

**MINUTES  
REGULAR MEETING  
APRIL 21, 2022**

On the 21st day of April, 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, Councilman Fred Hinton 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 MARCH 17, 2022.**

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

AYES: Terry, Lavelle, Hinton 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 MARCH 2022.**

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

Ms. Roby stated that the Housing Authority had made a payment in the amount of \$14,188.00 on the surplus cash note held by HUD on the Fountain Townhomes. The Housing Authority is required to pay 75% of the surplus cash earned in the prior year towards the note held by HUD. The payment is due April 10<sup>th</sup> of the following year. The payment caused a deficit in the Fountain Townhomes for March. The Housing Authority submitted a request to HUD on March 31, 2022 for reserve for replacements funds to reimburse the Fountain Townhomes for prior capital expenditures and for the cost of the window replacement project.

Chair Chalou asked whether there would be further financial statements for Woodman Hall. Ms. Roby stated that there will be one more month of financial reporting to close the project. A resolution to close the bank account for Woodman Hall is on the agenda for the Board's consideration. Once the account is closed there will be no further reporting. A check has been issued to the Fountain Urban Renewal Authority for the balance of funds held by the Housing Authority for operations of Woodman Hall. Once that check clears, the account may be closed and the remaining balance of \$180.00 paid to the Housing Authority for the 2022 management fees and to cover the fees charged by the bank.

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for March 2022.

AYES: Lavelle, Terry, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

## V. REPORT ITEMS FOR MARCH 2022.

### a. Occupancy

#### Section 8 Rental Vouchers

The report indicated 170 units (71%) of the authorized 240 units under lease for the month of March 2022. The report indicated that 101% of the HAP funds received were expended through the end of March 2022. The waiting list is currently carrying 34 applicants. The report also indicated a current lease-up of 169 units (70%). Portables: In-0, Out-2.

Ms. Roby stated that the Housing Authority will open the wait list for the Housing Choice Voucher Program on May 1, 2022. The wait list will be open for one month. Applications will be accepted on-line only. This is the first time that the online wait list process has been used for the Housing Choice Voucher Program.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of March 2022. The waiting list is currently carrying 23-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 13 units (93%) under lease for the month of March 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 63 units (98%) under lease for the month of March 2022. The waiting list is carrying 7-2BR applications and 0-3BR applications. The report also indicated a current lease-up of 62 units (97%).

Woodmen Hall

The report indicated 1 unit (33%) under lease for the month of March 2022. The waiting list is carrying 0-1BR applications and 0-Studio applications. The report also indicated a current lease-up of 0 unit (0%). The last residential tenant has moved out and the Housing Authority is in the process of closing out it's involvement with the property.

b. Maintenance - March 2022

The report indicated that, during the month of March 2022, 28 work orders were processed at the Fountain Mesa Court Townhomes, 19 at Grinde Manor, 10 at the Fountain Townhomes and 0 at Woodman Hall. A move-out occurred in unit 208 at Grinde Manor that was prepared for rental. A move-out occurred in unit 430 at the Fountain Mesa Court Townhomes that was prepared for rental.

c. Capital Report – March 2022

Vinyl flooring was replaced in unit 427 and 451 at the Fountain Mesa Court Townhomes damaged by water leaks in the kitchen area. Vinyl flooring was replaced in the unit at 116 E. Iowa Avenue damaged by a slow leaking water heater. A contract to replace the windows at the Fountain Townhomes was awarded to Colorado Windows and Doors. 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 March 2022.

AYES: Terry, Lavelle, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 784 AUTHORIZING THE CLOSURE OF THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN WOODMAN HALL BANK ACCOUNT HELD AT UNITED BUSINESS BANK.

Ms. Roby stated with the move-out of the last residential tenant at Woodman Hall, the Fountain Urban Renewal Authority was terminating the Management Contract with the Housing Authority relating to the residential units at Woodman Hall. As a result, there is no further need for the bank account. A check for the remaining FURA funds has been issued and once it clears the bank, the account will be closed with any remaining amounts paid to the Housing Authority.

After the Commissioners reviewed the resolution to close the bank account for Woodman Hall, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 784.

AYES: Lavell, Terry, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

- a. As discussed earlier in the meeting, Ms. Roby stated that the wait list for the Housing Choice Voucher Program will open May 1, 2022 and close May 31, 2022.
- b. Ms. Roby stated that the website for the Housing Authority is in development. Ms. Roby showed the Board Members the progress made with the website. Chair Chalou stated that there is a new requirement that all websites be ADA compliant. Chair Chalou asked that Ms. Roby check with the website host to ensure that it will meet the new ADA requirements.
- c. Ms. Roby stated that Black Hills Energy would be making an assessment of the properties on April 27, 2022 to determine if there are energy efficiencies available to reduce natural gas consumption.
- d. Ms. Roby stated that there are currently 6 residents at the Fountain Mesa Court Townhomes participating in the Emergency Rental Assistance Program (ERAP) operated by the State of Colorado with COVID funds. Currently, when the Housing Authority issues a demand for payment of rent, the resident is given 30 days to pay and is provided information on ERAP.

The Board Members discussed the housing market and the trend of investors buying houses over the list price for cash and turning them into high cost rentals or flipping the house. This activity is putting greater pressure on the housing market in the area.

- e. Ms. Roby provided the Board Members with the Fountain Mesa Court Townhomes compliance determination received from the Phoenix Revitalization Corporation that states that the Fountain Mesa Court Townhomes was in compliance for 2021.
- d. Chairperson Chalou stated that she would not be able to attend the next Board Meeting scheduled for May 19, 2022.

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

Michelle Lowell  
Vice-Chairperson

5-19-2022  
Date

Katherine Roby  
Secretary