

The regular meeting of the Taylor Housing Commission will be held on Thursday, February 26, 2026 at 8:15 a.m., at Maplewood Manor 15270 Plaza South Drive Taylor, MI 48180.

Regular Meeting of the Taylor Housing Commission

A G E N D A

- 1) Call to order – roll call: Fred Miller, Laurie Trueblood, Michelle Alford, Jim Corbin and Rich Pratt
- 2) Acceptance of the Agenda.
- 3) Acceptance of the minutes of the meeting held February 22, 2026.
(Attachment A)
- 4A) Motion to approve pay vouchers from December 1, 2025 through January 31, 2025 for Maplewood Manor of Taylor, LLC
(Attachment B1-B2)
- 4B) Motion to approve pay vouchers from December 1, 2025 through January 31, 2026 for the Taylor Housing Commission.
(Attachment B3-B4)
- 5) Motion to receive and file written report from the Manager, regarding current level of occupancy.
(Attachment C)
- 6) Motion to receive and file written report from the Manager of Section 8 Housing Choice Voucher. (Attachment D)
- 7) Director Communications: Director to update the Commissioners on A.P.H.C. and our progress towards Project Based Vouchers
- 8) Old Business/New Business: Window installation of 3 units on West side of building, Budget will be prepared in March.
- 9) Public Comment
- 10) Adjournment

Frederick D. Miller, President

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

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

Motion by Alford supported by Corbin
Resolved: Acceptance of agenda
Unanimously carried
12.79-25

Motion by Alford supported by Corbin
Resolved: Acceptance of the minutes of the Meeting held September 25, 2025
Unanimously carried
12.80-25

Motion by Alford supported by Corbin
Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Maplewood Manor of Taylor, LLC.
Unanimously carried
12.81-25

Motion by Alford supported by Corbin
Resolved: Approve pay vouchers from September 1,2025 through October 31,2025 for the Taylor Housing Commission
Unanimously carried
12.82-25

Motion by Alford supported by Corbin
Resolved: Receive and file written report from the Property Manager of Maplewood Manor, regarding current level of occupancy.
Unanimously carried
12.83-25

Motion by Alford supported by Corbin
Resolved: Receive and file written report from the Manager of the Housing Choice Voucher Program, regarding current level of utilization
12.84-25

