

MHP ADVISORY BOARD AGENDA

Date: Thursday, June 10, 2021

Time: 6PM

Location: MHP Clubhouse

Call to Order: 6PM

Pledge of Allegiance

Roll Call

Approval of Minutes: May 13, 2021

Approval of Agenda

Public Comment

Board Comment

Manager's Report

Business:

- Landscaping at Entrance- Removal of Grasses
- Forth Shed Request
- Capital Improvement-
 - Playground- Kathy?
 - Kitchen
 - Pavilion

Close:

- Next Meeting Date: July 8, 2021
- Public Comment
- Board Comment
- Adjournment

**LEXINGTON NORTH SHORES
ADVISORY BOARD MEETING MINUTES
5/13/2021 - ZOOM VIRTUAL MEETING**

DRAFT

CALL TO ORDER: By Chairperson Judi Resk at 6:00 PM

ROLL CALL:

Present: Judi Resk, Kathy Parraghi, Tootie Reckinger, Tracy Zysk, Peggy Moran

Absent: Ed Jarosz

Others: Michelle Irwin, Park Manager (left early at 6:30 PM), Holly Tatman, Dina Wurmlinger Judy Vandewarker, Recorder, and approximately ten residents

APPROVAL OF MINUTES: Minutes of the meeting of 4/15/2021 were approved as presented, on a motion by Parraghi, seconded by Zysk, and carried with all ayes.

APPROVAL OF AGENDA: The agenda was approved on a motion by Parraghi, supported by Reckinger, and carried with all ayes.

PUBLIC COMMENT: None

BOARD COMMENT: None

MANAGER'S REPORT: See the agenda packet for the complete report.

- As reported in the newsletter, delivery of water meters is expected to be delayed because of the shortage of microchips, until late summer/early fall.
- Irwin will continue working in the Village office on Tuesdays and Thursdays.
- Directories will be picked up on Monday.
- DPW has been working to get the park ready for summer.

BUSINESS

Rules & Regulations

- Parraghi reported that Council returned the document because of concern that the procedure for possible changes in utility rates may not be clear. However, after discussion, it was agreed by all that the procedure is correct as written. Parraghi, supported by Zysk, made a motion to send the Rules & Regulations back to Council to seek approval as they are written. The motion carried with all ayes.
- **Stairway Repairs**
- No report as Jarosz was not in attendance.
- **Community Action Outreach Group** - Zysk reported that one clean-up took place last Saturday 5/1, and a second is scheduled for Saturday, 5/15. The event has been and will be posted on facebook, the web site, in the office, and on the door.

- Vice Chairperson - It was disclosed that Parraghi cannot serve as Vice Chairperson because of conflict of interest. Reckinger made a motion to rescind Parraghi's appointment, supported by Zysk, which passed with all ayes. Parraghi then made a motion to appoint Zysk, who volunteered for the position of Vice Chairperson. The motion was seconded by Reckinger, and carried with all ayes.
- Playground Area and Slide - Parraghi got some information from Margaret Twigg regarding playground equipment, and spoke to the sales rep, who will come out to make suggestions.

CAPITAL IMPROVEMENTS:

Resk suggested beginning a list of projects in order to get some funding appropriated for projects such as playground equipment, adding a club house kitchen, and a pavilion.

Tatman said Irwin worked with council at budget time two years ago and developed an excel spreadsheet with some prospective projects. Money was set aside for that, but was not used during the past year. She suggested the Board update that list, and present to Council, as there is a large sum in the MHP savings account which could be used for contracted services throughout the year. She suggested the Board work with Irwin to add to and prioritize it so next year money will be accessible.

PUBLIC COMMENT:

- Grass cutting must be done again if residents don't do it themselves.
- Will the damaged garage door be repaired?
- Part of the club house is not insulated.

BOARD COMMENT:

Parraghi agrees that lawns must be maintained.

ADJOURNMENT:

Meeting was adjourned at 6:42 PM on a motion by Reckinger, seconded by Zysk, and carried with all ayes.

Next Meeting: 6:00 PM Thursday, June 10, 2021, in the Club House

Respectfully submitted:

