

**MINUTES
ANNUAL MEETING
JANUARY 21, 2021**

On the 21st day of January, 2021, the Housing Authority of the City of Fountain held its Annual Meeting of the Board of Commissioners at the Office of the Housing Authority, 501 E. Iowa Avenue, Fountain, Colorado 80817.

I. ROLL CALL.

On roll call the following were present as named:

PRESENT: Michelle Lavelle, Andria Terry, Erin Garcia, Roberta "Daisy" Sohnrey and Linda Chalou.

ALSO PRESENT: Katherine Roby.

A quorum being present, the Chairperson called the meeting to order.

II. ANNUAL ELECTION OF OFFICERS.

Commissioner Lavelle made a motion, seconded by Commissioner Garcia, to nominate and elect Linda Chalou as Chairperson for the year 2021.

There being no further nominations, on motion duly made and seconded, the nominations were closed and the Board of Commissioners unanimously elected Linda Chalou as Chairperson to serve for the year 2021 or until her successor is duly elected.

Commissioner Terry then made a motion, seconded by Commissioner Garcia, to nominate and elect Michelle Lavelle as Vice-Chairperson for the year 2021.

There being no further nominations, on motion duly made and seconded, the nominations were closed and the Board of Commissioners unanimously elected Michelle Lavelle as Vice-Chairperson to serve for the year 2021 or until her successor is duly elected.

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 19, 2020.

After the Commissioners reviewed the minutes, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the minutes.

AYES: Lavelle, Terry, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. HEAR FROM THE PUBLIC.

There were no members of the public present at the meeting.

The Board Members discussed allowing members of the public to physically attend meetings of the Board. At this time, the Board members felt that public members should not be physically present at meetings until there is a decline in community infection rates. The Housing Authority will look at other options for public participation and will consider allowing members of the public to physically attend meetings in March.

V. FINANCIAL STATUS REPORTS FOR THE MONTHS OF NOVEMBER AND DECEMBER 2020.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the months of November and December 2020 for the below listed projects:

- a. Grinde Manor CO071001.
- b. Section 8 New Construction, Fountain Townhomes, CO99-H001-104.
- c. Section 8 Housing Choice Voucher Program CO071VO.
- d. Fountain Mesa Court Townhomes.
- e. Woodmen Hall.

Ms. Roby stated that the Fountain Mesa Court Townhomes ended the year with a deficit due, in part, tenant protections under the CDC eviction moratorium. The moratorium currently expires on March 31, 2021 but will likely be extended to September 30, 2021 by the new COVID relief bill. Ms. Roby stated that it is possible that Fountain Mesa Court will never receive payment of back rents. All tenants that have not paid rent have been advised of the resources available to them.

The Housing Authority also incurred higher expenditures at Fountain Mesa Court due to the installation of new flooring in several units where long-term residents moved out. Ms. Roby stated that the Housing Authority has reserves to cover the deficit but, in the future, the Housing Authority may have to consider increasing the rents at the Fountain Mesa Court Townhomes in order to meet expenses. Currently the rent rates are well below market but, given the pandemic, now is not the time to increase rents.

Ms. Roby stated that the Housing Authority has not been charging late fees at any property since April of 2020. After discussing it with staff, Ms. Roby stated that she felt that the Housing Authority should continue to waive late fees until the second half of 2021. The issue will be reviewed again in June.

After the Commissioners reviewed the monthly financial reports, Commissioner Garcia made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for November and December 2020.

AYES: Garcia, Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. REPORT ITEMS FOR NOVEMBER AND DECEMBER 2020.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of November 2020. The report indicated that 94% of the HAP funds received were expended through the end of November 2020. The waiting list is currently carrying 392 applicants. The report also indicated a current lease-up of 167 units (70%). Portables: In-9, Out-4.

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of December 2020. The report indicated that 94% of the HAP funds received were expended through the end of December 2020. The waiting list is currently carrying 391 applicants. The report also indicated a current lease-up of 167 units (70%). Portables: In-8, Out-4.

Ms. Roby stated that, for the first time since August of 2019, the Housing Authority has sent out letters to families on the waiting list to offer them a Housing Choice Voucher. Vouchers are available due to attrition in the Program.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of November 2020. The waiting list is currently carrying 36-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

The report indicated 39 units (98%) under lease for the month of December 2020. The waiting list is currently carrying 33-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of November 2020. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 166 applicants.

