

## **AGENDA**

### **GRAND TRAVERSE COUNTY LAND BANK AUTHORITY**

**Friday, January 27, 2023**

**Governmental Center, 400 Boardman Avenue**

**Great Lakes Conference Room 3<sup>rd</sup> Floor**

**8:00 A.M.**

1. Approval of December 16, 2022, minutes ..... 1-3
2. Trial Balance Land Bank & Housing Trust Fund ..... 4-6
3. Summary of Land Bank Projects and Activity; Update Strategic Plan..... 7-24
4. Habitat for Humanity Grant Expenditures ..... 25-39

#### **PUBLIC COMMENT/INPUT**

Any person shall be permitted to address a meeting of the Land Bank Authority (LBA), which is required to be open to the public under the provisions of the Michigan Open Meetings Act, as amended. (MCLA 15.261, et. seq.) Public comment shall be carried out in accordance with the following County Board Rules and Procedures:

- A. Any person wishing to address the LBA shall state his or her name and address.
  - B. Persons may address the LBA on matters, which are relevant to county government issues.
  - C. No person shall be allowed to speak more than once on the same matter, excluding time needed to answer Board questions. The Chairperson shall control the amount of time each person shall be allowed to speak, which shall not exceed three (3) minutes; except as follows:
    1. Chairperson may, at his or her discretion, extend the amount of time any person is allowed to speak.
    2. Whenever a group wishes to address the Authority, the Chairperson may require that the group designate a spokesperson; the Chairperson shall control the amount of time the spokesperson shall be allowed to speak, which shall not exceed fifteen (15) minutes.
5. Other Business
  6. Adjournment

GRAND TRAVERSE COUNTY  
LAND BANK AUTHORITY (GTCLBA)

Minutes of Regular Meeting  
December 16, 2022

Chair Scheppe called the meeting to order at 8:01 a.m. in the Great Lakes Conference Room, 3<sup>rd</sup> Floor Governmental Center

Members Present: Ron Clous, Dean Bott, James Baker (8:35 a.m.), Gary Howe and Heidi Scheppe, Chair  
Staff Present: Chris Forsyth and Bonnie Scheele (Recording Secretary)  
Others Present: Max Anderson, Marc McKellar, Jr., Ray Minervini, Scott Sieffert, and Anne Jamieson (remote)

**MINUTES**

**MOVED** by Bott, seconded by Clous to approve the minutes of October 28, 2022.

**MOTION CARRIED**

**STATE LAND BANK AUTHORITY BLIGHT ELIMINATION PROGRAM**

Chris Forsyth, Anne Jamieson and Ray Minervini explained the proposed project located in Building 34 at the Commons. The Land Bank will have to adopt a resolution authorizing engagement in the program proposal process.

**RESOLUTION 1-2022**

**GRAND TRAVERSE COUNTY LAND BANK AUTHORITY RESOLUTION  
AUTHORIZING SUBMISSION OF A PROPOSAL TO THE STATE LAND  
BANK AUTHORITY FOR A BLIGHT ELIMINATION PROGRAM GRANT**

WHEREAS, on September 15, 2022, the State Land Bank Authority (SLBA) released a request for proposals (RFP) related to its Blight Elimination Program; and

WHEREAS, the purpose of this program is to provide grant dollars to land bank authorities to address blighted properties in their communities; and

WHEREAS, blighted structures currently exist at the Village of Grand Traverse Commons, (the Commons) which is owned by the Minervini Group LLC, and is in the City of Traverse City and the Charter Township of Garfield Township, Grand Traverse County, and

WHEREAS, the structures at the Commons are blighted because they are vacant commercial property that has had utilities, plumbing, heating, or sewerage disconnected, destroyed, removed, or rendered ineffective for a period of 1 year or more, rendering the property unfit for its intended use; and

WHEREAS, representatives with the Minervini Group LLC has provided the Grand Traverse County Land Bank Authority, at its December 16, 2022 meeting, a



detailed cost estimate to perform abatement and remediation activity at Building 34, which is a blighted structure at the Commons; and

WHEREAS, the proposed abatement and remediation activity at Building 34 is an eligibility activity as provided in the SLBA RFP for the Blight Elimination Program because the activity if completed would result in the abatement of hazardous materials, and would also result in the stabilization of a vacant commercial structure identified for future rehabilitation; and

WHEREAS, the SLBA RFP requires that a land bank authority seeking a grant under this program, must submit as part of the grant application, a board resolution authorizing engagement regarding the blight elimination program RFP.

THEREFORE, BE IT RESOLVED the Grand Traverse County Land Bank Authority through this resolution hereby authorizes the Chairperson to engage in the SLBA blight elimination program RFP, with the grant funds to be used to perform abatement and remediation activity at Building 34, which is a blighted structure at the Village of Grand Traverse Commons.

BE IT FUTHER RESOLVED that the Chairperson, with the assistance of staff, is authorized to execute all other documentation and complete all necessary work needed to implement this resolution and submit a proposal to the SLBA RFP Blight Elimination Program.

**MOVED** by Howe, seconded by Clous to adopt Resolution 1-2022  
**MOTION CARRIED**

**VILLAGE OF KINGSLEY DOWNTON DEVELOPMENT AUTHORITY (DDA) PROJECT**

Chris Forsyth indicated that a closed session was necessary to consider the purchase or lease of real property.

**CLOSED SESSION**

**MOVED** by Howe, seconded by Clous to go into closed session at 8:23 a.m. to consider the purchase or lease of real property as permitted under MCL 15.268(d)

**MOTION CARRIED UNANIMOUSLY**

**MOVED** by Clous, seconded by Howe to return to regular session at 8:58 a.m.  
**MOTION CARRIED**

**VILLAGE OF KINGSLEY DDA PROJECT**

**MOVED** by Howe, seconded by Clous to authorize the Land Bank to enter into a cooperative agreement with the Kingsley Village DDA and to commit \$700,000.00 fund balance toward the proposed DDA development project.

**MOTION CARRIED**

**PUBLIC COMMENT:**

None

**OTHER BUSINESS:**

None

**ADJOURNMENT:**

Meeting adjourned at 9:03 a.m.

---

Approved Date

---

Heidi Scheppe, Chair

## LAND BANK AGENDA ITEM

SUBJECT: Trial Balance

FROM: Heidi Scheppe, Treasurer



FOR MEETING DATE: January 27, 2023

### **SUMMARY OF ITEM TO BE PRESENTED:**

Please find attached the December 2022 Trial Balance for Land Bank and Housing Trust Fund and Property Inventory.

### **RECOMMENDATION:**

For Information.

**GTC Trial Balance**

**Company** Grand Traverse County  
**Ledger** Actuals  
**Period** 2022 - P12 Dec  
**Time Period** Current Period YTD  
**Ledger Accounts and Summaries**  
**Worktags** Fund: FD223 Housing Trust  
Fund  
Fund: FD550 Land Bank

**Balancing Worktags**  
**Book**  
**Additional Options**

		FD223 Housing Trust	FD550 Land Bank
		Fund	
Fund	Total	Balance	Balance
Assets	1,318,992.61	178,387.95	1,140,604.66
1001:CLAIM ON CASH	1,225,730.38	178,387.95	1,047,342.43
1020:PROPERTY TAX	(130,997.77)	0	(130,997.77)
RECEIVABLE			
LEVY - TAXES	(5,559.65)	0	(5,559.65)
RECEIVABLE			
LEVY - TAXES	(125,438.12)	0	(125,438.12)
RECEIVABLE			
1120:LAND	224,260.00	0	224,260.00
Liabilities	(172,867.78)	0	(172,867.78)
2000:ACCOUNTS	0.00	0	0.00
PAYABLE			
2200:UNEARNED	(172,867.78)	0	(172,867.78)
REVENUE			
Revenues	(266,683.04)	(2,688.61)	(263,994.43)
Expenditures	85,222.34	75,539.92	9,682.42
Equity	(964,664.13)	(251,239.26)	(713,424.87)
3753:NET POSITION -	(224,260.00)	0	(224,260.00)
RESTRICTED LAND			
HOLDING ACCT			
3910:NET POSITION -	(740,404.13)	(251,239.26)	(489,164.87)
UNRESTRICTED			
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

