

**MINUTES  
REGULAR MEETING  
OCTOBER 21, 2021**

On the 21<sup>st</sup> day of October, 2021, the Housing Authority of the City of Fountain held its Regular 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, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Roberta Sohnrey.

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

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD SEPTEMBER 23, 2021.

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

AYES: Terry, Lavelle 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. FINANCIAL STATUS REPORTS FOR THE MONTH OF SEPTEMBER 2021.

The Commissioners reviewed the monthly report for establishing Net Income and Cash Disbursements/Receipts for the month of September 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 CO071VO.
- d. Fountain Mesa Court Townhomes.
- e. Woodmen Hall.

Commissioner Chalou asked about the deficit in the Housing Choice Voucher Program. Ms. Roby stated that the Housing Authority received CARES Act funds in 2020 to pay for administrative costs associated with the program operations during the pandemic. Most of the expenditures related to those funds have been made in 2021 resulting in a deficit in the program for the year. The Housing Authority still has approximately \$13,000 remaining in CARES funds that must be spent by December 31, 2021. The Housing Authority has completed most of the projects to automate operations but is running short of time to purchase a new phone system and copier. As a result, the remaining CARES funds will be used to pay administrative costs associated with the Voucher Program.

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

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR SEPTEMBER 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of September 2021. The report indicated that 105% of the HAP funds received were expended through the end of September 2021. The waiting list is currently carrying 231 applicants. The report also indicated a current lease-up of 170 units (71%). Portables: In-0, Out-2.

Ms. Roby stated that the Housing Authority is in the process of purging its wait list for the Housing Choice Voucher Program and the Fountain Townhomes. Letters offering housing assistance were sent to all applicants on the list that have a local preference and are extremely low income. The remaining applicants have higher incomes or do not have a local preference. Those applicants are being sent a letter to determine if they are still interested in participating in a housing program. This process will allow the Housing Authority to remove stale applications prior to reopening the waitlist which is anticipated for the first of the year. The new application process will be on-line and accessible through a link on the Housing Authority's web site which the State of Colorado has agreed to host.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of September 2021. The waiting list is currently carrying 26-1BR 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 September 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 146 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of September 2021. The waiting list is carrying 14-2BR applications and 0-3BR application. 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 September 2021. The waiting list is carrying, 0-1BR applications and 1-Studio application. The report also indicated a current lease-up of 3 units (100%).

b. Maintenance – September 2021.

The report indicated that, during the month of September 2021, 36 work orders were processed at the Fountain Mesa Court Townhomes, 26 at Grinde Manor, 4 at the Fountain Townhomes and 0 at Woodman Hall. Move-outs occurred in units 409; 413; 415 and 516D at the Fountain Mesa Court Townhomes that were prepared for rental. Yard work was performed as necessary.

Hail Damage – The contractor returned to the property to review the necessary repairs and agreed to replace the frame and door at 433 Hadley at no additional cost.

c. Capital Report – September 2021

New flooring was installed in units 409 and 516D at the Fountain Mesa Curt Townhomes as part of the unit turns. Painting of the Fountain Mesa Court Townhomes continued and it is anticipated that the work will be completed in the first week of November. No other capital improvements were performed during the month of September, 2021.

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

AYES: Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 776 APROOVING THE AUDIT REPORT FOR THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN FOR THE YEAR ENDING DECEMBER 31, 2020.

Ms. Roby stated that there were no findings in the audit reports for the Housing Authority. The additional audit reports for the Fountain Mesa Court Townhomes and the Fountain

Townhomes are part of the overall audit for the Housing Authority. However, CHFA, the mortgage holder, requires that a separate audit report be submitted for those projects.

After the Board Members reviewed the audit report, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 776.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 777 APROVING THE AUDIT REPORT FOR THE FOUNTAIN TOWNHOMES FOR THE YEAR ENDING DECEMBER 31, 2020.

After the Board Members reviewed the audit report for the Fountain Townhomes, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 777.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 778 APROVING THE AUDIT REPORT FOR THE FOUNTAIN MESA COURT TOWNHOMES FOR THE YEAR ENDING DECEMBER 31, 2020.

After the Board Members reviewed the audit report for the Fountain Mesa Court Townhomes, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 778.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IX. RESOLUTION NO. 779 CONCERNING CERTAIN TRANSACTIONS RELATED TO THE FOUNTIAN RIDGE REFINANCING.

Ms. Roby stated that Resolution No. 779 authorizes the merger of Archway Fountain Ridge and Archway Fountain Ridge South into one project. As the Housing Authority is a .01% special member in both of these Tax Credit Projects, the Housing Authority is required to agree to the merger. The merger is part of the refinance for the property.

The Housing Authority has three outstanding loans on the Fountain Ridge South property: one in the amount of \$245,000 from a grant received from the Colorado Division of Housing (DOH); one in the amount of \$76,000 from a loan from DOH; and



one in the amount of \$55,000 from a loan from DOH. Upon repayment of the smaller loans by Archway, the Housing Authority is obligated to repay DOH. DOH has approved the refinance of the project and the subordination of the debt held by DOH. As a result, the Housing Authority has agreed to subordinate the debts in order to facilitate the refinance of the property.

After the Board Members reviewed the resolution and associated documents related to the Fountain Ridge merger and refinance, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 779.

AYES: Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

X. OTHER BOARD BUSINESS.

a. Evictions.

Ms. Roby advised the Board Members that she had filed four evictions in the El Paso County Court with a return date of October 26, 2021. Two tenants at the Fountain Mesa Court Townhomes did not pay rent during the Coive-19 eviction moratorium nor did they apply for assistance under the Colorado renter's assistance program or enter into a repayment agreement with the Housing Authority. One tenant failed to pay rent at Woodman Hall and the final eviction concerns a tenant that has failed to maintain their unit in a safe manner.

b. Housing Authority Web Site.

Ms. Roby advised the Board Members that the Colorado Statewide Internet Portal Authority (SIPA) has agreed to host a web site for the Housing Authority. Ms. Roby requested that the website be operational by December 1, 2021. All agreements have been signed and the work is in SIPA's que for processing

c. Board Vacancy.

Ms. Roby stated that she had placed an ad in the local paper for the vacancy on the Board of Commissioners created by the resignation of Erin Garcia. No one has responded to the ad. Ms. Roby stated that she planned to run another ad after the election as it is possible that people are more focused on the election rather than other volunteer opportunities in the community.

d. Holidays.

Commissioner Chalou made a motion to authorize an additional ½ day paid holiday in 2021 on Thursday, December 23rd and Thursday December 30th.

The motion duly made was seconded by Commissioner Lavelle and the Board of Commissioners authorized an additional ½ day paid holiday on Thursday, December 23, 2021 and Thursday, December 30, 2021.

AYES: Chalou, Lavelle and Terry.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

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



*Sinda J. Chalou*

Chairperson

*12-16-2021*

Date

*Katherine Foley*  
Secretary