

**MINUTES
REGULAR MEETING
FEBRUARY 23, 2023**

On the 23rd day of February, 2023, the Housing Authority of the City of Fountain held its Annual 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, Andria Terry, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby, Secretary.

ABSENT: Councilman Fred Hinton

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 JANUARY 19, 2023.

After the Commissioners reviewed the minutes, 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. ANNUAL ELECTION OF OFFICERS.

Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to nominate and elect Linda Chalou as Chairperson for the year 2023.

There being no further nominations, on motion duly made and seconded, the nominations were closed and the Board of Commissioners unanimously elected Linda Chalou as Chairperson to serve for the year 2023 or until her successor is duly elected.

Commissioner Terry then made a motion, seconded by Commissioner Sohnrey, to nominate and elect Michelle Lavelle as Vice-Chairperson for the year 2023.

There being no further nominations, on motion duly made and seconded, the nominations were closed and the Board of Commissioners unanimously elected Michelle Lavelle as Vice-Chairperson to serve for the year 2023 or until her successor is duly elected.

IV. HEAR FROM THE PUBLIC.

There were no members of the Public present at the meeting.

IV. FINANCIAL STATUS REPORTS FOR THE MONTH OF JANUARY 2023.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of January 2023 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 struggle financially due to the rehabilitation costs associated with the unit turns. Once all work is complete and the property is fully leased, the property will be in good condition.

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

AYES: Lavelle, Sohnrey, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JANUARY 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 166 units (68%) of the authorized 244 units under lease for the month of January 2023. The report indicated that 103% of the HAP funds received were expended through the end of January 2023. The waiting list is currently carrying 86 applicants. The report also indicated a current lease-up of 168 units (67%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of January 2023. The waiting list is currently carrying 14-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Fountain Townhomes

The report indicated 11 units (79%) under lease for the month of January 2023. The report also indicated a current lease-up of 10 units (72%). The waiting list is currently carrying 64 applicants.

Fountain Mesa Court Townhomes

The report indicated 60 units (94%) under lease for the month of January 2023. The waiting list is carrying 15-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 62 units (97%).

b. Maintenance

The report indicated that, during the month of January 2023, 39 work orders were processed at the Fountain Mesa Court Townhomes, 18 at Grinde Manor and 9 at the Fountain Townhomes. Move outs occurred in units 116 and 213 at Grinde Manor that were prepared for rental. Move-outs occurred in units 433; 435 and 514D that were prepared for rental. Fountain Mesa Court was prepared for an inspection by the Colorado Housing and Finance Authority (CHFA). Rehabilitation of the Fountain Townhome unit at 101 S. Fountain was completed. Snow removal was performed as necessary.

Ms. Roby stated that many of the work orders completed at the Fountain Mesa Court Townhomes were in preparation for the CHFA inspection of the property that was conducted on February 3, 2023. Ms. Roby informed the Board that the final mortgage payment on the property was issued earlier in the day.

c. Capital Report

During January 2023, the Housing Authority published an amendment to the Five Year Capital Action Plan for FY 2020-2024. New flooring was installed in units 433 and 435 as part of the unit turns at the Fountain Mesa Court Townhomes. New flooring was installed at 101 S. Fountain as part of the unit rehabilitation. 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 2023.

AYES: Terry, Sohnrey, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 799 APPROVING THE SECTION 8 MANAGEMENT ASSESSMENT PROGRAM CERTIFICATION.

Ms. Roby reviewed the process for the Section 8 Management Assessment Program (SEMAP) Certification for the Housing Choice Voucher Program. This certification requirement was suspended during the pandemic but resumed with calendar year 2022. The process for completing the certification includes an audit of tenant files and the calculations of income and rent, a review of the rent reasonableness determinations, an audit of the wait list and performing housing quality inspections. The SEMAP file is subject to audit by the financial auditor as well as by HUD.

After the Commissioners reviewed the certification, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the Section 8 Management Assessment Program Certification for the calendar year 2022.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 800 AUTHORIZING A CONTRACT TO PAINT THE INTERIOR OF GRANDE MANOR.

Ms. Roby provided the Board Members with a summary of the proposals received to paint the interior of Grande Manor. The lowest proposer was Taylor Painting & Stain, LLC, the same contractor that was hired by the Housing Authority to paint the exterior of Grande Manor.

After the Commissioners reviewed the proposals, Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the Resolution No. 800 authorizing the contract to paint the interior of Grande Manor.

AYES: Terry, Sohnrey, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. CHFA Inspection of the Fountain Mesa Court Townhomes, February 3, 2023.
A copy of the inspection report was provided to the Board Members with notice of the meeting. As the final mortgage payment has been made, this will be the last CHFA inspection of the Fountain Mesa Court Townhomes. There were two health and safety findings, one was a missing outlet cover that was corrected at the time of

the inspection and the other was furniture blocking a bedroom window that was corrected within 24 hours. All other findings have been corrected and submitted to CHFA.

- b. Fountain Mesa Court Townhomes Mortgage Payoff Information. Ms. Roby reviewed the mortgage payoff information showing that the Housing Authority will receive \$188,000 in reserve funds once the mortgage is paid off and lien released.
- c. Phoenix Revitalization Corporation FDIC Affordable Housing Disposition Program Compliance Report Fountain Mesa Court Townhomes. The Board was provided with a copy of the annual compliance report from the Phoenix Revitalization Corporation that has oversight responsibility for the Affordable Disposition Program operated at the Fountain Mesa Court Townhomes. That program requires that 26 units be set aside for low and very-low income families. The requirement to operate the program is a deed restriction that lasts until 2040.
- d. Grinde Manor 2023 Operating Fund Submission Due March 8, 2023. Ms. Roby stated that the operating subsidy forms provided to the Board with notice of the meeting were in draft and the final forms show that Grinde Manor is eligible for an operating subsidy of \$102,299 instead of \$104,299 set forth in the draft. Last year Grinde Manor received \$77,466 in operating subsidy.
- e. Capital Fund Grant for FY 2023. Ms. Roby stated that she had been notified that the Housing Authority would receive \$109,000 in Capital Fund Program Grant funds for Grinde Manor in 2023. As the Housing Authority is in the process of amending the Five Year Capital Action Plan, the increased funds will be added to the amendment to fund the security cameras requested by tenants. A redline revision will be provided to the Board Members for the next meeting when the public hearing on the plan is scheduled.
- f. Voucher Funding FY 2023. Ms. Roby stated that she had received notice that the Voucher Program would receive an increase of 11.5% for 2023. Final funding notification will be received in April.

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


Suzanne F. Chalton

Chairperson

3-16-2023

Date

Katherine Roby
Secretary