# LAND BANK INVENTORY

1/23/2023

Tax Year	Township	Parcel #	Address	Taxable value	Purchase Price	Annual Totals	Status
2013	City	51-011-001-01	RR ROW		123,000.00		
2018	Garfield	05-027-014-00	RR Easement		16,000.00		
2020	City	51-674-007-00	1028 Carver St		85,260.00		Homestretch
						224,260.00	
Tax Year	Township	Parcel #	Address	Taxable value	Minimum Bid		Status
Tax Foreclosed							

Total Purchase Prices of Land Bank Parcels  
Total Taxable Value of Land Bank Parcels

224,260.00

## THE PARCELS ABOVE SHOULD BE RECORDED AS LAND BANK OWNED

Parcels Sold	Deed	Recorded	Sale Price	Date sold	Deed	Recorded
2015 Mayfield 09-008-010-00 County Rd 633		7/14/2015	1,823.79	7/14/2015	7/20/2015	Homeowner
2015 Mayfield 09-007-006-00 County Rd 633		7/14/2015	1,560.75	7/14/2015	7/20/2015	Homeowner
2014 Blair 02-683-166-00 818 Jayrogers Ct		8/24/2015	1,864.63	8/24/2015	9/23/2015	Auction
2015 Garfield 05-031-008-30 N East Silver lake Rd		8/24/2015	1,462.66	8/24/2015	9/23/2015	Auction
2015 Union 05-314-006-00 Stonefield Dr		8/24/2015	3,952.09	8/24/2015	9/23/2015	Auction
2012 Garfield 12-031-009-70 Marsh Rd		8/3/2015	1,654.81	8/3/2015	8/5/2015	Homeowner
2013 East Bay 05-221-002-00 Lynch Drive		8/27/2015	33,229.50	8/27/2015	4/2/2015	Homeowner
2015 Garfield 03-219-025-00 N Three Mile Rd		10/13/2015	6,568.27	10/13/2015	11/4/2015	Market
2015 Garfield 05-280-015-00 1537 Ridge View Ct		10/16/2015	13,166.56	10/16/2015	10/16/2015	Market
2012 Blair 02-007-046-12 Old Maple Trail		3/74.32	374.32	3/74.32	11/13/2015	Side Lot
2015 East Bay 03-102-077-20 Celery Bay		908.46	250.00	908.46	11/13/2015	Side Lot
2016 Long Lake 08-185-023-00 Sunset Dr		460.09	150.00	460.09	11/13/2015	Side Lot
2016 Garfield 05-340-020-00 Linden Avenue		2,536.38	8,000.00	2,536.38	4/6/2016	Market
2016 Garfield 05-006-001-04 Barney Rd		3,979.32	3,000.00	3,979.32	4/6/2016	Market
2012 Long Lake 08-003-004-40 East Barney Rd		3,979.32	3,000.00	3,979.32	8/11/2016	Side Lot
2016 Garfield 05-149-050-00 5165 Heritage Way		4,338.08	6,799.83	4,338.08	8/5/2016	Side Lot
2016 Fife Lake 04-001-013-02 US 31		16,598.68	17,098.68	16,598.68	9/9/2016	Side Lot
2012 Green Lake 07-180-009-50 9723 First St		924.07	1.00	924.07	12/22/2016	Demo completed
2017 Peninsula 11-580-031-00 18929 Bay St		2,789.33	4,500.00	2,789.33	8/21/2017	Homeowner
2017 City 51-878-046-00 134 E Fifteenth St		3,664.71	4,158.33	3,664.71	8/25/2017	Homeowner
2017 Whitewater 13-600-033-00 5632 Millbrook Dr		11,637.74	12,050.37	11,637.74	12/15/2017	Association
2017 Whitewater 13-600-034-00 5634 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-035-00 5647 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-036-00 5645 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-037-00 5633 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-038-00 5638 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-043-00 5575 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2017 Whitewater 13-600-044-00 5577 Millbrook Dr		1,192.91	1,192.91	1,192.91	12/15/2017	Association
2018 Blair 02-005-002-10		370,914.30		370,914.30	6/8/2018	Market Blaines
2018 Blair 02-005-002-11					6/8/2018	Market Blaines
2018 Blair 02-005-002-12					6/8/2018	Market Blaines
2018 Blair 02-005-002-13					6/8/2018	Market Blaines
2018 Long Lake 08-001-012-00 Gray Rd		11,930.35			9/6/2018	Market H&M
2020 Blair 02-005-002-20					10/15/2020	Title Work
2020 Fife Lake 02-005-002-30 Remite School Rd		274,162.00			10/29/2020	Market Edward Rose
2020 Fife Lake 04-060-109-00 11770 Lake Shore Dr		175,000.00			10/29/2020	Side Lot
2020 Acme 01-013-026-02 Bates Rd		450,000.00			10/29/2020	Side Lot
2021 East Bay 03-220-008-00 Vanderlip Rd		1,271.25			12/28/2020	Homeowner
2021 Garfield 05-027-027-00 1383 Cass Rd		1,213.38			4/12/2021	Side Lot
2021 Paradise 42-060-010-00 206 Cottage Dr		1,572.88			7/1/2021	Brownfield
2021 Peninsula 11-545-009-00 Maple Terrace Ave		314,882.27			7/28/2021	Homeowner
2021 Peninsula 11-545-011-50 Maple Terrace Ave		7,231.57			7/28/2021	Side Lot
2021 City 51-674-007-00 1028 Carver St		800.18			12/8/2021	Side Lot
2022 Long Lake 08-010-018-01 N Long Lake Rd		175,260.00			10/29/2020	Housing Trust
2022 East Bay 03-216-047-05 N Four Mile Rd		614.05			5/16/2021	Side Lot
2022 Peninsula 11-336-003-99 Peninsula Dr		1,295.89			5/12/2021	Side Lot
		721.86			6/9/2022	Side Lot
		644,982.16				

6



## Memorandum

Grand Traverse County  
County Administration  
400 Boardman Avenue  
Traverse City, Michigan 49684  
(231) 922-4780 Fax (231) 922-4636

---

**TO:** Grand Traverse County Land Bank Authority

**FROM:** Christopher J. Forsyth, Deputy County Administrator <sup>CJF</sup>

**DATE:** January 23, 2023

**SUBJECT:** Summary of Land Bank Projects and Activity; Update Strategic Plan

Over the last three years, the Land Bank has supported projects throughout Grand Traverse County. The list of projects include:

- The development of 80 acres, and installation of public infrastructure improvements at Rennie School Road and U.S. 31 in Blair Township
- Gap funding Homestretch's planned 10-unit affordable housing project on Carver Street in Traverse City
- The installation of the Fitness Court on land banked property behind Oryana Community Co-op as part of the Boardman Lake Loop
- The potential redevelopment and public infrastructure improvements in East Bay Township through the temporary land banking of property adjoining Keith Charters State Park
- The potential redevelopment of property in downtown Kingsley through a partnership with the Village of Kingsley Downtown Development Authority
- The improvement of Building 34 at the Commons by applying for blight elimination funds through the State Land Bank Authority

In addition, the Land Bank is responsible for the administration of the Home Rehabilitation Trust Fund by providing grants to nonprofits. These grants have allowed Habitat for Humanity to purchase building materials needed for critical home repairs. Finally, the Land Bank has worked with homeowners who have gone through tax foreclosure to allow them to either remain in their homes, or negotiate a fair sale of a home, with 3353 Panorama Lane a good example of the latter.

