

**MINUTES
REGULAR MEETING
AUGUST 18, 2022**

On the 18th day of August, 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, Councilman Fred Hinton, Andria Terry, Michelle Lavelle and Linda Chalou.

ALSO PRESENT: Katherine Roby.

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 JULY 21, 2022.

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

AYES: Terry, Hinton, 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 JULY 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of July 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 the Fountain Townhomes had a large deficit for the month, in part, because the refund check from Dynamic Roofing and Construction was returned for insufficient funds. The Housing Authority received a replacement check that was deposited in August.

Grinde Manor had a deficit due to capital work performed that has not yet been reimbursed. In addition, the project is still catching up from the payment of the annual property insurance premium in June.

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, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR JULY 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of July 2022. The report indicated that 104% of the HAP funds received were expended through the end of July 2022. The waiting list is currently carrying 91 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 July 2022. The waiting list is currently carrying 16-1BR applicants. The report also indicated a current lease-up of 38 units (95%).

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of July 2022. The report also indicated a current lease-up of 11 units (79%). The waiting list is currently carrying 24 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of July 2022. The waiting list is carrying 7-2BR applications and 1-3BR applications. The report also indicated a current lease-up of 61 units (95%).

The Chair asked about the reduction in wait list numbers. Ms. Roby stated that the Voucher wait list was only open during the month of May. Since that time the Housing Authority has called in applicants resulting in a decrease in the number of applicants on the wait list. Currently the Fountain Townhome wait list is open. The project is experiencing turnover of almost half of the units due to termination of leases and the move-out of other residents.

Ms. Roby reviewed the process for opening and closing the automated wait list that was implemented last year. The Housing Authority sets the schedule in the online system for opening and closing a particular wait list. The Housing Authority advertises the schedule for accepting applications prior to opening a wait list. Applications are submitted on line with the information entered by the applicant. This saves staff time by reducing the input of applicant data. The system also reviews applications for activity. If an application has not been viewed or updated within a certain amount of time, it will send an applicant an email to determine if they want to remain on the wait list. If not, then the application will be dropped. This reduces the number of stale applications on the wait list.

b. Maintenance

The report indicated that, during the month of July 2022, 20 work orders were processed at the Fountain Mesa Court Townhomes, 20 at Grinde Manor and 13 at the Fountain Townhomes. A move-out occurred in unit 453 at the Fountain Mesa Court Townhomes that was prepared for rental. The repair of unit 113 caused by the sewer back-up was completed. Painting of the exterior of the Fountain Mesa Court Townhomes was completed.

c. Capital Report

No capital improvements were performed at Grinde Manor. A Request for Proposal was issued on July 1, 2022 for the supply and installation of new flooring at Grinde Manor. The Executive Director met with two contractors interested in the job and received proposals from each. New flooring was installed in unit 453 as part of the unit turn and new carpet was installed in unit 429 as part of the unit turn at the Fountain Mesa Court Townhomes. A new water heater was installed in unit 103 Fountain Street at the Fountain Townhomes. The window contractor began work to install new windows at the Fountain townhomes.

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

AYES: Terry, Lavelle, Sohnrey, Hinton and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 786 AUTHORIZING A CONTRACT FOR THE REPLACEMENT OF THE COMMUNITY AREA CLOORING AT GRINDE MANOR.

Ms. Roby stated that there was a wide variance in the prices received because one contractor proposed installing a floor that floats over the old vinyl and the other contractor proposed removing the current floor and then installing new vinyl. Both contractors provide a 15 year commercial warranty on the products proposed.

The Board Members reviewed both proposals and, after discussion, Commissioner Terry made a motion, seconded by Councilman Hinton, to approve Resolution No. 786.

AYES: Terry, Hinton, Lavelle, Sohnrey, Hinton and Chalou.


NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. OTHER BOARD BUSINESS.

- a. Grinde Manor Eviction. The El Paso Sheriff's Office completed the eviction of a resident at Grinde Manor. The eviction went smoothly as the resident was not present when the Sheriff's Office executed the writ of restitution issued by the Judge.
- b. Annual Audit was completed and submitted to HUD. There were no audit findings. Audit reports will be provided to the Board Members prior to the next meeting.
- c. Colorado Outreach Event. Ms. Roby and Commissioner Sohnrey attended the event where State organizations provided an overview the state legislation passed last session to support affordable housing in Colorado. A summary of the new legislation was provided to Board Members with notice of the meeting. Rules for these new programs have not yet been written but should be issued soon.
- d. 2023 Budget Worksheets. Ms. Roby provided the Board Members with budget worksheets that provide the basis for the program budgets that will be on the agenda for the September board meeting.
- e. Executive Director Vacation. Ms. Roby stated that she would be on vacation the week of August 22nd through August 26th.
- f. September Board Meeting. Due to prior commitments of Board Members, it was determined that the September Board Meeting be rescheduled to Thursday, September 29, 2022 at 6:00 p.m.

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


Senika Chalou
Chairperson

9-29-2022
Date

Katherine Roby
Secretary