

**MINUTES
REGULAR MEETING
FEBRUARY 18, 2021**

On the 18th day of February, 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: Michelle Lavelle, Roberta Sohnrey, Andria Terry and
Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Erin Garcia

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

II. APPROVAL OF THE MINUTES OF THE ANNUAL MEETING OF THE BOARD OF COMMISSIONERS HELD JANUARY 21, 2021.

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

AYES: Lavelle, Terry, 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 JANUARY 2021.

The Commissioners reviewed the monthly report for establishing Net Income and Cash Disbursements/Receipts for the month of January 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.

Ms. Roby stated that no payroll expenses were paid in January so the programs show a higher monthly net income than usual.

After the Commissioners reviewed the monthly financial reports, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the monthly financial reports for January 2021.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JANUARY 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of January 2021. The report indicated that 97% of the HAP funds received were expended through the end of January 2021. The waiting list is currently carrying 376 applicants. The report also indicated a current lease-up of 167 units (70%). Portables: In-8, Out-5.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of January 2021. The waiting list is currently carrying 32-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of January 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 165 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of January 2021. The waiting list is carrying 16-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 62 units (97%).

Woodmen Hall

The report indicated 2 units (67%) under lease for the month of January 2021. The waiting list is carrying, 1-1BR applications and 0-Studio applications. The report also indicated a current lease-up of 3 units (100%).

Ms. Roby stated that all the projects were full expect for the Fountain Mesa Court Townhomes which has experienced some unit turn over. Chairperson Chalou asked about rent collections at the projects. Ms. Roby stated that most tenants are keeping current. There is one tenant at Fountain Mesa Court which has not been cooperative in following the eviction moratorium requirements. Although the resident has filled out the required affidavit, he has not made any effort to make payments on the amount owed or to enter into a repayment agreement with the Housing Authority.

Ms. Roby stated that the Housing Authority was moving a Woodman Hall family into Fountain Mesa Court. Woodman Hall is going smoke free at the end of May and this family wanted to move from Woodman Hall prior to that date.

Commissioner Terry asked about the construction work at Woodman Hall. Ms. Roby stated that the Fountain Urban Renewal Authority was replacing the fire escape with a full staircase and an entry door that will be used by the commercial tenant.

b. Maintenance – January 2021.

The report indicated that, during the month of January 2021, 12 work orders were processed at the Fountain Mesa Court Townhomes, 10 at Grinde Manor, 3 at the Fountain Townhomes and 1 at Woodmen Hall. A moveout occurred in unit 416 at the Fountain Mesa Court Townhomes that was prepared for rental. Fire Extinguishers were serviced at all sites.

Ms. Roby stated that the parking lot lights at Grinde Manor are out due to breaks in the electrical line under the parking lot. The Housing Authority is obtaining quotes to repair the lights. The first quote received was around \$6,800.

Hail Damage – The doors for the Fountain Mesa Court Townhomes are still in production. The contractor anticipates installation in the spring.

c. Capital Report – January 2021

New flooring was installed in unit 416 at the Fountain Mesa Court Townhomes. No other capital improvements were performed.

Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the report items a, b and c for January 2021.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

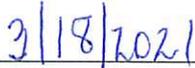
- a. Operating Subsidy for Grinde Manor 2021. Ms. Roby provided the Board Members with a copy of the forms required to be submitted to receive an operating subsidy for Grinde Manor in 2021. Based on the operating subsidy formula, Grinde Manor is eligible to receive \$91,807.00 in 2021. Receipt of such funds is dependent on Congressional allocations for the year. Last year Grinde Manor was eligible to receive \$68,665.00 so the 2021 calculation is substantially higher. The Housing Authority has not received any information on the 2021 capital fund to date.
- b. Ms. Roby stated that she had enrolled the Fountain Townhomes and Grinde Manor into the NSPIRE program which will test the new HUD inspection protocol for public and multifamily housing. By enrolling in the program, the Housing Authority will be able to provide feedback to HUD on the inspection protocol while retaining the prior physical inspection scores it received on the properties. Given that only emergency work orders have been processed during the pandemic and unit inspections have been delayed, participating in this program will provide the Housing Authority with some flexibility as HUD resumes property inspections.
- c. FEMA Food Boxes Delivered to Grinde Manor. Ms. Roby stated that the Senior Center had contacted the office to coordinate the delivery of food boxes to the residents of Grinde Manor. Food was distributed on January 29, 2021 with help from the Fountain Police and Fire Department.
- d. Valentines. The VFW Women's Auxiliary provided Valentines for each resident of Grinde Manor. Staff delivered the Valentines on February 12, 2021.

The Board Members discussed the Sunnyside Market newly opened by Care and Share in the ground floor of the building as well as other developments in the area including construction progress on the Villas at Mesa Ridge, the tax credit project that involves the Housing Authority.

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



Chairperson



Date



Secretary