Judy Vandewarker, Recorder

5/16/2021

GL NUMBER	DESCRIPTION	2020-21	2020-21	YTD BALANCE	ACTIVITY FOR		AVAILABLE		% BDGT USED
		ORIGINAL BUDGET	AMENDED BUDGET	NORM (ABNORM)	05/31/2021	MONTH 05/31/21	INCR (DECR)	NORM (ABNORM)	
Fund 595 - LEX MOBILE HOME PARK									
Revenues									
Dept 000									
595-000-520.000	MHPK RENT REVENUE	751,500.00	708,500.00	649,494.79	59,062.52	59,005.21		91.67	
595-000-525.000	MHPK WATER REVENUE	67,400.00	63,775.00	58,461.48	5,314.68	5,313.52		91.67	
595-000-530.000	MHPK SEWER REVENUE	46,600.00	44,098.00	40,422.69	3,674.79	3,675.31		91.67	
595-000-535.000	MHPK RUBBISH REVENUE	30,000.00	27,312.00	25,036.11	2,276.01	2,275.89		91.67	
595-000-662.000	PENALTIES-LATE FEES	0.00	1,725.00	1,715.00	210.00	10.00		99.42	
595-000-665.000	INTEREST EARNED	0.00	53.00	52.91	15.04	0.09		99.83	
595-000-671.500	MISC ACCT OF REVENUE	1,000.00	1,985.00	2,035.00	150.00	(50.00)		102.52	
595-000-671.595	Hall Rental MHP	500.00	200.00	200.00	40.00	0.00		100.00	
Total Dept 000		897,000.00	847,648.00	777,417.98	70,743.04	70,230.02		91.71	
TOTAL REVENUES		897,000.00	847,648.00	777,417.98	70,743.04	70,230.02		91.71	
Expenditures									
Dept 595 - MOBILE HOME PARK									
595-595-699.940	ADMINISTRATIVE REIMBURSEMENT	636,989.00	63,989.32	58,390.09	5,308.19	5,599.23		91.25	
595-595-702.400	TR PARK MANAGER/CLERICAL	7,500.00	7,500.00	5,801.33	506.43	1,698.67		77.35	
595-595-702.420	MHP MANAGER	32,000.00	35,000.00	29,727.55	2,540.30	5,272.45		84.94	
595-595-703.600	DPW WAGES	8,000.00	8,000.00	6,133.74	449.30	1,866.26		76.67	
595-595-704.100	MATCH - SOCIAL SECURITY	3,060.00	3,200.00	3,186.75	267.45	13.25		99.59	
595-595-704.200	BLUE CROSS	22,000.00	22,000.00	20,848.03	358.90	1,151.97		94.76	
595-595-704.201	OPEB EXPENSE	7,000.00	7,000.00	0.00	0.00	7,000.00		0.00	
595-595-704.250	RETIREEES HEALTH INSURANCE	6,620.00	7,712.00	7,711.80	4,943.70	0.20		100.00	
595-595-704.300	LIFE INSURANCE	500.00	500.00	460.65	42.97	39.35		92.13	
595-595-704.400	PENSION	1,700.00	1,700.00	1,533.03	70.59	166.97		90.18	
595-595-704.401	AXA EQUITABLE MATCH	2,800.00	2,800.00	2,408.62	196.43	391.38		86.02	
595-595-704.500	MICH EMP SEC COM	320.00	320.00	348.78	3.69	(28.78)		108.99	
595-595-704.550	WORKERS COMP INSURANCE	6,533.00	6,533.00	4,841.49	0.00	1,691.51		74.11	
595-595-727.000	POSTAGE	1,120.00	600.00	600.00	200.00	0.00		100.00	
595-595-740.000	SUPPLIES	4,400.00	4,400.00	3,991.81	815.18	408.19		90.72	
595-595-740.700	DPW EQUIPMENT	6,491.00	5,855.00	5,200.66	322.37	654.34		88.82	
595-595-770.000	RUBBISH EXPENDITURES	33,000.00	33,000.00	31,770.97	2,888.27	1,229.03		96.28	
595-595-801.000	ELECTRIC-DETROIT EDISON	2,500.00	2,500.00	1,962.18	245.30	537.82		78.49	
595-595-802.000	HEAT-SEMCO ENERGY	1,000.00	1,200.00	1,094.43	100.23	105.57		91.20	
595-595-803.000	PHONE	3,200.00	3,300.00	3,284.78	289.68	15.22		99.54	
595-595-805.000	ADVERT/PUBLICATIONS	1,000.00	575.00	571.12	0.00	3.88		99.33	
595-595-811.000	LEGAL	1,200.00	7,000.00	6,688.15	1,078.00	311.85		95.55	
595-595-814.000	TRAFFIC / STREET LIGHTS	2,025.00	2,025.00	1,680.00	168.00	82.96		82.96	
595-595-820.000	CONTRACTED SERVICES	16,000.00	10,000.00	9,104.46	421.00	895.54		91.04	
595-595-822.000	IMPROVEMENT	5,000.00	3,000.00	2,664.01	0.00	335.99		88.80	
595-595-829.000	TRAILER PARK - TAXES	44,000.00	38,000.00	36,798.31	0.00	1,201.69		96.84	
595-595-910.000	LIABILITY INSURANCE	500.00	500.00	384.11	0.00	115.89		76.82	
595-595-952.000	MHP-CITIZENS LOAN PRINCIPAL	60,351.00	60,351.00	0.00	(60,350.57)	60,351.00		0.00	
595-595-952.500	MHP-CITIZENS LOAN INTEREST	11,140.00	7,923.00	7,922.95	0.00	0.05		100.00	
595-595-971.000	CAPITAL OUTLAY	20,000.00	0.00	0.00	0.00	0.00		0.00	
595-595-973.100	WATER-UTILITIES	60,000.00	60,000.00	56,460.17	4,428.73	3,539.83		94.10	
595-595-973.200	SEWER-UTILITIES	43,000.00	43,000.00	40,796.16	3,189.64	2,203.84		94.87	
595-595-999.000	TRANS TO OTHER FUNDS	272,712.00	272,712.00	197,188.00	18,049.00	75,524.00		72.31	
Total Dept 595 - MOBILE HOME PARK		1,323,661.00	722,195.32	549,554.13	(13,467.22)	172,641.19		76.09	
TOTAL EXPENDITURES		1,323,661.00	722,195.32	549,554.13	(13,467.22)	172,641.19		76.09	

