

**MINUTES
REGULAR MEETING
FEBRUARY 17, 2022**

On the 17th day of February, 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: Andria Terry, Roberta Sohnrey, Councilmember Fred Hinton, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby.

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 20, 2022.

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

AYES: Terry, Lavelle, Sohnrey, Hinton 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 JANUARY 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of January 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.
- e. Woodmen Hall.

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

AYES: Lavelle, Terry, Sohnrey, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JANUARY 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 168 units (70%) of the authorized 240 units under lease for the month of January 2022. The report indicated that 100% of the HAP funds received were expended through the end of January 2022. The waiting list is currently carrying 34 applicants. The report also indicated a current lease-up of 172 units (72%). Portables: In-0, Out-2.

Commissioner Chalou wanted to clarify that while the Housing Authority has 240 Vouchers, it is only able to lease up fewer units due to the lack of funds available. Ms. Roby stated that generally that is correct. Over the last several years, the large increase in rent has resulted in a decrease in the number of families that the Housing Authority is able to assist. The average housing assistance payment for January 2022 was \$939.39 per household. The decrease in the number of families assisted coincides with the increase in housing costs in Colorado generally. The Housing Authority may not spend more than the funds authorized by HUD for the year.

Grinde Manor

The report indicated 38 units (95%) under lease for the month of January 2022. The waiting list is currently carrying 12-1BR applicants. The report also indicated a current lease-up of 36 units (90%).

Ms. Roby stated that there were 5 vacant units at Grinde Manor at the end of January. This high vacancy rate is unusual for the property. All but one unit has been promised to eligible tenants with an additional individual schedule to bring in paperwork on the 18th of February. Due to the number of vacancies, the Housing Authority opened the Grinde Manor wait list on February 14, 2022.

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of January 2022. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 34 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of January 2022. The waiting list is carrying 19-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 61 units (95%).

Woodmen Hall

The report indicated 1 unit (33%) under lease for the month of January 2022. The waiting list is carrying 0-1BR applications and 1-Studio applications. The report also indicated a current lease-up of 1 unit (33%). The Fountain Urban Renewal Authority has authorized the extension of one residential lease until April 1, 2022. After that date there will be no more residential units at Woodman Hall and the Housing Authority's involvement with the property will end.

b. Maintenance - January 2022

The report indicated that, during the month of January 2022, 24 work orders were processed at the Fountain Mesa Court Townhomes, 16 at Grinde Manor, 13 at the Fountain Townhomes and 1 at Woodman Hall. Move-outs occurred in units 204 and 215 at Grinde Manor that were prepared for rental.

Results of the Nspire inspection at the Fountain Townhomes included the generation of 41 work orders, 17 of which were for windows. As the Housing Authority is no longer able to obtain parts for these original windows, it is in the process of obtaining proposals for the replacement of all operable windows at the Fountain Townhomes.

c. Capital Report – January 2022

New carpet was installed in Unit 215 at Grinde Manor as part of the unit turn. New carpet and vinyl were installed in unit 441 at the Fountain Mesa Court Townhomes as part of the unit turn. No other capital improvements were performed.

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

AYES: Terry, Sohnrey, Lavelle, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

- a. Ms. Roby provided the Board Members with a copy of the 2022 operating subsidy forms for Grinde Manor. The operating subsidy calculation is basically a fill in the blank form that is standardized. The cost of utilities for the property are calculated on a three year average of actual consumption and costs. The forms were required to be submitted by February 14, 2022. Based on the calculation, the Housing Authority is eligible to receive \$77,466.00 in operating subsidy. This amount is approximately \$15,000.00 less than in 2021 due to the increase rent paid by residents of Grinde Manor.
- b. The HUD inspection conducted on the Fountain Townhomes resulted in 41 work orders on the property, 17 of which related to the operation of the windows. As the Housing Authority can no longer obtain parts for the original build windows, Ms. Roby stated that she was obtaining quotes to replace the windows at the project. The Housing Authority has approximately \$120,000.00 reserve for replacement funds that may be used to pay for the window replacement. The new windows should increase the long term viability of the project and increase the energy efficiency.

Other issues included a problem with the Inspector's computer program that caused an hour delay in the start of the inspection; the learning curve for inputting data into the new response system and problems with printing reports. All work orders generated by the inspection except for those relating to the windows will be completed by February 18, 2022. The next property to be inspected under the demonstration program is Grinde Manor.

- c. The Housing Authority had two evictions scheduled for January 26, 2022. On that date, Sheriff Deputies entered the unit at the Fountain Townhomes and determined that the eviction could not be completed due to the amount of property in the unit and the behavior of the resident. The eviction at the Fountain Mesa Court Townhomes was completed without incident on January 26, 2022.

The eviction for the Fountain Townhomes was rescheduled for February 16, 2022 to provide for additional manpower to include the Sheriff's mental health team. On the date of the eviction, the Sheriff's office brought five officers and one mental health and the Housing Authority brought nine people in protective gear. The Sheriff's Deputies removed the resident and the Housing Authority removed all property from the unit in approximately two hours. The resident's property was left on both the front yard and back yard of the unit. That eviction was completed on February 16, 2022.

On February 17, 2022, the Housing Authority was contacted by the City of Fountain about removal of the property and Code Enforcement issued an Official Notice to remove the property within 24 hours. The Housing Authority hired Got Junk to remove the property on the afternoon of February 17th. It took four and a half trucks to remove all property.

d. The Grinde Manor wait list is currently open.

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

Linda Chalou
Chairperson

3-17-2022
Date

Katherine Foley
Secretary