving family members or intimate partners who are residents or applicants will be disclosed to HUD in accordance with 24 CFR § 982.161(b) and Section 19 of the Annual Contributions Contract. Due to BCHC's small staff size, a complete firewall may not be feasible in all cases. Where BCHC determines that an adequate firewall cannot be maintained, BCHC will request a waiver from the HUD field office in accordance with 24 CFR § 982.161(c), documenting the safeguards in place to mitigate the conflict.

#### 5.9.12. No Retaliation

BCHC will not retaliate against any employee for making a good-faith disclosure under this policy or for reporting a concern about a workplace relationship that may be creating a conflict of interest or disruption.

#### 5.9.13. Consequences

Violations of this policy will be addressed through the Coaching for Improvement and Disciplinary Action procedures outlined in this policy and may result in reassignment of duties, restructuring of reporting relationships, or other corrective action up to and including termination of employment. Violations involving residents or applicants may also be reported to HUD. Failure to disclose a relationship as required by this policy may itself constitute a violation, regardless of whether the undisclosed relationship has caused any actual harm or disruption.

### **5.10 Gifts, Gratuities, and Vendor Acceptance**

Employees cannot accept gifts from residents, or applicants without prior ED approval. In addition, employees shall not accept gifts, gratuities, favors, or anything of monetary value from vendors, contractors, suppliers, or other parties doing business or seeking to do business with BCHC, except for unsolicited items of nominal value (generally \$25 or less), such as promotional items, refreshments at a business meeting, or holiday treats. Any gift exceeding nominal value must be reported to the ED and may need to be returned or donated.

Employees shall not solicit gifts, favors, or anything of value from any person or entity doing business with BCHC. Violations of this policy may result in disciplinary action. This policy is consistent with HUD ethics guidance and 24 CFR Part 200.

### **5.11 Workplace Safety / MIOSHA Compliance**

BCHC is committed to providing a safe and healthy work environment for all employees. BCHC will comply with the Michigan Occupational Safety and Health Act (MIOSHA) and all applicable workplace safety regulations. All employees are expected to follow safety rules and practices, use required personal protective equipment, and report any unsafe conditions, equipment, or practices to the ED immediately. Employees have the right to report workplace safety concerns without fear of retaliation. Employees must report all workplace injuries, illnesses, and near-miss incidents in accordance with the Workers' Compensation section of this policy. BCHC will investigate reported safety concerns promptly and take corrective action as appropriate. BCHC will provide necessary safety training to employees as required by law and as appropriate for their job duties.

### **5.12 Workplace Violence Prevention**

BCHC is committed to maintaining a workplace that is free from violence, threats of violence, intimidation, and other disruptive behavior. BCHC has zero tolerance for any conduct that threatens the safety or security of employees, residents, visitors, or vendors. Workplace violence includes but is not limited to: physical assault or threat of assault; verbal or written threats of harm; intimidation, bullying, or stalking; possession of weapons on BCHC property (except as already addressed in the Conduct section of this policy); and any other conduct that creates a reasonable fear for personal safety. Any employee who witnesses, receives, or becomes aware of a threat of violence or violent

behavior must report it immediately to the ED or, if the threat involves the ED, to the Board President. In the event of an immediate threat to safety, employees should call 911 first and then notify the ED as soon as it is safe to do so. BCHC will investigate all reports of workplace violence promptly and take appropriate corrective action, up to and including termination of employment and/or referral to law enforcement. BCHC will not retaliate against any employee for making a good-faith report of workplace violence or threats.

### **5.13 Whistleblower Protection**

In accordance with the Michigan Whistleblowers' Protection Act (PA 469 of 1980), BCHC will not discharge, threaten, or otherwise discriminate against an employee who reports or is about to report a violation or suspected violation of federal, state, or local law, rule, or regulation to a public body. Employees are encouraged to report suspected fraud, waste, abuse, mismanagement, or violations of law, including violations of HUD regulations, through any of the following channels: Directly to the ED; To the Board President, if the report involves the ED; To any member of the Board; To the HUD Office of Inspector General (OIG) hotline; or To any other appropriate public body or law enforcement agency. Reports may be made verbally or in writing. BCHC will investigate all reports promptly and take appropriate corrective action. All reports will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation. Any employee who believes they have been retaliated against for making a good-faith report should immediately notify the Board President. Retaliation against a whistleblower is a violation of this policy and Michigan law and will result in disciplinary action up to and including termination.

### **5.14 Media Relations / Public Communication**

The ED is the designated spokesperson for BCHC. All media inquiries, requests for interviews, and requests for public comment shall be directed to the ED. No employee shall make official statements, issue press releases, or represent BCHC's position to any media outlet without prior authorization from the ED. If an employee is contacted by a member of the media, the employee should politely decline to comment and refer the inquiry to the ED. This policy does not restrict an employee's right to speak on their own behalf as a private citizen, provided they do not represent their personal views as those of BCHC.

## **PART VI: SEPARATION & DISCIPLINE**

### **6.1 Termination of Employment**

BCHC may terminate an employee at any time for any reason with or without cause and with or without notice. Likewise, an employee may resign from their employment at any time for any reason. However, in the event an employee wishes to resign, BCHC requests that at least two weeks' written notice of same be provided to facilitate the recruitment and orientation of a new employee.

#### **6.1.1. Exit Procedures**

Upon separation from employment, whether voluntary or involuntarily, the departing employee must return all BCHC property, including but not limited to keys, access cards, identification badges, electronic devices, tools, uniforms, and any documents or files (physical or electronic) belonging to BCHC. An exit interview may be conducted at the discretion of the ED or the Board.

#### **6.1.2. Final Pay**

In accordance with Michigan law, BCHC will issue the employee's final paycheck, including any earned but unused PVT (if eligible per the PVT section of this policy), as soon as practicable but no later than the next regularly scheduled payday. All outstanding payroll deductions, including any amounts owed to BCHC, will be deducted from the final paycheck to the extent permitted by law.

### **6.2 Coaching for Improvement**

BCHC considers the process of coaching as a positive method to improve standards. Coaching is designed to pass on performance enhancement. Coaching is the preferred method when a standard is not met either through limited experience with the task, unclear expectations of the standards or through any misassumptions about the way to complete the task. Coaching is not intended to be punitive in nature. The first step in coaching is to observe misaligned behavior and try to correct it verbally. Explaining why the standard is important is a necessary component of the verbal coaching process. If addressing the issue verbally does not rectify the situation, coaching may require written documentation of the observed behavior. Documentation is placed in the employee's personnel file. The ED applies progressively more stringent corrective action if an employee is involved in repeated instances of unsatisfactory performance, up to and including disciplinary action and/or separation of employment.

### **6.3 Disciplinary Action**

Disciplinary action may become necessary when an employee knows the correct behavior or standard and willfully chooses to do something else that negatively impacts BCHC, the property or the team. Disciplinary action is also appropriate when an employee's behavior is in violation of BCHC policy, including the Rules of Conduct, whether intentional or otherwise. It is also appropriate after repeated (more than one) attempts to coach the individual to change their behavior. The ED will talk to the employee about any perceived inappropriate performance behavior immediately and document the conversation by a formal memo to the employee's official personnel file. However, if performance or behavior does not improve, a Disciplinary Action Form may be given to make clear to the employee that there is a problem, and to provide an opportunity to positively change behavior. A written Disciplinary Action is used for behavior or violations that the ED considers serious, or where a verbal warning has not helped change unacceptable behavior. An employee should recognize the serious nature of the written Disciplinary Action. Disciplinary action will be kept confidential, to the extent permitted by law.

### **6.4 Relationship with At-Will Employment**

BCHC may use any form of coaching or discipline it deems appropriate under the circumstances, including verbal warnings, written warnings, suspension, or immediate separation, at its sole discretion and in any order. BCHC is not required to follow progressive discipline. This policy does not limit or alter the at-will employment relationship.

### **6.5 Conduct**

All BCHC employees are expected to adhere to the following rules of Conduct. Conduct that interferes with BCHC operations, discredits BCHC, or is offensive to residents, vendors, or co-workers will not be tolerated. The following

are examples of unacceptable conduct, which can subject an employee to Coaching for Improvement, or discipline, including discharge, and are not intended to be an exhaustive list.

**6.5.1. Conduct that may result in coaching, disciplinary action, suspension, or separation:**

- Spreading false, misleading, or harmful information about co-workers, residents, or BCHC operations, or other conduct that creates a hostile or disruptive work environment.
- Leaving work without authorization, Sleeping while on duty, or neglecting duties.
- Tardiness, unauthorized absence, or failure to call in within the first 30 minutes of a shift.
- Insubordination, including refusal to follow directions.
- Abusive, profane, or vulgar language directed at any person in the workplace.
- Unauthorized use of BCHC equipment, keys, vehicles, or property.
- Carelessness or repeated mistakes that affect work quality.
- Failure to report observed policy violations by another employee.
- Serious or repeat violation of the Harassment or Anti-Retaliation policies.
- Falsification of any BCHC record, application, or timesheet.
- Lying to the ED or Board regarding work-related matters.
- Theft of goods or services.
- Intimidating, threatening, fighting, or assaulting any person in the workplace.
- Intentional destruction or damage to BCHC property.
- Unauthorized release or intentional misuse of confidential information.
- Violation of criminal law on BCHC property or while using BCHC property or vehicles.
- Refusal to cooperate with a drug or alcohol screening.
- No-call/no-show for two consecutive scheduled workdays.
- Unauthorized possession of a weapon on BCHC property or in a BCHC vehicle.
- Retaliation against any person for filing a complaint or using the Open Door Policy.

These lists are not intended to be an all-inclusive list of actions that might be considered serious misconduct. Other types of misconduct that are inappropriate in the workplace could also be cause for BCHC to determine that discipline, including discharge, is the best course of action.

**6.5.2. Conviction of a Crime**

Due to the nature of BCHC's operations as a public housing authority - including staff access to residents' homes, personal and financial information, federal funds, and authority over housing assistance for vulnerable populations, BCHC holds all employees to a high standard of integrity and trustworthiness, consistent with HUD expectations for PHA staff.