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PERIOD ENDING 05/31/2021

GL NUMBER	DESCRIPTION	2020-21		YTD BALANCE 05/31/2021 NORM (ABNORM)	ACTIVITY FOR MONTH 05/31/21		AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
		ORIGINAL BUDGET	2020-21 AMENDED BUDGET		INCR (DECR)			
Fund 595 - LEX MOBILE HOME PARK								
Fund 595 - LEX MOBILE HOME PARK:								
TOTAL REVENUES		897,000.00	847,648.00	777,417.98	70,743.04	70,230.02	91.71	
TOTAL EXPENDITURES		1,323,661.00	722,195.32	549,554.13	(13,467.22)	172,641.19	76.09	
NET OF REVENUES & EXPENDITURES		(426,661.00)	125,452.68	227,863.85	84,210.26	(102,411.17)	181.63	

Fund 595 LEX MOBILE HOME PARK

GL Number	Description	Balance
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*** Assets ***

595-000-001.800	INVESTMENT-CADRE	53,006.62
595-000-002.000	EASTERN MICHIGAN BANK	944,148.63
595-000-015.000	ACCOUNTS RECEIVABLE	(2,381.46)
595-000-015.200	A/R MISC.	10.00
595-000-015.700	ACCT REC. LATE FEES PENALTIES	910.00
595-000-025.000	MHP WATER RENT RECEIVABLE	(3,685.14)
595-000-030.000	ACCRUAL DEPRECIATION	2,823,128.82
595-000-030.150	BUILDINGS	51,238.42
595-000-030.300	DEFERRED OUTFLOW	1,986.00
595-000-031.000	DEFERRED OUTFLOWS	388.00
595-000-035.000	MHP RUBBISH REVENUE RECEIVABLE	17.11
595-000-036.000	MHP SEWER REVENUE RECEIVABLE	31.90
595-000-123.000	PREPAID EXPENSES	3,842.42
595-000-144.000	EQUIPMENT	9,846.73
595-000-264.000	ACCUMULATED DEPRECIATION	(1,723,655.49)

Total Assets

2,158,832.56

*** Liabilities ***

595-000-204.700	TENANT DEPOSIT	40,611.21
595-000-204.725	TENANT DEPOSIT MAIL BOX KEYS	890.00
595-000-205.000	OPEB OBLIGATION	7,045.00
595-000-205.600	NET PENSION LIABILITY	25,611.00
595-000-251.000	ACCRUED INTEREST PAYABLE	1,634.83
595-000-260.000	ACCRUED VACATION LEAVE PAYABLE	9,819.36
595-000-300.400	CITIZENS FIRST NOTE PAYABLE	120,701.40
595-000-300.500	DEFERRED INFLOWS	289.00
595-000-300.501	DEFERRED INFLOWS OPEB	601.00

