

**MINUTES
REGULAR MEETING
MAY 19, 2022**

On the 19th day of May, 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, Roberta Sohnrey and Michelle Lavelle.

ALSO PRESENT: Katherine Roby.

ABSENT: Linda Chalou and Councilman Fred Hinton

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

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 21, 2022.

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-Chairperson Lavelle 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 APRIL 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of April 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 two months of payroll expenses were paid in April resulting in an increase in operating expenses for each project. The CDs held at Wells Fargo Bank, NA for Grinde Manor and the Housing Choice Voucher Program were closed and the funds deposited into the respective operating account for each project. The Fountain Townhomes received a disbursement from its Reserve for Replacement Account to cover the cost of the contract to replace windows as well as prior property repairs. The balance of funds due the Fountain Urban Renewal Authority were paid and the Housing Authority is in the process of closing the bank account for Woodman Hall.

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

AYES: Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

V. REPORT ITEMS FOR APRIL 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 169 units (70%) of the authorized 240 units under lease for the month of April 2022. The report indicated that 101% of the HAP funds received were expended through the end of April 2022. The waiting list is currently carrying 30 applicants. The report also indicated a current lease-up of 170 units (71%). Portables: In-0, Out-2.

Ms. Roby stated that the wait list for the Housing Choice Voucher Program opened on May 1, 2022 and has received 55 applications. The wait list will close on May 31, 2022.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of April 2022. The waiting list is currently carrying 21-1BR 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 April 2022. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 34 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of April 2022. The waiting list is carrying 8-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 62 units (97%).

b. Maintenance - April 2022

The report indicated that, during the month of April 2022, 21 work orders were processed at the Fountain Mesa Court Townhomes, 12 at Grinde Manor, 12 at the Fountain Townhomes. A move-out occurred in unit 402 at Grinde Manor that was prepared for rental.

Ms. Roby informed the Board that the boiler system went down at Grinde Manor around 4:30 p.m. on May 3rd for 24 hours. There was no heat or hot water during that period. Staff posted notice on each resident's door informing them of the situation. Advanced Hydronics, the company that installed the boiler system, was able to repair the system, service the boilers and install a new water tank on May 4th.

At the Fountain Townhomes, a sewer back-up on May 4th effected all units on Ohio Avenue. The sewer line was repaired but 113 Ohio received damage in the crawl space and ground level bathroom. All sewer contaminated materials were removed and the area remediated. The Housing Authority is proceeding with repair to the 113 Ohio bathroom. This unit has two bathrooms so the tenant has access to a full bathroom during repair.

c. Capital Report – April 2022

New carpet and vinyl flooring was installed in unit 402 as part of the unit turn. HUD approved the request for disbursement of funds from the Fountain Townhomes Reserve for Replacement Account for the window replacement contract. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the report items a, b and c for April 2022.

AYES: Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. RESOLUTION NO. 785 AMENDING THE FIVE YEAR CAPITAL ACTION PLAN OF THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN FOR THE FISCAL YEARS 2020-2024 AND AMENDING THE BUDGET FOR THE CAPITAL FUND PROGRAM FOR FISCAL YEAR 2022.

Ms. Roby stated that the Housing Authority had been awarded \$105,585.00 in capital funds for the fiscal year 2022. Resolution No. 785 authorizes an amendment to the Five Year Capital Action Plan and the budget for the Capital Fund Program Grant for fiscal year 2022 to reflect the award of the funds. No changes were made to work items under the plan. As a

result, the amendment is not considered to be significant requiring a public hearing.

Ms. Roby stated that work items under an approved Five Year Capital Action Plan are fungible between years so the order that the work is performed may be changed between plan years. For example, Ms. Roby stated that due to obvious wear and tear of the flooring in the community areas of Grinde Manor, specifically on the second floor, she planned to proceed with replacing the community area flooring this year. In addition, the Housing Authority plans to repair stucco and paint the exterior of the building and to replace the exterior fencing. As the Housing Authority moves forward with capital work and, as circumstances change, an amendment to the Five Year Capital Action Plan that includes new work items may be necessary.

After the Commissioners reviewed Resolution No. 785, the amendment to the Five Year Capital Action Plan and the budget for the Capital Fund Program for fiscal year 2022, Commissioner Sohnrey made a motion, seconded by Commissioner Terry, to approve Resolution No. 785.

AYES: Sohnrey, Terry and Lavell.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. As discussed earlier in the meeting, Ms. Roby stated that the wait list for the Housing Choice Voucher Program was open and, to date, the Housing Authority has received 55 applications.
- b. Ms. Roby stated that the website for the Housing Authority is now public.
- c. Ms. Roby provided the Board Members with information on the 1st Quarter Rent Survey of the Colorado Springs Metro Area. The survey showed that the average rent in the area is \$1,420.80 with there has been a slight decrease in the vacancy rate from 2.7% to 2.3%.
- d. Ms. Roby stated that she would be on vacation the last week of May.
- e. Vice-Chairperson Lavelle stated that she would not be able to attend the next Board Meeting scheduled for June 16, 2022.

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

Linda Chlou

Chairperson

6-16-2022

Date

Katherine Rhy
Secretary