**Convictions Presumed to Result in Separation**

The following criminal convictions, whether occurring on or off duty, during or outside of work hours, are presumed to be incompatible with continued employment at BCHC and will ordinarily result in separation from employment:

- Any felony conviction that is directly related to the employee's position, access to residents, homes, sensitive information, federal funds, or BCHC property.
- Any conviction involving theft, fraud, embezzlement, forgery, or other crimes of dishonesty.
- Any conviction involving assault, battery, domestic violence, stalking, intimidation, or other crimes of violence, sexual offenses, including but not limited to criminal sexual conduct of any degree.
- Any conviction involving the manufacture, distribution, or possession of controlled substances.
- Any conviction involving abuse, neglect, or exploitation of a minor, elderly person, or vulnerable adult.
- Any conviction involving misuse of public funds, government fraud, or violations of public trust.
- Any conviction that, in BCHC's judgment, directly undermines the employee's ability to perform their job duties or maintain the trust required to work with residents, applicants, federal programs, or BCHC property.

**Review Process**

Before making a final determination, the ED (or the Board, if the conviction involves the ED) will review the circumstances, which may include:

- The nature, severity, and circumstances of the offense.
- The employee's explanation of the events.
- The relevance of the offense to the employee's position and access to residents, homes, and sensitive information.
- The employee's length of service, work record, and prior disciplinary history.
- Whether the conviction poses a continuing risk to BCHC residents, property, operations, or federal program compliance.
- Any other information the ED or Board deems relevant.

The employee may be placed on administrative leave (paid or unpaid, at BCHC's discretion) during the review period. The review will be completed as promptly as circumstances allow. Based on the review, BCHC may take any action it deems appropriate, up to and including immediate separation. The presumption of separation for the convictions listed above is strong, and retention will be the exception, not the rule. BCHC is not required to retain any employee whose conviction undermines the trust, safety, or integrity required for PHA operations.

### **Other Criminal Convictions**

For any criminal conviction not listed above (such as traffic offenses, minor ordinance violations, or other misdemeanors not involving dishonesty, violence, drugs, or sexual conduct), BCHC will conduct a review considering the nature and gravity of the offense, the relevance of the offense to the employee's position and access to residents and sensitive information, and the employee's overall work record. Based on this review, BCHC may take any action it deems appropriate, up to and including separation, at its sole discretion.

### **Reporting Requirement**

All employees must notify the ED in writing within five (5) calendar days of any criminal charge, arrest, or conviction occurring during employment, regardless of whether the offense occurred on or off duty. Failure to report may result in immediate separation. Reporting an arrest or charge does not automatically result in disciplinary action or separation. BCHC will not take adverse employment action based solely on an arrest that does not result in a conviction, unless the underlying conduct is independently verified and directly relevant to the employee's position and job duties, consistent with EEOC guidance.

### **At-Will Employment**

Nothing in this section limits BCHC's right to terminate employment at any time, for any reason, with or without cause, consistent with the at-will nature of the employment relationship.

## **PART VII: EMPLOYEE RELATIONS & RECORDS**

### **7.1 Grievance Procedure**

BCHC is committed to treating all employees fairly and resolving workplace concerns promptly and at the lowest level possible. This grievance procedure provides employees with a clear, consistent process for raising concerns about the application or interpretation of BCHC policies, workplace conditions, or treatment by supervisors or co-workers. BCHC will not retaliate against any employee for filing a good-faith grievance under this procedure.

#### 7.1.1. What May Be Grieved

An employee may file a grievance regarding:

- The application or interpretation of any policy contained in this Personnel Policy.
- Workplace conditions that affect the employee's ability to perform their job duties.
- Treatment by a supervisor or co-worker that the employee believes is unfair, inconsistent, or in violation of BCHC policy.
- Disciplinary actions the employee believes were unjust or disproportionate.

#### 7.1.2. What May Not Be Grieved

The following matters are not subject to this grievance procedure:

- Matters related to job classification, pay rates, or benefit plan design (as opposed to the application of those benefits).
- Performance evaluation ratings, unless the employee alleges the evaluation was conducted in violation of BCHC policy or was discriminatory.
- General dissatisfaction with BCHC policies themselves (employees may suggest policy changes through the Open Door Policy but may not grieve the existence of a policy).
- Complaints of harassment, discrimination, or retaliation, which should be reported under the Harassment, Anti-Retaliation, or Whistleblower Protection sections of this policy, as applicable. However, if an employee is unsure where a complaint belongs, they should file it - BCHC will route it to the appropriate process.

#### 7.1.3. Step 1 - Informal Resolution (Encouraged)

Employees are encouraged to first attempt to resolve concerns informally by speaking directly with the ED (or the Board President, if the concern involves the ED). Many workplace issues can be resolved through a candid conversation without the need for a formal process. Informal discussions are not documented in the employee's personnel file or grievance file system.

#### 7.1.4. Step 2 - Formal Written Grievance to the ED

If the matter is not resolved informally, or if the employee prefers to skip the informal step, the employee may file a formal written grievance with the ED. The written grievance must include:

- The employee's name and position.
- The date(s) of the event(s) giving rise to the grievance.
- A description of the concern, including the specific policy, action, or condition at issue.
- The names of any individual involved or who witnessed the event(s).
- The resolution or outcome the employee is requesting.

#### 7.1.5. Timeline

The written grievance must be filed within fifteen (15) business days of the event giving rise to the grievance, or within fifteen (15) business days of the date the employee reasonably became aware of the issue.

#### 7.1.6. ED Response

The ED will review the grievance, conduct whatever inquiry is appropriate (which may include meeting with the employee, interviewing witnesses, or reviewing records), and provide a written response to the employee within ten (10) business days of receiving the written grievance. The ED's written response will include the findings, the

decision, and the reasoning for the decision. If the grievance involves the ED, the employee should submit the written grievance directly to the Board President, who will follow the same review and response process.

#### 7.1.7. Step 3 - Appeal to the Board

If the employee is not satisfied with the ED written response, the employee may appeal the decision in writing to the Board President within ten (10) business days of receiving the ED response. The written appeal must include:

- A copy of the original written grievance.
- A copy of the ED written response.
- A written statement explaining why the employee believes the ED decision was incorrect, unfair, or inconsistent with BCHC policy.

The Board (or a committee designated by the Board) will review the appeal. The Board may, at its discretion, meet with the employee, meet with the ED, request additional information, or take any other steps it deems appropriate. The Board will provide a written decision to the employee within twenty (20) business days of receiving the appeal. The Board's decision is final and not subject to further appeal within BCHC. The Board's actions in reviewing an appeal under this section are subject to the requirements of the Open Meetings Act.

#### 7.1.8. When an Employee May Go Directly to the Board

An employee may bypass Step 2 and submit a written grievance directly to the Board President under the following circumstances:

- The grievance involves the conduct, decisions, or actions of the ED.
- The employee has a reasonable belief that the ED has a personal conflict of interest in the matter that would prevent a fair review.
- The grievance involves allegations of fraud, misuse of funds, or violations of HUD regulations by the ED.
- The employee has already reported the concern to the ED under Step 1 or Step 2, and the ED has failed to respond within the required timeline.

In all other cases, employees are expected to follow the steps in order, beginning with Step 1 or Step 2.

#### 7.1.9. Documentation and Recordkeeping

All formal written grievances (Step 2 and Step 3), responses, and decisions will be documented and maintained in a confidential grievance file separate from the employee's personnel file. Grievance records will be retained for a minimum of three (3) years from the date of the final decision. The existence of a grievance, standing alone, will not be used against an employee in any performance evaluation, promotion, or other employment decision.

#### 7.1.10. Extensions

Any timeline in this procedure may be extended by mutual written agreement of the parties. If the ED or the Board requires additional time to investigate or respond, the employee will be notified in writing before the original deadline, with an explanation and a new expected response date.

#### 7.1.11. Relationship with At-Will Employment

This grievance procedure is intended to promote fair and consistent treatment of employees. It does not alter the at-will nature of employment at BCHC. BCHC retains the right to make employment decisions, including termination, in accordance with the at-will employment relationship described at the beginning of this policy.

The availability of this grievance procedure does not require BCHC to follow any particular sequence of steps before making an employment decision, nor does it create a contractual right to continued employment or to any specific outcome.

## **7.2 Open Door Policy**

It is BCHC's desire to provide good working conditions and maintain harmonious working relationships between employees, as well as between employees and the ED and Board. In order to address any work-related conflicts or problems, the ED needs to be aware that they exist. Therefore, we maintain an "open door" problem solving policy. Employees are encouraged to discuss concerns or suggestions with the ED. If an employee believes that the ED has not or cannot adequately address the situation, or is the cause of your concern, the employee is encouraged to discuss

the problem with the ED again and then if needed speak with The Board. Employees are encouraged to bring concerns directly to the ED rather than discussing them informally with co-workers, as the ED is in the best position to address and resolve workplace issues. Spreading unverified or harmful information about co-workers is inconsistent with BCHC's expectation of professionalism and may be addressed under the Conduct section of this policy. Likewise, when matters of interpretation or application of these policies or of other rules or regulations arise, employees are also encouraged to discuss their concerns with the ED who will then explore a satisfactory resolution to the problem or concern. While not all problems or concerns may be resolved to your complete satisfaction, BCHC is committed to resolving disputes whenever practical.

### **7.3 Personnel Files**

The ED will maintain private personnel files for each employee. These files will contain all pertinent information regarding the employees such as: Employment application and references; Performance evaluations; Supervisor's comments; Dates employed; Health insurance information; Authorizations for payroll deductions; W-4 Form/I-9 Form; and separation data.

#### **7.3.1. Employee Right to Review Personnel File**

In accordance with the Bullard-Plawecki Employee Right to Know Act (MCL 423.501 et seq.), employees and former employees have the right to review their personnel file upon written request. BCHC will make the personnel file available for review within a reasonable time after receiving a written request, but no later than five (5) business days. Employees may review their file at a location reasonably near their worksite during normal business hours. If the employee is unable to review the file in person, BCHC will mail a copy upon request. The employee may request copies of documents in the file. If the employee disagrees with any information contained in the file, they may submit a written statement explaining their position, which will be attached to the disputed document. BCHC will not remove any document from a personnel file without mutual agreement or as required by law. BCHC will not divulge disciplinary reports, letters of reprimand, or other disciplinary records to a third party without written notice to the employee, except when disclosure is ordered in a legal proceeding or arbitration.

### **7.4 Record Retention**

BCHC will retain employment-related records in accordance with its record retention policy and applicable federal, state, and HUD requirements. Records containing Social Security numbers or other sensitive information will be stored securely and disposed of by shredding, erasing, or otherwise destroying them so that the information is unreadable, in accordance with the Social Security Number Privacy section of this policy and Michigan's Identity Theft Protection Act. The ED is responsible for ensuring compliance with record retention requirements and for the secure disposal of records that have met their retention period.

