

The regular meeting of the Taylor Housing Commission will be held on Thursday, December 18, 2025 at 8:15 a.m., at Maplewood Manor 15270 Plaza South Drive Taylor, MI 48180.

Regular Meeting of the Taylor Housing Commission

A G E N D A

- 1) Call to order – roll call: Fred Miller, Laurie Trueblood, Michelle Alford, Jim Corbin and Rich Pratt
- 2) Acceptance of the Agenda.
- 3) Acceptance of the minutes of the meeting held November 20, 2025.
(Attachment A)
- 4A) Motion to approve pay vouchers from November 1, 2025 through November 30, 2025 for Maplewood Manor of Taylor, LLC
(Attachment B1-B2)
- 4B) Motion to approve pay vouchers from November 1, 2025 through November 30, 2025 for the Taylor Housing Commission.
(Attachment B3-B4)
- 5) Motion to receive and file written report from the Manager, regarding current level of occupancy.
(Attachment C)
- 6) Motion to receive and file written report from the Manager of Section 8 Housing Choice Voucher. (Attachment D)
- 7) Director Communications: Director to update the Commissioners on the 5 year plan submission progress and RAB
- 8) Old Business/New Business: Installation of windows in two occupied units
- 9) Public Comment
- 10) Adjournment

Frederick D. Miller, President

A regular meeting of the Taylor Housing Commission was held on Thursday, October 20, 2025 at 8:15 am, at the Maplewood Manor of Taylor. Laurie Trueblood called the meeting to order at 8:21 a.m.

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

Motion by Alford supported by Corbin
Resolved: Acceptance of agenda
Unanimously carried
10.71-25

Motion by Corbin supported by Alford
Resolved: Acceptance of the minutes of the Meeting held September 25, 2025
Unanimously carried
10.72-25

Motion by Alford supported by Corbin
Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
10.73-25

Motion by Alford supported by Corbin
Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Taylor Housing Commission
Unanimously carried
10.74-25

Motion by Alford supported by Corbin
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
10.75-25

Motion by Alford supported by Corbin
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
10.76-25

Motion by Alford supported by Corbin

Resolved: Receive and File FYE 3/31/2025 Audit Report for the Taylor Housing Commission

10.77-25

Motion by Alford supported by Corbin

Resolved: Approve the 2026 Annual Plan/5 Year Plan of the Taylor Housing Commission

10.78.25

Director Communications: E.D. discussed the progress of the Window replacement project, and informed the Commissioners of the intent to purchase new windows for 2 apartments, on the West side of Maplewood Manor, to test over the Winter months.

Old Business: Discussed the selection process of window installation

Public Comment: N/A

Adjournment at 9:43 am

Frederick D. Miller, President

Cindy Bower, City Clerk

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

Attachment B1

Filter Criteria Includes: 1) Program: Maplewood Manor LLC 2) Project: RAD Maplewood Senior Apartments 3) Payment Date: 11/1/2025 to 11/30/2025 4) Financial Period: All
5) Payments Over: All 6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes
12) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3211	11/19/2025	No	CHK	Accident Fund Insurance Compan	Q4 2025: Worker's Comp Premium	No	\$937.50
3212	11/19/2025	No	CHK	Comcast	11/15-12/14/25 Business Phone&Int	No	\$220.97
3213	11/19/2025	No	CHK	DTE Energy (Gas)	10/3-10/31/25 Gas Use	No	\$2,560.28
3214	11/19/2025	No	CHK	HD Supply Facilities Maintenance	Order #: W233277581	No	\$99.94
3215	11/19/2025	No	CHK	Midwest Alarm Services	12/1/25-5/31/26 Fire Alrm Monitoring	No	\$276.00
3216	11/19/2025	No	CHK	Pest Genie	11/25 Flat Rate	No	\$119.00
3217	11/19/2025	No	CHK	PNC Bank Visa	Maintenance Purchases (10/25)	No	\$2,840.46
3218	11/19/2025	No	CHK	Port City Communications, Inc.	11/25 Answering Services&Holiday	No	\$219.29
3219	11/19/2025	No	CHK	PNC Bank Visa	Maplewood: Offc. Contract	No	\$29.75
3220	11/26/2025	No	CHK	City Of Taylor - Water Dept	9/10-11/10/25 Water Use	No	\$3,754.16
3221	11/26/2025	No	CHK	Cim Architects Llc	Conf. Rm Wndws:Hardware&Plans	No	\$4,905.00
3222	11/26/2025	No	CHK	DTE	10/17-11/13/25 Electricity Use	No	\$5,784.50
3223	11/26/2025	No	CHK	Mechanical Services LLC	Fire Damper Repair	No	\$355.00
Cleared: 0							\$0.00
Uncleared: 13							\$22,101.85
Total Payments: 13							\$22,101.85

