

**MINUTES
REGULAR MEETING
APRIL 15, 2021**

On the 15th day of April, 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 Roberta Sohnrey.

ALSO PRESENT: Katherine Roby.

ABSENT: Linda Chalou.

As the Chair was absent, the Vice-Chair presided over the meeting. A quorum being present, the Vice-Chair called the meeting to order.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 18, 2021.

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

AYES: Terry, Garcia, Sohnrey and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

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

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

Ms. Roby stated that two payroll periods were paid during March resulting in an increase in expenses for the month. The cost to perform work orders during the first quarter of 2021 was accounted for on the March financial report for Woodman Hall.

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

AYES: Garcia, Sohnrey, Terry and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

IV. REPORT ITEMS FOR MARCH 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 169 units (71%) of the authorized 240 units under lease for the month of March 2021. The report indicated that 98% of the HAP funds received were expended through the end of March 2021. The waiting list is currently carrying 311 applicants. The report also indicated a current lease-up of 175 units (73%). Portables: In-8, Out-5.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of March 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 March 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 161 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of March 2021. The waiting list is carrying 6-2BR applications and 1-3BR application. 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 March 2021. The waiting list is carrying, 0-1BR applications and 1-Studio application. The report also indicated a current lease-up of 3 units (100%).

b. Maintenance – March 2021.

The report indicated that, during the month of March 2021, 18 work orders were processed at the Fountain Mesa Court Townhomes, 6 at Grinde Manor, 1 at the Fountain Townhomes and 2 at Woodmen Hall. Move-outs occurred in unit 420 and 427 at the Fountain Mesa Court Townhomes which were prepared for rental. A move-out occurred in unit 2 at Woodman Hall that was prepared for rental.

Hail Damage – Front doors were delivered to a container located on the north side of Grinde Manor. The storage unit doors are in production and should be delivered in the next few weeks. Once all of the doors are received installation will be scheduled.

c. Capital Report – March 2021

New carpet was installed in unit 514C and 427 Hadley Street. No other capital improvements were performed during the month of March, 2021.

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

AYES: Terry, Garcia, Sohnrey and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

V. RESOLUTION NO. 767 AUTHORIZING CONTRACTS TO PAINT THE PROPERTIES OWNED BY THE HOUSING AUTHORITY.

Ms. Roby stated that the Housing Authority had contacted area painting companies and received three proposals to paint the exteriors of the properties owned by the Housing Authority. The Housing Authority budgeted for painting the projects in 2021 but the proposals received were much higher than budgeted. However, because the projects were last painted in 2011 and suffered damage in the severe hail storm of 2018, all projects need to be painted. Ms. Roby stated that she felt the Housing Authority should proceed with the project. Capital funds will be used to pay for painting of Grinde Manor with reserve funds used to pay for painting of the Fountain Townhomes and the Fountain Mesa Court Townhomes. A summary of the proposals received was provided to the Board Members with notice of the meeting.

After the Commissioners reviewed the summary of the painting proposals, Commissioner Garcia made a motion, seconded by Commissioner Terry, to approve Resolution No. 767.

AYES: Garcia, Terry, Sohnrey and Lavelle.


NAYS: None.

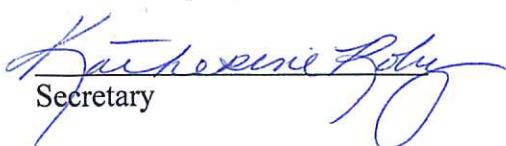
Vice-Chair Lavelle thereupon declared the motion carried.


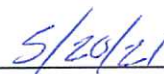
VI. OTHER BOARD BUSINESS.

- a. Expenditures of CARES Act funds. Ms. Roby provided the Board Members with an outline for the expenditure of the remaining CARES Act funds received by the Housing Authority. All funds must be spent by December 31, 2021. Most of the funds will be used to increase automation of Housing Authority functions as well as to update its communication systems. In addition, funds will be used to purchase office furniture that increases social distancing and protects staff. After review of the outline, the Board Members stated that they were in support of the uses for the CARES Act funds as outlined.
- b. Email hack. Ms. Roby notified the Board Members that the Housing Authority's email had been hacked resulting in emails that were sent all over the country. Fortunately, no damage was done and the email service provider was able to secure the system. Additional antivirus software was added to prevent further issues.
- c. Fountain Ridge/Fountain Ridge South Tax Credit Projects. Ms. Roby stated that Archway Housing was looking to refinance the Fountain Ridge and Fountain Ridge South Apartments consolidating ownership into one entity. The Housing Authority is a special limited member of both of these tax credit projects. The Housing Authority currently holds three notes on the Fountain Ridge South property and Archway is looking to have those notes continue as subordinate debt on the consolidated project. Two of the notes were financed by the Colorado Division of Housing and are secured by a deed of trust. Those notes require that the Housing Authority pay to the Division of Housing any amounts received from the borrower. The Colorado Division of Housing will have to agree to any refinance of the properties. Archway will contact the Division of Housing to obtain approval for the refinance.

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




Secretary


Vice-Chairperson

Date