### **7.5 Social Security Number Privacy**

In accordance with Michigan's Social Security Number Privacy Act (MCL 445.81–445.87), BCHC will protect the confidentiality of employees' Social Security numbers. BCHC will not:

- Publicly display all or more than four sequential digits of an employee's Social Security number.
- Use a Social Security number as a primary account number or employee identification number visible to others.
- Require an employee to transmit their Social Security number over the internet unless the connection is secure or the number is encrypted.
- Print an employee's Social Security number on any materials that are mailed, unless required by state or federal law.
- Require an employee to use their Social Security number to access a website, unless a password or other authentication is also required.

All documents containing Social Security numbers will be stored securely, with access limited to authorized personnel who need the information to perform their job duties. Documents containing Social Security numbers will be disposed of by shredding, erasing, or otherwise destroying them so that the numbers are unreadable. Any employee who becomes aware of a potential violation of this policy must report it to the ED immediately.

## **7.6 Training and Development**

BCHC employees work with federal programs, sensitive personal information, and vulnerable populations. Ongoing training is essential to maintaining compliance with HUD regulations, federal and state law, fair housing requirements, workplace safety standards, cybersecurity expectations, and BCHC operational procedures. BCHC may require that employees participate in training established by BCHC at any time. This training may include, but is not limited to:

- HUD program training (Public Housing, Housing Choice Voucher, HOTMA, etc.)
- Fair housing and civil rights training
- Workplace safety and MIOSHA compliance training
- Cybersecurity and security awareness training
- Confidentiality and data protection training
- Software, systems, and technology training
- Fraud prevention and program integrity training
- Sexual harassment and workplace conduct training
- In-person staff meetings or training sessions designated by the ED
- Any other training course determined to be necessary for BCHC operations or the employee's position

Mandatory training is not optional. Failure to attend, participate in, or complete required training may result in disciplinary action up to and including termination.

### **7.6.1. Cybersecurity and Required System Training**

Due to the sensitive nature of BCHC operations, all employees are required to complete assigned cybersecurity and system-related training. This may include, but is not limited to:

- Security awareness training modules
- Phishing simulations or testing exercises
- Password and data security training
- HUD system or software compliance training

Employees must complete all assigned modules by the required deadline and may be required to demonstrate completion or understanding. Failure to complete required cybersecurity training or repeated failure to meet deadlines may result in disciplinary action, up to and including termination.

### **7.6.2. Employee Expectations During Training**

Employees attending any training (in-person, online, or off-site) are expected to:

- Attend all scheduled sessions in full and arrive on time.
- Actively participate in training activities, discussions, and exercises.
- Complete any required assessments, certifications, or coursework.
- Conduct themselves professionally at all times, including during travel and off-site events.
- Represent BCHC appropriately during all training-related activities.

Attendance alone does not constitute completion of training if the employee is not engaged or does not complete required components.

### **7.6.3. Verification of Attendance and Participation**

Employees must be able to demonstrate that they attended and participated in required or approved training. BCHC may require documentation of attendance and participation, including but not limited to:

- Certificates of completion/Training transcripts or attendance records
- Conference session logs or sign-in sheets
- Screenshots or completion confirmations for online training
- Agendas showing sessions attended
- Notes or summaries of training content

Documentation requirements will be determined by the ED based on the type of training. When attendance is directly observed by BCHC or documentation is otherwise verified, additional documentation may not be required. Failure to provide documentation when requested may result in the training being considered incomplete.

#### 7.6.4. Conference and Off-Site Training Expectations

Employees attending conferences or off-site training at BCHC expenses are expected to:

- Attend scheduled sessions throughout the event
- Participate in sessions relevant to their position
- Use training time for professional purposes, not personal time.

BCHC may require employees to:

- Provide a list of sessions attended
- Submit training materials or notes
- Provide a summary of key takeaways
- Present information learned to other staff

If an employee fails to attend sessions, does not participate, or cannot demonstrate participation, BCHC may:

- Require the employee to use personal leave for time not spent in training
- Treat the time as unapproved absence
- Deny future training or conference opportunities
- Impose disciplinary action, up to and including termination

#### 7.6.5. Voluntary Professional Development

BCHC encourages employees to pursue professional development opportunities that enhance their skills and knowledge related to their job duties. This may include workshops, seminars, conferences, webinars, online courses, or professional certification programs. Employees wishing to attend external training must submit a request to the ED for approval in advance. Approval is at BCHC's discretion and subject to budget availability. Approved training is subject to all expectations outlined in this policy.

#### 7.6.6. Training Costs

BCHC may, at its discretion and subject to budget availability, reimburse employees for the cost of approved training, including registration fees, travel, and materials.

#### 7.6.7. Training Compliance

Completion of required training is a condition of employment. Failure to attend, participate in, complete, or properly document required training may result in disciplinary action, up to and including termination.

### **7.7 Emergency Contact Information**

All employees must provide current emergency contact information to the ED upon hire and update it whenever there is a change. BCHC will request confirmation of current emergency contact information at least once annually. Emergency contact information will be kept confidential and used only in the event of a workplace emergency or when the employee is unable to communicate on their own behalf.

### **7.8 Risk Management / Incident Reporting**

All employees are required to promptly report any incident that involves or may involve injury to persons, damage to property, security breaches, tenant altercations, or other events that could expose BCHC to liability. Reports must be made to the ED as soon as practicable, and a written incident report must be completed within 24 hours of the event. The ED will investigate reported incidents, document findings, and take appropriate corrective action. The ED will also notify BCHC's insurance carrier and legal counsel as warranted by the circumstances. Employees are expected to cooperate fully with any incident investigation. Failure to report an incident in a timely manner may result in disciplinary action.

### **7.9 Employee Wellness / Mental Health Support**

BCHC recognizes that employee well-being is essential to a productive and positive workplace. Employees are encouraged to prioritize their physical and mental health. BCHC will make reasonable efforts to support employee wellness, which may include flexible scheduling for medical appointments (subject to approval), providing

information about community resources, and fostering a respectful and supportive work environment. Employees experiencing personal or work-related difficulties that may affect their well-being or job performance are encouraged to speak confidentially with the ED. BCHC will treat all such conversations with discretion and compassion, consistent with operational needs and applicable law.

#### **7.10 Employee Recognition**

BCHC values the contributions of its employees and may, at its discretion, recognize outstanding performance, dedication, or service through informal or formal recognition. Recognition may include verbal or written acknowledgment, certificates, small tokens of appreciation, or other forms as determined by the ED, subject to budget availability. The Performance Incentive and Longevity Incentive programs described in this policy are the primary formal recognition programs at BCHC.

## ACKNOWLEDGMENT OF RECEIPT

- I, the undersigned, acknowledge that I have received a copy of the BCHC Personnel Policy. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained herein.
- I understand that the Personnel Policy is not a contract of employment and does not create any contractual rights.
- I understand that my employment with BCHC is at-will, and that either BCHC or I may terminate the employment relationship at any time, with or without cause and with or without notice.
- I understand that BCHC reserves the right to modify, amend, or terminate any of the policies described herein at any time, with or without notice.
- I understand that as a non-exempt employee (if applicable), by signing this acknowledgment I agree that BCHC may provide compensatory time off in lieu of cash overtime payment, in accordance with Section 2.9 of this policy, and that BCHC has sole discretion to convert accrued compensatory time to cash payment at any time.
- I understand that certain benefits, including but not limited to PVT, longevity incentives, and performance incentives, are subject to specific conditions for payout upon separation as described in this Personnel Policy, and that I may forfeit these benefits under the circumstances described therein.

Date: \_\_\_\_\_ Printed: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Executive Director: \_\_\_\_\_

**TO:** BCHC Board of Commissioners

**FROM:** Bethany Hedgepath, Executive Director

**DATE:** July 25, 2026

**SUBJECT:** 2026-2027 Insurance Renewals Completed (HAI Group)

**BOARD ACTION:** *None Required - For Information Only*

## OVERVIEW

BCHC's 2026-2027 insurance renewals have been reviewed, signed, and submitted for binding through HAI Group (HARRG). Coverage is effective August 10, 2026 through August 10, 2027. No board action is required. This memo summarizes the full coverage package and total premium. I have also included the policy documents. Note that this is for ALL property that BCHC covers so it will be split up between Public Housing, Deer Meadows, Voucher.

## 2026-2027 COVERAGE PACKAGE SUMMARY

The full renewal package includes six coverage areas. Valuable Papers and Broad Form Crime are included within the package at no separate line-item premium.

| Coverage Area                                                              | 2026-2027 Premium   |
|----------------------------------------------------------------------------|---------------------|
| 1. Commercial Liability and Public Officials Liability (HARRG)             | \$11,301.00         |
| 2. Commercial Auto Liability, Non-Owned and Hired Auto (HARRG / Travelers) | \$5,161.00          |
| 3. Commercial Property Coverage and Equipment Breakdown (HAPI)             | \$81,564.24         |
| 4. Valuable Papers and Records Coverage                                    | Included            |
| 5. Broad Form Crime Coverage                                               | Included            |
| 6. Cyber Liability Coverage                                                | \$2,090.00          |
| <b>TOTAL PACKAGE PREMIUM</b>                                               | <b>\$100,116.24</b> |

## COMMERCIAL LIABILITY AND PUBLIC OFFICIALS' LIABILITY (HARRG)

General Aggregate: \$3,000,000 - covering 79 family units and 30 elderly units at all scheduled locations.

| Coverage Line                                                                                   | Premium         |
|-------------------------------------------------------------------------------------------------|-----------------|
| Commercial Liability (\$1,000,000 per occurrence / \$3,000,000 aggregate / \$10,000 deductible) | \$6,843         |
| Public Officials Liability, claims made (\$1,000,000 per wrongful act / \$10,000 deductible)    | \$1,500         |
| Employment Practices (\$1,000,000 per wrongful act / \$10,000 deductible)                       | \$1,750         |
| Employee Benefits Administration Liability, claims made (\$1,000,000 / \$1,000 deductible)      | \$346           |
| Terrorism                                                                                       | \$112           |
| Third Party Discrimination, claims made (\$500,000 aggregate / \$10,000 deductible)             | \$750           |
| <b>Total Commercial Liability Premium</b>                                                       | <b>\$11,301</b> |

## COMMERCIAL AUTO (HARRG / TRAVELERS)

Three BCHC fleet vehicles covered: 2017 Ford F250, 2024 Ford F250, and 2008 Chevrolet Silverado.