Project Summary

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

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
Maplewood Manor LLC - RAD Maplewood Senior Apartments	\$22,101.85	\$0.00
Total:	\$22,101.85	\$0.00

Document Type Summary

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

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	13	\$22,101.85
Total:	13	\$22,101.85

Transaction Type Summary

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

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Payment	13	\$22,101.85
Vendor Accounting Total	13	\$22,101.85
Total:	13	\$22,101.85

End of Report

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

Attachment B2

Filter Criteria Includes: 1) Program: THC Admin 2) Project: THC Admin 3) Payment Date: 11/1/2025 to 11/30/2025 4) Financial Period: All 5) Payments Over: All
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
66421	11/07/2025	No	CHK	DynaTouch Corporation	Kiosk: Maintenance Agreement 11/2	No	\$2,100.42
66422	11/19/2025	No	CHK	Aflac Traditional and Direct	10/25 Employee Medical Policies	No	\$1,126.52
66423	11/19/2025	No	CHK	Alerus Financial	10/25 457 (Retirement Supplement)	No	\$3,190.96
66424	11/19/2025	No	CHK	Blue Cross Blue Shield Of MI	12/25 Employee Health Ins.	No	\$7,162.10
66425	11/19/2025	No	CHK	Cygnus Systems , Inc.	11/25 M365 Software Use	No	\$770.40
66426	11/19/2025	No	CHK	Management Computer Services,	Added 2 Check Signatures	No	\$200.00
66427	11/19/2025	No	CHK	Maplewood Manor of Taylor, LLC	11/25 ACH Reconciliation	No	\$541.00
66428	11/19/2025	No	CHK	The Inspection Group, Inc	9/25 HQS Inspections	No	\$16,583.00
66429	11/19/2025	No	CHK	Verizon Wireless	9/24-10/23/25 John's Phone&Tablet	No	\$64.74
66430	11/26/2025	No	CHK	Advanced Benefit Solutions, Inc	11/25 HRA Admin Fees	No	\$179.60
66431	11/26/2025	No	CHK	PNC Bank Visa	Admin: Offc. Contracts/Supplies	No	\$484.48
00173193-2	11/13/2025	No	INV	MERS	10/25 Defined Benefits	No	\$3,147.32
Cleared: 0							\$0.00
Uncleared: 12							\$35,550.54
Total Payments: 12							\$35,550.54

Project Summary

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

<u>Program - Project</u>	<u>Payments</u>	<u>Deposits</u>
THC Admin - THC Admin	\$35,550.54	\$0.00
Total:	\$35,550.54	\$0.00

Document Type Summary

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

<u>Document Type</u>	<u>Count</u>	<u>Amount</u>
Check (CHK)	11	\$32,403.22
Invoice (INV)	1	\$3,147.32
Total:	12	\$35,550.54

Transaction Type Summary

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

<u>Transaction Type</u>	<u>Count</u>	<u>Amount</u>
Vendor Accounting - Invoice	1	\$3,147.32
Vendor Accounting - Payment	11	\$32,403.22
Vendor Accounting Total	12	\$35,550.54
Total:	12	\$35,550.54

End of Report

Written Report to the Board of Commissioners

Date: December 15, 2025

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

Occupancy Summary

- **Current Occupancy:** 98 of 102 units occupied.
- **Vacancies:**
 - 3 units vacant due to a resident's passing.
 - 1 unit vacant as the tenant is no longer able to live independently.
- **Projected Move-Outs:**
 - 2 expected.
 - Of the projected move-outs, 1 is due to the tenant's inability to live alone and 1 is a potential non-payment of rent eviction.

Upcoming Activity:

- 3 additional applications processed and eligible.
- A large waiting list pull of 50-100 applicants is planned for January.

Compliance:

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

Nov-25
Section 8 HCV

1-Nov

Attachment D

Currently we have 5 applicants on the waiting list.

RAD 0

Section 8 Lottery 5

Dearborn Ned

Housing Choice Voucher Statistics Housing Choice Voucher Statistics

Leased 878

Issued 36

Portable Billing 9

Total 914

	<u>Total</u>
Income	
Housing Payments 11/1/2025	673,270.00
Admin Fee 11/2025	\$ 50,657.00
Admin Fee	
Admin Fee	
Admin Portable Receiving	
Portable Receiving (HAP)	
Portable Receiving (URP)	
Cares Act	
Total Income	<u>\$ 723,927.00</u>
Expenses	
HAP payments	\$ 632,540.00
URP payments	\$ 11,744.00
HAP Portable Paying	<u>\$ 13,245.00</u>
Portable Receiving (HAP)	
Total Expense	<u>\$ 657,529.00</u>
Other income (Fraud recovery	
Landlord repayment	
Interest	\$ -
Total other income	
Average HAP Payment	795