Total Liabilities

207,202.80

*** Fund Balance ***

595-000-390.000	FUND BALANCE ACCOUNT	1,673,133.34
595-000-395.000	RETAINED EARNINGS	50,632.57

Total Fund Balance

1,723,765.91

Beginning Fund Balance

1,723,765.91

Net of Revenues VS Expenditures

227,863.85

Ending Fund Balance

1,951,629.76

Total Liabilities And Fund Balance

2,158,832.56

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TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 595 LEX MOBILE HOME PARK							
05/01/2021			595-595-699.940 ADMINISTRATIVE REIMBURSEMENT		BEG. BALANCE		53,081.90
05/31/2021	GJ	JE	ADMIN. REIMBURSEMENT MAY 31 2021	2088	5,308.19		58,390.09
05/31/2021			595-595-699.940	END BALANCE	5,308.19	0.00	58,390.09
05/01/2021			595-595-702.400 TR PARK MANAGER/CLERICAL		BEG. BALANCE		5,294.90
05/06/2021			SUMMARY PR 05/06/2021		158.88		5,453.78
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		198.60		5,652.38
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		148.95		5,801.33
05/31/2021			595-595-702.400	END BALANCE	506.43	0.00	5,801.33
05/01/2021			595-595-702.420 MHP MANAGER		BEG. BALANCE		27,187.25
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		764.00		27,951.25
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		764.00		28,715.25
05/20/2021	PR	CHK	SUMMARY PR 05/20/2021		362.90		29,078.15
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		649.40		29,727.55
05/31/2021			595-595-702.420	END BALANCE	2,540.30	0.00	29,727.55
05/01/2021			595-595-703.600 DPW WAGES		BEG. BALANCE		5,684.44
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		144.86		5,829.30
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		121.67		5,950.97
05/20/2021	PR	CHK	SUMMARY PR 05/20/2021		100.84		6,051.81
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		81.93		6,133.74
05/31/2021			595-595-703.600	END BALANCE	449.30	0.00	6,133.74
05/01/2021			595-595-704.100 MATCH - SOCIAL SECURITY		BEG. BALANCE		2,919.30
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		81.67		3,000.97
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		82.95		3,083.92
05/20/2021	PR	CHK	SUMMARY PR 05/20/2021		35.48		3,119.40
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		67.35		3,186.75
05/31/2021			595-595-704.100	END BALANCE	267.45	0.00	3,186.75
05/01/2021			595-595-704.200 BLUE CROSS		BEG. BALANCE		20,489.13
05/05/2021	AP	INV	UNION INSURANCE MAY 2021	MAY 2021 INS	179.45		20,668.58
05/27/2021	AP	INV	MAY 2021 HEALTH IN.	MAY 2021	179.45		20,848.03
05/31/2021			595-595-704.200	END BALANCE	358.90	0.00	20,848.03
05/01/2021			595-595-704.250 RETIREES HEALTH INSURANCE		BEG. BALANCE		2,768.10
05/17/2021	GJ	JE	MERS RHEV ANNUAL PYMENT 2021	2080	4,710.00		7,478.10
05/27/2021	AP	INV	RETIREE IN. JUNE 2021	JUNE 2021 INS.	233.70		7,711.80
05/31/2021			595-595-704.250	END BALANCE	4,943.70	0.00	7,711.80
05/01/2021			595-595-704.300 LIFE INSURANCE		BEG. BALANCE		417.68
05/05/2021	AP	INV	LIFE INS.MAY 2021	3586608434	42.97		460.65
05/31/2021			595-595-704.300	END BALANCE	42.97	0.00	460.65
05/01/2021			595-595-704.400 PENSION		BEG. BALANCE		1,462.44
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		21.39		1,483.83
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		49.20		1,533.03
05/31/2021			595-595-704.400	END BALANCE	70.59	0.00	1,533.03
05/01/2021			595-595-704.401 AXA EQUITABLE MATCH		BEG. BALANCE		2,212.19
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		59.41		2,271.60
05/12/2021	PR	CHK	SUMMARY PR 05/12/2021		60.78		2,332.38
05/20/2021	PR	CHK	SUMMARY PR 05/20/2021		25.30		2,357.68
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		50.94		2,408.62
05/31/2021			595-595-704.401	END BALANCE	196.43	0.00	2,408.62
05/01/2021			595-595-704.500 MICH EMP SEC COM		BEG. BALANCE		345.09
05/06/2021	PR	CHK	SUMMARY PR 05/06/2021		1.34		346.43
05/20/2021	PR	CHK	SUMMARY PR 05/20/2021		1.34		347.77
05/26/2021	PR	CHK	SUMMARY PR 05/26/2021		1.01		348.78
05/31/2021			595-595-704.500	END BALANCE	3.69	0.00	348.78
05/01/2021			595-595-704.550 WORKERS COMP INSURANCE		BEG. BALANCE		4,841.49
05/31/2021			595-595-704.550	END BALANCE	0.00	0.00	4,841.49
05/01/2021			595-595-727.000 POSTAGE		BEG. BALANCE		400.00
05/05/2021	AP	INV	PRE PAID POSTAGE	RESERVE POSTAGE	200.00		600.00
05/31/2021			595-595-727.000	END BALANCE	200.00	0.00	600.00
05/01/2021			595-595-740.000 SUPPLIES		BEG. BALANCE		3,176.63
05/05/2021	AP	INV	CLEANING SUPPLY MHP	2795	124.70		3,301.33
05/12/2021	AP	INV	CLEANING SUPPLY VILLAGE MHP	2764	25.20		3,326.53
05/12/2021	AP	INV	MULTI FUNDS	3531-8136 DUE 5/2	547.99		3,874.52
05/12/2021	AP	INV	MHP INCART HP	214949	46.99		3,921.51
05/18/2021	AP	INV	SURGE PROTECTOR	DUE 6-3-21	21.65		3,943.16
05/27/2021	AP	INV	WINDOW BOX FLOWERS MHP	166292	48.65		3,991.81
05/31/2021			595-595-740.000	END BALANCE	815.18	0.00	3,991.81

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TRANSACTIONS FROM 05/01/2021 TO 05/31/2021

