



GRETCHEN WHITMER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
LANSING

MARLON I. BROWN, DPA
DIRECTOR

March 4, 2026

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

RE: Application #: AS250420198
Flatrock of Grand Traverse
3318 S. Grand Traverse
Burton, MI 48529

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 and special certification 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,

A handwritten signature in cursive script that reads "Christopher A. Holvey".

Christopher Holvey, Licensing Consultant
Bureau of Community and Health Systems
611 W. Ottawa Street
P.O. Box 30664
Lansing, MI 48909
(517) 899-5659

enclosure

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

I. IDENTIFYING INFORMATION

License #:	AS250420198
Applicant Name:	Flatrock Manor, Inc.
Applicant Address:	7012 River Road Flushing, MI 48433
Applicant Telephone #:	(810) 964-1430
Administrator/Licensee Designee:	Nicholas Burnett, Designee
Name of Facility:	Flatrock of Grand Traverse
Facility Address:	3318 S. Grand Traverse Burton, MI 48529
Facility Telephone #:	(810) 422-9800
Application Date:	01/07/2026
Capacity:	6
Program Type:	PHYSICALLY HANDICAPPED DEVELOPMENTALLY DISABLED MENTALLY ILL
Special Certification:	DEVELOPMENTALLY DISABLED MENTALLY ILL

II. METHODOLOGY

01/07/2026	Enrollment
01/07/2026	PSOR on Address Completed Hit on PSOR.
01/07/2026	Contact - Document Received PSOR hit at facility address- see file
01/07/2026	SC-Application Received - Original
01/08/2026	File Transferred To Field Office
01/14/2026	Application Incomplete Letter Sent
02/23/2026	Inspection Completed On-site
02/23/2026	Inspection Completed – Env. Health : A
02/26/2026	Application Complete/On-site Needed
02/27/2026	Inspection Completed-BCAL Full Compliance
02/27/2026	Recommend License Issuance
02/27/2026	SC - Application Received
02/27/2026	SC-Recommend MI and DD

III. DESCRIPTION OF FINDINGS & CONCLUSIONS

A. Physical Description of Facility

Flatrock of Grand Traverse is a ranch style home that is located in Burton, MI. The home has a long driveway for parking space for staff and visitors. The home is owned by 310 W. Oakley, Flint, MI. 48503, LLC. (Nicholas Burnett).

The main level of the home consists of a foyer, six resident bedrooms, and two full baths. The level has a total of three entrance/exits, one at the front, one in the rear and one side exit. There is a covered cement patio located at the front entrance/exit and a large wooden deck located off the back entrance/exit.

The basement level of the home consists of one staff office, medication room, mechanical room, laundry room, kitchen, living room, dining room and one full bath. This level has a total of two exits, with one leading directly to the outside. The outside exit leads to multiple cement steps that go up to the back yard/driveway of the property.

The furnace and hot water heater are located in the basement of the home and are separated from residents by a fully stopped, fire rated metal door that is equipped with an automatic self-closing device and positive-latching hardware. The furnace was lasted and found to be in good working condition by a certified HVAC technician on 7/7/2025. There is at least one fire extinguisher located on each level of the home. The smoke detectors are all hard-wired into the home's electrical system and are located in all sleeping and living areas.

The resident bedrooms and all living areas measured as follows:

Living/Dining combo	20' 5" x 24' = 510 square feet	
Bedroom #1	12' 6" x 8' 6" = 106 square feet	1 resident
Bedroom #2	12' 5" x 10' 4" = 128 square feet	1 resident
Bedroom #3	10' x 9' 5" = 95 square feet	1 resident
Bedroom #4	12' 6" x 9' 10" = 123 square feet	1 resident
Bedroom #5	12' 8" x 8' 8" = 110 square feet	1 resident
Bedroom #6	10' 7" x 8' 6" = 92 square feet	1 resident

The living and dining room areas measure a total of 510 square feet of living space. This exceeds the minimum of 35 square feet per resident requirement. This home is not wheelchair accessible.