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

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

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

Adjournment at 8:49 am

Frederick D. Miller, President

Cindy Bower, City Clerk

**Taylor Housing Commission
Vendor Accounting Cash Payment/Receipt Register**

Maplewood Manor LLC

Attachment B-1

Filter Criteria Includes: 1) Program: Maplewood Manor LLC 2) Project: All Projects 3) Payment Date: 12/1/2025 to 1/31/2026 4) Financial Period: All 5) Payments Over: All
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
3224	12/08/2025	No	CHK	Edward Alkevicz	10/1-11/30/25 Supply Pickup	No	\$119.74
3225	12/10/2025	No	CHK	Fiber-Brite Carpet & Upholstery	Carpet:Cmmn Areas/offcs.&All Tile	No	\$7,298.00
3226	12/18/2025	No	CHK	Advantage Property Maintenance,	10/25 Lawn Maintenance	No	\$132.00
3227	12/18/2025	No	CHK	Comcast	12/15/25-1/14/26 Business Ph./Inter	No	\$235.43
3228	12/18/2025	No	CHK	Corrigan Environmental Solutions	Salt & Tote Purchase	No	\$961.65
3229	12/18/2025	No	CHK	DTE Energy (Gas)	11/1-12/3/25 Gas Use	No	\$5,668.44
3230	12/18/2025	No	CHK	HD Supply Facilities Maintenance	Order #: W234062367	No	\$727.38
3231	12/18/2025	No	CHK	Kone Chicago	12/1/25-2/28/26 Maintenance Period	No	\$1,448.40
3232	12/18/2025	No	CHK	Lawson Baler Sales & Service, In	Garb. Compactor Maintenance	No	\$552.70
3233	12/18/2025	No	CHK	Pest Genie	12/25 Flat Rate	No	\$119.00
3234	12/18/2025	No	CHK	PNC Bank Visa	Maintenance Supplies&Late Fee	No	\$1,723.87
3235	12/18/2025	No	CHK	Stefflins Irrigation & Landscaping	Spring 2025 Sprinkler Startup	No	\$730.00
3236	12/18/2025	No	CHK	The Sherwin Williams Co. VB	Acrylic Latex Paint	No	\$1,032.18
3237	12/18/2025	No	CHK	Treasurer, City Of Taylor	Winter 2025: Taxes	No	\$399.22
3238	12/18/2025	No	CHK	WOW! BUSINESS	11/16-12/15/25 Business Phone/Inte	No	\$221.89
3239	12/18/2025	No	CHK	Port City Communications, Inc.	12/25 Answering Svcs & Holiday Fe	No	\$219.17
3240	12/30/2025	No	CHK	DTE	11/14-12/14/25 Electricity Use	No	\$5,923.22
3241	12/30/2025	No	CHK	WOW! BUSINESS	12/16/25-1/15/26 Business Phone&I	No	\$231.89
3242	01/16/2026	No	CHK	City of Taylor / Alarms	3rd False Alarm:11/27/25	No	\$100.00
3243	01/16/2026	No	CHK	Comcast	1/15-2/14/26 Business Phone/Intern	No	\$286.65
3244	01/16/2026	No	CHK	DTE Energy (Gas)	12/4/25-1/5/26 Gas Use	No	\$8,079.13
3245	01/16/2026	No	CHK	HD Supply Facilities Maintenance	Order #: W234582818	No	\$391.02
3246	01/16/2026	No	CHK	Pest Genie	1/26 Flat Rate	No	\$119.00
3247	01/16/2026	No	CHK	PNC Bank Visa	Maintenance: Supplies&Equipment	No	\$1,042.48
3248	01/28/2026	No	CHK	Advantage Property Maintenance,	6/25 Lawn Maintenance	No	\$592.00
3249	01/28/2026	No	CHK	City of Taylor / Alarms	4th False Alarm: 12/11/25	No	\$200.00
3250	01/28/2026	No	CHK	Corrigan Environmental Solutions	Salt Purchase	No	\$1,121.64
3251	01/28/2026	No	CHK	DTE	12/15/25-1/15/26 Electricity Usage	No	\$6,143.43
3252	01/28/2026	No	CHK	Prestige Painting Inc.	Unit 308: Painting&Repairs	No	\$950.00

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

Attachment B-2

Filter Criteria Includes: 1) Program: Maplewood Manor LLC 2) Project: All Projects 3) Payment Date: 12/1/2025 to 1/31/2026 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

<i>Doc Num</i>	<i>Payment Date</i>	<i>Voided</i>	<i>Type</i>	<i>Document Recipient</i>	<i>Document Description</i>	<i>Cleared</i>	<i>Amount</i>
3253	01/28/2026	No	CHK	WOW! BUSINESS	1/16-2/15/26 Business Phone&Inter	No	\$221.82
					Cleared: 0		\$0.00
					Uncleared: 30		\$46,991.35
					Total Payments: 30		\$46,991.35

Project Summary

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

<i>Program - Project</i>	<i>Payments</i>	<i>Deposits</i>
Maplewood Manor LLC - RAD Maplewood Senior Apartments	\$46,991.35	\$0.00
Total:	\$46,991.35	\$0.00

Document Type Summary

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

<i>Document Type</i>	<i>Count</i>	<i>Amount</i>
Check (CHK)	30	\$46,991.35
Total:	30	\$46,991.35