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
05/01/2021			595-595-740.700 DPW EQUIPMENT		BEG. BALANCE		4,878.29
05/31/2021	GJ	JE	DPW EQUIPMENT REIMBURSEMENT MAY 2021	2090	322.37		5,200.66
05/31/2021			595-595-740.700	END BALANCE	322.37	0.00	5,200.66
05/01/2021			595-595-770.000 RUBBISH EXPENDITURES		BEG. BALANCE		28,882.70
05/12/2021	AP	INV	WATER SEWER RUBBISH MAY2021	UTILITY BILL MAY	2,888.27		31,770.97
05/31/2021			595-595-770.000	END BALANCE	2,888.27	0.00	31,770.97
05/01/2021			595-595-801.000 ELECTRIC-DETROIT EDISON		BEG. BALANCE		1,716.88
05/12/2021	AP	INV	MHP ELECTRIC	DUE 5-28-21	94.12		1,811.00
05/12/2021	AP	INV	ELECTRIC MULTI FUNDS	DUE 6-1-21	151.18		1,962.18
05/31/2021			595-595-801.000	END BALANCE	245.30	0.00	1,962.18
05/01/2021			595-595-802.000 HEAT-SEMCO ENERGY		BEG. BALANCE		994.20
05/27/2021	AP	INV	HEAT / GAS	DUE 6/8/21	100.23		1,094.43
05/31/2021			595-595-802.000	END BALANCE	100.23	0.00	1,094.43
05/01/2021			595-595-803.000 PHONE		BEG. BALANCE		2,995.10
05/12/2021	AP	INV	CELL PHONE	300141181 DUE 5/2	72.37		3,067.47
05/18/2021	AP	INV	MHP INTERNET	10020175-1 MHP5-2	52.95		3,120.42
05/18/2021	AP	INV	LANDLINES	1104117	164.36		3,284.78
05/31/2021			595-595-803.000	END BALANCE	289.68	0.00	3,284.78
05/01/2021			595-595-805.000 ADVERT/PUBLICATIONS		BEG. BALANCE		571.12
05/31/2021			595-595-805.000	END BALANCE	0.00	0.00	571.12
05/01/2021			595-595-811.000 LEGAL		BEG. BALANCE		5,610.15
05/12/2021	AP	INV	LEGAL MARCH 21	1027	42.00		5,652.15
05/27/2021	AP	INV	ATTY FEES	1660	1,036.00		6,688.15
05/31/2021			595-595-811.000	END BALANCE	1,078.00	0.00	6,688.15
05/01/2021			595-595-814.000 TRAFFIC / STREET LIGHTS		BEG. BALANCE		1,512.00
05/12/2021	AP	INV	ORNAMENTAL ST. LIGHTS	910040652729 JUN	168.00		1,680.00
05/31/2021			595-595-814.000	END BALANCE	168.00	0.00	1,680.00
05/01/2021			595-595-820.000 CONTRACTED SERVICES		BEG. BALANCE		8,683.46
05/12/2021	AP	INV	CREDIT CHECKS MHP	1677	216.00		8,899.46
05/12/2021	AP	INV	CLEANING MAY 2021	MAY 2021	170.00		9,069.46
05/18/2021	AP	INV	MHP MTG 5-13-2021	MHP MTG 5-13-2021	35.00		9,104.46
05/31/2021			595-595-820.000	END BALANCE	421.00	0.00	9,104.46
05/01/2021			595-595-822.000 IMPROVEMENT		BEG. BALANCE		2,664.01
05/31/2021			595-595-822.000	END BALANCE	0.00	0.00	2,664.01
05/01/2021			595-595-829.000 TRAILER PARK - TAXES		BEG. BALANCE		36,798.31
05/31/2021			595-595-829.000	END BALANCE	0.00	0.00	36,798.31
05/01/2021			595-595-910.000 LIABILITY INSURANCE		BEG. BALANCE		384.11
05/31/2021			595-595-910.000	END BALANCE	0.00	0.00	384.11
05/01/2021			595-595-952.000 MHP-CITIZENS LOAN PRINCIPAL		BEG. BALANCE		60,350.57
05/13/2021	GJ	JE	PRINCIPAL REDUCTION DWRF MHP 2021	2075		60,350.57	0.00
05/31/2021			595-595-952.000	END BALANCE	0.00	60,350.57	0.00
05/01/2021			595-595-952.500 MHP-CITIZENS LOAN INTEREST		BEG. BALANCE		7,922.95
05/31/2021			595-595-952.500	END BALANCE	0.00	0.00	7,922.95
05/01/2021			595-595-973.100 WATER-UTILITIES		BEG. BALANCE		52,031.44
05/12/2021	AP	INV	WATER SEWER RUBBISH MAY2021	UTILITY BILL MAY	4,428.73		56,460.17
05/31/2021			595-595-973.100	END BALANCE	4,428.73	0.00	56,460.17
05/01/2021			595-595-973.200 SEWER-UTILITIES		BEG. BALANCE		37,606.52
05/12/2021	AP	INV	WATER SEWER RUBBISH MAY2021	UTILITY BILL MAY	3,189.64		40,796.16
05/31/2021			595-595-973.200	END BALANCE	3,189.64	0.00	40,796.16
05/01/2021			595-595-999.000 TRANS TO OTHER FUNDS		BEG. BALANCE		179,139.00
05/31/2021	GJ	JE	MHP ALLOCATION MAY 2021	2089	18,049.00		197,188.00
05/31/2021			595-595-999.000	END BALANCE	18,049.00	0.00	197,188.00
TOTAL FOR FUND 595 LEX MOBILE HOME PARK					46,883.35	60,350.57	549,554.13

