

**MINUTES
REGULAR MEETING
DECEMBER 16, 2021**

On the 16th day of December, 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, Roberta Sohnrey, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby.

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 OCTOBER 21, 2021.

After the Commissioners reviewed the minutes for October 2021, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the minutes.

AYES: Terry, 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 MONTHS OF OCTOBER AND NOVEMBER 2021.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of October and November 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 questioned the deficit in the Housing Choice Voucher Program at the last meeting. Ms. Roby stated that the Housing Authority received CARES Act funds in 2020 to pay for administrative costs associated with program operations during the pandemic. Most of the expenditures related to those funds were made in 2021 resulting in a deficit in the program for the 2021 year. Fountain Mesa Court and the Fountain Townhomes did not receive any CARES Act funds.

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 and November 2021.

AYES: Lavelle, Sohnrey, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR OCTOBER AND NOVEMBER 2021.

a. Occupancy

Section 8 Rental Vouchers October 2021

The report indicated 166 units (70%) of the authorized 240 units under lease for the month of October 2021. The report indicated that 104% of the HAP funds received were expended through the end of October 2021. The waiting list is currently carrying 201 applicants. The report also indicated a current lease-up of 165 units (69%). Portables: In-0, Out-2.

Section 8 Rental Vouchers November 2021

The report indicated 165 units (69%) of the authorized 240 units under lease for the month of November 2021. The report indicated that 104% of the HAP funds received were expended through the end of November 2021. The waiting list is currently carrying 39 applicants. The report also indicated a current lease-up of 167 units (70%). Portables: In-0, Out-2.

Ms. Roby stated that the Occupancy reports show the result of the purge of the waiting lists for the Housing Choice Voucher Program and the Fountain Townhomes. 265 letters were mailed to applicants on the wait lists. Applicants were given four weeks to notify the Housing Authority whether they were still interested in the Housing Programs. The Housing Authority removed 162 stale applications from the Housing Choice Voucher wait list and 111 stale applications from the Fountain Townhomes wait list. The Housing Authority anticipates opening the wait list in the new year.

Grinde Manor October 2021

The report indicated 40 units (100%) under lease for the month of October 2021. The waiting list is currently carrying 25-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Grinde Manor November 2021

The report indicated 39 units (98%) under lease for the month of November 2021. The waiting list is currently carrying 14-1BR applicants. The report also indicated a current lease-up of 38 units (95%).

Ms. Roby stated that two tenants at Grinde Manor had passed away since the last meeting of the Board. One tenant died as a result of Covid-19. In trying to fill the vacancies, the Housing Authority went through all applicants that had extremely low or very low incomes. With no lower income applicants, the Housing Authority opened its public housing wait list on December 8, 2021. This is the first use of the online application system set up last summer. Staff learned a lot by opening the list that will help when the Housing Authority opens the list for the Housing Choice Voucher Program. The Housing Authority intends to open the list once the website is operational.

Fountain Townhomes October 2021

The report indicated 14 units (100%) under lease for the month of October 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 142 applicants.

Fountain Townhomes November 2021

The report indicated 14 units (100%) under lease for the month of November 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 31 applicants.

Fountain Mesa Court Townhomes October 2021

The report indicated 63 units (99%) under lease for the month of October 2021. The waiting list is carrying 13-2BR applications and 0-3BR application. The report also indicated a current lease-up of 63 units (99%).

Fountain Mesa Court Townhomes November 2021

The report indicated 63 units (99%) under lease for the month of November 2021. The waiting list is carrying 16-2BR applications and 0-3BR application. The report also indicated a current lease-up of 62 units (97%).

Woodmen Hall October 2021

The report indicated 3 units (100%) under lease for the month of October 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%).

Woodmen Hall November 2021

The report indicated 3 units (100%) under lease for the month of November 2021. The waiting list is carrying, 0-1BR applications and 1-Studio application. The report also indicated a current lease-up of 1 unit (24%).

The Fountain Urban Renewal Authority decided to stop the operation of residential units at Woodman Hall in 2022. All tenants were given notice that their lease would not be renewed in 2022. Tenants have been provided the opportunity to terminate their lease early. One tenant moved out at the end of November and another tenant was evicted for nonpayment of rent. There is one tenant remaining at Woodman Hall. Once that tenant moves out, the Housing Authority will no longer be involved with Woodman Hall.

b. Maintenance – October 2021.