Although the Land Bank has been active, the Land Bank Board has not reviewed or updated its strategic plan and policies in several years. Attached are the last adopted plan and policy documents. I am requesting the Land Bank consider updating its strategic plan and policy in 2023. I will provide further information and a suggested approach at the January 27<sup>th</sup> meeting.

Please let me know if you have any questions concerning the above.



# Department Strategic Plan

Version 1.0

---

**Department:** Land Bank Authority  
**Chair:** William Rokos, County Treasurer  
**Director:** Jean Derenzy  
**Staff:** 1.5  
**Date:** June 24, 2010

---

## **Mission Statement:**

The mission of the Grand Traverse County Land Bank Authority is to utilize tax-reverted properties, acquired properties and other resources for affordable housing and economic development opportunities through collaboration with community organizations and local governmental units.

---

## **Core Services:**

- Focuses on the conversion of vacant, abandoned, and tax-delinquent properties into productive use.
  - Provides opportunities for affordable housing and economic development
  - Collaborates with local units of government to assist in meeting goals and objectives through development tools (brownfield redevelopment authority, economic development corporation, land bank authority, etc.).
- 

## **Accomplishments:**

- Land Bank Authority met with local officials to develop policy for local units of government.
  - Land Bank Authority cleaned up a property in East Bay Township that will result in two new affordable homes constructed by Habitat for Humanity.
  - Land Bank Authority developed brownfield plan to assist in the siting of a new regional cancer center in Garfield Township.
- 

## **Trends/Issues:**

Over the next 25 years, Grand Traverse County is expected to see a population increase of 40,000 to 50,000 new residents. This increase will have a considerable impact on the communities and landscape of the County. Maintaining and improving the quality of life for County residents takes a proactive approach. It will be important to preserving the natural beauty of the County while providing for prosperity for its residents. The Land Bank Authority will be working in its role to create affordable housing opportunities and jobs along with restoring properties in a way that achieves this goal.

## 2009

### Board of Commissioner Goals

1. Preserve beautiful/healthy environment
2. Safety of community
3. Focus on health and economic well-being of all people
4. Collaborate with other units of government
5. Risk-taking and innovation to increase efficiency/effectiveness of services
6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

Board Goal	Department Goal	Department Tactic	Analysis/Key Results Issues/Lesson Learned
6	A. Implement Communication Plan.	a. Continue to conduct public meetings and meetings with local officials.	Initial facilitation to develop policies has been done.
		b. Conduct public relations activities for all Land Bank Authority projects.	
	B. Obtain training for the Board and staff.	a. Attend annual Land Bank Conference.	Attended Conference in Traverse City.
		b. Continue to receive updated legislative changes.	
3	C. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency.	Delayed until staff is available.
		b. Meet with property owner requesting different resources available to them.	



# 2010

## Board Goals

1. Preserve beautiful/healthy environment
2. Safety of community
3. Focus on health and economic well-being of all people
4. Collaborate with other units of government
5. Risk-taking and innovation to increase efficiency/effectiveness of services
6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

Board Goal	Department Goal	Tactic	Estimated Duration (No. of Months)	Estimated Completion Date (Month/Year)
4, 6	A. Maintain communications with aligned organizations, local units of government and the public.	a. Conduct policy development meetings with local officials.	1	February, 2010
		b. Conduct public relations activities for all Land Bank Authority projects.	Per project	Ongoing
	B. Obtain training for the Land Bank board and staff.	a. Attend annual Land Bank Conference in Lansing.	1	May, 2010
		b. Monitor and continue to receive updated legislative changes.		Ongoing
3, 5, 6, 7	C. Development County approach to address affordable and workforce housing.	a. Work with County Board, committees, departments and housing representatives.	12	December, 2010
		b. Draft policy to address the sale of tax-foreclosed property for affordable housing projects and programs.		
		c. Establish procedures for management of foreclosed properties.		
		d. Develop housing trust fund proposal with housing representatives.		
3, 5	D. Develop an economic development policy for the Land Bank.	a. Work with County Board, committees, departments and economic development representatives on the role of the Land Bank in economic development.	12	December, 2010
3, 6	E. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency and other organizations.	9	September, 2010

# 2011

## Board Goals

1. Preserve beautiful/healthy environment
2. Safety of community
3. Focus on health and economic well-being of all people
4. Collaborate with other units of government
5. Risk-taking and innovation to increase efficiency/effectiveness of services
6. Ready/easy access to government services
7. Emphasize fiscal responsibility in planning for today and future

BoC Goal	LBA Goal	LBA Tactic	Estimated Duration (No. of Months)	Estimated Completion Date (Month/Year)
	A. Improve staff to sufficiently support Land Bank activities.	a. Identify and dedicate financial resources.	1	January, 2011
		b. Work with Planning & Development Department to appropriate staff to the Land Bank.	1	January, 2011
3, 5, 6, 7	C. Finalize and evaluate housing trust fund proposal.	a. Conclude evaluation of housing trust fund proposal subject to Board of Commissioner approval.	7	January, 2011
		b. If approved, initiate housing trust fund program.	1	Subject to Staff Availability
4, 6	D. Maintain communications with aligned organizations, local units of government and the public.	a. Continue policy development with local governmental officials and community stakeholders.		Subject to Staff Availability
		b. Conduct public relations activities for all Land Bank Authority projects.	Per project	Ongoing
	E. Obtain training for the Land Bank board and staff.	a. Attend annual Land Bank Conference in Detroit.	1	June, 2011
		b. Monitor and continue to receive updated legislative changes.		Ongoing
3, 5	F. Develop an economic development policy for the Land Bank.	a. Work with County Board, committees, departments and economic development representatives on the role of the Land Bank in economic development.		Subject to Staff Availability
3, 6	G. Expand foreclosure prevention program.	a. Work with Northwest Michigan Human Services Agency and other organizations.		Subject to Staff Availability

**GRAND TRAVERSE COUNTY  
LAND BANK AUTHORITY**

**PRIORITIES AND POLICIES  
FOR  
PROPERTY ACQUISITION AND DISPOSITION**

**As approved by the Board of Directors on \_\_\_\_\_**

## Contents

<b>1.</b>	<b>Policies Governing the Acquisition of Properties</b>	<b>1</b>
<b>2.</b>	<b>Priorities Concerning the Disposition of Properties</b>	<b>2</b>
<b>3.</b>	<b>Factors in Determining Consideration Due Upon Transfers</b>	<b>3</b>
<b>4.</b>	<b>Side Lot Disposition Program</b>	<b>5</b>
	A. Side Lot Disposition Policies	
	B. Side Lot Disposition Requirements	
<b>5.</b>	<b>Land Transfers</b>	<b>7</b>
	A. Land Transfer Policies	
	B. Land Transfer Requirements – Individual Transferees	
	C. Land Transfer Requirements – Corporate Transferees	
<b>6.</b>	<b>Land Banking Policies</b>	<b>9</b>
	A. Requirements for Conveyances to the LBA in its Land Banking Capacity	
	B. Requirements for Conveyances to the LBA in its Land Banking Capacity	
	C. Right of Repurchase by the Transferor	

The acquisition and disposition of properties acquired by the Treasurer of Grand Traverse County through tax foreclosure procedures in accordance with 1893 P.A. 206, as amended by 1999 P.A. 123, MCL §211.1 et. seq., and properties that are owned by the Grand Traverse County Land Bank Fast Track Authority (the "LBA"), shall be governed by the following basic priorities and policies.

The acquisition, use, and disposition of such properties shall at all times be consistent with the authority granted by the Constitution of Michigan, the laws of the state of Michigan, the Land Bank Agreement by and between Grand Traverse County, Michigan and the State of Michigan dated August 29, 2006, the articles of incorporation and bylaws of the Grand Traverse County Land Bank Fast Track Authority, and the public purposes set forth therein.