LNS Manager's Report

6/10/21

New leases and Rules and Regulations have gone out to all the residents. There have been questions due to the meter installation being delay. Since the lease cycle starts July 1, 2021 and the meters are going to be put in during that timeframe, we need send them out now. I am available for questions. I am hoping that all paperwork gets turned in a timely manner this year.

DPW has a few upcoming projects, they have received a work order for the stairway work, the garage door for the clubhouse is on backorder and will be installed as soon as possible. They have other projects on the list that have been put through as well as keeping up on the mowing, and other things around the park. They got the beach ready for the holiday and even redid the newspaper box to house our new brochures and other park information for people who looking around the park.

Jim Pierce has been addressing blight concerns in the park. He has sent out many notices, mainly grass issues. If you have a concern, please fill out a complaint form. I will be happy to forward it on to Jim. We still need to follow the procedures that we have in place. Forms are located by the office and available anytime.

Directories will be handed out as residents turn in paper paperwork. They have turned out nice!

I will be covering in the Village the second week of June.

Total Number of lots 171- 34 Lakefront, 122 Single, 7 -1.5 Lots, 8 Double Lots



E. POLICY AND PROCEDURES AMENDMENTS –Motion by Beardslee, seconded by Klaas, to approve the amendments to the Policy and Procedures Manual as presented.

Discussion

Roll Call

Ayes – Beardslee, Klaas, Babisz, Dickinson, Kaatz, Mills

Nays - None

Motion carried

F. MASTER ACADEMY –Motion by Dickinson, seconded by Klaas, to approve the attendance of the Village Clerk to the Master Academy at a cost not to exceed \$900.

Roll Call

Ayes- Dickinson, Klaas, Babisz, Kaatz, Beardslee, Mills

Nays- None

Motion carried

MOBILE HOME PARK

G. RV RENTAL RATES– Motion by Dickinson, seconded by Babisz, to approve the amendments to the RV Rental Rates.

Discussion

Roll Call

Ayes- Dickinson, Babisz, Kaatz, Klaas, Beardslee, Mills

Nays- None

Motion carried

H. LANDSCAPING – Motion by Dickinson, seconded by Babisz, to approve the acceptance of the bid of \$36,044.96 from Alpine Services LLC.

Discussion

Roll Call

Ayes-Dickinson, Babisz, Klaas, Beardslee, Mills

Nays-Kaatz

Motion carried

I. MARKETING INCENTIVES –Motion by Dickinson, seconded by Klaas, to approve the marketing incentives as listed: Six month free rent with the signing of a lease, new or used, must pass inspection, free rent does not include utilities or garbage, offer good until May 15th.

Discussion

Roll Call

Ayes- Dickinson, Klaas, Babisz, Kaatz, Beardslee, Mills

Nays- None

Motion carried

FINANCIAL REPORTS – Motion by Beardslee, seconded by Klaas, to approve the check register and financial reports as presented.

Roll Call

Ayes- Beardslee, Klaas, Babisz, Dickinson, Kaatz, Mills

Nays- None

Motion carried

CORRESPONDENCE – Thank you letter – Rose Marie Perrin, Lakeshore Garden Club

PUBLIC COMMENT -

12516

The Village of Lexington
7227 Huron Avenue
Lexington, MI 48450

WORK ORDER

Date: _____/_____/_____

Person requesting work: _____

Cost Center: _____

Advisory Board
MHP

Work Requested:

Remove decorative grass on the
North side of the park Entrance

Deadline for Completion: _____/_____/_____

-----Office use only-----

Village Manager or Designee

Date

☐ Approved
☐ Denied

Work assigned to: _____

Work starting date: _____/_____/_____

Estimated Cost: \$ _____

- F. The tenant shall maintain electrical, sewer, water and gas lines in a safe and leak proof condition. There shall be no alterations to any utility lines or equipment by any tenant. A licensed contractor must work on these utilities.
- G. Tenants should not dispose of sanitary napkins, disposable diapers, wipes, or other nondegradable items by flushing them down the toilet. The tenant will be responsible for cleaning a blockage to the sewer line.
- H. Relocation of any utility is the expense of the tenant when requesting the relocation.