The home has a public water supply and public sewage disposal system. On 2/23/2026 this home was inspected and it was determined to be in full compliance with all applicable licensing rules pertaining to environmental health.

B. Program Description

Flatrock of Grand Traverse has the capacity to provide 24-hour supervision, protection, and personal care for up to six male and/or female residents aged eighteen and over, who suffer from mental illness, physically handicapped and/or developmental disabilities. Flatrock of Grand Traverse strives to help adults with mental illness and developmental disabilities discover their independence and celebrate their abilities in a family-like, home environment that adapts to their unique needs and interests. Flatrock has a team of experienced clinicians that provide direct services to their homes, which have the ability to provide invaluable benefits, such as develop in-depth behavior plans, provide extensive staff training, coaching, and mentoring on programming implementation. Flatrock strives to provide residents with experiences that enrich quality of life. This may include outings to the movie theater, ball games, holiday themed activities, community functions, orchard, recreational center, etc. They have creative and fun activities, such as talent shows, Halloween trunk or treat, holiday parties, and game days.

C. Applicant and Administrator Qualifications

The applicant is Flatrock Manor, Inc, which is a “Domestic Profit Corporation”, was established in Michigan, on 8/5/1998. 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 members of Flatrock Manor Inc. have submitted documentation appointing Nicholas Burnett as Licensee Designee for this facility and Carrie Aldrich as the Administrator of the facility.

A licensing record clearance request was completed and approved for the licensee designee and the administrator. The licensee designee and administrator submitted a medical clearance request with statements from a physician documenting their good health and baseline screening for all communicable diseases.

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 six bed facility is adequate and includes a minimum of two staff –to- six residents per shift. The applicant acknowledges that the staff –to- resident ratio will change to reflect any increase in the level of supervision, protection, or personal care required by the residents. The applicant has indicated that direct care staff will be awake during sleeping hours.

The applicant acknowledged that at no time will this facility rely on “roaming” staff or other staff that are on duty and working at another facility to be considered part of this facility’s staff –to- resident ratio or expected to assist in providing supervision, protection, or personal care to the resident population.

The applicant acknowledges an understanding of the qualifications, suitability, and training 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) and the related documents required to be maintained in each employee’s 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 good moral character, medical, and training documentation and signatures that are to be completed prior to each direct care staff or volunteer working directly with residents. In addition, the applicant acknowledges their responsibility to maintain all required documentation in each employee's record for each licensee or licensee designee, administrator, and direct care staff or volunteer and follow the retention schedule for those documents contained within each employee's record.

The applicant acknowledges an understanding of the administrative rules regarding the admission criteria and procedural requirements for accepting a resident into the home for adult foster care.

The applicant acknowledges their responsibility to obtain the required written assessment plan, resident care agreement, and health care appraisal 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 updating and completing those forms and obtaining new signatures for each resident on an annual basis.

The applicant acknowledges their responsibility to maintain a current resident record on file in the home for each resident and follow the retention schedule for all of the documents that are required to be maintained within each resident's file.

The applicant acknowledges an understanding of the administrative rules regarding the handling of resident funds and valuables and intends to comply. The applicant acknowledges that a separate form will be created for each resident in order to document the date and amount of the adult foster care service fee paid each month and all of the resident's personal money transactions that have been agreed to be managed by the applicant.

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 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

The applicant was in compliance with the licensing act and applicable administrative rules at the time of licensure. Compliance with the physical plant rules has been determined. Compliance with Quality-of-care will be assessed during the period of temporary licensing via an on-site inspection.

IV. RECOMMENDATION

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

Christopher A. Holvey

3/4/2026

Christopher Holvey
Licensing Consultant

Date

Approved By:

Mary Holton

3/4/2026

Mary E. Holton
Area Manager

Date