

**MINUTES  
REGULAR MEETING  
APRIL 20, 2023**

On the 20th day of April 2023, 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 and Linda Chalou.

ALSO PRESENT: Katherine Roby, Secretary.

ABSENT: Robert Sohnrey and Councilman Fred Hinton.

A quorum being present, the Chairperson called the meeting to order.

II. APPROVAL OF THE MINUTES OF THE PUBLIC HEARING AND REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MARCH 16, 2023.

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

AYES: Terry, Lavelle 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 MONTH OF MARCH 2023.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of March 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 the Fountain Townhomes owes the Fountain Mesa Court Townhomes \$20,149.90. The Fountain Townhomes has \$56,000.00 in reserve funds. Two units at the Fountain Townhomes need new flooring. Once those floors are completed, a request for funds from Fountain Townhome Reserve for Replacement Account will be made and the Fountain Mesa Court Townhomes repaid.

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 2023.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

## V. REPORT ITEMS FOR MARCH 2023.

### a. Occupancy

#### Section 8 Rental Vouchers

The report indicated 174 units (72%) of the authorized 244 units under lease for the month of March 2023. The report indicated that 110% of the HAP funds received were expended through the end of March 2023. The waiting list is currently carrying 411 applicants. The report also indicated a current lease-up of 179 units (73%). Portables: In-0, Out-1.

#### Grinde Manor

The report indicated 39 units (98%) under lease for the month of March 2023. The waiting list is currently carrying 11-1BR applicants. The report also indicated a current lease-up of 38 units (95%).

#### Fountain Townhomes

The report indicated 10 units (72%) under lease for the month of March 2023. The report also indicated a current lease-up of 11 units (79%). The waiting list is currently carrying 168 applicants.

#### Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of March 2023. The waiting list is carrying 20-2BR applications and 5-3BR applications. The report also indicated a current lease-up of 62 units (97%).

b. Maintenance

The report indicated that, during the month of March 2023, 25 work orders were processed at the Fountain Mesa Court Townhomes, 17 at Grinde Manor and 5 at the Fountain Townhomes. A move-out occurred in unit 115 at Grinde Manor that was prepared for rental. A move-out occurred in unit 404 at Fountain Mesa Court that was prepared for rental. Units 116 and 113 at the Fountain Townhomes were prepared for rental. The maintenance staff prepared Grinde Manor for the HUD Nspire inspection and snow removal was performed as necessary.

c. Capital Report

The Housing Authority submitted and received approval for the Amendment to the Five-Year Capital Action Plan for the years 2020-2024. The interior painting project began at Grinde Manor, and new exterior LED lights were installed. New flooring was installed in units 404 and 421 at Fountain Mesa Court as part of the unit turns. In addition, new water heaters were installed in units 514C and 438 at the Fountain Mesa Court Townhomes. New flooring was installed in unit 113 E. Ohio and 116 E. Iowa at the Fountain Townhomes as part of the unit turns. 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 2023.

AYES: Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.


VII. OTHER BOARD BUSINESS.

- a. A HUD Nspire inspection of Grinde Manor was conducted on April 6, 2023. Ms. Roby stated that the most important issues discovered on inspection were the lack of GFIs in the kitchen and the lack of smoke detectors in bedrooms. Neither the GFIs nor the bedroom smoke detectors were a problem in prior inspections and were not required under the building code when Grinde Manor was constructed. The inspector stated that there is not a grandfathering provision under the Nspire standards so the deficiencies must be corrected. GFIs and smoke detectors were installed in the units inspected and proof of the installation submitted to HUD. The remaining units will need GFIs and smoke detectors installed soon.

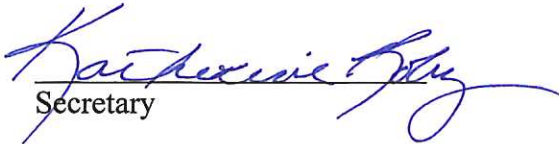
Another issue found on the inspection was that grab bars by the toilets were loose in three of the units. The inspector suggested bracing the grab bars and the Housing Authority has contacted a metal fabricator for costs to brace the grab bars in all units.

- b. Unaudited Financial Statements for 2022. Ms. Roby pointed out to the Board Members that the Housing Authority paid \$2,009,962.00 in housing assistance payments under the Housing Choice Voucher Program in 2022. These dollars flow to the local economy in the form of payment for supplies and contractors for the repair and maintenance of units, compensation to management staff and utility payments. Ms. Roby also stated that the Fountain Townhomes ended the year with a deficit as expected.
- c. Admissions and Occupancy Policy Amendment. Ms. Roby provided the Board Members with a copy of the Amendment to the Admissions and Continued Occupancy Plan (ACOP) for Grinde Manor concerning over-income families. The Amendment requires that over-income families move from the property. A copy of the Amendment was provided to all residents of Grinde Manor. A public hearing on the amendment is scheduled for May 18<sup>th</sup>, to coincide with the next Board meeting.
- d. Grinde Manor Elevator. Ms. Roby stated that the elevator maintenance company, KONE, advised the Housing Authority that the elevator required a new elevator control valve at a cost of \$13,736.50. Due to the cost, Ms. Roby contacted several other elevator maintenance companies to obtain quotes to replace the valve. To date, no other company has responded. If no other company responds by the end of April. Ms. Roby stated that she would proceed with the valve replacement by KONE.
- e. Audit 2022. All financial information for 2022 was transmitted to the auditor. It is anticipated that the auditor will make a field visit this year.

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

  
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Chairperson

5-18-2023  
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Date

  
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Secretary