Transaction Type Summary

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

<i>Transaction Type</i>	<i>Count</i>	<i>Amount</i>
Vendor Accounting - Payment	30	\$46,991.35
<i>Vendor Accounting Total</i>	<i>30</i>	<i>\$46,991.35</i>
Total:	30	\$46,991.35

End of Report

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

Attachment B-3

Filter Criteria Includes: 1) Program: THC Admin 2) Project: All Projects 3) Payment Date: 12/1/2025 to 1/31/2026 4) Financial Period: All 5) Payments Over: All
6) Check Numbers: All 7) Cleared Period: All 8) Check Status: All 9) Payment Status: All 10) Show Payments: Yes 11) Show Deposits: Yes 12) Order By: Payment/Receipt Number

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

Posted Payments

<u>Doc Num</u>	<u>Payment Date</u>	<u>Voided</u>	<u>Type</u>	<u>Document Recipient</u>	<u>Document Description</u>	<u>Cleared</u>	<u>Amount</u>
66432	12/08/2025	No	CHK	John Carter	Fuel Reimbursement (HQS Ins.)	No	\$62.12
66433	12/18/2025	No	CHK	Advanced Benefit Solutions, Inc	12/25 HRA Admin Fees	No	\$179.60
66434	12/18/2025	No	CHK	Capital One	Admin: Offc. Expenses	No	\$1,162.25
66435	12/18/2025	No	CHK	Cygnus Systems , Inc.	12/25 M365 Software	No	\$770.40
66436	12/18/2025	No	CHK	PLIC - SBD GRAND ISLAND	12/25 Employee Life Insurance	No	\$100.53
66437	12/18/2025	No	CHK	PNC Bank Visa	Admin: Offc. Contract	No	\$30.42
66438	12/18/2025	No	CHK	Purchase Power	10-11/25 Postage&Overage Fee	No	\$1,009.75
66439	12/18/2025	No	CHK	ShredHub LLC	11/20/25 Console Bin Svcs. (2 qty)	No	\$60.00
66440	12/18/2025	No	CHK	Verizon Wireless	10/24-11/23/25 John's Phone&Table	No	\$64.74
66441	12/18/2025	No	CHK	Aflac Traditional and Direct	11/25 Employee Medical Policies	No	\$1,126.52
66442	12/30/2025	No	CHK	Aflac Traditional and Direct	12/25 Employee Medical Policies	No	\$1,126.52
66443	12/30/2025	No	CHK	Applied Innovation	12/19/25-1/18/26 Contract Rate&To	No	\$650.09
66444	12/30/2025	No	CHK	Blue Cross Blue Shield Of MI	1/26 Employee Health Insurance	No	\$9,651.10
66445	12/30/2025	No	CHK	PLIC - SBD GRAND ISLAND	1/26 Employee Life Insurance	No	\$100.53
66446	12/30/2025	No	CHK	PNC Bank Visa	Admin: Offc. Contracts	No	\$402.07
66447	12/30/2025	No	CHK	Purchase Power	12/25 Postage &Overage Fee	No	\$1,083.20
66448	12/30/2025	No	CHK	Toshiba America Business Solutio	HCV Toner (2 qty)	No	\$539.78
66449	01/12/2026	No	CHK	Capital One	Admin: Offc. Expenses/Supplies	No	\$561.43
66450	01/16/2026	No	CHK	Advanced Benefit Solutions, Inc	1/26 HRA Admin Fees	No	\$179.60
66451	01/16/2026	No	CHK	Alerus Financial	12/25 457 (Retirement Supplement)	No	\$3,186.99
66452	01/16/2026	No	CHK	Applied Innovation	11/19-12/18/25 Contract Rate&Tone	No	\$521.40
66453	01/16/2026	No	CHK	Blue Cross Blue Shield Of MI	2/26 Employee Health Insurance	No	\$8,083.95
66454	01/16/2026	No	CHK	Cygnus Systems , Inc.	1/26 M365 Software	No	\$809.40
66455	01/16/2026	No	CHK	PNC Bank Visa	Admin: Offc. Contract	No	\$30.42
66456	01/16/2026	No	CHK	Verizon Wireless	11/24-12/23/25 John's Phone&Table	No	\$64.74
66457	01/16/2026	No	CHK	Alerus Financial	11/25 457 (Retirement Supplement)	No	\$3,249.10
66458	01/27/2026	No	CHK	John Carter	Meeting w/Developer	No	\$24.36
66459	01/28/2026	No	CHK	Applied Innovation	1/19-2/18/26 Contract Rate&Toner	No	\$628.81
66460	01/28/2026	No	CHK	PLIC - SBD GRAND ISLAND	2/26 Employee Life Insurance	No	\$100.53
66461	01/28/2026	No	CHK	PNC Bank Visa	HCV Admin: Offc. Contracts	No	\$1,217.94
66462	01/28/2026	No	CHK	The Inspection Group, Inc	11/25 HQS Inspections	No	\$19,283.00
66463	01/28/2026	No	CHK	Toshiba America Business Solutio	Toner Cartridges (2 qty)	No	\$737.56
00174924-2	01/07/2026	No	INV	MERS	12/25 Defined Benefits	No	\$3,147.32
00175227-2	01/16/2026	No	INV	MERS	11/25 Defined Benefits	No	\$3,147.32
00176077-2	01/31/2026	No	INV	MERS	1/26 Defined Benefits	No	\$3,147.32

