

**MINUTES  
REGULAR MEETING  
AUGUST 19, 2021**

On the 19<sup>th</sup> day of August, 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: Michelle Lavelle, Erin Garcia, Roberta Sohnrey 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 JULY 15, 2021.

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

AYES: Garcia, Sohnrey, Lavelle 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, was present at the meeting and asked to be heard by the Board. The Chairperson stated that she had read Ms. Pino's letter, provided to the Board in July, relating to Ms. Pino's complaints about her neighbors. During the last year, the Housing Authority offered both households the option to move within the complex and away from each other. In each case, the households decided that they were not willing to move. The leases for both parties were renewed by the Housing Authority.

The Chair stated that the problems between the neighbors were a civil matter and since neither neighbor was willing to take the option offered by the Housing Authority to move, there was nothing else the Housing Authority could do. Ms. Pino stated that she did not think the outcome was fair and that she was being discriminated against because she was Hispanic.

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

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

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

AYES: Lavelle, Garcia, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JULY 2021.

- a. Occupancy

Section 8 Rental Vouchers

The report indicated 168 units (70%) of the authorized 240 units under lease for the month of July 2021. The report indicated that 107% of the HAP funds received were expended through the end of July 2021. The waiting list is currently carrying 241 applicants. The report also indicated a current lease-up of 168 units (70%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of July 2021. The waiting list is currently carrying 28-1BR 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 July 2021. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 149 applicants.

Fountain Mesa Court Townhomes

The report indicated 64 units (100%) under lease for the month of July 2021. The waiting list is carrying 14-2BR 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 July 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 – July 2021.

The report indicated that, during the month of July 2021, 33 work orders were processed at the Fountain Mesa Court Townhomes, 18 at Grinde Manor, 9 at the Fountain Townhomes and 0 at Woodman Hall. A move-out occurred in unit 112 at Grinde Manor that was prepared for rental. The Housing Authority implemented the mobile work order system and yard work was performed at all sites as needed.

Hail Damage – The Contractor has not returned to complete the warranty repairs at the Fountain Mesa Court Townhomes or remove the shipping container located at Grinde Manor.

c. Capital Report – July 2021

Tolin Mechanical began the installation of the new air conditioner and air handling unit at Grinde Manor. Painting is in progress at the Fountain Mesa Court Townhomes. No other capital improvements were performed during the month of July, 2021.

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

AYES: Lavelle, Sohnrey, Garcia and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Update on Automation. The Housing Authority received training on the use of the iPads it purchased for the mobile work order system and the mobile inspection system. In addition, the Housing Authority's wait list was automated with staff receiving training on the automated wait list. Applicants will now be able to complete their application on line at their convenience.
- b. Eviction Moratorium extended to October 3, 2021 by the President.
- c. Housing Choice Voucher Data Dashboard. Ms. Roby provided the Board Members with a sample of the information that is available on HUD's website concerning the operations of the Housing Choice Voucher Program throughout the country.
- d. Budget Worksheets 2022. Ms. Roby provided the Board Members with the budget worksheets for the FY 2022 budget. In general, expenses are increased by 5% and revenues decreased by 5%. Interest revenue decreased substantially during the

pandemic and Ms. Roby stated that there is an assumption that interest revenue will remain low in FY 2022. The worksheets also assume a \$60.00 per unit increase in the rent rate at the Fountain Mesa Court Townhomes. The rent increase will be phased in at lease renewal during FY 2022. In addition, salaries and benefits were increased by a 3% cost of living adjustment.

- e. Discrimination Complaint. Ms. Pino left a discrimination complaint in the office drop box alleging that Ms. Roby discriminated against her because she was Hispanic because she did not force her neighbors to move. Ms. Roby stated that the form appeared to be a copy so it was her belief that the complaint had been filed with HUD. Ms. Roby has not heard anything from HUD concerning the complaint.
- f. Executive Director Vacation. Ms. Roby stated that she would be on vacation from August 20, 2021 until August 29, 2021
- g. Next Meeting Thursday, September 23, 2021. Ms. Roby reminded the Board Members that the next meeting would be one week later on the 4<sup>th</sup> Thursday of September. The budget for FY 2022 will be considered for approval at that meeting.
- h. Erin Garcia Resignation. Commissioner Garcia stated that this was her last meeting as a Commissioner of the Housing Authority Board because she was moving out of Fountain at the end of August. The Chair and Executive Director thanked Ms. Garcia for her contributions to the Housing Authority including facilitating the grant to obtain energy efficient furnaces at the Fountain Mesa Court Townhomes.

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



Linda Chalou  
Chairperson

9-23-2021  
Date

Katherine Roby  
Secretary