

**MINUTES  
REGULAR MEETING  
November 16, 2023**

On the 16th day of November, 2023, 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: Linda Chalou, Michelle Lavelle, Roberta Sohnrey and Councilman Fred Hinton

ALSO PRESENT: Ashlei Reeder, Secretary.

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 19, 2023.**

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

AYES: Sohnrey, Lavelle, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

**III. FINANCIAL STATUS REPORTS FOR THE MONTH OF OCTOBER 2023.**

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of OCTOBER 2023 for the below listed projects:

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

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Chairperson Chalou, to approve the monthly financial reports for October 2023.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. REPORT ITEMS FOR OCTOBER 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 174 units (71%) of the authorized 244 units under lease for the month of October 2023. The report indicated that 102% of the HAP funds received were expended through the end of September 2023. The waiting list is currently carrying 878 applicants. The report also indicated a current lease-up of 174 units (71%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of October 2023. The waiting list is currently carrying 17-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Fountain Townhomes

The report indicated 13 units (93%) under lease for the month of October 2023. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 230 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (98%) under lease for the month of October 2023. The waiting list is carrying 4-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 63 units (98%).

b. Maintenance

The report indicated that, during the month of October 2023, 15 work orders were processed at the Fountain Mesa Court Townhomes, 21 at Grinde Manor and 7 at the Fountain Townhomes. Yard work was performed at all sites as necessary.

c. Capital Report

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 October 2023.

AYES: Chalou, Lavelle, Hinton and Sohnrey.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 823 AMENDMENT TO AUTHORIZED PERSONAL DAYS OFF.

Resolution 823 sets forth the reinstatement of the two personal days off for Housing Authority staff previously removed.

After the Commissioners reviewed the resolution, Chairperson Chalou made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 823.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 824 ESTABLISHING STANDARD PROCESSING CHARGES FOR TENANT FAILURE TO PAY UTILITIES-FOUNTAIN MESA COURT

Resolution 824 sets forth the request to add additional charges to residents of Fountain Mesa Court on a monthly basis for failure to pay utilities.

After the Commissioners reviewed the resolution, Commissioner Lavelle made a motion, seconded by Commissioner Hinton, to approve Resolution No. 824.

AYES: Lavelle, Hinton, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

XIII. OTHER BOARD BUSINESS.

- a) Replacement of Housing Authority phone systems and installation of fiber internet by Underline (Cost proposal information attached) the board has decided to pursue additional quotes for the replacement of the telephone system to be reviewed at the December 2023 board meeting.
- b) Eviction/Notice to Vacate-none to review
- c) Review all RFPs received for the annual audit

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

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Chairperson

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Date

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Secretary