| Coverage Line                                                      | Premium        |
|--------------------------------------------------------------------|----------------|
| Excess Auto Liability, sponsored by HARRG (\$200,000 per accident) | \$204          |
| Auto Liability (\$300,000 limit / 3 vehicles)                      | \$1,337        |
| Uninsured / Underinsured Motorist (\$300,000 limit)                | \$123          |
| Personal Injury Protection (Unlimited)                             | \$462          |
| Property Damage Buyback                                            | \$72           |
| PPI                                                                | \$17           |
| Comprehensive Physical Damage (\$1,000 deductible)                 | \$532          |
| Collision (\$1,000 deductible)                                     | \$2,162        |
| State Surcharges                                                   | \$252          |
| <b>Total Auto Premium</b>                                          | <b>\$5,161</b> |

## COMMERCIAL PROPERTY AND EQUIPMENT BREAKDOWN (HAPI)

Carrier: Housing Authority Property Insurance (HAPI), a Mutual Company. Policy deductible: \$50,000. We have to make some changes to the property values of the houses and since we have some vacant houses we have to lower the coverage a bit but I am working with the insurance company on this currently.

| Coverage Component                                                                          | Value / Premium    |
|---------------------------------------------------------------------------------------------|--------------------|
| Building Limit                                                                              | \$27,095,402       |
| Business Personal Property                                                                  | \$645,270          |
| Business Income                                                                             | \$1,080,300        |
| Catastrophe Limit                                                                           | \$28,820,972       |
| Base Property Premium                                                                       | \$76,057.74        |
| Equipment Breakdown Premium                                                                 | \$1,970.65         |
| Crime Coverage (Employee Fraud, Money and Securities, Computer Fraud, Counterfeit, Forgery) | \$1,545.49         |
| Terrorism Coverage                                                                          | \$1,989.36         |
| <b>Total Property Premium</b>                                                               | <b>\$81,564.24</b> |

## CYBER LIABILITY COVERAGE

Cyber liability coverage through HAI Group provides \$1,000,000 in cyber incident response with a \$2,500 deductible. Coverage supports incident response, forensic investigation, legal counsel, resident notification, and data restoration costs.

| Coverage                       | Detail            |
|--------------------------------|-------------------|
| Cyber Incident Response Limit  | \$1,000,000       |
| Deductible                     | \$2,500           |
| <b>Cyber Liability Premium</b> | <b>\$2,090.00</b> |

## ITEMS TO NOTE

### New Policy Exclusions / Endorsements

The HARRG policy adds three new exclusions for this term: Cannabis, Silica, and PFAS. These endorsements reduce coverage for losses arising from those specific items.

### Valuable Papers and Broad Form Crime

Both Valuable Papers and Records Coverage (\$100,000 limit) and Broad Form Crime Coverage (\$100,000 limit) are included within the package at no separate line-item premium.

## Boyne City Housing Commission

### Proposal of Coverages

August 10, 2026

Kevin Decker  
Risk Manager

**\*\*NOTE\*\***

As with all proposals and summaries, this is not to be construed as a complete disclosure of the following coverages being offered or provided. As with all insurance, please refer to the actual contracts, documents, and policies for the complete wording of terms, conditions, definitions, and exclusions. This supersedes all other "explanations" of the coverages whether oral or written.

Coverage/Service Companies: Michigan Township Participating Plan. HCC Public Risk, Provident, Accident Fund, Amerisure, Liberty Mutual, Colonial Life, Mid-America Appraisal Company, Metropolitan Appraisal Company

I) COMMERCIAL LIABILITY COVERAGE

|                                |              |
|--------------------------------|--------------|
| Per-Occurrence Liability Limit | \$ 1,000,000 |
| Policy Period Maximum Limit    | \$ 3,000,000 |
| Section I Deductible           | \$ - 0 -     |

- A) Bodily Injury Included.
- B) Personal Injury Included.
- C) Property Damage Included.

PUBLIC OFFICIALS LIABILITY COVERAGE (Wrongful Acts)

|                             |              |
|-----------------------------|--------------|
| Claims Made Liability Limit | \$ 1,000,000 |
| Policy Period Maximum Limit | \$ 1,000,000 |
| Section II Deductible       | \$ - 0 -     |

II) AUTO LIABILITY COVERAGE

|                                                              |               |
|--------------------------------------------------------------|---------------|
| Per-Occurrence Liability – Bodily Injury and Property Damage | \$ 300,000    |
| Excess Auto Liability                                        | \$ 200,000    |
| Uninsured/Underinsured                                       | \$ 300,000    |
| Personal Injury Protection                                   | UNLIMITED     |
| Deductibles Comprehensive/ Collision                         | \$1,000/1,000 |

III) BUILDING & CONTENTS COVERAGE

|                                 |              |
|---------------------------------|--------------|
| Total Building & Contents Limit | \$28,820,972 |
| Section III Deductible          | \$ 50,000    |

|                                                      |           |
|------------------------------------------------------|-----------|
| Equipment & Mechanical Breakdown Limit (Boiler)      | INCLUDED  |
| Equipment & Mechanical Breakdown Deductible (Boiler) | \$ 50,000 |

IV) VALUABLE PAPERS & RECORDS COVERAGE

|                        |            |
|------------------------|------------|
| Per Loss Maximum Limit | \$ 100,000 |
| Section IV Deductible  | \$         |

V) BROAD FORM CRIME COVERAGE

|                          |            |
|--------------------------|------------|
| Year Round Maximum Limit | \$ 100,000 |
| Section V Deductible     | \$ 1,000   |

VI) CYBER LIABILITY COVERAGE

|                         |              |
|-------------------------|--------------|
| Cyber Incident Response | \$ 1,000,000 |
| Deductible              | \$ 2,500     |

**HAI GROUP**  
**PROPOSAL OF COVERAGES**  
For  
2026 Boyne City Housing Commission

|                                                                 |                    |
|-----------------------------------------------------------------|--------------------|
| 1) Commercial Liability and Public Officials Liability Coverage | \$11,301.00        |
| 2) Commercial Auto Liability & Non-Owned & Hired Auto Coverage  | \$ 5,161.00        |
| 3) Commercial Property Coverage & Equipment Breakdown           | \$81,564.24        |
| 4) Valuable Papers & Records Coverage                           | INCLUDED           |
| 5) Broad Form Crime Coverage                                    | INCLUDED           |
| 6) Cyber Liability Coverage                                     | <u>\$ 2,090.00</u> |

|                              |                     |
|------------------------------|---------------------|
| <b>TOTAL PACKAGE PREMIUM</b> | <b>\$100,116.24</b> |
|------------------------------|---------------------|

**Options:**



189 Commerce Court  
PO Box 189  
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242  
fax 203-271-2265  
www.housingcenter.com

## Commercial Liability Proposal for:

PHA: Boyne City Housing Commission

829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY HOUSING AUTHORITY RISK RETENTION GROUP (HARRG). PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

| No. of Units | Family | Elderly | Section 8 |
|--------------|--------|---------|-----------|
|              | 79     | 30      | 0         |

Commercial Liability: General Aggregate: \$3,000,000

| Coverage / Deductible                    | Limits                                                       | Premium |
|------------------------------------------|--------------------------------------------------------------|---------|
| Commercial Liability                     | \$1,000,000 Commercial Liability Limit Per Occurrence        |         |
|                                          | \$50,000 Fire Damage Liability Sub-Limit Per Occurrence      |         |
|                                          | \$250,000 Athletic Sports Liability Sub-Limit Per Occurrence |         |
| \$10,000 Deductible                      | \$3,000,000 Commercial Liability Limit Aggregate             | \$6,843 |
|                                          | \$250,000 Athletic Sports Liability Sub-Limit Aggregate      |         |
| Public Officials Liability - Claims Made | \$1,000,000 Public Officials Limit Per Wrongful Act          |         |
| \$10,000 Deductible                      | \$1,000,000 Public Officials Limit Aggregate                 | \$1,500 |

Print Date: 06/25/2026

PHA: Boyne City Housing Commission



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## Commercial Liability Proposal for:

PHA: Boyne City Housing Commission

829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

| Coverage / Deductible                                           | Limits                                                              | Premium  |
|-----------------------------------------------------------------|---------------------------------------------------------------------|----------|
| Employment Practice Coverage<br>\$10,000 Deductible             | \$1,000,000 Employment Practice Per Wrongful Act                    | \$1,750  |
| Employee Benefits Administration Liability - Claims Made        | \$1,000,000 Employee Benefits Liability Limit Per Wrongful Act      |          |
| \$1,000 Deductible                                              | \$1,000,000 Employee Benefits Liability Limit Aggregate             | \$346    |
| Terrorism                                                       |                                                                     | \$112    |
| Third Party Discrimination - Claims Made<br>\$10,000 Deductible | \$500,000 Third Party Discrimination - Claims Made Aggregate        | \$750    |
|                                                                 | \$500,000 Third Party Discrimination - Claims Made Per Wrongful Act |          |
|                                                                 |                                                                     |          |
|                                                                 |                                                                     |          |
| Total Premium                                                   |                                                                     | \$11,301 |



189 Commerce Court  
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Cheshire, CT 06410-0189

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fax 203-271-2265  
www.housingcenter.com

## Auto Proposal for:

PHA: Boyne City Housing Commission  
829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

### Comments:

#### Auto Liability

Symbol 2 - Auto Liability - All Owned Autos  
Symbol 5 - No Fault - Owned Autos Subject to No-Fault  
Symbol 2 - Uninsured Motorist - All Owned Autos  
Symbol 7 - Comprehensive - Specifically Described Autos  
Symbol 7 - Collision - Specifically Described Autos

| Coverage / Deductible                    | Limits                                      | Premium | Revisions |
|------------------------------------------|---------------------------------------------|---------|-----------|
| Excess Auto Liability sponsored by HARRG | \$200,000 Excess Auto Limit Each Accident   | \$204   |           |
| Auto Liability                           | \$300,000 Limit                             | \$1,337 |           |
|                                          | 3 - Number of auto liability vehicles       |         |           |
| Uninsured/Underinsured Motorist          | \$300,000 Limit                             | \$123   |           |
|                                          | 3 - Number of auto physical damage vehicles |         |           |
| Personal Injury Protection               | Unlimited                                   | \$462   |           |



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## Auto Proposal for:

PHA: Boyne City Housing Commission  
829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

| Coverage / Deductible                               | Limits           | Premium | Revisions |
|-----------------------------------------------------|------------------|---------|-----------|
| Non Owned & Hired Auto Liability                    |                  | N/A     |           |
| Property Damage Buyback                             |                  | \$72    |           |
| PPI                                                 |                  | \$17    |           |
| Comprehensive Physical Damage<br>\$1,000 Deductible |                  | \$532   |           |
| Collision<br>\$1,000 Deductible                     |                  | \$2,162 |           |
| Additional Charges                                  | State Surcharges | \$252   |           |
| Total Premium                                       |                  | \$5,161 |           |

