

Little Traverse Bay Bands of Odawa Indians
Housing Commission
Regular Meeting
April 4th, 2011
3:30 p.m.
Conference Room 312, LTBB Government Complex

Closed Session: None

Call to Order: 3:35 p.m.

Roll call: Chairman, Ray Kiogima – present; Vice Chairperson, Arlene Naganashe – present; Secretary, Patrick Wemigwase – present; Commissioner, Larry Stead – present; Commissioner, Vacant

Staff present: Executive Housing Director John Givens

Guests present: None

Opening Prayer: Ray Kiogima

.....
Motion made by Arlene Naganashe and supported by Larry Stead to accept the agenda as amended for the April 4th, 2011 meeting.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

Motion made by Arlene Naganashe and supported by Larry Stead to accept the minutes for the meeting for the March 7th, 2011 meeting.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

Housing Director Report:

Sale of Housing Stock Procedure: We have created and will implement this new procedure for selling the homes that the LTBB Housing Department has and will acquire in the future.

- 1. Purpose of this Procedure:** To insure that the LTBB Housing Department conducts the sale of one of our housing units in a uniform and fair manner.
- 2. Advertising:** When housing stock becomes available for sale, the home will be advertised for sale through the tribal news letter. For sale flyers will also be posted at the local tribal government buildings and in the LTBB Housing Department.
- 3. Housing Staff Responsibilities:** The LTBB Housing Staff will act as the “listing” agent in the sale of the home(s). We will be acting on behalf of the Little Traverse Bay Bands of Odawa Indians and our focus will be to protect the assets of the tribe. LTBB Housing Staff will be responsible for scheduling and attending

and showings of the home to prospective buyers. At the time of the initial showing of any home, the LTBB Housing Staff will present to the prospective buyer a copy of this procedure and a blank purchase agreement. LTBB Housing Staff will attain a signed receipt from the prospective buyer for their acceptance of this material and acknowledgement of their responsibilities in this transaction. (IT IS UNDERSTOOD THAT THE LTBB HOUSING STAFF MIGHT ALSO BE WORKING ON THE PURCHASERS BEHALF WITH THE COINCIDING MORTGAGE FOR THE HOME AND THAT THIS DOES NOT CREATE A CONFLICT OF INTEREST).

4. **Purchase Offers:** Only offers in writing, on an appropriate purchase agreement form will be accepted by the LTBB Housing Department. This purchase agreement can be the one provided to the purchaser by the LTBB Housing Department, or one of similar content that is accepted by real estate professionals. The purchase offer must contain a purchase amount, a reply date of no less than thirty (30) days from the date of receipt, and be signed by the purchaser. All offers must be marked with the date and time of receipt by the LTBB Housing Department. In the case of multiple offers, the tribal administrator will be clearly informed of their order of intake.
5. **NAHASDA Housing Stock:** Any home that has been built utilizing N.A.H.A.S.D.A. and/or H.U.D. funds must be sold in accordance with N.A.H.A.S.D.A. regulations. Those regulations state that those homes can only be sold to purchasers that are income eligible at the time of the sale. In order for the LTBB Housing Department to stay in compliance with our grant, all purchase offers for N.A.H.A.S.D.A. funded homes must contain a condition that the purchaser be income qualified at the date of purchase. Purchasers submitting Purchase Agreements for N.A.H.A.S.D.A. homes will have seven (7) calendar days from the date of their submittal to provide the LTBB Housing Department with complete, accurate, and up to date income verification for their home as well as a complete list of persons living in their home. Failure to accomplish this will result in the LTBB Housing Department rejecting their purchase agreement.
6. **Acceptance Process:** The LTBB Housing Department will only facilitate the intake of Purchase Offers for the Little Traverse Bay Bands of Odawa Indians. The Housing Director does not have the authority to bind the Little Traverse Bay Bands of Odawa Indians to any offers for purchase. To this end, all purchase agreements that have been properly submitted, according to this procedure, will be forwarded on in their entirety to the LTBB Tribal Administrator. From there the offer will be submitted to the Tribal Chairperson who will then consult with Tribal Council on the sale of the home. Any acceptance of offers, or counter offers will generate from this level and be conveyed to the purchaser through this chain of command.

3533 Wah Be Noong: At this time we have no written offers for the sale of the home. Our previous offer was rescinded. The home has been built with H.U.D. funds so any person purchasing the home must be qualified by the H.U.D. guidelines.

Rural Development Leases: We have two leases that need to be renewed.

3602 Zhou Noong
5752 Ap Gish Mok

Housing Surveillance: Is the Housing Commission in favor of or against the installation of surveillance cameras at our housing developments? It would improve security and be a tremendous help in dispute resolutions.

Motion made by Arlene Naganashe and supported by Larry Stead to install surveillance cameras at all Tribal Housing Developments.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

Motion made by Patrick Wemigwase and supported by Arlene Naganashe to renew the leases for 3602 Zhou Noong and 5752 Ap Gish Mok.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

Motion made by Arlene Naganashe and supported by Larry Stead to accept verbal and written report of the housing director.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

FYI:

Public Comment Opens: 5:45 p.m.

Arlene Naganashe and Ray Kiogima were asking about the open house for the house at 3533 Wah Be Noong.

We are considering having a work session for Housing Regulations and Statutes. But will decide that at the next meeting on Monday May 2nd, 2011.

Also was some discussion about maybe having the trash dumpster at Harbor Springs housing development fenced in on all sides but the front.

We also discussed our budget and maybe asking if there was some way that we could get a little more in it, so we could send at least one person from the commission to some of these bigger and more important Housing Conferences.

Public Comment Closes: 5:55 p.m.

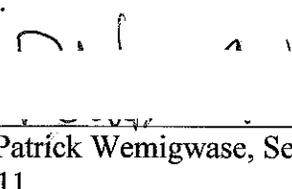
Motion made by Arlene Naganashe and supported by Larry Stead to adjourn at 6:00 P.M.

Vote: 4 – Yes, 0 – No, 0 – Absent, 0 – Abstained, 1 – Vacant

Motion Carried

Next meeting is on Monday May 2nd, 2011.

Date: 4/4/11



Patrick Wemigwase, Secretary

Minutes approved on Monday May 2nd, 2011.