

**MINUTES
REGULAR MEETING
JULY 21, 2022**

On the 21st day of July, 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: Roberta Sohnrey, Andria Terry, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby.

ABSENT: 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 JUNE 16, 2022.

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

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou 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 JUNE 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of June 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.

Ms. Roby stated that two months of payroll expenses were paid in June resulting in a deficit in all projects for the month. In addition, the annual fee accounting costs and the annual cloud based computer service costs were paid.

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

AYES: Lavelle, Sohnrey, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JUNE 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of June 2022. The report indicated that 103% of the HAP funds received were expended through the end of June 2022. The waiting list is currently carrying 93 applicants. The report also indicated a current lease-up of 167 units (70%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of June 2022. The waiting list is currently carrying 16-1BR 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 June 2022. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 24 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of June 2022. The waiting list is carrying 8-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 61 units (95%).

b. Maintenance

The report indicated that, during the month of June 2022, 18 work orders were processed at the Fountain Mesa Court Townhomes, 14 at Grinde Manor and 6 at the Fountain Townhomes. A move-out occurred in unit 216 at Grinde Manor that was prepared for rental. A move-out occurred in unit 514A at the Fountain Mesa Court Townhomes that was prepared for rental. The turn of unit 111 E. Ohio was completed at the Fountain Townhomes. A contractor was hired to repair the damage caused by a sewer back-up at 113 E. Ohio Avenue. Painting of the exterior of the Fountain Mesa Court Townhomes is in progress.

The final bill for the 2018 hail damage repair contract for the Fountain Mesa Court Townhomes was paid and the Housing Authority is waiting for a refund from the contractor for an overpayment on the Fountain Townhomes.

Ms. Roby stated that there has been more tenant move outs this year causing an increase in the work load for the maintenance staff. The Chair asked why tenants were moving out. Ms. Roby stated that she believed that some movement is related to the pandemic because people feel more comfortable about moving than they did during the prior two years. In addition, the Housing Authority has declined to renew leases for some tenants or have given notice of lease termination due to lease violations.

The Chair asked about the painting at Fountain Mesa Court. Ms. Roby stated that the painter hired in 2021 was terminated in January because he failed proceed with the completion of the job. Another painter was hired in May to paint the four remaining buildings. That painter has completed the job at Fountain Mesa Court and has been hired to paint Grinde Manor.

c. Capital Report

No capital improvements were performed at Grinde Manor. A request for Proposal to replace the community area flooring at Grinde Manor was prepared and issued on July 1, 2022 with proposals due August 1, 2022. New flooring was installed in unit 514A as part of the unit turn at the Fountain Mesa Court Townhomes. New flooring and a new kitchen countertop were installed in unit 111 at the Fountain Townhomes as part of the unit turn. The Housing Authority received notification that the window contractor for the Fountain Townhomes will soon be ready to begin the installation.

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

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Franklin Energy's installation of free energy efficient measures funded by Black Hills Energy is complete.
- b. The Fountain Townhomes wait list will open on August 1, 2022 for one month.
- c. Fountain Townhomes SWAT Damage. Unit 101 S. Fountain Street was damaged on July 13, 2022 during an El Paso County SWAT operation to arrest an individual that was hiding in the unit. Every window of the unit was broken and the front door destroyed. A new front door was installed to secure the unit and the windows boarded and/or wrapped to protect the unit from the weather.

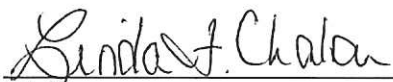
On July 1, 2022 the Housing Authority gave the resident a 30 day notice of lease termination due to several lease violations for allowing unauthorized individuals to reside in the unit. The SWAT incident confirmed the Housing Authority's decision to terminate the resident's lease.

Fortunately, the Housing Authority already had a contract to replace the windows at the Fountain Townhomes so the windows in the unit will soon be replaced. Other repairs to the unit will be made during the turn. Unfortunately, insurance does not cover damage that occurs as a result of government action.


- d. The El Paso Sheriff's Office has scheduled the eviction of a resident at Grinde Manor. The eviction is being coordinated by the Sheriff's Office, its mental health unit and the Department of Human Services Adult Protection Division.
- e. The VFW Auxiliary is returning to Grinde Manor on Thursday, August 18, 2022 to begin their monthly provision of coffee, treats and community. While the Auxiliary provided holiday treats to the residents over the last two years, they have not visited Grinde Manor in person since the beginning of the pandemic. This monthly activity has always been well attended and appreciated by the residents.

The Board Members discussed how the real estate market is leveling out due to the increase in interest rates. While prices remain high, the market is calming.

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



Chairperson



Date



Secretary