## Commercial Property

Carrier: Housing Authority Property Insurance, a Mutual Company

Effective Date: 08/10/2026

| Boyne City Housing Commission                                                              |            |              |                    |
|--------------------------------------------------------------------------------------------|------------|--------------|--------------------|
| Property Insurance Proposal                                                                |            |              |                    |
|                                                                                            | Deductible | Limit        | Premium            |
| Building Limit                                                                             |            | \$27,095,402 |                    |
| Business Personal Property Value                                                           |            | \$645,270    |                    |
| Business Income                                                                            |            | \$1,080,300  |                    |
| Policy Deductible                                                                          | \$50,000   |              |                    |
| Business Income Waiting Period:                                                            | 72 hours   |              |                    |
|                                                                                            |            |              | \$76,057.74        |
| Catastrophe Limit                                                                          |            | \$28,820,972 |                    |
| <b>Blanket Spoilage Coverage</b>                                                           |            |              |                    |
| Location Limit                                                                             |            | \$25,000     |                    |
| Catastrophe Limit                                                                          |            | \$25,000     |                    |
| Spoilage Deductible                                                                        | \$1,000    |              |                    |
| <b>Equipment Breakdown:</b>                                                                |            |              | \$1,970.65         |
| Property Damage and Income Coverages for "One Accident"                                    |            | \$28,820,972 |                    |
| Deductible:                                                                                | \$50,000   |              |                    |
| <b>Crime:</b>                                                                              |            |              |                    |
| Employee Fraud and Dishonesty                                                              | \$1,000    | \$100,000    | \$231.50           |
| Money & Securities – at "covered locations"                                                | \$1,000    | \$15,000     | \$999.75           |
| Money & Securities – away from "covered locations" including conveyance by armored vehicle | \$1,000    | \$15,000     | \$197.63           |
| Computer & Telecommunications Fraud                                                        | \$1,000    | \$100,000    | \$15.00            |
| Counterfeit Money Coverage                                                                 | \$1,000    | \$100,000    | \$10.00            |
| Forged Credit Cards Written Instruments Coverage                                           | \$1,000    | \$100,000    | \$34.73            |
| Forged Checks Coverage                                                                     | \$1,000    | \$100,000    | \$57.88            |
| Terrorism Coverage                                                                         |            |              | \$1,989.36         |
| Capital Contribution                                                                       |            |              | \$0.00             |
| <b>Total Cost</b>                                                                          |            |              | <b>\$81,564.24</b> |

| <b>Coverages Included with your Policy:</b>                                  |                   |              |
|------------------------------------------------------------------------------|-------------------|--------------|
| <b>Property</b>                                                              | <b>Deductible</b> | <b>Limit</b> |
| Newly Built or Acquired Buildings (120 days)                                 |                   | \$2,000,000  |
| Business Property – Acquired Locations (120 days)                            |                   | \$250,000    |
| Locations "You" Elect Not to Describe                                        |                   | \$100,000    |
| Consequential Loss                                                           |                   | Included     |
| Debris Removal, Additional Expense                                           |                   | \$250,000    |
| Emergency Removal (365 Days)                                                 |                   | Included     |
| Emergency Removal Expense                                                    |                   | \$5,000      |
| Fraud & Deceit                                                               |                   | \$5,000      |
| Damage from Theft                                                            |                   | Included     |
| Off Premises Utility Service Interruption*                                   |                   | \$50,000     |
| *Overhead Transmission Lines Excluded                                        |                   |              |
| Brands or Labels Expense                                                     |                   | \$50,000     |
| Expediting Expenses                                                          |                   | \$50,000     |
| Fire Department Service Charges                                              |                   | \$25,000     |
| Inventory & Appraisal Expenses                                               |                   | \$50,000     |
| Ordinance or Law (Undamaged Parts of Buildings)                              |                   | Included     |
| Ordinance or Law<br>(Increased Cost to Repair/Cost to Demolish & Clear Site) |                   | \$250,000    |
| Personal Effects                                                             |                   | \$25,000     |
| Pollutants Cleanup and Removal                                               |                   | \$50,000     |
| Recharge of Fire Extinguishing Equipment                                     |                   | \$50,000     |
| Rewards                                                                      |                   | \$25,000     |
| Sewer Backup and Water Below the Surface                                     |                   | \$25,000     |
| Trees, Shrubs and Plants                                                     |                   | \$50,000     |
| Underground Pipes, Pilings, Bridges and Roadways                             |                   | \$250,000    |
| Accounts Receivable                                                          |                   | \$100,000    |
| Electrical or Magnetic Disturbance of Computers                              |                   | Included     |
| Power Supply Disturbance of Computers                                        |                   | Included     |
| Virus and Hacking Coverage                                                   |                   |              |
| Limit any one occurrence                                                     |                   | \$25,000     |
| Limit any 12 month period                                                    |                   | \$50,000     |
| Fine Arts                                                                    |                   | \$100,000    |
| Off Premises Computers                                                       |                   | \$25,000     |
| Property on Exhibition                                                       |                   | \$50,000     |
| Property in Transit                                                          |                   | \$50,000     |
| Sales Representative Samples                                                 |                   | \$50,000     |
| Software Storage                                                             |                   | \$50,000     |
| Valuable Papers                                                              |                   | \$100,000    |
| Furs (Theft)                                                                 |                   | \$10,000     |
| Jewelry (Theft)                                                              |                   | \$10,000     |
| Stamps, Tickets, Letters of Credit                                           |                   | \$5,000      |
| Crisis Event Communication Expense                                           |                   | \$15,000     |
| <b>Optional Coverages and Conditions</b>                                     | <b>Deductible</b> | <b>Limit</b> |
| Limited Fungus and Related Perils                                            |                   |              |
| Limit for all losses/all covered locations                                   |                   | \$15,000     |
| Income – Time Limitation                                                     |                   | 30 Days      |

|                                                                             |                   |              |
|-----------------------------------------------------------------------------|-------------------|--------------|
| Limited Loss due to By-Products                                             |                   | \$100,000    |
| Deductible:                                                                 | \$5,000           |              |
| Traumatic Event Cleanup Coverage                                            |                   | Included     |
| Impact-Resistant Shingles                                                   |                   | Included     |
| <b>Additional Coverages</b>                                                 |                   |              |
| <b>Business Income</b>                                                      |                   |              |
| <b>Includes: Earnings, "Rents", or Extra Expense at Scheduled Locations</b> | <b>Deductible</b> | <b>Limit</b> |
| Newly Built or Acquired Locations (120 Days)                                |                   | \$250,000    |
| Interruption by Civil Authority (30 days)                                   |                   | Included     |
| Period of Loss Extension                                                    |                   | 90 Days      |
| Computer Virus and Hacking                                                  |                   |              |
| Limit any one occurrence                                                    |                   | \$25,000     |
| Limit any 12 month period                                                   |                   | \$75,000     |
| Waiting Period – 12 hours                                                   |                   |              |
| Dependent Locations                                                         |                   | \$100,000    |
| Off Premises Utility Service Interruption                                   |                   |              |
| Limit                                                                       |                   | \$50,000     |
| Waiting Period – 12 Hours                                                   |                   |              |
| *Overhead Transmission Lines Excluded                                       |                   |              |
| Contract Penalty                                                            |                   |              |
| Limit any one occurrence                                                    |                   | \$25,000     |
| Limit any 12 month period                                                   |                   | \$100,000    |
| Pollutant Cleanup and Removal                                               |                   | \$25,000     |
| Property in Transit, On Exhibition, Custody of Sales Rep                    |                   | \$10,000     |
| <b>Equipment Breakdown:</b>                                                 |                   |              |
| Deductible:                                                                 | \$50,000          |              |
| <b>Property Damage and Income Coverages for "One Accident"</b>              |                   | \$28,820,972 |
| Expediting Expenses                                                         |                   | Included     |
| Pollutants                                                                  |                   | \$100,000    |
| Ordinance or Law (Undamaged Parts of Buildings)                             |                   | Included     |
| Ordinance or Law                                                            |                   |              |
| Increased Cost to Repair/Cost to Demolish & Clear Site)                     |                   | \$250,000    |
| Off Premises Utility Service Interruption*                                  |                   | Included     |
| *Overhead Transmission Lines Excluded                                       |                   |              |
| Data Restoration                                                            |                   | \$100,000    |
| Off Premises Coverage                                                       |                   | \$25,000     |
| Electrical Risk Improvements                                                |                   |              |
| 10% of paid loss up to \$10,000                                             |                   |              |
| Electronic Vandalism – Annual Aggregate                                     |                   | \$100,000    |
| Green Certification                                                         |                   | Included     |
| Costs to employ 'Green' construction, recycling & disposal methods          |                   | Included     |
| Environmental, Safety & Efficiency Improvements                             |                   | Included     |
| CFC Refrigerants                                                            |                   |              |

|                                                                                                          |                   |              |
|----------------------------------------------------------------------------------------------------------|-------------------|--------------|
| Lesser of replacing CFC or updating to accept non-CFC Refrigerants                                       |                   |              |
| Limited Fungus and Related Perils                                                                        |                   |              |
| Limit for all losses/all covered locations                                                               |                   | \$15,000     |
| Income – Time Limitation                                                                                 |                   | 30 Days      |
| <b>Housing Plus - Supplemental Coverages</b>                                                             | <b>Deductible</b> | <b>Limit</b> |
| Unscheduled Business Personal Property                                                                   | \$1,000           |              |
| Per Occurrence - (except for Computer Devices)                                                           |                   | \$25,000     |
| Per Occurrence – Computer Devices                                                                        |                   | \$5,000      |
| Aggregate                                                                                                |                   | \$100,000    |
| Unscheduled Loss of Earnings & Rent                                                                      |                   |              |
| Each Covered Location                                                                                    |                   | \$25,000     |
| Aggregate                                                                                                |                   | \$25,000     |
| Extra Expense-Additional Limits                                                                          |                   | \$25,000     |
| Key & Lock Replacement                                                                                   |                   |              |
| Per occurrence                                                                                           | \$500             | \$5,000      |
| Aggregate                                                                                                |                   | \$25,000     |
| Tenant Move Back Coverage                                                                                | \$500             | \$15,000     |
| Counterfeit Money*                                                                                       |                   | \$5,000      |
| Forged Checks*                                                                                           |                   | \$5,000      |
| Money & Securities*                                                                                      |                   |              |
| On Premises                                                                                              |                   | \$10,000     |
| Off Premises                                                                                             |                   | \$5,000      |
| *Crime Coverage provided under Housing Plus is excess over any coverage purchased as part of this policy |                   |              |