## **1. Policies Governing the Acquisition of Properties**

In determining which, if any, properties shall be acquired by purchase that become available through the tax foreclosure processes for acquisition by Grand Traverse County or by the Land Bank Authority, the LBA shall give consideration to the following factors:

1. Proposals and requests by nonprofit corporations that identify specific properties for ultimate acquisition and redevelopment.
2. Proposals and requests by governmental entities that identify specific properties for ultimate use and redevelopment.
3. Residential properties that are available for immediate occupancy without need for substantial rehabilitation.
4. Improved properties that are the subject of an existing order for demolition of the improvements and properties that meet the criteria for demolition of improvements.
5. Vacant properties that best used would be to place the property into the Side Lot Disposition Program.
6. Properties that would be in support of local plans, and have a determined timeline in place which also meets the mission of the Grand Traverse County Land Bank Authority.
7. Properties that would form a part of a land assemblage development plan by the Grand Traverse County Land Bank Authority.
8. Properties that will generate operating resources for the functions of the Grand Traverse County Land Bank Authority.
9. Properties that will result in the planned development that benefits the community, and are supported by the local government.

10. All properties must have clear title and be absent of any financial liabilities. Grand Traverse County Land Bank Authority must be aware of any environmental conditions, if any adverse conditions are determined, a remediation plan must be in place.

The LBA may request the Treasurer to combine properties from one or more of the foregoing categories in structuring the terms and conditions of the statutorily required auctions of the tax foreclosure properties, and may acquire any such properties prior to auctions, at such auctions, or subsequent to auctions as authorized by law. In determining the nature and extent of the properties to be acquired the LBA shall also give consideration to underlying values of the subject properties, the financial resources available for acquisitions, the operational capacity of the LBA, and the projected length of time for transfer of such properties to the ultimate transferees.

## **2. Priorities Concerning the Disposition of Properties**

The disposition of properties shall be based upon a combination of three different factors. The first factor involves the intended or planned use of the property. The second factor considers the nature and identity of the transferee of the property. The third factor addresses the impact of the property transfer on the short and long term neighborhood and community development plans. Within each factor is a ranking of priorities. The disposition of any given parcel will be based upon an assessment of the most efficient and effective way to maximize the aggregate policies and priorities. The Board and Staff of the LBA shall at all times retain flexibility in evaluating the appropriate balancing of the priorities for the use of property, priorities as to the nature of the transferee of properties, and priorities concerning neighborhood and community development.

### Priorities for Use of Property

1. Affordable housing.
2. Neighborhood revitalization.
3. Return of the property to productive tax paying status.
4. Land assemblage for economic development.
5. Provision of financial resources for operating functions of the Grand Traverse County Land Bank Authority.
6. Long term "banking" of properties for future strategic uses.

7. Provision of financial resources for operating functions of the Grand Traverse County Land Bank Authority.

Priorities as to the Nature of the Transferee

1. Qualified nonprofit corporations that will hold title to the property on a long-term basis (primarily rental properties) or hold title to the property for purposes of subsequent reconveyance to private third parties for homeownership.
2. Entities that are a partnership, limited liability corporation, or joint venture comprised of a private nonprofit corporations and a private for-profit entity.
3. Individuals who own and occupy residential property for purposes of the Side Lot Disposition Program.
4. Businesses who own commercial property for purposes of the Side Lot Disposition Program.
5. Nonprofit institutions such as academic institutions and religious institutions.
6. Governmental entities.

Individuals and entities that were the prior owners of property at the time of the tax foreclosure which transferred title to the Treasurer shall be ineligible to be the transferee of such property from the Treasurer.

**3. Factors in Determining Consideration Due Upon Transfers**

The following factors shall constitute general guidelines for determination of the consideration to be received by the LBA for the transfer of properties. In each and every transfer of real property the LBA shall require good and valuable consideration in an amount determined by the LBA in its sole discretion. The LBA will consider both the fair market value of the property and the Property Costs in its determination of consideration for each property. "Property Costs" shall mean the aggregate costs and expenses of the LBA attributable to the specific property in question, including costs of acquisition, maintenance, repair, demolition, marketing of the property and indirect costs of the operations of the LBA allocable to the property.

The consideration to be provided by the transferee to the LBA may take the form of cash, deferred financing, performance of contractual obligations, imposition of restrictive covenants, or other obligations and responsibilities of the transferee, or any combination thereof.

1. Transfers to Nonprofit entities for affordable housing.

- (a) Transfers of property to nonprofit entities for the development, operation or maintenance of affordable housing shall require consideration not less than the Property Costs.
- (b) Consideration shall be established at a level between the Property Costs and fair market value of the property. To the extent that the consideration exceeds the Property Costs, such amount shall be reflected by a combination of contractual obligations to develop, maintain, or preserve the property for specified affordable housing purposes. Such amount may be secured by subordinate financing in which amortization of the obligation occurs by virtue of annual performance of the required conditions.
- (c) The dominant priority in determining the amount of and method of payment of the consideration shall be to facilitate the development of affordable housing and simultaneously to ensure that the property is dedicated over an appropriate period of time for affordable housing.

2. Transfers to Governmental Entities.

- (a) To the extent that transfers of property to governmental entities are designed to be held by such governmental entities in perpetuity for governmental purposes, the aggregate consideration for the transfer shall be based upon deed restrictions upon the use of the property.
- (b) To the extent that transfers of property to governmental entities are anticipated as conduit transfers by such governmental entities to third parties, the consideration shall consist of not less than Property Costs, to be paid in cash. The difference between the Property Costs and the fair market value may be included in consideration depending upon the relationship between the anticipated uses and the governing priorities of the LBA.

3. Side Lot Disposition Program.

The pricing policies applicable to the Side Lot Disposition Program shall be as set forth in the policies and procedures applicable to the Side Lot Disposition Program.



4. Transfers of Property at Open Market Conditions.

Property that is transferred on the open real estate market, whether through auction or negotiated transfers, without restrictions as to future use shall be based upon consideration equal to the fair market value of the property. Such consideration shall be paid in full at the time of the transfer.

#### **4. Side Lot Disposition Program**

Individual parcels of property may be acquired by the Treasurer, the County, or the Land Bank Authority, and transferred to individuals in accordance with the following policies. The transfer of any given parcel of property in the Side Lot Disposition Program is subject to override by higher priorities as established by the LBA.

##### **A. Side Lot Disposition Policies**

1. Qualified Residential Properties. Parcels of property eligible for inclusion in the Side Lot Disposition Program shall meet the following minimum criteria:

- (a) The property shall be vacant unimproved real property.
- (b) The property shall be physically contiguous (with not less than a 75% common boundary line at the side).
- (c) The property shall consist of no more than one lot capable of development. Initial priority shall be given to the disposition of properties of insufficient size to permit independent development.
- (d) No more than one lot may be transferred per contiguous lot.

2. Qualified Commercial Properties

- (a) The property shall be vacant unimproved real property.
- (b) The property shall be physically contiguous.
- (c) The property shall consist of only properties that are of insufficient size to permit independent development.

3. Transferees.

- (a) All transferees must own and occupy the contiguous property, and priority is given to Transferees who personally occupy the contiguous property.

- (b) The transferee must not own any real property (including both the contiguous lot and all other property in Grand Traverse County) that is subject to any unremediated citation of violation of the state and local codes and ordinances.
- (c) The transferee must not own any real property (including both the contiguous lot and all other property in Grand Traverse County) that is tax delinquent.
- (d) The transferee must not have been the prior owner of any real property in Grand Traverse County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.

#### 4. Pricing

- (a) Parcels of property that are not capable of independent development may be transferred for nominal consideration.
- (b) Parcels of property that are capable of independent development or non-residential properties shall be transferred for consideration in an amount not less than the amount of the costs incurred in acquisition, demolition and maintenance of the lot.

#### 5. Additional Requirements

- (a) In the event that multiple adjacent property owners desire to acquire the same side lot, the lot shall either be transferred to the highest bidder for the property, or divided and transferred among the interested contiguous property owners.
- (b) In the event that a contiguous property needs land for a driveway or other local code compliance issues this subsection will rule.