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

Attachment B-4

Filter Criteria Includes: 1) Program: THC Admin 2) Project: All Projects 3) Payment Date: 12/1/2025 to 1/31/2026 4) Financial Period: All 5) Payments Over: All
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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>
710231116	01/16/2026	No	INV	ADP Inc	Payroll P/E: 12/28/25,1/11&1/12/26	No	\$469.85
					Cleared: 0		\$0.00
					Uncleared: 36		\$66,710.66
					Total Payments: 36		\$66,710.66

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	\$66,710.66	\$0.00
Total:	\$66,710.66	\$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)	32	\$56,798.85
Invoice (INV)	4	\$9,911.81
Total:	36	\$66,710.66

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	4	\$9,911.81
Vendor Accounting - Payment	32	\$56,798.85
<i>Vendor Accounting Total</i>	36	\$66,710.66
Total:	36	\$66,710.66

End of Report

Written Report to the Board of Commissioners

Date: February 20, 2026

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

Occupancy Summary

- **Current Occupancy:** 97 of 102 units occupied.
- **Vacancies:**
 - 4 units vacant due to a resident's passing.
 - 1 unit vacant as the tenant is no longer able to live independently.
 - One move-in on 2/5/26.
- **Projected Move-Outs:**
 - 1 expected due to tenant's passing.
 - 1 expected due to tenant's inability to live independently.

Upcoming Activity

- 50 pulled from the waiting list and I am pulling additional daily.
- 5 returned applications.
- 1 rejected due to over income.

Compliance:

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

Jan-26
Section 8 HCV

1-Jan

Attachment D

Currently we have 5 applicants on the waiting list.

RAD 0

Section 8 Lottery 400

Dearborn Ned

Housing Choice Voucher Statistics Housing Choice Voucher Statistics

Leased 848

Issued 30

Portable Billing 9

Total 1278

		Total
Income		
Housing Payments 01/01/2026		714,101.00
Admin Fee 01/01/2026	\$	49,904.00
Admin Fee		
Admin Fee		
Admin Portable Receiving		
Portable Receiving (HAP)		
Portable Receiving (URP)		
Cares Act		
Total Income	\$	764,005.00
Expenses		
HAP payments	\$	624,305.00
URP payments	\$	11,380.00
HAP Portable Paying	\$	15,607.00
Portable Receiving (HAP)		
Total Expense	\$	651,292.00
Other income (Fraud recovery		
Landlord repayment		
Interest	\$	-
Total other income		
Average HAP Payment		790