This Quote Proposal is subject to the following Conditions:

**Proposal Comments/Conditions**

- - Money and Securities Limit \$15,000

**Forms applicable to this quote proposal (subject to our policy terms and conditions; specimen policy available upon request):**

**Form Number**

**Form Name**

|           |                                                                                    |
|-----------|------------------------------------------------------------------------------------|
| HAJA 1004 | Policy Jacket                                                                      |
| HACP 2001 | Commercial Output Program Declarations                                             |
| CL 0100   | Common Policy Conditions Property                                                  |
| HACP 1051 | Schedule of Coverages                                                              |
| HACP 1054 | Location Schedule                                                                  |
| CO 1000   | Commercial Output Program Property Coverage Part                                   |
| HACP 2005 | Public Housing Authority Endorsement                                               |
| HACP 0026 | Warranty - Wholly-Owned and Controlled Entities                                    |
| HACP 2006 | Housing Plus Endorsement                                                           |
| CL 0600   | Certified Terrorism Loss                                                           |
| CL 0605   | Certified Terrorism Loss Disclosure of Premium and Federal Share of Insured Losses |
| CO 1001   | Commercial Output Program - Income Coverage Part                                   |
| CO 1005   | Spoilage Coverage Part - Blanket Coverage                                          |
| CO 1007   | Crime Coverage Part - Loss Sustained                                               |



## DECLARATIONS

POLICY NUMBER: EHJ-ADO00788386

THE INSURED: Boyne City Housing Commission

ADDRESS: Litzenberg Place  
829 S Park St  
Boyne City, MI 49712-1588  
US

EFFECTIVE DATE: 12:01 A.M. Local Standard Time on 20 Apr 2026

EXPIRATION DATE: 12:01 A.M. Local Standard Time on 20 Apr 2027

TOTAL PAYABLE: USD2,090.00 *cyber 1M Limit*

Broken down as follows:

Premium: USD2,090.00

Policy Administration Fee: USD0.00

TRIA: USD0.00

BUSINESS ACTIVITIES: Housing Authority

LEGAL ACTION: Worldwide

TERRITORIAL SCOPE: Worldwide

INDEMNITY PERIOD: 6 months

WAITING PERIOD: 8 hours

RETROACTIVE DATE: Unlimited

OPTIONAL EXTENDED REPORTING PERIOD: 12 months for 100%, 24 months for 150%, or 36 months for 200%, of applicable annualized premium

APPROVED CLAIMS PANEL PROVIDERS: CFC Response

CYBER INCIDENT MANAGER: CFC Response

CYBER INCIDENT RESPONSE LINE: in the event of an actual or suspected cyber incident please call our Cyber Incident Response Team on the toll free 24-hour hotline number: 1 844-677-4155 or email [cyberclaims@cfc.com](mailto:cyberclaims@cfc.com)

THE INSURER: State National Insurance Company Inc.

WORDING: Cyber, Private Enterprise (CFC-CY-0037 11 19)

ENDORSEMENTS: Privacy Notice  
U.S. Treasury Department's Office of Foreign Assets Control ("OFAC") Advisory Notice to Policyholders  
Consequential Reputational Harm Extension  
Endorsement  
Customer Payment Fraud Extension Endorsement  
Incident Response Outside Of The Policy Limit  
Endorsement  
System Damage And Rectification Costs Amendatory  
Endorsement  
System Failure Extension Endorsement  
Verification Of Fund Transfers Condition Deletion  
Endorsement  
Additional Insureds Condition Endorsement  
Betterment Exclusion Amendatory Endorsement



PROPOSAL  
for the  
Boyne City Housing Commission, MI



189 Commerce Court  
PO Box 189  
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242  
fax 203-271-2265  
www.housingcenter.com

## Commercial Insurance Renewal Proposal - 06/15/2026

Bethany Hedgepath, Boyne City Housing Commission

Dear Bethany,

On behalf of all of us at HAI Group, I'd like to thank you for the opportunity to provide you with the attached insurance proposal, which is based on your expiring coverage. Please review the proposal and note any changes in the revisions column. In particular, let us know about any changes to your:

- Unit count;
- Schedule of locations including buildings, business personal property, equipment, vehicles, vacant property, premises leased to or from others; and
- Operations, including outsourcing, property managed for others, new business ventures, or new entities.

We adjust building values based on pricing data we receive from several industry sources. The values we used in your proposal reflect estimates based on the latest data available to us. Since construction costs change periodically, we recommend that you review these values to ensure their accuracy.

Please note that the coverage we are quoting may exclude or restrict coverage for the peril of flood to all or some of the locations scheduled under your policy. Our insurance agency, Housing Insurance Services, Inc., (HIS) is available to provide information on flood insurance. HIS provides coverage options and costs as well as help with the application process. While many property owners feel that they have no exposure to flood losses, more than 30 percent of flood losses occur on properties that are not located in a high hazard flood zone. Many of the losses are not covered by insurance.

Please do not hesitate to contact our office at 800-873-0242 with questions or to purchase additional coverage. Please sign and return all required forms. By signing these forms, you agree to renew coverage per our proposal with any changes you may have instructed us to make.

Thank you for placing your insurance with us. We appreciate your business.

Sincerely,

Ebone Trent  
Account Underwriter



189 Commerce Court  
PO Box 189  
Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242  
fax 203-271-2265  
www.housingcenter.com

Housing Insurance Services, Inc.  
Acceptance Form and Compensation Disclosure Notice

In order to bind coverage, please fax or mail this form to the address or fax number listed below.

Insured Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Proposal Acceptance: Please check [X] one of the following:

[ ] The Proposal and Schedule have been reviewed and are accepted for all coverages quoted.

[ ] The Proposal and Schedule have been reviewed and need the following changes:

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THIS NOTICE DOES NOT AMEND ANY PROVISION OF OR AFFORD ANY COVERAGE UNDER YOUR POLICY. YOU SHOULD REVIEW YOUR ENTIRE POLICY CAREFULLY FOR COMPLETE INFORMATION ON THE COVERAGES PROVIDED AND TO DETERMINE YOUR RIGHTS AND DUTIES UNDER YOUR POLICY. IF THERE IS ANY CONFLICT BETWEEN YOUR POLICY PROVISIONS AND THIS NOTICE, THE PROVISIONS OF YOUR POLICY PREVAIL. PLEASE CONTACT YOUR AGENT OR BROKER IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR ITS CONTENTS.

HAI Group is a registered trademark for a family of companies which includes Housing Authority Risk Retention Group, Inc. (HARRG); Housing Authority Property Insurance, A Mutual Company (HAPI); Housing Enterprise Insurance Company, Inc. (HEIC); Housing Specialty Insurance Company, Inc. (HSIC); Housing Insurance Services, Inc. (HIS) (DBA Housing Insurance Agency Services in NY and MI); Housing Authority Insurance, Inc. (HAI); Housing Telecommunications, Inc. (HTI); Housing Investment Group, Inc. (HIG); Public and Affordable Housing Research Corporation (PAHRC); Innovative Housing Insurance Company, Inc. (IHIC); and Housing Alliance Group, LLC (HAGL). Member companies carry an "A (Excellent)" rating by A.M. Best Company. In many cases, HIS will obtain proposals from insurers offering coverage in connection with the HARRG, HAPI, and HEIC programs.

As a Member of HAI Group, there are benefits associated with placing your coverage with one or more of their programs.

HIS is an agent for HEIC and HAPI. If your proposal includes coverage from either of these insurance companies, HIS will receive compensation from them if the proposed coverage is purchased. HIS represents the insurance company(ies) and in such capacity will provide services to you relating to your insurance coverage.



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HIS is also the appointed agent of other insurance companies that are not affiliated with the HAI Group programs and may provide you with a proposal from one or more of those companies.

Please note: Your policies and all related documents will be delivered electronically via e-mail. If you prefer that a hard copy of the policy is mailed, please notify us at [AccountServices@haigroup.com](mailto:AccountServices@haigroup.com) to opt out of the electronic delivery. If you do not indicate a preference in delivery method, we will interpret this as your consent to receive your policies through your e-mail address electronically.

I acknowledge that I have read and understand this Disclosure Notice and agree to its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_



189 Commerce Court  
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## Auto Proposal for:

PHA: **Boyne City Housing Commission**  
**829 South Park Street**  
**Boyne City, MI 49712**

Effective Date: 8/10/2026

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

### Comments:

#### Auto Liability

Symbol 2 - Auto Liability - All Owned Autos  
Symbol 5 - No Fault - Owned Autos Subject to No-Fault  
Symbol 2 - Uninsured Motorist - All Owned Autos  
Symbol 7- Comprehensive - Specifically Described Autos  
Symbol 7 - Collision - Specifically Described Autos

| Coverage / Deductible                    | Limits                                      | Premium | Revisions |
|------------------------------------------|---------------------------------------------|---------|-----------|
| Excess Auto Liability sponsored by HARRG | \$200,000 Excess Auto Limit Each Accident   | \$204   |           |
| Auto Liability                           | \$300,000 Limit                             | \$1,337 |           |
|                                          | 3 - Number of auto liability vehicles       |         |           |
| Uninsured/Underinsured Motorist          | \$300,000 Limit                             | \$123   |           |
|                                          | 3 - Number of auto physical damage vehicles |         |           |
| Personal Injury Protection               | Unlimited                                   | \$462   |           |



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## Auto Proposal for:

PHA: Boyne City Housing Commission  
829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

| Coverage / Deductible                               | Limits           | Premium | Revisions |
|-----------------------------------------------------|------------------|---------|-----------|
| Non Owned & Hired Auto Liability                    |                  | N/A     |           |
| Property Damage Buyback                             |                  | \$72    |           |
| PPI                                                 |                  | \$17    |           |
| Comprehensive Physical Damage<br>\$1,000 Deductible |                  | \$532   |           |
| Collision<br>\$1,000 Deductible                     |                  | \$2,162 |           |
| Additional Charges                                  | State Surcharges | \$252   |           |
| Total Premium                                       |                  | \$5,161 |           |



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## **Auto Proposal for:**

**PHA: Boyne City Housing Commission**  
**829 South Park Street**  
**Boyne City, MI 49712**

Effective Date: 8/10/2026

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**THIS PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.**

**Named Insured** BOYNE CITY HOUSING COMMISSION  
**Address** 829 SOUTH PARK STREET  
**City** BOYNE CITY  
**State** MI  
**Zip** 49712  
**Quote Number** 267507031  
**Policy Number** 00B7043097  
**Effective Date** 08/10/2026  
**Expiration Date** 08/10/2027

| Veh #                  | VIN #             | Year | Make      | Model     | Class Code | Cost New  |
|------------------------|-------------------|------|-----------|-----------|------------|-----------|
| 1                      | 1FTBF2B6XHEB30032 | 2017 | FORD      | F250      | 03199      | \$39,540  |
| 2                      | 1FTBF2BA6RED44005 | 2024 | FORD      | F250      | 03199      | \$47,760  |
| 3                      | 1GCHK24K38E112956 | 2008 | CHEVROLET | SILVERADO | 03199      | \$30,575  |
|                        |                   |      |           |           |            |           |
| Number of employees: 7 |                   |      |           |           | Total      | \$117,875 |

# NOTICE TO POLICYHOLDERS

This Quote is valid for a period of thirty (30) days or the last business day prior to the date of the coverage, whichever occurs first.