### **B. Side Lot Disposition Requirements**

1. The prospective buyer must submit the following documents to the LBA Transaction Specialist:
  - (1) List of property address(es)

- (2) Project Description – property use must be consistent with current zoning requirements
- (3) Picture Identification
- (4) Evidence of compliance with all Grand Traverse County Land Bank Authority Side Lot Disposition Policies

## **5. Land Transfers**

### **A. Land Transfer Policies**

These policies pertain to transfers whose future use is residential. At time of transfer the property may be vacant, improved or ready to occupy.

1. The transferee must not own any real property that has any unremediated citation of violation of the state and/or local codes and ordinances.
2. The transferee must not own any real property that is tax delinquent.
3. The subject property must not have been used by the transferee or a family member of the transferee as his or her personal residence at any time during the twelve (12) months immediately preceding the submission of application (except in rental cases).
4. The transferee must not have been the prior owner of any real property in Grand Traverse County that was transferred to the Treasurer or to a local government as a result of tax foreclosure proceedings unless the LBA approves the anticipated disposition prior to the effective date of completion of such tax foreclosure proceedings.
5. Parcels of property shall be transferred for consideration in an amount not less than the costs incurred in acquisition, demolition and maintenance of the lot/building.
6. All development projects should be started and completed within a time frame negotiated with LBA.
7. Options are available for 10% of the parcel price for up to a 12-month period. This fee will be credited to the parcel price at closing. If closing does not occur, the fee is forfeited. All option agreements are subject to all policies and procedures of the LBA pertaining to property transfers.
8. A precise narrative description of future use of the property is required.

9. Transactions shall be structured in a manner that permits the LBA to enforce recorded covenants or conditions upon title pertaining to development and use of the property for a specified period of time. Such restrictions may be enforced, in certain cases, through reliance on subordinate financing held by the LBA.
10. The transferee must agree to pay future property taxes from time of transfer.
11. If code or ordinance violations exist with respect to the property at the time of the transfer, the transfer agreements shall specify a maximum period of time for elimination or correction of such violations, with the period of time be established as appropriate to the nature of the violation of the anticipated redevelopment or reuse of the property.
12. The proposed use must be consistent with current zoning requirements or a waiver for non-conforming use is a condition precedent to the transfer.
13. The propose development should comply with the ten principles of smart growth.
14. Where part or all of the consideration for the transfer is the prospective affordability of the housing units, affordability requirements may be set forth in the transfer agreement and enforceable through recorded covenants, conditions or limitations upon title.
15. Where rehabilitation of a property by the transferee is a condition of the transfer, the requirement for such rehabilitation shall be in accordance with rehabilitation standards as established by the LBA and adequate completion of such rehabilitation shall be a condition to the release of restrictions or lien securing such performance.

The following additional policies shall apply to properties to be transferred to individual transferees as part of a homeownership program.

#### **B. Land Transfer Requirements - Individual Transferees**

1. The prospective transferee must submit the following documents to the LBA:
  - (1) List of property address
  - (2) Rehabilitation / Improvement Specifications
  - (3) Time Line for Rehabilitation / Improvement Completion (if applicable)
  - (4) Project Financing (Pre-Qualification Letter for Lender)
  - (5) Development Budget (if applicable)
  - (6) Picture Identification

### **C. Land Transfer Requirements – Corporate Transferees**

1. Required Application Documentation. The prospective buyer must submit the following documents to the LBA.
  - (1) List of property address(es)
  - (2) Project Description
  - (3) Development Team Description, including complete information on the following parties:
    - (a) Developer:
    - (b) Co-developer/Partner:
    - (c) Owner:
    - (d) General Contractor:
    - (e) Consultants:
    - (f) Architect:
    - (g) Project Manager (during construction):
    - (h) Lead Construction Lender:
    - (i) Marketing Agent:
    - (j) Project Management (post-construction):
  - (4) Market Information / Plan
  - (5) Project Financing
  - (6) Development Budget
  - (7) All Rental Transactions Must Attach an Operating Budget
  - (8) Most Recent Audited Financial Statement
  - (9) List of Potential Tenants and pre-lease agreements
  - (10) Evidence of compliance with all applicable LBA policies

### **8. Land Banking Policies**

The LBA is willing to receive title to properties from community development corporations and other entities, and hold title to such properties pending future use by the LBA, by the transferor of the property, or by other third parties. The receipt by the LBA of any and all conveyances of real property shall at all times be solely within the discretion of the LBA, and nothing in this policy shall be deemed to require the LBA to take title to any properties nor to limit the discretion of the LBA in negotiating the terms of its acquisition of any property, whether as donated transfers or otherwise.

All conveyances received by the LBA in its land banking capacity must comply with the requirements set forth below in Part A, and will be reviewed and considered by the LBA in accordance with the procedures set forth in Part B. If the transfer is approved by the LBA, the LBA shall hold the subject property, and

may use or convey the subject property or any interest in the subject project, subject only to the right of repurchase set forth in Part C.

Following the transfer of any properties to the LBA in accordance with this policy, the LBA shall have the right, but not the obligation, to maintain, repair, demolish, clean, and grade the subject property and perform any and all other tasks and services with respect to the subject property as the LBA may deem necessary and appropriate in its sole discretion.

**A. Requirements for Conveyances to the LBA in its Land Banking Capacity**

1. Property that is intended to be conveyed to the LBA and to be held by the LBA in its land banking capacity shall be clearly designated as such in the proposal for the transfer, and in the records of the LBA.
2. No property shall be transferred to the LBA pursuant to this land banking policy unless the transferor is either a private nonprofit entity or a governmental entity.
3. The subject property must not be occupied by any party or parties as of the date of transfer to the LBA.
4. The subject property must, as of the date of the transfer to the LBA, be free of any and all liens for ad valorem taxes, special assessments, and other liens or encumbrances in favor of local, state or federal government entities.
5. The subject property must, as of the date of the transfer to the LBA, be free of all outstanding mortgages and security instruments.

**B. Requirements for Conveyances to the LBA in its Land Banking Capacity**

1. The transferor of any proposed conveyance to the LBA in its land banking capacity shall prepare a written proposal containing the following information:
  - (a) A legal description of the property.
  - (b) A title report, or other similar evidence, indicating that the property is free of all liens and encumbrances specified in Part A.
  - (c) A description of the transferor's intended uses of the property and the time frame for use and development of the property by the transferor.
2. Following receipt of the proposal, the LBA shall review the proposal and notify of the transferor of its approval or disapproval, and of any changes

or additions that may be necessary as determined by the LBA in its sole discretion.

**C. Right of Repurchase by the Transferor**

1. The transferor shall have a right to repurchase the subject property from the LBA at any time within a timeline determined by the LBA on a case by case basis
2. The right of repurchase may be exercised by the transferor upon payment to the LBA of the Purchase Price. The Purchase Price shall be an amount equal to (i) all expenditures of the LBA (whether made directly by the LBA or through payments to a third party contractor) in connection with the subject property incurred subsequent to the date of conveyance to the LBA, and (ii) an amount determined by the LBA as its average indirect costs, on a per parcel basis, of holding its portfolio of properties.
3. The LBA shall have the right, at any time within the determined time period following the date of the original transfer, to require the transferor to exercise its right of repurchase by giving written notice to the transferor of the requirement that it exercise its right of repurchase and the amount of the Purchase Price. The transferor must exercise its right of repurchase, and close the reconveyance of the property within sixty (60) days of receipt of such notice. Failure of the transferor to exercise and close upon its right of repurchase within such period of time shall result in a termination of all rights of repurchase with respect to the subject property.

