

**MINUTES
REGULAR MEETING
JUNE 17, 2021**

On the 17th day of June, 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: Roberta Sohnrey, Michelle Lavelle, Erin Garcia and Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Andria Terry.

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

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD MAY 20, 2021.

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

AYES: Garcia, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. HEAR FROM THE PUBLIC.

Ms. Keyada Knoten Hickerson addressed the Board Members concerning her status in the Enterprise Income Verification System (EIV) operated by the Department of Housing and Urban Development (HUD). Ms. Hickerson was a prior program participant that owed money to the Housing Authority when she left the program. The Housing Authority noted that fact in the EIV system when processing the end of Ms. Hickerson's participation. Ms. Hickerson requested that the Board review her situation, provide relief for the debt owed and change her designation in the EIV system.

The Board Members received with notice of the meeting, the request to be heard submitted by Ms. Hickerson, a memorandum from the Executive Director concerning Ms. Hickerson's prior participation in the Housing Choice Voucher Program and the circumstances of the debt.

Upon review of the information provided to the Board and after hearing Ms. Hickerson's request, the Board Members determined that they would support the decision of the Housing Authority's administrative staff concerning the debt owed and Ms. Hickerson's status in the EIV system.

IV. FINANCIAL STATUS REPORTS FOR THE MONTH OF MAY 2021.

The Commissioners reviewed the monthly report for establishing Net Income and Cash Disbursements/Receipts for the month of May 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 there was no payment for payroll in May. There is a deficit at Grinde Manor as the annual property insurance premium was paid in May. In addition, the Fountain Townhomes made the annual payment on the surplus cash notes in April causing a deficit in that program. A deposit was paid on the painting contract as well. Once the painting project is completed, a request for reimbursement will be made from the reserve for replacements account.

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

AYES: Lavelle, Sohnrey, Garcia and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR MAY 2021.

- a. Occupancy

Section 8 Rental Vouchers

The report indicated 175 units (72%) of the authorized 240 units under lease for the month of May 2021. The report indicated that 110% of the HAP funds received were expended through the end of May 2021. The waiting list is currently carrying 271 applicants. The report also indicated a current lease-up of 166 units (72%). Portables: In-0, Out-4.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of May 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 May 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 May 2021. The waiting list is carrying 9-2BR 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 May 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%).

Ms. Roby stated that there has been more movement at the Fountain Mesa Court Townhomes and in the Voucher Program. It seems that people are more comfortable moving as the pandemic recedes. However, affordable housing is still very hard to find. Ms. Roby stated that she had applied for additional HAP funds in order to cover the cost of increased rental expense. HUD has acknowledged receipt of the application but has not awarded any funds. Given the low vacancy rate in the area it is not certain whether the Housing Authority will receive an award as one factor in that determination is whether the Housing Authority is able to find units for families

b. Maintenance – May 2021.

The report indicated that, during the month of May 2021, 14 work orders were processed at the Fountain Mesa Court Townhomes, 12 at Grinde Manor and 7 at the Fountain Townhomes. A move-out occurred in unit 451 at the Fountain Mesa Court Townhomes that was prepared for rental.

Grinde Manor Air Conditioning. Tolin Mechanical was hired to replace the air conditioner and air handling unit for the cost of \$21,813.00 Work will begin when the equipment arrives and will take approximately one week to complete.

Fountain Mesa Court Townhomes had a sewer pipe fail between two units. A sewage extraction company, Deep Water Extraction, was hired to remove the sewage. Once the sewage was removed, the sewer line was repaired.

Hail Damage – The front doors were installed but several tenants are having difficulty operating the doors. The Contractor has been notified and advised that payment will be withheld until doors are operational.

c. Capital Report – May 2021

No capital improvements were performed during the month of May, 2021. Painting of the Fountain Townhomes has begun.

Commissioner Lavelle made a motion, seconded by Commissioner Garcia, to approve the report items a, b and c for May 2021.

AYES: Lavelle, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou 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 provided a copy of the updated waivers to the Board along with notice of the meeting.
- b. Update on Automation. The Housing Authority will implement direct deposit of landlord checks on July 1, 2021. At this time only 26 of 90 landlords have signed up to receive direct deposits. The Housing Authority has received the Ipads for use in the mobile inspection process and is waiting for the delivery of the Ipads for the mobile work order application.
- c. Trash. Ms. Roby stated the trash service provided by Waste Connections at the Fountain Townhomes has been terrible over the last six weeks. Ms. Roby has been trying to change service but has had difficulty to contacting the trash company.
- d. The September Board Meeting was rescheduled for September 23, 2021 due to prior commitments of Board Members.

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



Linda F. Chalou

Chairperson

7-15-2021

Date

Katherine Roby
Secretary