

**MINUTES
REGULAR MEETING
NOVEMBER 17, 2022**

On the 17th day of November, 2022, the Housing Authority of the City of Fountain held its Regular Meeting of the Board of Commissioners in the Community Room of Grinde Manor, 906 Grinde Drive, Fountain, Colorado 80817.

I. ROLL CALL.

On roll call the following were present as named:

PRESENT: Roberta Sohnrey, Councilman Fred Hinton, Michelle Lavelle 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 OCTOBER 20, 2022.

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

AYES: Sohnrey, Hinton, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. HEAR FROM THE PUBLIC.

There were 12 Residents of Grinde Manor present at the meeting. The Chairperson opened the public portion of the meeting and introduced the Members of the Board to the Residents. The meeting was then opened for comments from the Residents.

The Residents complained about the trash service at Grinde Manor stating that there was a need for a bigger dumpster or more frequent pick-ups. Residents complained that the dumpster fills up within one day of pick-up and then trash accumulates outside of the dumpster. In addition, some Residents do not break down their cardboard boxes limiting the space in the dumpster. Another Resident requested that a different dumpster be installed as the dumpster opening is too high off the ground for some Residents to manage.

Ms. Roby stated that the Housing Authority changed the trash service company for all properties in the summer of 2021 due to poor service from the prior contractor. The Housing Authority selected a small local company, Waste Systems, that was able to provide trash service at a substantial savings.

Ms. Roby received complaints about the height of the dumpster in November of 2021. Waste Systems was contacted about the availability of another size of dumpster. Ms. Roby was informed that Waste Systems only has one available dumpster option. Ms. Roby will check on the cost to increase the number of days that trash is picked up at Grinde Manor to help solve problems with trash.

The Residents also complained that people outside of the community were dumping trash at Grinde Manor. Ms. Roby stated that this is a problem at all properties owned by the Housing Authority as well as businesses throughout the community. Ms. Roby suggested that Resident's call the Police when they see outsiders dump trash and provide the Police with a description and license plate of the vehicle used to dump trash at the property.

Residents complained that furniture and other large items are being collected on the property. Ms. Roby stated that the Fountain dump recently increased the cost to dump large items. As a result, Waste Systems will no longer pick up large items placed by or in the dumpsters. Staff has been collecting such items at the Maintenance Shop for disposal at Urban Recycling a company located in Colorado Springs that takes such items at a lower cost. Ms. Roby reminded Residents that, under the lease agreement, Residents are responsible for the disposal of large items.

Residents asked where they could get rid of large items they no longer want. Ms. Roby advised Residents to contact God's Pantry, Good Will or Urban Recycling if they need to dispose of large items. The Housing Authority can provide contact information for those resources

At this point in the meeting, Councilman Hinton left to another engagement.

A Resident stated that they felt that the office acted on hearsay when handling complaints and that the complaint process was unfair. The Chairperson stated that once the Housing Authority receives a complaint it is obligated to investigate. Residents are always given the opportunity to respond to complaints. The Resident then continued by bringing up an incident in which they were involved. The Chairperson stated that if the Resident had a problem that was specific to them, that problem would be best handled through the Housing Authority Management Office rather than addressed at a public meeting.

A Resident complained that people do not clean up after themselves in the laundry room. A request was made for signs to be placed in the laundry room asking people to clean up after themselves. The Housing Authority will provide the signs for the laundry rooms.

One Resident requested that cameras be placed inside Grinde Manor because delivered packages placed outside a resident's door are sometimes stolen. Ms. Roby suggested that it would be more cost effective for Residents to contact the companies delivering packages about leaving packages in the common areas rather than expending funds to purchase cameras and staff time reviewing camera footage.

Chairperson Chalou suggested that Resident's work with their carrier to schedule deliveries when they are home rather than install cameras that staff members would have to monitor. In addition, the cost of the system would mean that funds would be diverted from other needs of the property.

The Resident's complained about the intercom system. Ms. Roby stated that she was aware that the system did not function properly. Due to the age of the system, parts are no longer available to repair the system. Ms. Roby stated that the Housing Authority intends to amend its five year capital plan to include a new video/audio intercom system for the Residents. The process for amending the five year capital plan will take several months to complete. In the meantime, a sign has been placed at the front door by the intercom advising visitors to call the Resident they want to see. The door system still functions properly and Residents are able to provide entry to visitors from their unit.

The Residents stated that they would like to start having morning coffee in the community room. Ms. Roby stated that morning coffee was cancelled because of conflicts between Residents over keys to the cabinets that contained the supplies. The keys were returned to the Office as a result. Ms. Roby stated that Resident's are welcome to have morning coffee in the community room so long as Residents are able to work together without conflict. Ms. Roby stated that her preference would be the formation of a Resident Committee that would take responsibility for the kitchen keys, schedule activities, and serve as a liaison between Residents and the Management Office.

The Residents agreed and the following Residents volunteered to serve on the Committee:

Marcella Cokeley
Carol Laird
Victoria Freckleton
Bobbie Beddington
Joe Cepeda

The Chairperson expressed the Board's support for community efforts of the Residents.