## **LAND BANK AGENDA ITEM**

**SUBJECT: Habitat for Humanity Grant Expenditures**

**FROM: Dean Bott, Director of Finance**

**FOR MEETING DATE: January 27, 2023**

### **SUMMARY OF ITEM TO BE PRESENTED:**

The following request has been received for reimbursement of material costs:

Various Projects	\$13,326.10
------------------	-------------

### **RECOMMENDATION:**

Review and approval of payment request from Habitat.



**Grantee Name:** Habitat for Humanity Grand Traverse Region **Date:** January 2023

**Contact Info:** Wendy Irvin, CEO; 231-941-4663, ext. 323; wendyi@habitatgtr.org

**Project Location:** Grand Traverse County **Date of Projects:** November/December 2022

**Grant Requested :** \$50,000 **Grant amount remaining:** \$24,460.08

**Projects and amounts requested for reimbursement by GTLBA**

Homeowner Name	Work Completed	Project Amount Submitted	Amount Approved
M. Jorae	Removed and replaced roof.	\$4,235.45 ✓	
T and M Gavar	Remove and replace front and back doors, replace 8 windows and any needed trim around doors and windows.	\$897.04 ✓	
M. Gayford	Removed and replaced roof, replaced furnace, insulated and closed skylights.	\$6,243.48 ✓	
L. Horn	Remove and replace bathroom flooring and sub floor, repair/replace all faucets, shower heads, etc in bathroom, repair active plumbing leaks,	\$1,950.13 ✓	
<b>TOTAL</b>		<b>\$13,326.10</b>	

**Grant amount remaining after approvals:** \$ 11,133.98

26

**M. Jorae**

Address: 2600 Jorae Dr Traverse City, MI 49685

Inspected by: Bill Bageris- Absolute Home Services

Date of Inspection: 1/4/22

Work completed on : 12/13/22

**Repairs completed:**

Removed and replaced roof, soffit, and fascia.

**Total cost: \$14,824.57**

**Materials: \$4,235.45 ✓**

**Before**



**After**





**Traverse City**  
2981 Cass Road  
Traverse City, Michigan 49684  
Phone: 231-947-1550  
Email: tc@eikenhout.com

# Sales Order

**Order #** 1498855  
**Order Date** 10/28/2022  
**Customer #** 845990  
**Contact Name** DAYANARA  
**Contact #** 231-941-4663  
**Job**  
**P.O. #** JORAE  
**Delivery** ON 11/14/22  
**Taken By** Tyler Vaughan  
**Sales Rep** HOUSE - TRAVERSE CITY  
**Sale Type** Delivered  
This is a reprint

**Invoice Address**  
HABITAT FOR HUMANITY  
P. O. BOX 5412  
TRAVERSE CITY, MI, 496965412  
231-941-4663  
accounting@habitatgtr.org

**Delivery Address**  
2600 JORAE DR  
TRAVERSE CITY, MI

Printed: 10/28/2022 11:20 am By: tvaughn

Page 1 of 1

Special Instructions			Notes			
Line	Product Code	Description	Qty	Price	UOM	Total
1	LMKMB	MOIRE BLACK - LANDMARK AR CERTAINTEED 32.8 SQFT/BDL	54 BDL	37.62	BDL	2,031.48
2	CTHRMB	MOIRE BLACK H&R C-TEED SHADOW RIDGE ACCESSORY 30'/BDL	3 BDL	64.41	BDL	193.23
3	STARSS	SWIFTSTART CERTAINTEED STARTER SHINGLE METRIC 116 LFT	2 BDL	58.14	BDL	116.28
4	OSB716	7/16 OSB 4X8	25 PC	19.85	PC	496.25
5	1X6X162CT	#3 BETTER CEDAR 1X6 16' 2-COAT CABOT-ULTRA WHITE LATEX	3 PC	51.98	PC	155.94
6	WG2SQ	WINTER GUARD ICE BARRIER (2 SQ)	4 RL	90.63	RL	362.52
7	CTRR10	ROOF RUNNER UNDERLAYMENT 4'X250' 10 SQ CERTAINTEED	4 RL	106.40	RL	425.60
8	TDS112WHJB	WHITE STEEL "T" DRIP 1-1/2" JENSEN BRIDGE	25 PC	9.63	PC	240.75
9	CRN11472	1 1/4" COILED ROOFING NAILS 7.2 CTN	1 CTN	55.80	CTN	55.80
10	88BKPBBG	BLACK 8"X8" PREBENT STEP FLASHING - BERGER SFK448	100 PC	0.90	PC	90.00
11	A11-T50	A11-T50 3/8 STAPLE 5M/CTN	1 BOX	12.60	BOX	12.60
12	Delivery Charge - Auto	Delivery Charge - Auto				55.00

Weight: 6,305.54

Total Amount	\$4,235.45
Sales Tax	\$0.00
<b>Order Total</b>	<b>\$4,235.45</b>

28

**Gavar**

Address: 919 Centre St Traverse City, MI 49686

Inspected by Absolute Home Services

Date of Inspection: 12/22/21

Work Completed on: 11/9/22

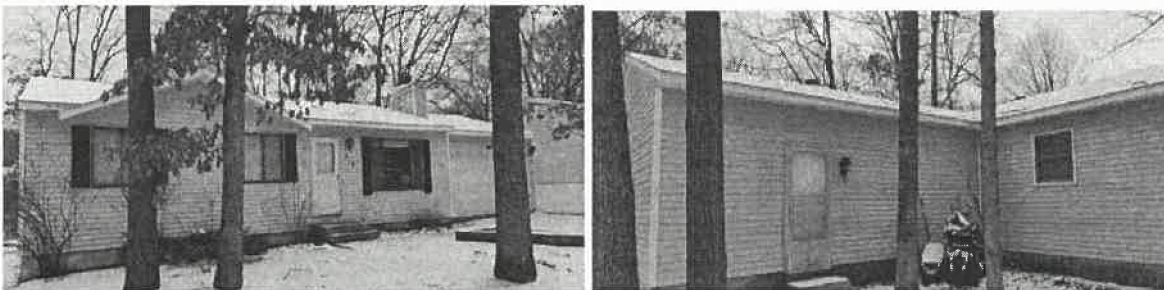
**Repairs Completed:** Removed and replaced 2 Doors and 6 windows (windows reframed as well)

**Total Cost: \$ 12,591.74**

**Materials: \$3,591.29**

**Total Request: \$897.04** (the rest of materials were covered by another source.)

**Before**



**After**



29.



Use Your **BIG CARD** 2% **REBATE**  
**MENARDS**

**MENARDS - TRVSE CITY**  
**4155 US 31 South**  
**Traverse City 49684**

KEEP YOUR RECEIPT  
 RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
 items on this receipt will be in the form  
 of an in store credit voucher if the  
 return is done after 01/29/23

If you have questions regarding the  
 charges on your receipt, please  
 email us at:  
 TRVCfrontend@menards.com



Sale Transaction

SLIDER (GOOD)		
4040462	3 @204.99	614.97
SINGLE HUNG (GOOD)		
4040510	2 @189.99	379.98
SLIDER BASEMENT WINDOW		
4035084	2 @102.99	205.98
RD FOAM & FILL WINDOW/DOOR		NR
5531648	3 @4.99	14.97
4"X33" ULTRA TAPE		
4364520		19.99
COMPOSITE 10Z CAULK GUN		
5519758		10.97
TOTAL		1246.86
TAX STATE OF MI 6%		74.81
TOTAL SALE		1321.67
CASH		1400.00
CHANGE		78.33

TOTAL NUMBER OF ITEMS = 12

THE FOLLOWING REBATE RECEIPTS WERE  
 PRINTED FOR THIS TRANSACTION:  
 1933

NR = Non-Returnable Item. If opened, we  
 cannot accept returns of herbicides,  
 pesticides, or aerosols. Opened product  
 will be replaced or refunded. Guest will  
 keep the opened item. Unopened product  
 may be returned in accordance with the  
 regular return policy.

