

**MINUTES
REGULAR MEETING
MARCH 17, 2022**

On the 17th day of March, 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, Michelle Lavelle, Roberta Sohnrey and Linda Chalou.

ALSO PRESENT: Katherine Roby.

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 FEBRUARY 17, 2022.

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. HEAR FROM THE PUBLIC.

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

IV. FINANCIAL STATUS REPORTS FOR THE MONTHS OF FEBRUARY 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of February 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. Woodman 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 February 2022.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR FEBRUARY 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 171 units (71%) of the authorized 240 units under lease for the month of February 2022. The report indicated that 100% of the HAP funds received were expended through the end of February 2022. The waiting list is currently carrying 34 applicants. The report also indicated a current lease-up of 170 units (71%). Portables: In-0, Out-2.

Ms. Roby provided the Board with a report that showed the increase in per unit cost under the Housing Choice Voucher Program since 2015. Per unit cost has increased by 46.94% since 2015. As a result, the number of units leased under the Housing Choice Voucher Program has decreased over that same time period.

Grinde Manor

The report indicated 38 units (95%) under lease for the month of February 2022. The waiting list is currently carrying 18-1BR applicants. The report also indicated a current lease-up of 39 units (98%). The wait list for Grinde Manor is currently open.

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of February 2022. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 33 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of February 2022. The waiting list is carrying 13-2BR applications and 0-3BR applications. The report also indicated a current lease-up of 63 units (98%).

Woodmen Hall

The report indicated 1 unit (33%) under lease for the month of February 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.

Chairperson Chalou asked about the status of the wait lists. Ms. Roby stated that the Grinde Manor and Fountain Mesa Court wait lists were open but the Housing Choice Voucher Program and the Fountain Townhomes wait lists are closed. The Housing Authority was waiting until its web site was operational to open the other wait lists but, Ms. Roby was notified that the web site will not be operational until August. The Housing Authority is looking to open the Housing Choice Voucher wait list in late spring.

b. Maintenance - February 2022

The report indicated that, during the month of February 2022, 19 work orders were processed at the Fountain Mesa Court Townhomes, 18 at Grinde Manor, 25 at the Fountain Townhomes and 0 at Woodman Hall. Move-outs occurred in units 102, 103, 116, and 220 at Grinde Manor that were prepared for rental. A move-out occurred in unit 441 at the Fountain Mesa Court Townhomes that was prepared for rental. An eviction occurred in unit 111 at the Fountain Townhomes resulting in the hiring of movers to remove property from the unit and the hiring of Got Junk to clear the property. Fire extinguishers were serviced at all sites.

c. Capital Report – February 2022

No capital improvements were performed. Bids were obtained to replace the windows at the Fountain Townhomes.

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

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 783 AUTHORIZING A CONTRACT TO REPLACE THE WINDOWS AT THE FOUNTAIN TOWNHOMES.

Ms. Roby provide the Board with a summary of the proposals obtained for replacing the windows at the Fountain Townhomes. As a result of the Nspire inspection conducted by HUD in January, the Housing Authority determined that windows should be replaced at the Fountain Townhomes as 17 of the 41 work orders generated by the inspection or 41% related to the operations of windows at the property. Based on the proposals received, Ms. Roby recommend the award of a contract to replace the windows to Colorado Window and Door.

After the Commissioners reviewed the proposals for replacing the windows, Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 783.

AYES: Terry, Sohnrey, Lavelle and Chalou.

NAYS: None.

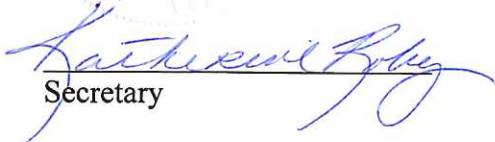
Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.


- a. Ms. Roby provided the Board Members with a copy of the 2021 unaudited financial statements submitted to HUD. Ms. Roby reviewed the reports with the Board Members highlighting assets and liabilities for the year as well as the revenue and expense report for the year. Ms. Roby reminded the Board that the Housing Choice Voucher Program received \$56,000 in CARES Act money in 2020 with the majority of those expenses incurred in 2021. The result was a large deficit in that program. In addition, Board members were reminded that the Fountain Mesa Court Townhomes and the Fountain Townhomes received no CARES Act funds to help support those projects through the pandemic. Ms. Roby stated that the Housing Authority paid \$1,837,899.00 in rental assistance under the Housing Choice Voucher Program in 2021.
- b. Ms. Roby stated that the Grinde Manor Community Room/Kitchen was opened for Resident use on March 1, 2022.
- c. Ms. Roby stated that she had purchased a refurbished all-purpose color office machine.
- d. Commissioner Sohnrey stated that she would not be able to attend April's meeting.

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




Secretary


Chairperson


Date