

**MINUTES  
REGULAR MEETING  
MARCH 16, 2023**

On the 16th day of March, 2023, the Housing Authority of the City of Fountain held a Public Hearing on an amendment to the Five Year Capital Action Plan the Years 2020-2024 and a 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: Roberta Sohnrey, Andria Terry, Michelle Lavelle, Councilman Fred Hinton and Linda Chalou.

ALSO PRESENT: Katherine Roby, Secretary.

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 FEBRUARY 23, 2023.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. PUBLIC HEARING ON THE AMENDMENT TO THE FIVE YEAR CAPITAL ACTION PLAN FOR THE YEARS 2020-2024.

The Public Hearing on the Amendment to the Five Year Capital Action Plan for the Years 2020-2024 was opened. There were no members of the public present for the Hearing. Ms. Roby reviewed the Amendment with the Board Members and stated that, due to the availability of additional capital funds, security cameras were added to the Amendment at the request of the Residents of Grinde Manor. No other comments were received from the Residents of Grinde Manor or members of the public during the 45 day period that the Amendment was available for public comment.

There being no further comments on the Amendment to the Five Year Capital Action Plan for the Years 2020-2024, the Public Hearing was closed.

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

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of February 2023 for the below listed projects:

- a. Grinde Manor CO071001.
- b. Section 8 New Construction, Fountain Townhomes, CO99-H001-104.
- c. Fountain Mesa Court Townhomes.
- d. Section 8 Housing Choice Voucher Program CO071VO.

Ms. Roby stated that due to the change in allocation of expenses for the year 2023, the Board Members will notice that both Grinde Manor and Fountain Townhomes show a reduction in costs while there is a commensurate increase in costs at the Fountain Mesa Court Townhomes.

Currently the Fountain Townhomes owes Fountain Mesa Court \$10,330.64 for expenses incurred in the rehabilitation of vacant units at the Fountain Townhomes. Once all work is completed, a request will be made for funds from the Reserve for Replacement Account for the Fountain Townhomes and Fountain Mesa Court will be reimbursed.

Voucher Funding is currently based at 95% of last year's funding. The 2023 funding should be finalized in April. HUD has advised the Housing Authority that it will receive an 11.5% increase in funding for 2023.

Ms. Roby stated that the unaudited financial statements for 2022 were submitted to HUD on March 14, 2023. Commissioners will be provided a copy of the statements prior to next month's Board meeting.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR FEBRUARY 2023.

- a. Occupancy

Section 8 Rental Vouchers

The report indicated 168 units (67%) of the authorized 244 units under lease for the month of February 2023. The report indicated that 106% of the HAP funds received were expended through the end of February 2023. The waiting list is currently carrying 65 applicants. The report also indicated a current lease-up of 174 units (72%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of February 2023. The waiting list is currently carrying 13-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 10 units (72%) under lease for the month of February 2023. The report also indicated a current lease-up of 10 units (72%). The waiting list is currently carrying 60 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of February 2023. The waiting list is carrying 17-2BR applications and 6-3BR applications. The report also indicated a current lease-up of 62 units (97%).

b. Maintenance

The report indicated that, during the month of February 2023, 45 work orders were processed at the Fountain Mesa Court Townhomes, 18 at Grinde Manor and 8 at the Fountain Townhomes. All work orders generated from the CHFA inspection were completed. Snow removal was performed as necessary.

c. Capital Report

During February 2023, the Housing Authority received notification of a Capital Fund Grant for the Year 2023 in the amount of \$109,000.00. The Amendment to the Five Year Capital Action Plan for FY 2020-2024 was revised to include the increase in funds and the addition of security cameras to incorporate Resident comments received on the Amendment. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve the report items a, b and c for February 2023.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 801 APPROVING THE AMENDMENT TO THE FIVE YEAR CAPITAL ACTION PLAN FOR THE YEARS 2020-2024.

After review of the Plan Amendment and completion of the Public Hearing, Councilman Hinton made a motion, seconded by Commissioner Terry, to approve the Amendment to the Five Year Capital Action Plan for the Years 2020-2024.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

#### VIII. OTHER BOARD BUSINESS.

- a. Waitlist Opened for the Housing Choice Voucher Program and the Fountain Townhomes. Ms. Roby stated that the Housing Authority waitlists for the Voucher Program and the Fountain Townhomes had no applicants with incomes that were extremely low or very low and which also had a local preference. As a result, the Housing Authority opened those waitlists on March 15, 2023. Since opening the waitlists, the Housing Authority has received 51 applications for the Fountain Townhomes and 94 applications for the Voucher Program.
- b. Painting to start at Grinde Manor on March 29, 2023. The painting project will begin on Monday and take approximately two weeks to complete.
- c. HUD Nspire Inspection of Grinde Manor on April 6, 2023. HUD will be conducting an Nspire inspection of Grinde Manor on Thursday, April 6, 2023. The Housing Authority signed up to participate in the Nspire demonstration program in 2020. Nspire is the new inspection protocol for HUD and it is currently conducting inspections of properties that volunteered in order to finalize the new system. The property will retain its prior inspection score of 88 out of 100 regardless of the Nspire inspection results.
- d. The Grinde Manor 2023 Operating Fund Submission was accepted by HUD on March 14, 2023 with no changes to the calculation of Grinde Manor's eligibility for an operating subsidy in the amount of \$102,299. Final funding is dependent on HUD's Congressionally approved budget.
- e. Over-Income Residents in Public Housing. Ms. Roby stated that HUD had adopted a regulation that requires Housing Authorities to adopt a policy for over-income families residing in public housing properties. A Housing Authority may adopt a policy to terminate an over-income family or provide for continued residency under a new lease that provides for an alternative non-public housing rent. An over-income family is a family whose income is 2.4 times the very-low income limit for a family as published by HUD for 24 consecutive months.

Ms. Roby stated that over the history of Grinde Manor, no resident has met the definition of over-income so, as a practical matter, it is unlikely that there will ever be an over-income resident. Therefore, Ms. Roby is preparing an amendment to the Admissions and Continued Occupancy Plan (ACOP) for Grinde Manor that will require over-income families to move from the property. This amendment will also address certain changes to income reexaminations that will become effective in January. The Housing Authority plans to hold a Public Hearing on the changes to the ACOP in May.

- f. The Commissioners discussed the meeting held with the Mayor at Grinde Manor and Councilman Hinton stated that the City Manager was working on adding Grinde Manor to the transportation route. The news of a Kings Soupers opening in the community was also discussed.

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



Sinda J. Chalou

Chairperson

April 20, 2023

Date

Katherine G. Galy  
Secretary