See menards.com for return policy

Sign in for

30

Use Your **BIG CARD** 2% **REBATE**  
**MENARDS**

**MENARDS - TRVSE**  
**4155 US 31 South**  
**Traverse City 496**

KEEP YOUR RECEIPT  
 RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
 items on this receipt will be in the form  
 of an in store credit voucher if the  
 return is done after 01/28/23

If you have questions regarding the  
 charges on your receipt, please  
 email us at:  
 TRVCfrontend@menards.com



Sale Transaction

SAF MAG NUT DRIVER SET	
2520491	5.99
3/4" ZINC SELF-DRILL SCR	
2299482 3 @10.99	32.97
1" ZINC SELF-DRILL SCREW	
2299495	10.99
TOTAL	49.95
TAX STATE OF MI 6%	3.00
TOTAL SALE	52.95
CASH	53.00
CHANGE	0.05

TOTAL NUMBER OF ITEMS = 5

THE FOLLOWING REBATE RECEIPTS WERE  
 PRINTED FOR THIS TRANSACTION:  
 1932

Sign up for our email program at  
 Menards.com/Emails to receive our weekly  
 flyer and exclusive online offers!

THANK YOU, YOUR CASHIER, Morgan

30553 08 3991 10/30/22 05:03PM 3197

**Gayford**

Address: 2847 Frank St Traverse City, MI 49686

Inspected by: Al Jarosz

Date of Inspection: 8/18/21

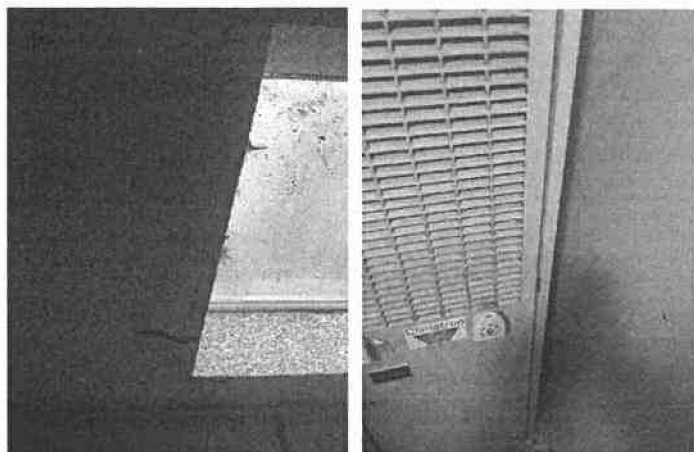
Work Completed on: 10/26/22

**Repairs Completed:** Replaced furnace, Removed and replaced roof, sealed and insulated skylights.

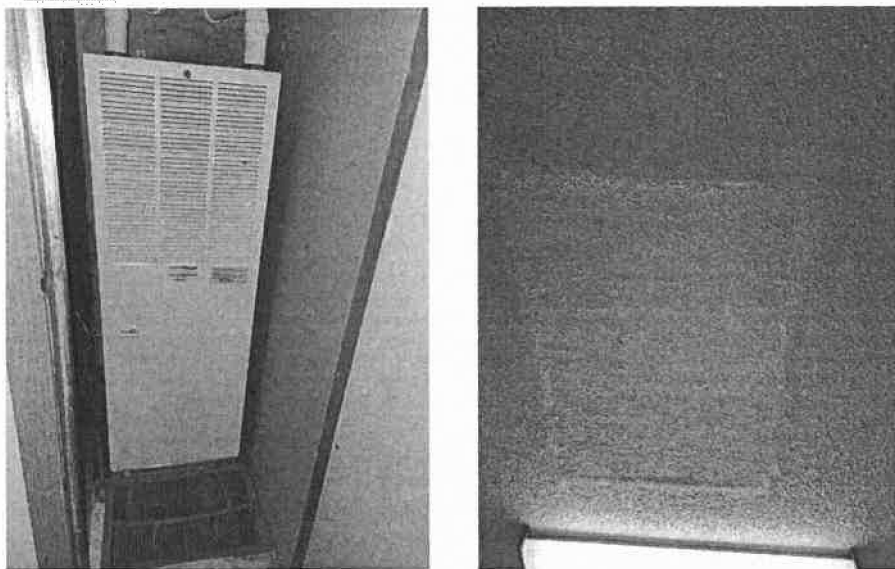
**Total Cost: \$12,591.74**

**Materials: \$6,243.48**

**Before**



**After :**



4 skylights were sealed, only one is pictured to save room. Roof was not pitched, no picture could be taken from the ground.

31



Alvin P. Jones

10/22/2021

Third Generation Heating & Cooling  
8225 Marsh Rd.  
Kingsley, MI 49649  
231-392-6500 thirdgenhvac@aol.com

Contractors Invoice

TO:		WORK PERFORMED AT:
Habitat For Humanity Grand Traverse P.O. Box 542 Traverse City, MI 49786		Maureen Gayford 2847 Front St. Traverse City, MI
DATE:	YOUR ORDER NO.:	OUR BID NO.:
10/19/21	281-620-6382	

DESCRIPTION OF WORK PERFORMED	
1- Miller M62R-072FIAHMI 4.5% Nat. Gas Furnace	Maureen Gayford
Misc. 2" PVC Venting	2847 Front Street Kings Court
Condensate Piping	Traverse City
Misc. Gas & Electric	New Furnace
Disposal & Permit Fees	
Materials & Labor 4310%	
M = 2,500	L = 1,810

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of Dollars \$ 4310.00

This is a ☐ Partial ☒ Full invoice due and payable by 10 25 2021

in accordance with our ☐ Agreement ☒ Proposal No. 10 Dated 10 8 2021

2nd address 49787

32





**Traverse City**  
2981 Cass Road  
Traverse City, Michigan 49684  
Phone: 231-947-1550  
Email: tc@eikenhout.com

# Sales Order

**Order #** 1056420  
**Order Date** 01/24/2022  
**Customer #** 845990  
**Contact Name**  
**Contact #**  
**Job**  
**P.O. #** gayford roof  
**Delivery** BY 11/05/21  
**Taken By** Charlie Leiby  
**Sales Rep** HOUSE - TRAVERSE CITY  
**Sale Type** Delivered

This is a reprint



Printed: 02/18/2022 10:28 am By: joswalt

Page 1 of 1

Special Instructions			Notes			
Line	Product Code	Description	Qty	Price	UOM	Total
1	LMKMB	MOIRE BLACK - LANDMARK AR CERTAINTEED 32.8 SQFT/BDL	63 BDL	31.92	BDL	2,010.96
2	WG2SQ	WINTER GUARD ICE BARRIER (2 SQ)	5 RL	77.71	RL	388.55
3	TUQL	TITANIUM UDL-30 UNDERLAYMENT 4'X250' 10 SQ	1 RL	168.15	RL	168.15
4	TDS112BKJB	BLACK STEEL "T" DRIP 1-1/2" JENSEN BRIDGE	22 PC	6.99	PC	153.78
5	LOOMNI	LO-OMNI RIDGE VENT 30' ROLL LOMANCO	2 RL	88.82	RL	177.64
6	CTHRMB	MOIRE BLACK H&R C-TEED SHADOW RIDGE ACCESSORY 30'/BDL	3 BDL	55.10	BDL	165.30
7	CRN11472	1 1/4" COILED ROOFING NAILS 7.2 CTN	1 CTN	62.10	CTN	62.10
8	A11-T50	A11-T50 3/8 STAPLE 5M/CTN	1 BOX	12.50	BOX	12.50
9	OSB12	1/2" OSB BOARD 4X8 SHEETS	4 PC	35.81	PC	143.24
10	Delivery Charge - Auto	Delivery Charge - Auto				45.00

Customer Copy

Weight: 5,964.54

Total Amount	\$3,327.22
Sales Tax	\$0.00
Order Total	\$3,327.22

Subject to our terms and conditions of sale. To view, please visit [www.eikenhout.com](http://www.eikenhout.com).

