

**MINUTES
REGULAR MEETING
DECEMBER 15, 2022**

On the 15th day of December, 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, Councilman Fred Hinton, Andria Terry and Michelle Lavelle.

ALSO PRESENT: Katherine Roby.

ABSENT: Linda Chalou.

A quorum being present, the Vice-Chairperson called the meeting to order.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD NOVEMBER 17, 2022.

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

AYES: Terry, Hinton, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle 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 NOVEMBER 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of November 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. The Housing Authority is waiting for approval from HUD for a disbursement from the Reserve for Replacement Account in the amount of \$12,744.20. Fountain Townhomes owes the Fountain Mesa Court Townhomes \$11,861.13 for expenses paid by the Fountain Mesa Court Townhomes on behalf of the Fountain Townhomes. Grinde Manor received a reimbursement in the amount of \$107,350.00 for Capital Fund Program expenses incurred at the property over the last few months.

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

AYES: Terry, Sohnrey, Hinton and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

V. REPORT ITEMS FOR NOVEMBER 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 164 units (68%) of the authorized 244 units under lease for the month of November 2022. The report indicated that 101% of the HAP funds received were expended through the end of November 2022. The waiting list is currently carrying 86 applicants. The report also indicated a current lease-up of 163 units (67%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of November 2022. The waiting list is currently carrying 5-1BR 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 November 2022. The report also indicated a current lease-up of 11 units (79%). The waiting list is currently carrying 64 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of November 2022. The waiting list is carrying 16-2BR applications and 5-3BR applications. The report also indicated a current lease-up of 60 units (94%).

b. Maintenance

The report indicated that, during the month of November 2022, 18 work orders were processed at the Fountain Mesa Court Townhomes, 14 at Grinde Manor and 12 at the Fountain Townhomes. The Maintenance Staff prepared the Fountain Townhomes for inspection by the Colorado Housing and Finance Authority on November 4, 2022. The irrigation systems were blown out and shut down for the winter. The Executive Director submitted and received approval for the FY 2023 Maintenance Wage Rates under the Davis Bacon Act.

c. Capital Report

During November 2022, DB Custom Contracting began the installation of vinyl fencing under the 2019 CFP grant. A new furnace was installed at 110 Iowa at the Fountain Townhomes. No other capital improvements were performed.

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

AYES: Hinton, Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Grinde Manor Fence. The installation of vinyl fence at Grinde Manor has been completed.
- b. The Grinde Manor Wait List. The Wait List for Grinde Manor will open on November 30, 2022 and will remain open for 30 days.
- c. Family Development. Zimmerman Properties, developer of Villas at Mesa Ridge, would like to partner with the Housing Authority on the development of approximately 48 two and three bedroom family units on a property near Walmart. Ms. Roby reminded the Board that, when the partnership for Villas was proposed, the Board requested that Zimmerman try to develop family units in Fountain in the near future. Zimmerman is now coming back to the Housing Authority to propose a new partnership for the development of family units. The partnership would have similar terms as those at Villas at Mesa Ridge with the Housing Authority serving as a special limited partner receiving 30% of the tax abatement in each year that the property is eligible. A reserve account will be established by the property specifically for that purpose.


For this new development, Zimmerman would also like the Housing Authority to

project base 8-10 of its Housing Choice Vouchers. The advantage to the developer is guaranteed cash flow for the 15 year term of the project based vouchers. The benefit to the Housing Authority is the ability to place families from its wait list in those units and to receive the associated administrative fee income. The Housing Authority has the mechanism in place to project base vouchers in its Administrative plan, but the process does require prior HUD approval and the issuance of an RFP by the Housing Authority. In addition, HUD does not provide any additional funds for vouchers that are project based.

Zimmerman anticipates submitting an application to the Colorado Housing and Finance Authority for tax credits at the first of February, 2023. Zimmerman has requested that the Housing Authority provide a letter that states it is willing to partner on the development and, if feasible, to project base vouchers.

- d. Councilman Hinton stated that the Mayor would like to meet with residents at Grinde Manor in January, preferably to coincide with the next Board Meeting. Ms. Roby stated that she would contact Councilman Hinton after the Holidays to schedule.

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


Linda Chalou
Chairperson

1-19-2023
Date

Leticia Roby
Secretary