

**MINUTES
REGULAR MEETING
OCTOBER 20, 2022**

On the 20th day of October, 2022, 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: Roberta Sohnrey, Michelle Lavelle, Councilman Fred Hinton and Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Andria Terry.

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 SEPTEMBER 29, 2022.

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

AYES: Hinton, Lavelle, Sohnrey 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 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of September 2022 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.

Ms. Roby stated that the Fountain Townhomes continues to operate at a deficit as a result of several major expenditures over the year to include: the replacement of all windows at the property; sewer damage to unit 113; damage to unit 101 from legal action taken by El Paso County SWAT; and the replacement of an air conditioner and furnace in unit 116. In addition, half of the units at the property have, or are in the process, of being turned. Ms. Roby has made three requests to HUD for funds from the reserve for replacement account this year, the most recent request on October 18, 2022. It takes approximately one month for HUD to approve a request and CHFA to transfer the funds.

Ms. Roby stated that the Housing Choice Voucher Program was running a deficit in the funds available for Housing Assistance Payments this year due to the increase in rents. Funds held by HUD in reserve for Housing Assistance Payments were received at the beginning of October to offset the deficit.

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Commissioner Sohnrey, to approve the monthly financial reports for September 2022.

AYES: Lavelle, Sohnrey, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR SEPTEMBER 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 165 units (69%) of the authorized 240 units under lease for the month of September 2022. The report indicated that 106% of the HAP funds received were expended through the end of September 2022. The waiting list is currently carrying 91 applicants. The report also indicated a current lease-up of 165 units (69%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of September 2022. The waiting list is currently carrying 12-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 10 units (72%) under lease for the month of September 2022. The report also indicated a current lease-up of 12 units (86%). The waiting list is currently carrying 65 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of September 2022. The waiting list is carrying 11-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 61 units (95%).

b. Maintenance

The report indicated that, during the month of September 2022, 31 work orders were processed at the Fountain Mesa Court Townhomes, 13 at Grinde Manor and 6 at the Fountain Townhomes. Move outs occurred in units 112 and 117 at the Fountain Townhomes that were prepared for rental. Falling Star HVAC tuned up all furnaces at the Fountain Mesa Court Townhomes and the Fountain Townhomes, the cost of which will be reimbursed by Black Hills Energy. Lawn work was performed at all sites.

c. Capital Report

The exterior painting of Grinde Manor was completed. New carpet was installed in unit 217 at Grinde Manor as part of the unit turn. Bids were received to replace the vinyl fencing at Grinde Manor under the 2019 Capital Fund Program Grant. New flooring was installed in unit 117 Ohio at the Fountain Townhomes as part of the unit turn. No other capital improvements were performed.

Commissioner Lavelle made a motion, seconded by Councilman Hinton, to approve the report items a, b and c for September 2022.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 794 ESTABLISHING THE SMALL AREA PAYMENT STANDARD FOR THE HOUSING CHOICE VOUCHER PROGRAM.

Ms. Roby provided the Board Members with a memorandum that summarized the annual review of the payment standard for use in the Housing Choice Voucher program. The review includes the following factors: the rent burden for assisted families; the availability of suitable vacant units below the payment standard; the size and quality of units selected by participating families; the time required to locate housing units; the number of vouchers that expired without leasing; and the number of families that move into or out of the jurisdiction.

After the Board Members reviewed the memorandum and proposed payment standards, Commissioner Lavelle made a motion, seconded by Councilman Hinton, to approve Resolution No. 794 establishing the small area payment standard for the Housing Choice Voucher Program.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 795 APPROVING THE UTILITY ALLOWANCE SCHEDULE FOR TENANT PAID UTILITIES UNDER THE HOUSING CHOICE VOUCHER PROGRAM.

Ms. Roby stated that the Utility Allowance schedule is based on the current utility rates in the City of Fountain applied to consumption data for various sized units. The schedule is expected to cover the utility costs for energy conserving families under the Housing Choice Voucher Program. The Housing Authority is required to review the Utility Allowance schedule annually and make a change if any one utility changes by 10%. While no utility rate changed by 10% since last year's review of the schedule, Ms. Roby believed that an update would ensure that the schedule reflected costs for program participants.

After the Board Members reviewed the Utility Allowance Schedule, Councilman Hinton made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 795 approving the Utility Allowance Schedule for the Housing Choice Voucher Program.

AYES: Hinton, Sohnrey, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 796 SETTING THE FLAT RENT RATE AT GRINDE MNAOR.

Ms. Roby stated that the Occupancy Policy for Grinde Manor sets the flat rent rate at 80% of the Small Area Fair Market Rent established by HUD. Resolution No. 796 sets the flat rent rate for Grinde Manor at \$1,152.00 beginning January 1, 2023. A list of area comparable rentals was provided to the Board Members for informational purposes.

After the Board Members reviewed the flat rent rate and area comparable rents, Commissioner Lavelle made a motion, seconded by Councilman Hinton, to approve Resolution No. 796 setting the flat rent rate at Grinde Manor beginning January 1, 2023.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIX. OTHER BOARD BUSINESS.

- a. Community Flooring Update. Ms. Roby stated that the Community Flooring had been installed and punch list items completed.
- b. Furnace Tune-ups. Ms. Roby reported that the project to tune-up furnaces at the Fountain Townhomes and the Fountain Mesa Court Townhomes had been completed. Ms. Roby will request rebates from Black Hills Energy to reimburse the Housing Authority for the cost of the furnace tune-ups.

- c. Executive Director Vacation, October 24-28th. Ms. Roby stated that she would be on vacation next week.
- d. Chairperson Chalou suggested that the next meeting of the Board be held at Grinde Manor. All Commissioners agreed and the next meeting of the Board will be held at Grinde Manor.

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

Linda Chalou
Chairperson

11-17-2022
Date

Katherine Roby
Secretary