33





Traverse City  
2981 Cass Road  
Traverse City, Michigan 49684  
Phone: 231-947-1550  
Email: tc@eikenhout.com

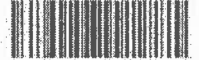
# Sales Invoice

Invoice # **222401**  
Invoice Date 04/12/2022  
Terms NET 30 PROX  
Customer # 845990  
Contact Name  
Contact #  
Job  
P.O. # GAYFORD  
Order # 1136155  
Taken By Tracy Sluiter  
Sales Rep HOUSE - TRAVERSE CITY

04/13/2022

**Invoice Address**  
HABITAT FOR HUMANITY  
P. O. BOX 5412  
TRAVERSE CITY, MI, 496965412

**Delivery Address**  
HABITAT FOR HUMANITY  
P. O. BOX 5412  
TRAVERSE CITY, MI,  
496965412



Page 1 of 1

Remit To: Eikenhout, Inc., PO Box 2806, Grand Rapids, MI 49501-2806

Printed: 04/13/2022 5:00 am By: Admin

Special Instructions	Notes

Line	Product Code - Description	Quantity	Price	UOM	Total
1	LOOMNI - LO-OMNI RIDGE VENT 30" ROLL LOMANCO	1 RL	90.72	RL	90.72
2	PC501TB - LUCAS 100 NEOPRENE 10 OZ TUBE FLASHING CEMENT PHR	2 TB	5.04	TB	10.08

The invoice is due on 05/30/2022.

Subject to our terms and conditions of sale. To view, please visit [www.eikenhout.com](http://www.eikenhout.com).

Total Amount	\$100.80
Sales Tax 6.00%	\$0.00
Invoice Total	\$100.80

34



*Curly Cobb*

04/13/2022

Traverse City  
2981 Cass Road  
Traverse City, Michigan 49684  
Phone: 231-947-1550  
Email: tc@eikenhout.com

# Sales Invoice

Invoice # **222480**  
Invoice Date 04/12/2022  
Terms NET 30 PROX  
Customer # 845990  
Contact Name  
Contact #  
Job  
P.O. # gayfod step flashing  
Order # 1135185  
Taken By Charlie Leiby  
Sales Rep HOUSE - TRAVERSE CITY



Page 1 of 1

Remit To: Eikenhout, Inc., PO Box 2806, Grand Rapids, MI 49501-2806

Printed: 04/13/2022 5:00 am By: Admin

Special Instructions	Notes

Line	Product Code - Description	Quantity	Price	UOM	Total
1	88BKPBA - BLACK - 8"X8" PREBENT STEP FLASHING - QUALITY ALUMINUM  PHR	100 PC	0.90	PC	90.00

The invoice is due on 05/30/2022.  Subject to our terms and conditions of sale. To view, please visit <a href="http://www.eikenhout.com">www.eikenhout.com</a> .	Total Amount	\$90.00
	Sales Tax 6.00%	\$0.00
	Invoice Total	\$90.00

35

# Invoice



Flawless Finishes, 4495 Goldenrod Dr, Traverse City MI 49685, United States

## BILL TO

Habitat For Humanity  
2487 Rice St  
Traverse City MI 49684  
United States

Invoice No.: 100  
Issue date: Oct 26, 2022  
Due date: Nov 9, 2022

Payment method: Transfer

Invoice No.:	Issue date:	Due date:	Total due
100	Oct 26, 2022	Nov 9, 2022	\$1,425.46

Description	Qty.	Unit price (\$)	Amount (\$)
Repair of Skylights	1	1,200.00	1,200.00
Installation of Insulation			
Framing of skylights			
Installation of Drywall			
Finishing Drywall/Application of Popcorn Ceiling			
Reimbursement for Materials	1	111.88	111.88
2x6x8 Boards: \$21.84			
Drywall Screws: \$4.98			
Drywall Tape: \$6.70			
Drywall Mud: \$20.70			
Insulation: \$51.33			
Reimbursement for Materials	1	74.16	74.16
Popcorn ceiling texture			
Reimbursement for Material	1	21.79	21.79
Drywall sheets			
Reimbursement for Material	1	17.63	17.63
Roller covers, textured/thick nap			
<b>Total (USD):</b>			<b>\$1,425.46</b>

page total: \$225.46

Angel Mariani

231-534-0266

Flawless Finishes  
4495 Goldenrod Dr  
Traverse City MI 49685  
United States

36

**Horn**

Address: 1782 Flamingo Dr E Traverse City, MI 49685

Inspected by Absolute Home Services

Date of Inspection: 3/7/22

Completed: 12/9/22

**Repair Completed:** Removed and replaced bathroom toilet, shower, and floors, added stabilization to bathroom floor.

**Total Cost: \$8,625.10**

**Materials: \$1,950.13**

**Before**



**After**



Lois Horn

Use Your  2%  
BIG CARD REBATE

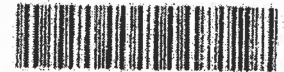
Flamingo Rd TC Mi  
MENARDS TRVSE CITY  
4155 US 31 South  
Traverse City 49684

KEEP YOUR RECEIPT  
RETURN POLICY VARIES BY PRODUCT TYPE

Unless noted below allowable returns for  
items on this receipt will be in the form  
of an in store credit voucher if the  
return is done after 02/20/22

If you have questions regarding the  
charges on your receipt, please  
email us at:

TRVCfrontend@menards.com



Sale Transaction

Tax Exempt Certificate ID: 3138/02  
Exempt Type: Construction Contractor

5-1-1 DAY PROG. I-STAT  
6360210

34.89 NT

TOTAL SALE 34.89  
Menard Contractor Card 9647 34.89  
Job # or Name :  
Auth Code:086991  
Chip Inserted  
a000000817002001  
TC - 1801ce6e4fa0807c

TOTAL NUMBER OF ITEMS = 1

THE FOLLOWING REBATE RECEIPTS WERE  
PRINTED FOR THIS TRANSACTION:  
820

GUEST COPY

The Cardholder acknowledges receipt of  
goods/services in the total amount shown  
hereon and agrees to pay the card issuer  
according to its current terms.

THIS IS YOUR CREDIT CARD SALES SLIP  
PLEASE RETAIN FOR YOUR RECORDS.

THANK YOU, YOUR CASHIER, Jackie

30307 04 4537 11/22/21 03:32PM 3197

38





**Supply & Service**  
Manufactured Home Specialists

PO Box 191, Lake Ann, MI 49650-0191  
Hours: Mon-Fri 9a to 5p Phone: 231-943-2422  
trish@libertysupplyandservice.com

# Invoice

Date	Invoice #
12/5/2022	3623

## Bill To

Lois Horn  
1782 Flamingo Dr E  
Traverse City, MI 49685

P.O. No.	Terms	Project
	Due on receipt	

Quantity	Description	Rate	Amount
	Service Charge	125.00	125.00
	Labor	5,700.00	5,700.00
2	4" Lavatory Faucets w/popup's	64.70	129.40T
	Misc plumbing, fittings, pipe, shut offs and connectors	148.79	148.79T
	Misc lumber, OSB, vinyl, trim and hardware	347.52	347.52T
	60" Shower base & surround	899.95	899.95T
	Debris Disposal	150.00	150.00
	Replace existing tub with shower and surround walls. Build wall to support shower surround.		
	Repair floor around and underneath toilet.		
	Replace vanity faucets and popup drains with overflows		
	Remove existing standup shower and create closet in it's place		
	Addition		
1	Single Lever Shower faucet kit (we could not use the old one)	159.65	159.65T
1	White Round Toilet (cracked and leaking causing original damage)	229.90	229.90T
	Sales Tax	6.00%	114.91

Thank you for your business.

A \$30 Fee will be added to the Invoice if not paid in full at time of Service.

**Total** \$8,005.12

**Payments/Credits** -\$3,796.10

39