Mobile Home Guidelines

- A. Prior to a replacement of any mobile home with another, the tenant must submit an application to the Landlord for approval to move the old mobile home off and the new mobile home onto the site. (if any state permits are required those will be at the expense of the tenant)
- B. No tenant may sublet his/her mobile home, take in boarders, or permit anyone other than persons or pets listed on their Lease Agreement to live on the premises. Additional persons listed on the lease will be subject to a background check and approval by the Landlord. Mobile homes may not be rented, loaned, or used by anyone for any purpose other than granted in the Lease. No tenant may own more than one mobile at a given time. Exceptions may be made to those tenants in the process of selling a mobile.
- C. All mobile homes new to the Park must be a minimum of 600 sq. ft (exceptions may be granted for Park Model Units). Mobiles must be HUD approved. If the mobile is older than 10 years, a licensed Mobile Home Inspector must inspect it before entering the Park. All required repairs must be made and a re-inspection done before occupancy or being moved into the Park.
- D. Each tenant must carry adequate "Fire and Extended Coverage"(\$100,000) insurance on his/her mobile home and must maintain reasonable general public liability insurance. Each tenant will be required to provide proof of insurance to the Landlord when the policy renews each year.
- E. Each mobile must be equipped with a fire extinguisher, a centrally located smoke detector, and a smoke detector in each bedroom.
- F. Any mobile coming into the park must have gutters installed. Also, if a mobile is going to be moved from one site to another in the park, gutters must be installed on the mobile 30 days after it has been moved. Gutters shall have downspouts directed to the road.
- G. The Village Office must be supplied with a copy of the title for proof of ownership.
- H. Whenever there is a change in ownership of a mobile home, the new owner must submit an application to the landlord for approval. A credit background check will be required. Should the original owner entrust the mobile to a friend/relative, they must be approved to live in the Park, if they are not then they must sell or remove the trailer per state.
- I. A tenant's shed must meet all set-back and zoning requirements and must not exceed a total of 80 sq. feet. Its placement shall not block utilities or access to underneath the trailer. Lot size **will not** be taken into consideration. Double lots will not be allowed to have two sheds.
- J. Metals sheds shall no longer be used in the park, when replacing a shed, it must be of some other material, i.e.: vinyl.
- K. Every home shall have a numerical lot number on the exterior easily visible from the road.

Copy: Mitchell
C.F.Y.I

**VILLAGE OF LEXINGTON APPLICATION
MOBILE HOME PARK LAND USE**

PERMIT #: 21-18
PARCEL #: _____
PERMIT FEE: \$ 36.00

OWNER: Richard Forth

DATE: 5-14-21

ADDRESS: 5203 Main Street. Lot 94
Lexington, MI. 48450

PHONE: (850) 503-1548

BUILDING SITE ADDRESS: Lot 94

CONTRACTOR: _____

LICENSE #: _____

Is property located within 500' of lake, stream or wetland? ☐ Yes ☒ No (if yes soil erosion permit is required from Sanilac County)

PROJECT DESCRIPTION: Remove old metal shed and adding
2 new Resin Sheds

Type of Land Use Project

- ☐ New Mobile
- ☒ Addition to Mobile _____ sq ft
- ☐ Accessory Building
- ☐ Accessory Building on Slab
- ☐ Relocation of Building onto property
- ☐ Demolition
- ☐ Driveway
- ☐ Sidewalk/Cement Pad
- ☐ Patio/Pavers
- ☐ Other _____

Start Date: ASAP

Completion Date: _____
(within 90 days of issuance of the permit)

Project requires a permit from
EGLE: Y N

Approval from Park Manager: Y N

Estimated Cost:
\$ 2000.00

Occupancy Permit Granted Date: _____

SITE PLAN: Attach 1 set of building plans, and a site plan containing a survey and diagram of proposed structure location of lot, including front, side, rear setbacks and lot lines, utilities, easements, existing buildings, sewer, water, etc.

INSPECTION: In order to verify compliance with this permit, it will be necessary for the Zoning Administrator or his/her designated agent to enter upon the premises at reasonable times until a certificate of occupancy is issued. Authorization is granted by signature.

NOTICE: The approval issued here is a zoning or land use approval, indicating this governmental unit's approval of the proposed use of the property involved. It is now mandatory that you apply for a Building Permit from the Sanilac County Department of Construction and Land Use, 61 W. Sanilac, Sandusky, MI 48471. (810)648-4664. You must take a copy of this permit, and two sets of plans. The plans will be checked for code compliance before the permit is issued. Other applicable permits may be required, such as: Health Department, Electrical, Plumbing, Building (for structure only), and Mechanical (heating & cooling).