IV. FINANCIAL STATUS REPORTS FOR THE MONTH OF OCTOBER 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of October 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 owes the Fountain Mesa Court Townhomes \$11,861.13 for expenses paid by the Fountain Mesa Court Townhomes due to the cash flow problems of the Fountain Townhomes. The Fountain Townhomes continues to operate at a deficit as a result of several major expenditures over the year that include: the replacement of all windows at the property; sewer damage to unit 113; damage to unit 101 from action taken by El Paso County SWAT; and the replacement of an air conditioner and furnace in unit 116.

The Chairperson asked how the Fountain Mesa Court Townhomes would be reimbursed. Ms. Roby stated that she made a request to HUD for funds from the reserve for replacement account on October 18, 2022 that should cover the reimbursement. It takes approximately 45 days for HUD to approve a request and CHFA to transfer the funds. However, since that request was made, the Housing Authority has incurred additional expenses at the Fountain Townhomes to include a new furnace at 110 Iowa and an eviction at 118 Iowa.

Ms. Roby stated that the Housing Authority had received additional Housing Assistance Payment funds from HUD that alleviated the deficit in the Housing Choice Voucher Program. Grinde Manor received reimbursement for Capital Fund Program expenses incurred over the last month.

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

AYES: Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR OCTOBER 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 164 units (67%) of the authorized 244 units under lease for the month of October 2022. The report indicated that 101% of the HAP funds received were expended through the end of October 2022. The waiting list is currently carrying 91 applicants. The report also indicated a current lease-up of 165 units (68%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of October 2022. The waiting list is currently carrying 7-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 12 units (86%) under lease for the month of October 2022. The report also indicated a current lease-up of 12 units (86%). The waiting list is currently carrying 64 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of October 2022. The waiting list is carrying 16-2BR 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 October 2022, 16 work orders were processed at the Fountain Mesa Court Townhomes, 22 at Grinde Manor and 25 at the Fountain Townhomes. The turn of unit 217 at Grinde Manor was completed. A move out occurred in unit 122 at the Fountain Townhomes that was prepared for rental. Falling Star HVAC tuned up all furnaces at the Fountain Mesa Court Townhomes and the Fountain Townhomes. Lawn work was performed at all sites.

c. Capital Report

During October 2022, community area flooring was installed throughout Grinde Manor under the 2021 CFP grant. DB Custom Contracting was hired to replace the vinyl fence at Grinde Manor under the 2019 CFP grant. New flooring was installed in unit 122 Iowa at the Fountain Townhomes as part of the unit turn. No other capital improvements were performed.

Commissioner Sohnrey made a motion, seconded by Commissioner Lavelle, to approve the report items a, b and c for October 2022.

AYES: Sohnrey, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 797 AUTHORIZING THE WRITE-OFF OF CERTAIN DEBTS OWED TO THE HOUSING AUTHORITY.

Ms. Roby stated that the debt write-off resolution authorizes the write-off of debt for the year. The amount owed to the Housing Authority is higher than usual due to the eviction moratorium. Several tenants failed to pay the Housing Authority or to apply for rental assistance under Colorado's Emergency Rental Assistance Program and were evicted with large balances due.

After the Board Members reviewed the list of debts, Commissioner Lavelle made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 797 authorizing the write-off of debts owed to the Housing Authority.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 798 AUTHORIZING THE WRITE-OFF OF CERTAIN CHECKS ISSUED BY THE HOUSING AUTHORITY.

Ms. Roby stated that the Resolution authorizes the write-off of checks that were issued but not cashed during the year. All of the checks were issued from the Voucher Account for housing assistance payments or utilities under the program. The funds returned will be used for housing assistance payments and utility payments.

After the Board Members reviewed the list of checks to be written-off, Commissioner Lavelle made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 798 authorizing the write-off of checks issued by the Housing Authority.

AYES: Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIX. OTHER BOARD BUSINESS.

a. CHFA inspection of the Fountain Townhomes. Ms. Roby provided the Board Members with a copy of the report issued by CHFA's inspector. There were no health and safety violations from the inspection. The CHFA inspector stated that the buildings were in good shape but she expressed concern over the outdated playgrounds at the property. The Inspector requested a plan for rehabilitating the playgrounds in the future.

b. Grinde Manor Fence. The vinyl fence at Grinde Manor is in the process of being

replaced under the 2019 Capital Fund Grant.

- c. The Grinde Manor Wait List. The Housing Authority has gone through all of the applications on the wait list for Grinde Manor and will open the list for one month on November 30, 2022.
- d. Emergency Rental Assistance Program operated by the state of Colorado will no longer accept applications as of November 15, 2022.
- e. The Housing Authority has received a judgement for possession for unit 118 Iowa at the Fountain Townhomes. The Housing Authority was in process of another eviction at the Fountain Mesa Court Townhomes but received full payment of the outstanding rent from the Emergency Rental Assistance Program on behalf of that resident.

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





Vice-Chairperson



Date



Secretary