The report indicated 14 units (100%) under lease for the month of December 2020. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 166 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of November 2020. The waiting list is carrying 11-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 63 units (99%).

The report indicated 64 units (100%) under lease for the month of December 2020. The waiting list is carrying 13-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 63 units (99%).

Woodmen Hall

The report indicated 3 units (100%) under lease for the month of November 2020. The waiting list is carrying 0-2BR applications, 0-1BR applications and 0-Studio applications. The report also indicated a current lease-up of 2 units (67%).

The report indicated 2 units (67%) under lease for the month of December 2020. The waiting list is carrying 0-2BR applications, 0-1BR applications and 0-Studio applications. The report also indicated a current lease-up of 2 units (67%).

b. Maintenance - November-December 2020

The report indicated that, during the months of November and December 2020, 35 work orders were processed at the Fountain Mesa Court Townhomes, 27 at Grinde Manor, 7 at the Fountain Townhomes and 4 at Woodmen Hall. Moveouts occurred in units 419, 439, 446 and 449 at the Fountain Mesa Court Townhomes that were prepared for rental. The annual test of the alarm system at Grinde Manor was completed in November, 2020.

Hail Damage – The doors for the Fountain Mesa Court Townhomes are currently in production.

c. Capital Report – November-December 2020

Sidewalk lights were installed at Grinde Manor. Units 419, 439 and 446 received new flooring. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the report items a, b and c for November and December 2020.

AYES: Terry, Lavelle, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO 765 RATIFYING AND APPROVING THE IMPLEMENTATION OF CERTAIN WAIVERS AND ALTERNATIVE PROCEDURES RELATING TO THE OPERATIONS OF THE HOUSING AUTHORITY DURING THE COVID-19 PANDEMIC.

Ms. Roby stated that Resolution No. 765 ratifies and approves the waivers that have been used by the Housing Authority during the pandemic beginning in April of 2020. The resolution formalizes the record of the waivers and the alternative procedures adopted by the Housing Authority.

Ms. Roby stated that staff has been keeping up with annual reexamination of tenant incomes through use of the phone, mail and computer system. Physical inspections have not been performed since March 13, 2020. Under the current waivers, the Housing Authority may delay initial inspections and biennial inspections until June 30, 2021 so long as all required inspections are completed by December 31, 2021.

Prior to the pandemic, the Housing Authority was conducting annual inspections and continued to do so until March 13, 2020. As a result, other than initial inspections no other inspections were missed. Biennial inspections are required for all units after March 13, 2021 but may be delayed until June 30, 2021 so long as they are completed by December 31, 2021. Staff is reviewing options for conducting inspections in 2021 by balancing the work load with ensuring the safety of staff and residents.

The Board Members discussed other issues relating to the pandemic including staff vaccination and public entry into the office. Conditions in the area, the availability of vaccine, the prevalence of variant strains of the virus, as well as federal, state and local guidance will dictate operations as the Housing Authority moves forward in 2021.

Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 765.

AYES: Terry, Lavelle, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. OTHER BOARD BUSINESS.

- a. Demographic Report. Ms. Roby provided the Board Members with a copy of the demographic report for the Housing Authority that presented an overview of the families served. The report combined all programs and showed that the Housing Authority currently serves 291 families, comprised of 685 individuals, 292 of which are children. The Board Members discussed the information contained in the report and the families served.

- b. Funding for 2021. Ms. Roby stated that she had received notice that funding for the Housing Choice Voucher Program will be at 99% of eligibility with administrative fees funded at 80%. It is hope that these percentages will increase as the Congressional appropriations are calculated. The Housing Authority should have information on the Grinde Manor Operating Subsidy and Capital Fund Program in early March. The Fountain Townhomes received a 1.018% annual increase in rent on December 1, 2020.
- c. Late Fee Suspension until July 1, 2021. This item was discussed with the financial reports.
- d. Public Housing Authorities Directors Association Virtual Conference. Ms. Roby stated that she had attended a virtual conference of the Public Housing Authorities Directors Association on January 11th and 12th. Various issues concerning the pandemic were discussed as well as the possibility that the HUD waivers may be extended again. The organization was hopeful that Housing Authorities would receive full funding for the first time in 10 years.

There being no further business to come before the meeting, on motion made, and seconded, the meeting was adjourned.


Linda Chalou
Chairperson

2-18-2021
Date

Katherine Roby
Secretary