

**MINUTES
REGULAR MEETING
JULY 17, 2021**

On the 15th day of July, 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, Erin Garcia, Roberta Sohnrey and Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: Michelle Lavelle.

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 JUNE 17, 2021.

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

AYES: Terry, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

III. HEAR FROM THE PUBLIC.

Ms. Louise Arlene Pino, a Resident of the Fountain Mesa Court Townhomes, submitted a request to be heard by the Board. Ms. Pino was not present and the Board continued with the agenda for the meeting.

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

The Commissioners reviewed the monthly report for establishing Net Income and Cash Disbursements/Receipts for the month of June 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 two months of payroll expenses were paid in June causing a deficit in all programs. There were also capital expenses incurred in June at Grinde Manor that the Housing Authority requested and received reimbursement for under Capital Fund Grants for 2019 and 2020. The Housing Authority will be requesting reimbursement from the Reserve for Replacement for capital expenses incurred at the Fountain Mesa Court Townhomes and the Fountain Townhomes in the coming months.

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

AYES: Garcia, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JUNE 2021.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 166 units (70%) of the authorized 240 units under lease for the month of June 2021. The report indicated that 108% of the HAP funds received were expended through the end of June 2021. The waiting list is currently carrying 255 applicants. The report also indicated a current lease-up of 168 units (70%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of June 2021. The waiting list is currently carrying 32-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of June 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 153 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of June 2021. The waiting list is carrying 11-2BR applications and 0-3BR application. The report also indicated a current lease-up of 64 units (100%).

Woodmen Hall

The report indicated 3 units (100%) under lease for the month of June 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%).

b. Maintenance – June 2021.

The report indicated that, during the month of June 2021, 34 work orders were processed at the Fountain Mesa Court Townhomes, 19 at Grinde Manor, 15 at the Fountain Townhomes and 1 at Woodman Hall. Move-outs occurred in units 411, 446 and 516C at the Fountain Mesa Court Townhomes that were prepared for rental. The parking lot pole lights were repaired at Grinde Manor.

Grinde Manor Air Conditioning. Tolin Mechanical was hired to replace the air conditioner and air handling unit for the cost of \$21,813.00. The equipment has been received but the work needs to be scheduled.

Hail Damage – The Contractor visited the Fountain Mesa Court Townhomes and reviewed the problems with the doors. A warranty team will return to make repairs. The Contractor still needs to remove the shipping container located at Grinde Manor.

c. Capital Report – June 2021

The Housing Authority purchased new lawn equipment from the 2019 Capital Fund Grant. New carpet was installed in unit 411 at the Fountain Mesa Court Townhomes as part of the unit turn. Exterior painting was completed at the Fountain Townhomes. No other capital improvements were performed during the month of June, 2021.

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

AYES: Terry, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

a. Update on Automation. The Housing Authority implemented direct deposit of landlord rent assistance checks on July 1, 2021. Only 26 of 90 landlords received funds through direct deposits. The Housing Authority received the iPads it purchased and scheduled training for both the mobile work order system and the mobile inspection system. Once staff has been trained on the mobile systems, the Housing Authority will proceed to automate the wait list. The wait list will remain closed until the transition to automation is completed. In the meantime, the Housing Authority has plenty of families on the program wait lists. Once the wait list is automated, applicants will be able to complete at their application on line at their convenience.

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



Scinda Chalou
Chairperson

8-19-2021
Date

Katherine L. Ghy
Secretary