

**MINUTES
REGULAR MEETING
MAY 18, 2023**

On the 18th day of May 2023, the Housing Authority of the City of Fountain held a Public Hearing on an amendment to the Admissions and Occupancy Policy for Grinde Manor, a low-rent public housing property, and 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 REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD APRIL 20, 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. PUBLIC HEARING ON THE AMENDMENT TO THE ADMISSIONS AND OCCUPANCY POLICY FOR GRINDE MANOR.

The Public Hearing on the Amendment to the Admissions and Occupancy Policy for Grinde Manor was opened. There were no members of the public present for the Public Hearing. Ms. Roby reviewed the Amendment with the Board Members and stated that, the Amendment provided a policy to terminate the tenancy of families that are determined to be over income that reside at Grinde Manor. The policy is required under the regulations promulgated by HUD under the Housing Opportunity Through Modernization Act (HOTMA). No comments were received from the Residents of Grinde Manor or members of the public during the 45 day period that the Amendment was available for public comment.

There being no further comments on the Amendment to the Admissions and Occupancy Policy, the Public Hearing was closed.

IV. FINANCIAL STATUS REPORTS FOR THE MONTH OF APRIL 2023.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of April 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. That amount increased in May due to work performed to remove the outdated playground equipment from the property. Last November when CHFA inspected the property, the Inspector requested that the Housing Authority rehabilitate the playgrounds. Due to the lack of funds, the playground equipment was removed to prevent injury and certified playground mulch was installed as a temporary solution. Chair Chalou asked if the equipment would be replaced. Ms. Roby stated that she had no current plans to replace the equipment due to cost. Chair Chalou suggested that the Housing Authority contact the insurance company about a possible reduction in premium due to the removal of the playground equipment. The Board Members discussed whether the playground equipment at the Fountain Townhomes should be replaced as there are multiple parks within walking distance of the property and the Housing Authority's liability would be reduced. As the project currently does not have the funds to replace the equipment, any final decision on replacement should be deferred.

After the Commissioners reviewed the monthly financial reports, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for April 2023.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR APRIL 2023.

- a. Occupancy

Section 8 Rental Vouchers

The report indicated 179 units (73%) of the authorized 244 units under lease for the month of April 2023. The report indicated that 113% of the HAP funds received were expended through the end of April 2023. The waiting list is currently carrying 949 applicants. The report also indicated a current lease-up of 177 units (73%). Portables: In-0, Out-1.

Ms. Roby stated that the wait list was open for six weeks and the Housing Authority received close to 900 applications from all over the country. Of the 949 applicants on the list, only 236 have a local preference. The number of applicants with a local preference is similar to the total number of applications received when the wait list was open in prior years. Ms. Roby stated that she was initially concerned that potential applicants would not be aware that the list was open since there is no longer a local paper for publishing notice. As a result, Ms. Roby decided to open the list for six weeks with notice posted on the Housing Authority's web site and face book page. Given the response, notice was sufficient. Ms. Roby stated that she would recommend that the wait list be open for a shorter period of time in the future.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of April 2023. The waiting list is currently carrying 7-1BR applicants. The report also indicated a current lease-up of 37 units (93%). The waiting list for Grinde Manor was opened on May 15, 2023. The wait list will be open until May 31, 2023.

Fountain Townhomes

The report indicated 11 units (79%) under lease for the month of April 2023. The report also indicated a current lease-up of 11 units (79%). The waiting list is currently carrying 249 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of April 2023. The waiting list is carrying 17-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 64 units (100%).

b. Maintenance

The report indicated that, during the month of April 2023, 25 work orders were processed at the Fountain Mesa Court Townhomes, 31 at Grinde Manor and 7 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 421 at Fountain Mesa Court that was prepared for rental. The maintenance staff completed all work orders generated by the HUD Nspire inspection at Grinde Manor.

c. Capital Report

The interior painting project continued at Grinde Manor. A new water heater was installed in unit 419 at the Fountain Mesa Court Townhomes. 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 April 2023.

AYES: Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 802 AMENDING THE ADMISSIONS AND OCCUPANCY POLICY FOR GRINDE MANOR.

After review of the Amendment and the completion of the Public Hearing, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the Amendment to the Admissions and Occupancy Policy for Grinde Manor.

AYES: Lavelle, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. OTHER BOARD BUSINESS.

- a. Section 8 Management Assessment Program Certification for 2022. Ms. Roby provided the Board Members with a copy of the score report received from HUD along with notice of the meeting. The Housing Authority received a score of 100 percent and its overall performance rating is High.
- b. Elevator Repair. Ms. Roby received a quote from Peak Elevator in the amount of \$11,894.00 to replace the control valve in the elevator at Grinde Manor. This proposal was \$1,800.00 less than the proposal received from KONE, the elevator maintenance company. Peak Elevator was hired to replace the control valve.
- c. Fountain Townhome Play Areas. As discussed with the financial status reports, the outdated playground equipment was removed from the property.
- d. Colorado Housing and Finance Authority (CHFA) Review. Ms. Roby informed the Board that CHFA notified the Housing Authority that it would be conducting a management review of the Fountain Townhomes on May 30, 2023. The review will be conducted electronically and by telephone. All requested documents must be uploaded to CHFA 48 hours in advance of the review.
- e. Executive Session. The Board, on motion made and seconded, opened an Executive Session to discuss personnel matters.

Upon closing of the Executive Session and, there being no further business to come before the Board, on motion made, and seconded, the meeting was adjourned.



Chairperson

6-15-2023

Date


Secretary

