

**MINUTES
REGULAR MEETING
MAY 20, 2021**

On the 20th day of May, 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: Andria Terry, Roberta Sohnrey and Michelle Lavelle.

ALSO PRESENT: Katherine Roby.

ABSENT: Linda Chalou and Erin Garcia.

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 APRIL 15, 2021.

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

AYES: Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

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

The Commissioners reviewed the monthly report for establishing Net Income and Cash Disbursements/Receipts for the month of April 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 the Housing Authority made payments on the two Surplus Cash Notes held by HUD on the Fountain Townhomes. Payment is required when there is surplus cash available at the end of any year. 75% of the surplus cash must be paid on the Surplus Cash Notes held by HUD by April 10th of the following year. Payment to HUD was made in April resulting in a deficit for the Fountain Townhome Project. One of the notes was paid off with the payment.

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

AYES: Sohnrey, Terry and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

IV. REPORT ITEMS FOR APRIL 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 175 units (73%) of the authorized 240 units under lease for the month of April 2021. The report indicated that 99% of the HAP funds received were expended through the end of April 2021. The waiting list is currently carrying 293 applicants. The report also indicated a current lease-up of 172 units (72%). Portables: In-0, Out-5.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of April 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 April 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 157 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (99%) under lease for the month of April 2021. The waiting list is carrying 8-2BR applications and 0-3BR 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 April 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%).

The Housing Authority is seeing more tenants move this year at the Fountain Mesa Court Townhomes but units are being filled as fast as they can be made ready for occupancy.

The increase in the number of units leased under the Voucher Program is due to the Housing Authority absorbing all portable vouchers. The number of units currently leased is 172 because of losses on the program. The number of units leased under the Voucher Programs has declined over the last year due, in part, to the increase in rent rates and the decrease in the vacancy rate. Ms. Roby stated that she was applying for additional funds from HUD to cover the cost of increase rents. However, HUD will review whether the Housing Authority is in a position to utilize the extra funds and since the vacancy rate is around 2%, the Housing Authority may have a hard time leasing additional Vouchers. In addition, several landlords are cashing out of their rental properties reducing the inventory of available units.

Commissioner Terry mentioned the pause in authorizing new development by the City of Fountain due to a shortage of water. The City is evaluating the issue to determine the best solution to this problem.

b. Maintenance – April 2021.

The report indicated that, during the month of April 2021, 14 work orders were processed at the Fountain Mesa Court Townhomes, 12 at Grinde Manor, 6 at the Fountain Townhomes and 2 at Woodmen Hall. Move-outs occurred in unit 405 and 514D at the Fountain Mesa Court Townhomes which were prepared for rental.

Grinde Manor Air Conditioning. The Housing Authority was seeking additional quotes to replace the air conditioner at Grinde Manor. The quote provided by Fountain Valley Mechanical was \$30,000.00 with delivery of the air conditioner 6 to 12 weeks away. Tolin Mechanical has provided a quote of \$21,813 with the work to be completed in approximately five weeks.

Fountain Townhomes Laundry Room at 124 E. Iowa. The water heater in the storage area failed and damaged the storage area walls and other drywall stored in the area. The laundry room remains closed until the damage can be remediated.

Hail Damage – All doors were delivered to the container located on the north side of Grinde Manor. Installation is scheduled for the third week of May.

c. Capital Report – April 2021

New carpet was installed in unit 405 Hadley Street as part of the unit turn. The painting contract for the Fountain Townhomes was signed with work to begin May 17, 2021. No other capital improvements were performed during the month of April, 2021.

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

AYES: Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chair Lavelle thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Extension of HUD Waivers for Public Housing and the Voucher Program. The HUD waivers were extended until 12/31/2021. Ms. Roby stated that a copy of the updated waivers will be provided to the Board at the next meeting.
- b. Colorado Housing and Finance Authority management review of the Fountain Townhomes, May 20, 2021. The review was held remotely early in the afternoon with the report due in thirty days.
- c. Update on Automation. A test run of direct deposit for Voucher Housing Assistance Payments was successful. July 1, 2021 is the target date for implementing direct deposit for landlords. A contract to automate work orders, inspections and program applications was signed.
- d. Annual Audit will be conducted remotely. Ms. Roby has scanned and uploaded all financial information for 2020 to the auditor so that he can complete the audit remotely.
- e. Personnel. The Board called an executive session to discuss a personnel matter. Upon completion of the discussion, the Board returned to the record.

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



Linda J. Chabou
Chairperson

6-17-2021
Date

Lynette Roby
Secretary