The report indicated that, during the month of October 2021, 31 work orders were processed at the Fountain Mesa Court Townhomes, 17 at Grinde Manor, 7 at the Fountain Townhomes and 1 at Woodman Hall. Maintenance staff serviced the furnaces at all sites and the irrigation systems were winterized.

Hail Damage – The contractor has still not replaced the frame and door at 433 Hadley.

Maintenance – November 2021.

The report indicated that, during the month of November 2021, 30 work orders were processed at the Fountain Mesa Court Townhomes, 22 at Grinde Manor, 8 at the Fountain Townhomes and 0 at Woodman Hall. .

Hail Damage – The contractor replaced the frame and door at 433 Hadley. The Housing Authority is waiting for the final billing.

c. Capital Report – October 2021

The 2021 Capital Fund Program Grant was approved by HUD and the budget approved by the Board last March was submitted. 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 October, 2021.

Capital Report – November 2021

Painting of the Fountain Mesa Court Townhomes continued. Four buildings remain. No other capital improvements were performed during the month of November, 2021.

After the Commissioners reviewed the report items, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the report items a, b and c for October and November 2021.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 780 AUTHORIZING THE WRITE-OFF OF CERTAIN DEBTS OF THE HOUSING AUTHORITY.

Ms. Roby stated that Resolution No. 780 authorizes the write-off of certain debts owed to the Housing Authority on the books and records for accounting purposes. The Housing Authority will continue to seek repayment of the amounts owed.

After the Board Members reviewed the resolution and the debts for write-off, Commissioner Lavelle made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 780.

AYES: Lavelle, Sohnrey, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 781 AUTHORIZING THE WRITE-OFF OF CERTAIN CHECKS OF THE HOUSING AUTHORITY.

Ms. Roby stated that Resolution No. 781 authorizes the write-off of checks on the books and records of the Housing Authority that were never cashed and are now stale.

After the Board Members reviewed the resolution and the checks for write-off, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 781.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 782 AUTHORIZING THE CHAIR AND SECRETARY/EXECUTIVE DIRECTOR TO ACT WITH RESPECT TO PUBLIC FUND TIME ACCOUNTS HELD AT WELLS FARGO BANK, N.A.

Ms. Roby stated that the Housing Authority has two CDs at Wells Fargo Bank that were opened in the early 1990s. One CD is owned by Grinde Manor and the other is owned by the Housing Choice Voucher Program. The CDs mature every 4 months and earn approximately \$3.50 per year in interest. Ms. Roby would like to close these accounts and transfer the funds to the COLOTRUST Accounts for the respective programs. Resolution No. 782 authorizes the Executive Director and Chair to sign whatever paperwork is necessary to close the CDs at their maturity.

After the Board Members reviewed the resolution, Commissioner Sohnrey made a motion, seconded by Commissioner Terry, to approve Resolution No. 782.

AYES: Sohnrey, Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IX. OTHER BOARD BUSINESS.

a. Grinde Manor Wait List.

As discussed earlier, the wait list for Grinde Manor was opened on-line on December 8, 2021. To date there are five new applications.

b. Evictions.

Ms. Roby advised the Board Members that she had received judgements on December 2, 2021 for the pending three evictions. Under the recently enacted landlord tenant law, landlords must wait 10 days before they obtain a writ of restitution for the Sheriff to enforce the eviction. The first day writs could be obtained was December 13, 2021 and because it is so close to Christmas, Ms. Roby decided to wait until January to obtain the writs if they are still necessary.

c. Housing Authority Website.

Ms. Roby advised the Board Members that the Housing Authority's new website has been delayed due to upgrades to the computer system of the Colorado Statewide Internet Portal Authority (SIPA) the entity that has agreed to host a website for the Housing Authority at no cost.

d. Care and Share Food Delivery.

Ms. Roby stated that Care and Share had contacted her about potentially using the Grinde Manor parking lot for food distribution. The Board members agreed that this would be a benefit to the tenants at Grinde Manor.

e. Board Vacancy.

The Board Members discussed the vacancy on the Board and the possibility of a City Council Member filling the vacancy.

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



Linda Chalou

Chairperson

1-20-2022

Date

Katherine M. Kelly

Secretary