

**MINUTES
REGULAR MEETING
MARCH 18, 2021**

On the 18th day of March, 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, Andria Terry, Erin Garcia and
Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Roberta Sohnrey

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 FEBRUARY 18, 2021.

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

AYES: Terry, Lavelle, Garcia and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. FINANCIAL STATUS REPORTS FOR THE MONTH OF FEBRUARY 2021.

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

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

AYES: Garcia, Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. REPORT ITEMS FOR FEBRUARY 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of February 2021. The report indicated that 98% of the HAP funds received were expended through the end of February 2021. The waiting list is currently carrying 376 applicants. The report also indicated a current lease-up of 169 units (71%). Portables: In-8, Out-5.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of February 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 February 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 162 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of February 2021. The waiting list is carrying 12-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 62 units (97%).

Woodmen Hall

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

Chair Chalou asked about whether the Housing Authority was receiving inquiries from the public on obtaining housing assistance. Ms. Roby stated that the number of inquiries has remained consistent with coming by email. Ms. Roby's email address is listed on the HUD website for information requests relating to the Housing Authority.

Chair Chalou asked whether landlords were renewing Voucher Program participants at the end of their lease. Ms. Roby stated that most landlords were renewing unless there had been an issue with the tenancy. Chair Chalou wondered whether landlords might use the lease expirations to increase rents charged due to the fact that the rental market is so tight. Ms. Roby stated that, even though the rental market is tight, the Housing Authority is dealing with a lot of landlords that would rather renew in the pandemic than deal with turning a unit and showing it to new tenants.

Roby stated that the Housing Authority continues to see turn over at the Fountain Mesa Court Townhomes but the turnover is generally due to residents taking advantage of the low interest rates and buying homes. The Housing Authority is able to fill the vacant units as soon as they are turned.

Ms. Roby stated that the Housing Authority has called in new families on the Voucher Program and leased two new families in March. There are currently four families with new Vouchers looking for units. The waiting list is old so the Housing Authority is in the position that it may send out twenty offers and receive only four responses. This serves to clean up the wait list.

b. Maintenance – February 2021.

The report indicated that, during the month of February 2021, 12 work orders were processed at the Fountain Mesa Court Townhomes, 6 at Grinde Manor, 4 at the Fountain Townhomes and 2 at Woodmen Hall. A moveout occurred in unit 421 at the Fountain Mesa Court Townhomes which was prepared for rental.

Hail Damage – The doors for the Fountain Mesa Court Townhomes are being painted and it is anticipated that they will be installed the third week of April.

c. Capital Report – February 2021

No capital improvements were performed during the month of February, 2021.

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

AYES: Lavelle, Terry, Garcia and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 766 AMENDING THE FIVE YEAR CAPITAL ACTION PLAN FOR THE FISCAL YEARS 2020-2024 AND AMENDING THE BUDGET FOR THE CAPITAL FUND PROGRAM GRANT FOR THE YEAR 2021.

Ms. Roby stated that the Capital Fund Program Grant for 2021 is \$87,035.00. This amount is more than the budgeted amount of \$58,000.00. As a result, the Housing Authority is required to amend the Five Year Action Plan for the Fiscal Years 2020-2024 to reflect the grant funds received. Resolution No. 766 amends the Five Year Action Plan and establishes a budget for the 2021 Capital Fund Program Grant.

Ms. Roby stated that the Housing Authority intended to paint all projects this year to complete recovery from the hail storm. Painting of Grinde Manor is in the Capital Fund Program Fund Grant for fiscal year 2020 but additional funds are necessary based on the painting proposals received for painting the properties. Therefore, a dollar amount for painting has been added to the fiscal year 2021 Capital Fund Program Grant budget as well as for operating funds. As these budget items are contained in the Five Year Action Plan, the Housing Authority is not required to hold a public hearing on the fiscal year 2021 grant award.

The submission requirements to HUD will be electronic but the process has not yet been finalized. A Board Resolution relating to the acceptance of the grant and a budget for the Capital Fund Program is required for all Capital Fund Grants.

After the Commissioners reviewed the amended Five Year Action Plan and the budget for the fiscal year 2021 Capital Fund Program Grant, Commissioner Garcia made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 766.

AYES: Garcia, Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Unaudited Financial Statements for 2020. Ms. Roby provided the Board Members with a copy of the unaudited financial statements for 2020 that were submitted to HUD on March 8, 2021.
- b. Resumption of Inspections April 2021. Ms. Roby stated that the Housing Authority was planning to resume inspection in April after the Inspector is fully vaccinated. An inspection protocol has been developed based on the State of Colorado's guidelines for the Real Estate Industry and guidance from HUD's Real Estate Assessments Center.

- c. Email from Zimmerman Properties, LLC. Ms. Roby provided the Board Members with a copy of an email she received from Melissa Forster of Zimmerman Properties, LLC indicating that they were ready to pursue a new tax credit project to build 60-72 family units in Fountain. Zimmerman Properties, LLC is the developer of the Villas at Mesa Ridge, the senior project being built in Fountain in which the Housing Authority as a special member for real property tax exemption purposes.

The Board Members discussed the development of housing in the Fountain Valley and the necessary infrastructure and services needed to support those residences. There being no further business to come before the meeting, on motion made, and seconded, the meeting was adjourned.



Vice-Chairperson

4/15/21

Date



Secretary