The premium shown does not include taxes, surcharges, and/or fees which will be billed in addition, as applicable.

## **PROPOSAL DISCLOSURE:**

**THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL/QUOTE. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL/QUOTE HAVE NOT BEEN AGREED TO BY TRAVELERS. PLEASE REVIEW THIS PROPOSAL/QUOTE CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR TRAVELERS REPRESENTATIVE.**

## **COVERAGE DISCLAIMER:**

**THIS PROPOSAL/QUOTE DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY TRAVELERS. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.**

## **Important Notice Regarding Compensation:**

For information about how Travelers compensates independent agents, brokers or other insurance producers, please visit this website:

[http://www.travelers.com/w3c/legal/Producer\\_Compensation\\_Disclosure.html](http://www.travelers.com/w3c/legal/Producer_Compensation_Disclosure.html)

If you prefer, you can call the following toll-free number: 1-866-904-8348. Or you can write to Travelers, Enterprise Development, One Tower Square, Hartford, CT 06183.



HAI Group

PROPOSAL  
for the  
Boyne City Housing Commission, MI



189 Commerce Court  
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fax 203-271-2265  
www.housingcenter.com

## Commercial Insurance Renewal Proposal - 06/25/2026

Bethany Hedgepath, Boyne City Housing Commission

Dear Bethany,

On behalf of all of us at HAI Group, I'd like to thank you for the opportunity to provide you with the attached insurance proposal, which is based on your expiring coverage. Please review the proposal and note any changes in the revisions column. In particular, let us know about any changes to your:

- Unit count;
- Schedule of locations including buildings, business personal property, equipment, vehicles, vacant property, premises leased to or from others; and
- Operations, including outsourcing, property managed for others, new business ventures, or new entities.

We adjust building values based on pricing data we receive from several industry sources. The values we used in your proposal reflect estimates based on the latest data available to us. Since construction costs change periodically, we recommend that you review these values to ensure their accuracy.

Please note that the coverage we are quoting may exclude or restrict coverage for the peril of flood to all or some of the locations scheduled under your policy. Our insurance agency, Housing Insurance Services, Inc., (HIS) is available to provide information on flood insurance. HIS provides coverage options and costs as well as help with the application process. While many property owners feel that they have no exposure to flood losses, more than 30 percent of flood losses occur on properties that are not located in a high hazard flood zone. Many of the losses are not covered by insurance.

Please do not hesitate to contact our office at 800-873-0242 with questions or to purchase additional coverage. Please sign and return all required forms. By signing these forms, you agree to renew coverage per our proposal with any changes you may have instructed us to make.

Thank you for placing your insurance with us. We appreciate your business.

Sincerely,

Chris Brodeur  
Account Underwriter



189 Commerce Court  
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Cheshire, CT 06410-0189

203-272-8220 or 800-873-0242  
fax 203-271-2265  
www.housingcenter.com

Housing Insurance Services, Inc.  
Acceptance Form and Compensation Disclosure Notice

In order to bind coverage, please fax or mail this form to the address or fax number listed below.

Insured Name: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Proposal Acceptance: Please check [X] one of the following:

[ ] The Proposal and Schedule have been reviewed and are accepted for all coverages quoted.

[ ] The Proposal and Schedule have been reviewed and need the following changes:

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THIS NOTICE DOES NOT AMEND ANY PROVISION OF OR AFFORD ANY COVERAGE UNDER YOUR POLICY. YOU SHOULD REVIEW YOUR ENTIRE POLICY CAREFULLY FOR COMPLETE INFORMATION ON THE COVERAGES PROVIDED AND TO DETERMINE YOUR RIGHTS AND DUTIES UNDER YOUR POLICY. IF THERE IS ANY CONFLICT BETWEEN YOUR POLICY PROVISIONS AND THIS NOTICE, THE PROVISIONS OF YOUR POLICY PREVAIL. PLEASE CONTACT YOUR AGENT OR BROKER IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE OR ITS CONTENTS.

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As a Member of HAI Group, there are benefits associated with placing your coverage with one or more of their programs.

HIS is an agent for HEIC and HAPI. If your proposal includes coverage from either of these insurance companies, HIS will receive compensation from them if the proposed coverage is purchased. HIS represents the insurance company(ies) and in such capacity will provide services to you relating to your insurance coverage.



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HIS is also the appointed agent of other insurance companies that are not affiliated with the HAI Group programs and may provide you with a proposal from one or more of those companies.

Please note: Your policies and all related documents will be delivered electronically via e-mail. If you prefer that a hard copy of the policy is mailed, please notify us at [AccountServices@haigroup.com](mailto:AccountServices@haigroup.com) to opt out of the electronic delivery. If you do not indicate a preference in delivery method, we will interpret this as your consent to receive your policies through your e-mail address electronically.

I acknowledge that I have read and understand this Disclosure Notice and agree to its terms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_



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**PHA Dividend History**  
**Boyne City Housing Commission - Boyne City, MI**

| Year | Class* | HAI Company                            | Amount Declared | Amount Paid | Description    |
|------|--------|----------------------------------------|-----------------|-------------|----------------|
| 2025 | Z      | Housing Authority Property Insurance   | \$680.81        |             |                |
| 2025 | Z      | Housing Authority Risk Retention Group | \$317.50        |             |                |
|      |        |                                        | \$998.31        | \$0.00      | Total for 2025 |
|      |        |                                        | \$998.31        | \$0.00      | Total          |

\* **Class Legend:** Z = Board Determined - Policy Dividend



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## Commercial Liability Proposal for:

PHA: Boyne City Housing Commission

829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

THE FOLLOWING OUTLINES THE COVERAGE FORMS, LIMITS OF INSURANCE, POLICY ENDORSEMENTS AND OTHER TERMS AND CONDITIONS PROVIDED IN THIS PROPOSAL. ANY POLICY COVERAGES, LIMITS OF INSURANCE, POLICY ENDORSEMENTS, COVERAGE SPECIFICATIONS, OR OTHER TERMS AND CONDITIONS THAT YOU HAVE REQUESTED THAT ARE NOT INCLUDED IN THIS PROPOSAL HAVE NOT BEEN AGREED TO BY HOUSING AUTHORITY RISK RETENTION GROUP (HARRG). PLEASE REVIEW THIS PROPOSAL CAREFULLY AND IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR UNDERWRITER.

| No. of Units | Family | Elderly | Section 8 |
|--------------|--------|---------|-----------|
|              | 79     | 30      | 0         |

Commercial Liability: General Aggregate: \$3,000,000

| Coverage / Deductible                    | Limits                                                       | Premium |
|------------------------------------------|--------------------------------------------------------------|---------|
| Commercial Liability                     | \$1,000,000 Commercial Liability Limit Per Occurrence        |         |
|                                          | \$50,000 Fire Damage Liability Sub-Limit Per Occurrence      |         |
|                                          | \$250,000 Athletic Sports Liability Sub-Limit Per Occurrence |         |
| \$10,000 Deductible                      | \$3,000,000 Commercial Liability Limit Aggregate             | \$6,843 |
|                                          | \$250,000 Athletic Sports Liability Sub-Limit Aggregate      |         |
| Public Officials Liability - Claims Made | \$1,000,000 Public Officials Limit Per Wrongful Act          |         |
| \$10,000 Deductible                      | \$1,000,000 Public Officials Limit Aggregate                 | \$1,500 |

Print Date: 06/25/2026

PHA: Boyne City Housing Commission



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## Commercial Liability Proposal for:

PHA: Boyne City Housing Commission

829 South Park Street  
Boyne City, MI 49712

Effective Date: 8/10/2026

| Coverage / Deductible                                                  | Limits                                                              | Premium  |
|------------------------------------------------------------------------|---------------------------------------------------------------------|----------|
| Employment Practice Coverage<br><i>\$10,000 Deductible</i>             | \$1,000,000 Employment Practice Per Wrongful Act                    | \$1,750  |
| Employee Benefits Administration Liability - Claims Made               | \$1,000,000 Employee Benefits Liability Limit Per Wrongful Act      |          |
| <i>\$1,000 Deductible</i>                                              | \$1,000,000 Employee Benefits Liability Limit Aggregate             | \$346    |
| Terrorism                                                              |                                                                     | \$112    |
| Third Party Discrimination - Claims Made<br><i>\$10,000 Deductible</i> | \$500,000 Third Party Discrimination - Claims Made Aggregate        | \$750    |
|                                                                        | \$500,000 Third Party Discrimination - Claims Made Per Wrongful Act |          |
|                                                                        |                                                                     |          |
|                                                                        |                                                                     |          |
| Total Premium                                                          |                                                                     | \$11,301 |



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## **Commercial Liability Proposal for:**

**PHA: Boyne City Housing Commission**

**829 South Park Street  
Boyne City, MI 49712**

**Effective Date: 8/10/2026**

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**THIS PROPOSAL DOES NOT AMEND, OR OTHERWISE AFFECT, THE PROVISIONS OF COVERAGE OF ANY RESULTING INSURANCE POLICY ISSUED BY HARRG. IT IS NOT A REPRESENTATION THAT COVERAGE DOES OR DOES NOT EXIST FOR ANY PARTICULAR CLAIM OR LOSS UNDER ANY SUCH POLICY. COVERAGE DEPENDS ON THE APPLICABLE PROVISIONS OF THE ACTUAL POLICY ISSUED, THE FACTS AND CIRCUMSTANCES INVOLVED IN THE CLAIM OR LOSS AND ANY APPLICABLE LAW.**

**THIS QUOTATION IS VALID FOR 30 DAYS OR 24 HOURS PRIOR TO THE EFFECTIVE DATE, WHICHEVER DATE COMES FIRST. THIS QUOTATION IS OFFERED BASED ON THE INFORMATION PROVIDED TO US BY YOU OR YOUR REPRESENTATIVE. THIS QUOTATION CAN BE WITHDRAWN AT ANY TIME FOR ANY REASON. BINDING SUBJECT TO RECEIPT OF COMPLETED APPLICATIONS.**



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## HARRG COMMERCIAL LIABILITY INSURANCE

### SCHEDULE OF LOCATIONS

**As Of: 6/25/2026**

FOR EACH PROPERTY, if a unit count, funding, occupancy or insurance coverage is/are incorrect, please cross out the invalid value and write in the correct value.

