



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

December 30, 2025

Nicholas Burnett
Flatrock Manor, Inc.
310 W. Oakley
Flint, MI 48503

RE: Application #:	AS250409449 Westwood 2811 Westwood Parkway Dr Flint, MI 48503
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Dear Nicholas Burnett:

Attached is the Original Licensing Study Report for the above referenced facility. The study has determined substantial compliance with applicable licensing statutes and administrative rules. Therefore, a temporary license with a maximum capacity of 6 is issued.

Please review the enclosed documentation for accuracy and contact me with any questions. In the event that I am not available and you need to speak to someone immediately, please contact the local office at (517) 643-7960.

Sincerely,

Martin Gonzales, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909

enclosure

**MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
BUREAU OF COMMUNITY AND HEALTH SYSTEMS
LICENSING STUDY REPORT**

I. IDENTIFYING INFORMATION

License #:	AS250409449
Applicant Name:	Flatrock Manor, Inc.
Applicant Address:	7012 River Road Flushing, MI 48433
Applicant Telephone #:	(810) 964-1430
Administrator/Licensee Designee:	Carrie Aldrich / Nicholas Burnett
Name of Facility:	Westwood
Facility Address:	2811 Westwood Parkway Dr Flint, MI 48503
Facility Telephone #:	(810) 407-6332
Application Date:	06/30/2021
Capacity:	6
Program Type:	DEVELOPMENTALLY DISABLED MENTALLY ILL
Special Certification:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II. METHODOLOGY

06/30/2021	Enrollment
07/01/2021	SC-Application Received - Original
07/12/2021	Application Incomplete Letter Sent 1326 for Nicholas, AFC100 for Carrie
07/12/2021	Contact - Document Sent 1326 & AFC100
07/13/2021	Contact - Document Received 1326 & AFC100
09/30/2021	Application Incomplete Letter Sent
09/18/2023	PSOR on Address Completed Not hits.
09/25/2023	Application Incomplete Letter Sent
04/09/2024	Inspection Completed On-site
04/09/2024	Application Complete/On-site Needed
04/10/2024	Application Incomplete Letter Sent
11/26/2025	Inspection Completed On-site
12/01/2025	Application Incomplete Letter Sent Informed Chelsay Hamburg of needed items for original due to it being over a year since enrollment started.
12/29/2025	PSOR on Address Completed No hits.
12/29/2025	Inspection Completed-BCAL Full Compliance
12/29/2025	Recommend License Issuance
12/29/2025	SC-Recommend MI and DD

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Flatrock Manor Inc. is a 2 story, 6 bedroom, 2 full bathroom, ½ bathroom, with 2 car attached garage located at 2811 Westwood Parkway Dr, Flint, Mi 48503. The home is located in the City of Flint in the county of Genesee and is within close proximity to many restaurants and other shopping establishments. The home is owned by Carrie Aldrich and was purchased on 02/11/2021. Carrie Aldrich granted permission for an onsite inspection on 11/26/2025. The 1st floor consists of 2 bedrooms, 1 full bathroom, Kitchen, Day room and Dining Room. The 2nd floor consists of 4 bedrooms, 1 full bathroom and ½ bathroom. The home has a basement and 2 car attached garage.

The furnace and water heater are located in the basement of the home with at least 1 ¾ inch solid core door with an automatic self-closing device. Vortex Heating and Cooling technician Johnathan Hindmon completed and approved his inspection of the gas furnace and water heater on 12/08/2025.

The home has two (2) separate and independent means of egress to the outside. The means of egress were measured at the time of the initial inspection and exceeded the 30-inch minimum width requirement of the rule. The required exit doors are equipped with positive latching non-locking against egress hardware. All the bedroom and bathroom doors have conforming hardware and proper door width. The bedrooms have the proper means of egress as required by R 400.725.

The home has a public water and sewer system. The home has hardwired smoke detectors that are interconnected together. The smoke detectors also include a carbon monoxide detector combination. The home has fire extinguishers, which meets the requirements of R 400.723.

Fire Savvy Consultants, LLC. Specialist Timothy J. Blackwood Jr. completed and approved his inspection on 11/30/2025. The electrical work was done in accordance with the National Electric Code. The home meets the environmental and interior finish requirements of rules R 400.717, R 400.719, and R 400.721.

There are 2 resident bedrooms on the 1st floor of the home and 4 resident bedrooms located on the second floor of the home. The resident bedrooms were measured during the on-site inspection and have the following dimensions.

Bedroom #	Room Dimensions	Total Square Footage	Total Resident Beds
Bedroom # 1	15'4" x 12'6"	192	1
Bedroom # 2	14'6" x 13'1"	190	1
Bedroom # 3	13'9 x 14'8"	202	1
Bedroom # 4	12'6" x 15'4"	192	1
Bedroom # 5	15'4 x 11'8"	179	1
Bedroom # 6	14'10" x 11'8"	173	1

The living room measured at 358 square feet and the kitchen measured at 246 square feet for a total of 604 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement.

Compliance with Rule 400.661, bedroom furnishings, was demonstrated at the time of the final inspection. The bedrooms were clean, neat, and met all applicable rules relating to environmental and fire safety requirements.