APPROVAL INFORMATION

Approval pursuant to all conditions of
CONDITIONS: Sec. 4.7, Sec. 5.4, and North Shores Rules / Regs;
including, but not limited to, ... "structures must be placed
in rear half of the lot; ... (sheds
shall not be closer than 3' to any

Richard Forth 5-14-21
Applicant Signature Date
Jim P. ... 5/17/21
Zoning Administrator Date

PAYMENT INFORMATION

☐ PAID CASH
☐ PAID CHECK CK # _____
REC'D. BY _____ DATE _____
COPY TO WATER DEPT. ☐
MI 2/25/21

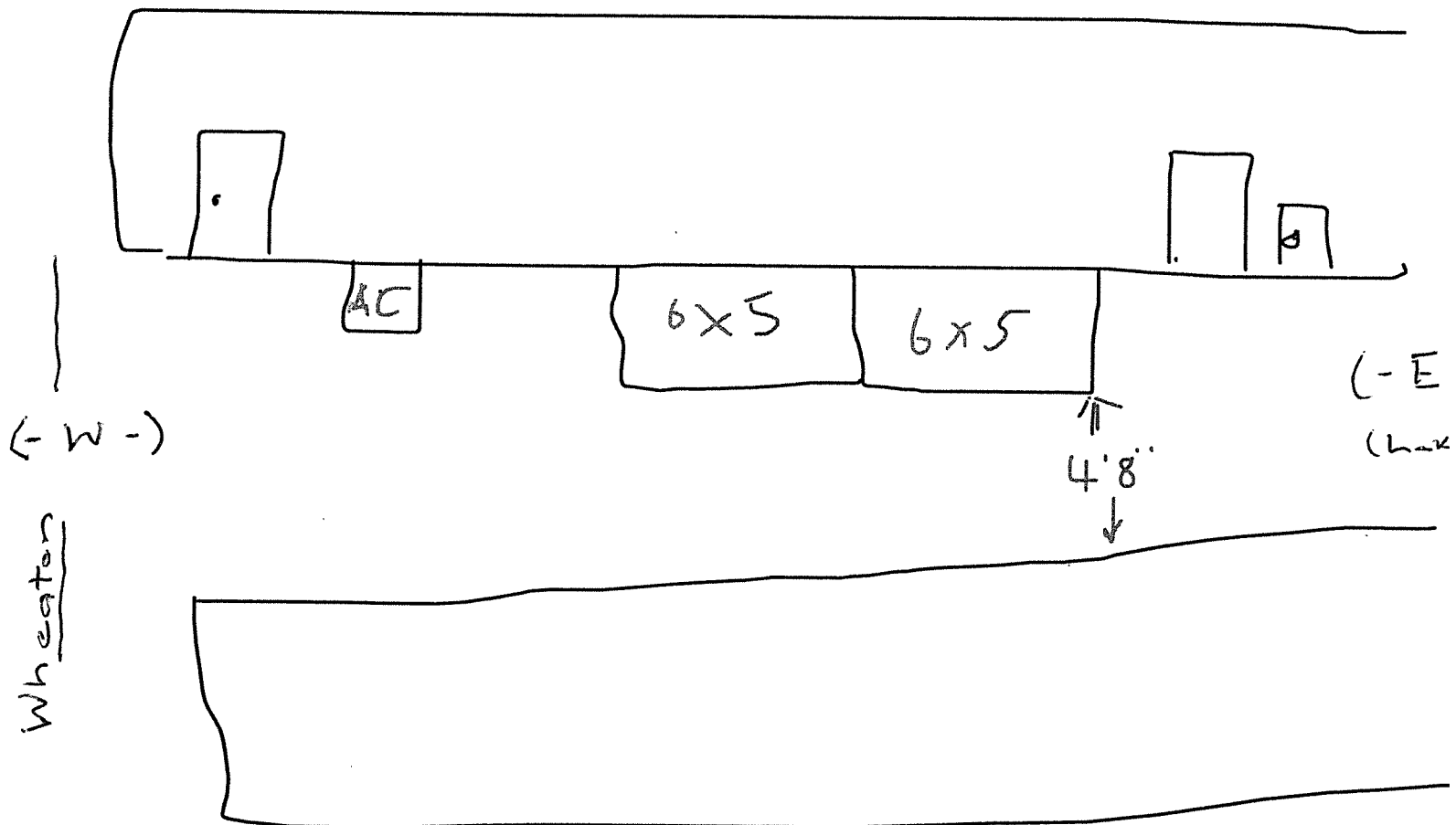
"...side lot line"; and other setbacks are - 10' to the street
4' to next mobile
4' to rear P/L

We are trying to maintain 4 feet from the neighboring mobile home but we cannot find a shed that is 5 foot wide and more than 6 feet long. In order to replace the existing shed and maintain the same amount of space that we currently have we would have to replace it with 2 sheds that are 6 foot wide x 5 feet long that we plan to install side by side.

Neighbors trailer is bottom draw.

* See conditions of approval enumerated on signed application!

(- N -)



(- S -)

