

**MINUTES  
ANNUAL MEETING  
JANUARY 20, 2022**

On the 20th day of January, 2022, 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: Andria Terry, Roberta Sohnrey, Michelle Lavelle, Linda Chalou and Councilmember Hinton.

Chairperson Chalou welcomed Councilmember Hinton to the Board of Commissioners.

ALSO PRESENT: Katherine Roby.

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

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD DECEMBER 16, 2021.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. HEAR FROM THE PUBLIC.

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

IV. ANNUAL ELECTION OF OFFICERS.

Commissioner Lavelle made a motion, seconded by Commissioner Terry, to nominate and elect Linda Chalou as Chairperson for the year 2022.

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 2022 or until her successor is duly elected.

Commissioner Terry then made a motion, seconded by Commissioner Sohnrey, to nominate and elect Michelle Lavelle as Vice-Chairperson for the year 2022.

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 2022 or until her successor is duly elected.

V. FINANCIAL STATUS REPORTS FOR THE MONTHS OF DECEMBER 2021.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of December 2021 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 CO071 VO.
- d. Fountain Mesa Court Townhomes.
- e. Woodmen Hall.

Ms. Roby stated that the Housing Authority had not received a billing for payroll in December so those expenses are not reflected in the financial reports.

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for December 2021.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. REPORT ITEMS FOR DECEMBER 2021.

- a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of December 2021. The report indicated that 99% of the HAP funds received were expended through the end of December 2021. The waiting list is currently carrying 35 applicants. The report also indicated a current lease-up of 168 units (70%). Portables: In-0, Out-2.

Ms. Roby stated that four Voucher holders from Colorado Springs were moving into the Villas at Mesa Ridge. The Housing Authority will absorb those Vouchers into its own program at move-in.

Grinde Manor

The report indicated 38 units (95%) under lease for the month of December 2021. The waiting list is currently carrying 15-1BR applicants. The report also indicated a current lease-up of 38 units (98%).

Grinde Manor has lost several more residents in January. Two residents passed away and another resident received a Voucher and moved to another location in the area.

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of December 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 34 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of December 2021. The waiting list is carrying 17-2BR applications and 0-3BR applications. The report also indicated a current lease-up of 62 units (97%).

Woodmen Hall

The report indicated 1 unit (33%) under lease for the month of December 2021. The waiting list is carrying 0-1BR applications and 1-Studio applications. The report also indicated a current lease-up of 1 unit (33%). The Fountain Urban Renewal Authority has authorized the extension of one residential lease until April 1, 2022. After that date there will be no more residential units at Woodman Hall and the Housing Authority's involvement with the property will end.

b. Maintenance - December 2021

The report indicated that, during the month of December 2021, 27 work orders were processed at the Fountain Mesa Court Townhomes, 10 at Grinde Manor and 6 at the Fountain Townhomes. A move-out occurred in unit 416 at the Fountain Mesa Court Townhomes that was prepared for rental.

Hail Damage – All work has been completed and the Housing Authority is waiting for the final billing.

c. Capital Report – December 2021

Having failed to complete the paint job at the Fountain Mesa Court Townhomes, the Executive Director, as Contracting Officer, terminated the contract to paint the exteriors of the buildings. Four buildings remain to be painted and the Housing Authority will hire another contractor to complete the work. No other capital improvements were performed.

Commissioner Lavelle made a motion, seconded by Commissioner Sohnrey, to approve the report items a, b and c for December 2021.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

- a. HUD will be conducting an inspection of the Fountain Townhomes on January 21, 2022. The inspection will be conducted under the new Nspire protocol which is being tested. The Housing Authority will retain its prior Real Estate Assessment Center score for the property after the inspection because it volunteered to be part of the Nspire demonstration program.
- b. The Housing Authority was robbed over the Christmas weekend when office keys were stolen by a family member of a staff member. All stolen property was recovered by the Housing Authority except for a keyboard and mouse.
- c. The Housing Authority has scheduled two evictions with the El Paso County Sheriff's office for January 26, 2022.
- d. 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 283 families, comprised of 655 individuals, 273 of which are children.


Commissioner Chalou asked about the status of the waiting lists. Ms. Roby stated that, except for Fountain Mesa Court, all other wait lists were closed. The Housing Authority automated the waiting lists in the summer and purged them of stale applications in the fall. The Housing Authority applied and was approved by the State Internet Portal Authority (SIPA) for the development and hosting of a website at no cost. Due to computer system changes, SIPA has been delayed in providing the website service to the Housing Authority.

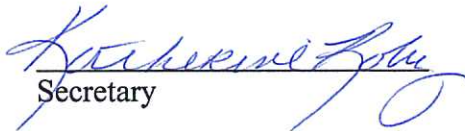
Because of vacancies at Grinde Manor, that wait list was opened for several weeks in December with the public accessing the application through a published URL. While the new automated system worked well, staff had to field many phone calls about access to the application. It is hoped that the application process will be much more user friendly when the application is accessed from a simple link on the Housing Authority's website. The Housing Authority anticipates opening all waiting lists once the website is up and running.

- e. Funding for 2022. Ms. Roby stated she had received notice that funding for the Housing Choice Voucher Program will be at 100% of eligibility for housing assistance payments with administrative fees funded between 90% to 93%. This percent of funding would be the highest in many years. A request for operating subsidy for Grinde Manor will be submitted by the Housing Authority in the first two weeks of February. Final funding is anticipated to be 100% of eligibility. The Fountain Townhomes received a 1.02% annual increase in rent on December 1, 2021.

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

  
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Chairperson

  
\_\_\_\_\_  
Date

  
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Secretary