Add additional properties in the blank lines provided at end of table. If you do not have enough blank lines, attach a separate sheet of paper listing the new properties (name, address, units, funding, occupancy and what coverages they should incorporate).

**Please return this form if you have changes.**

| <u>Name Address</u>                           | <u>Exposure</u> | <u>Funding</u> | <u>Occupancy</u> | <u>General Liability</u> | <u>Public Officials</u> | <u>Employment Practices</u> | <u>Pesticide</u> | <u>Lead Paint</u> | <u>Mold</u> |
|-----------------------------------------------|-----------------|----------------|------------------|--------------------------|-------------------------|-----------------------------|------------------|-------------------|-------------|
| 1017 FIRST STREET<br>1017 FIRST STREET        | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 315 E Division St<br>315 E Division St        | 30              | Federal        | Elderly          | X                        | X                       | X                           |                  |                   |             |
| 315 E Division St GARAGE<br>315 E Division St |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| 318 ANN STREET<br>318 ANN STREET              | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 412 HARRIS ST<br>412 HARRIS ST                | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 416 HARRIS ST<br>416 HARRIS ST                | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 420 HARRIS ST<br>420 HARRIS ST                | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 424 HARRIS ST<br>424 HARRIS ST                | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 603 Jefferson St<br>603 Jefferson St          | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 605 JEFFERSON<br>605 JEFFERSON                | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |

**Unit counts must include vacant units**

Boyne City Housing Commission, MI

| <u>Name Address</u>                      | <u>Exposure</u> | <u>Funding</u> | <u>Occupancy</u> | <u>General Liability</u> | <u>Public Officials</u> | <u>Employment Practices</u> | <u>Pesticide</u> | <u>Lead Paint</u> | <u>Mold</u> |
|------------------------------------------|-----------------|----------------|------------------|--------------------------|-------------------------|-----------------------------|------------------|-------------------|-------------|
| 607 Jefferson St<br>607 Jefferson St     | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 608 JERSEY STREET<br>608 JERSEY STREET   | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 609 Jefferson St<br>609 Jefferson St     | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 610 JERSEY STREET<br>610 JERSEY STREET   | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 700 WENONAH ST<br>700 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 704 WENONAH ST<br>704 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 708 WENONAH ST<br>708 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 711 WENONAH St<br>711 WENONAH St         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 712 WENONAH ST<br>712 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 716 WENONAH ST<br>716 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 717 WENONAH ST<br>717 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 720 WENONAH ST<br>720 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 724 WENONAH ST<br>724 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 725 WENONAH ST<br>725 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 728 WENONAH ST<br>728 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 729 EAST MAIN ST<br>729 EAST MAIN ST     | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 729 WENONAH ST<br>729 WENONAH ST         | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| 731 EAST MAIN ST<br>731 EAST MAIN ST     | 1               | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| Litzenburger Place<br>829 S. PARK ST     | 53              | Federal        | Family           | X                        | X                       | X                           |                  |                   |             |
| Litzenburger Place Garage<br>829 S. PARK |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 1<br>829 S Park St          |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |

**Unit counts must include vacant units**

Boyne City Housing Commission, MI

| <u>Name Address</u>              | <u>Exposure</u> | <u>Funding</u> | <u>Occupancy</u> | <u>General Liability</u> | <u>Public Officials</u> | <u>Employment Practices</u> | <u>Pesticide</u> | <u>Lead Paint</u> | <u>Mold</u> |
|----------------------------------|-----------------|----------------|------------------|--------------------------|-------------------------|-----------------------------|------------------|-------------------|-------------|
| STORAGE SHED 2<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 3<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 4<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 5<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 6<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 7<br>829 S Park St  |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
| STORAGE SHED 8<br>729 WENONAH ST |                 | Federal        | Other            |                          |                         |                             |                  |                   |             |
|                                  |                 |                |                  |                          |                         |                             |                  |                   |             |
|                                  |                 |                |                  |                          |                         |                             |                  |                   |             |
|                                  |                 |                |                  |                          |                         |                             |                  |                   |             |

Unit counts must include vacant units

### III. ENDORSEMENTS

Please review the endorsements listed below for Boyne City Housing Commission.

#### Policy Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>                  | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|-------------------------------------------------|--------------------------------------------------------------------------|
| 54-01-2025-11      | 8/14/2025         | 8/10/2025             | Installment Schedule                            | Premium Installment Schedule                                             |
| 757-01-2025-1      | 8/14/2025         | 8/10/2025             | Warranty – Wholly-Owned and Controlled Entities |                                                                          |

#### Commercial Liability Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>          | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|-----------------------------------------|--------------------------------------------------------------------------|
| 731-01-2025-3      | 8/14/2025         | 8/10/2025             | Additional Insured - Volunteers         |                                                                          |
| 747-01-2025-4      | 8/14/2025         | 8/10/2025             | Assault and Battery Limitation          |                                                                          |
| 749-01-2025-5      | 8/14/2025         | 8/10/2025             | Exclusion – Trade or Economic Sanctions |                                                                          |

Boyne City Housing Commission, MI

### Commercial Liability Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>                            | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|-----------------------------------------------------------|--------------------------------------------------------------------------|
| 751-01-2025-2      | 8/14/2025         | 8/10/2025             | Exclusion - PFAS                                          |                                                                          |
| 758-01-2025-6      | 8/14/2025         | 8/10/2025             | Coverage Section R. Crisis Event<br>Communication Expense |                                                                          |

### Public Officials Liability - Claims Made Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>                                                                    | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 351-01-2025-9      | 8/14/2025         | 8/10/2025             | Breach of Contract Coverage -<br>Defense Only: Coverage Section<br>D – Public Officials Liability |                                                                          |

### Employment Practice Coverage Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>      | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|-------------------------------------|--------------------------------------------------------------------------|
| 503-01-2025-10     | 8/14/2025         | 8/10/2025             | Employment Practices<br>Endorsement |                                                                          |

### Terrorism Endorsements

| <u>Endorsement</u> | <u>Issue Date</u> | <u>Effective Date</u> | <u>Endorsement Description</u>                                                           | <u>Additional Description and/or Name of Additional Insured (If Any)</u> |
|--------------------|-------------------|-----------------------|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 181-01-2025-8      | 8/14/2025         | 8/10/2025             | Certified Terrorism Loss                                                                 | Certified Terrorism Loss                                                 |
| Terr-01-2025-7     | 8/14/2025         | 8/10/2025             | Certified Terrorism Loss<br>Disclosure of Premium and<br>Federal Share of Insured Losses |                                                                          |

## **POLICYHOLDER NOTICE CANNABIS EXCLUSION**

**This is a notice in a change to your policy.**

**This notice is not coverage.**

**This policy contains a new endorsement. The new endorsement is Cannabis Exclusion.**

Please note the following changes.

### **Clarification of Coverage:**

New definitions of Cannabis Items and Cannabis Activities have been added to the policy.

### **Reductions in Coverage:**

The new endorsement excludes bodily injury, property damage or personal and advertising injury or any other injury, damage, or loss of any kind arising out of Cannabis.

This notice is not a replacement for the terms of the policy of insurance, shall not have the effect of altering the coverage afforded by the policy, and shall not confer new or additional rights beyond those expressly provided in the policy. This information is only provided as guidance to the policyholder.

In the event of a conflict between this notice and the policy, the policy provisions will prevail.

## **POLICYHOLDER NOTICE**

### **SILICA EXCLUSION**

**This is a notice in a change to your policy.**

**This notice is not coverage.**

**This policy contains a new endorsement. The new endorsement is Silica Exclusion.**

Please note the following changes.

**Clarification of Coverage:**

A new definition of Silica has been added to the policy.

**Reductions in Coverage:**

The new endorsement excludes bodily injury, property damage or personal and advertising injury or any other injury, damage, or loss of any kind arising out of Silica.

This notice is not a replacement for the terms of the policy of insurance, shall not have the effect of altering the coverage afforded by the policy, and shall not confer new or additional rights beyond those expressly provided in the policy. This information is only provided as guidance to the policyholder.

In the event of a conflict between this notice and the policy, the policy provisions will prevail.

## TERRORISM INSURANCE COVERAGE OFFER

You are hereby notified that under the Terrorism Risk Insurance Act, as amended (the Act), you have a right to purchase insurance coverage for losses resulting from acts of terrorism, as defined in Section 102(1)(A) of the Act. As defined in Section 102(1)(A) of the Act, "The term 'act of terrorism' means any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States ---- (i) to be an act of terrorism; (ii) to be a violent act or an act that is dangerous to (I) human life; (II) property; or (III) infrastructure; (iii) to have resulted in damage within the United States, or outside the United States in the case of (I) an air carrier or vessel described in paragraph (5)(B); or (II) the premises of a United States mission; and (iv) to have been committed by an individual or individuals, as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion."

You should know that where coverage is provided by this policy for losses resulting from certified acts of terrorism, such losses may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States government reimburses 80% of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The premium charged for this coverage is shown below and does not include any charges for the portion of loss that may be covered by the federal government under the Act.

You should also know that the Act contains a \$100 billion cap that limits U.S. government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses in any one calendar year exceeds \$100 billion. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced.

PLEASE INDICATE ACCEPTANCE OR REJECTION BY "x" in applicable ☐ below.

| Acceptance of Terrorism Insurance Coverage (X) |                                                                                    |
|------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/>                       | I accept the offer to purchase terrorism coverage for the Terrorism Premium shown. |
| <input type="checkbox"/>                       | Commercial Liability                                                               |
|                                                | <b>Terrorism Premium</b><br>\$ 112                                                 |

  

| Rejection of Terrorism Insurance Coverage (X) |                                                                                                                                                                                        |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/>                      | Commercial Liability                                                                                                                                                                   |
| <input type="checkbox"/>                      | I reject terrorism coverage. I understand that I will not have coverage for losses resulting from certified acts of terrorism, whether arising from domestic or foreign-inspired acts. |

Boyne City Housing Commission

Named Insured

TBD

Policy Number / Policy Period

Signed by Authorized Representative / Date

Print Name / Title