Based on the above information, it is concluded that this facility can accommodate **six (6)** residents. It is the licensee's responsibility not to exceed the facility's licensed capacity. This home is not wheelchair accessible and cannot accommodate residents that require the use of a wheelchair.

B. Program Description

Admission and discharge policies, program statement, refund policy, personnel policies, and standard procedures for the facility were reviewed and accepted as written. The applicant intends to provide 24-hour supervision, protection, and personal care to **six (6)** male or female ambulatory adults, aged 18 and older whose diagnosis of severe and chronic mental illness, and/or intellectual/developmental disabilities in achieving recovery and maintaining their optimal level of functioning in the least restrictive environment possible. The program will include social interaction skills, personal hygiene, personal adjustment skills, and public safety skills. A personal behavior support plan will be designed and implemented for each resident's social and behavioral developmental needs. Residents will be referred from: word of mouth, Nursing home, hospitals, and A & D Waiver.

If required, behavioral intervention and crisis intervention programs will be developed as identified in the assessment plan. These programs shall be implemented only by trained staff, and only with the prior approval of the resident, guardian, and the responsible agency.

The licensee will assist residents with connecting with outside agencies for transportation for program and medical needs. The resident and/or family members are responsible for any related charges for transportation services. The facility will make provision for a variety of leisure and recreational equipment. The residents may attend outside activities, such as church services, senior center activities, luncheons, fairs, bingo, exercise classes, family functions and other activities, at their own discretion or with DPOA approval. Activities in the home, such as card games, board games, tv, music, baking, enjoying the porches, pond and flowers is entirely left to the residents' choice. These activities will be offered to all the residents and participation is encouraged. A variety of activities will be offered to allow participation of all the residents regardless of their cognitive function.

C. Applicant and Administrator Qualifications

The applicant, Flatrock Manor Inc., which is a “Michigan Limited Liability Company”, was established in Michigan, on 08/05/1998. The company is an experienced adult foster care provider, currently operating several licensed adult foster care facilities in the State of Michigan. The applicant submitted a financial statement and established an annual budget projecting expenses and income to demonstrate the financial capability to operate this adult foster care facility. The applicant has a board of directors that oversee the company.

Flatrock Manor, Inc. submitted a written statement naming Nicholas Burnett as the licensee designee and Carrie Aldrich as the facility administrator. Nicholas Burnett and Carrie Aldrich submitted a licensing record clearance request that was completed and approved. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and current TB-test negative results.

The licensee designee and administrator have provided documentation to satisfy the qualifications and training requirements identified in the administrative group home rules.

The staffing pattern for the original license of this 6-bed facility is adequate and includes a minimum of 2 staff to 6 residents per shift. All staff shall be awake during sleeping hours.

The applicant acknowledges an understanding of the training and qualification requirements for direct care staff prior to each person working in the facility in that capacity or being considered as part of the staff to resident ratio.

The applicant acknowledged an understanding of the responsibility to assess the good moral character of employees and contractors who have regular, ongoing, “direct access” to residents or the resident information or both. The licensing consultant provided technical assistance on the process for obtaining criminal record checks utilizing the Michigan Long Term Care Partnership website (www.miltcpartnership.org), L-1 Identity Solutions™ (formerly Identix®), and the related documents required to be maintained in each employees record to demonstrate compliance.

The applicant acknowledges an understanding of the administrative rules regarding medication procedures and that only those direct care staff that have received medication training and have been determined competent by the licensee can administer medication to residents. In addition, the applicant has indicated that resident medication will be stored in a locked cabinet and that daily medication logs will be maintained on each resident receiving medication.

The applicant acknowledges their responsibility to obtain all required documentation and signatures that are to be completed prior to each direct care staff or volunteer working with residents. In addition, the applicant acknowledges their responsibility to

maintain a current employee record on file in the home for the licensee, administrator, and direct care staff or volunteer and the retention schedule for all of the documents contained within each employee's file.

The applicant acknowledges an understanding of the administrative rules regarding informing each resident of their resident rights and providing them with a copy of those rights. The applicant indicated that it is their intent to achieve and maintain compliance with these requirements.

The applicant acknowledges an understanding of the administrative rules regarding the written and verbal reporting of incidents and accidents and the responsibility to conduct an immediate investigation of the cause. The applicant has indicated their intention to achieve and maintain compliance with the reporting and investigation of each incident and accident involving a resident, employee, and/or visitor.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply.

The applicant acknowledges their responsibility to obtain all of the required forms and signatures that are to be completed prior to, or at the time of each resident's admission to the home as well as the required forms and signatures to be completed for each resident on an annual basis. In addition, the applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and the retention schedule for all of the documents contained within each resident's file.

The applicant acknowledges their responsibility to provide a written discharge notice to the appropriate parties when a 30-day or less than 30-day discharge is requested.

D. Rule/Statutory Violations

Compliance with the licensing act and administrative rules related to the physical plant has been determined. Compliance with administrative rules related to quality of care will be assessed during the temporary license period.

IV. RECOMMENDATION

I recommend issuance of a temporary license and special certification to this AFC adult small group home (capacity 3-6).

Martin Gonzales

12/29/2025

Martin Gonzales
Licensing Consultant

Date

Approved By:

Mary Holton

12/30/2025

Mary E. Holton
Area Manager

Date