

**MINUTES
REGULAR MEETING
AUGUST 17, 2023**

On the 17th day of August, 2023, 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, Councilman Fred Hinton, Roberta Sohnrey and Michelle Lavelle

ALSO PRESENT: Katherine Roby, Secretary.

ABSENT: Linda Chalou.

A quorum being present, the Vice-Chairperson called the meeting to order.

II. APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD JULY 20, 2023.

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

AYES: Hinton, Terry, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

III. FINANCIAL STATUS REPORTS FOR THE MONTH OF JULY 2023.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of July 2023 for the below listed projects:

- a. Grinde Manor CO071001.
- b. Section 8 New Construction, Fountain Townhomes, CO99-H001-104.
- c. Fountain Mesa Court Townhomes.
- d. Section 8 Housing Choice Voucher Program CO071VO.

After the Commissioners reviewed the monthly financial reports, Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the monthly financial reports for June 2023.

AYES: Terry, Sohnrey, Hinton and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. REPORT ITEMS FOR JULY 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 172 units (70%) of the authorized 244 units under lease for the month of July 2023. The report indicated that 102% of the HAP funds received were expended through the end of July 2023. The waiting list is currently carrying 909 applicants. The report also indicated a current lease-up of 170 units (70%). Portables: In-0, Out-1.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of July 2023. The waiting list is currently carrying 19-1BR applicants. The report also indicated a current lease-up of 38 units (95%).

Fountain Townhomes

The report indicated 13 units (93%) under lease for the month of July 2023. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 245 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of July 2023. The waiting list is carrying 17-2BR applications and 6-3BR applications. The report also indicated a current lease-up of 61 units (95%).

Ms. Roby stated that the lease up rate for the Voucher Program was down for the month but participants are finding units and are in the process of coming onto the program. All properties currently have vacancies that the Housing Authority is working to fill.

b. Maintenance

The report indicated that, during the month of July 2023, 21 work orders were processed at the Fountain Mesa Court Townhomes, 25 at Grinde Manor and 17 at the Fountain Townhomes. Extermination services were performed at the Fountain Townhomes on Ohio Avenue. Yard work was performed at all sites as necessary.

c. Capital Report

A contract to replace the intercom system at Grinde Manor was executed and the equipment ordered. New carpet was installed in unit 107 as part of the unit turn. No other capital improvements were performed.

Commissioner Terry made a motion, seconded by Councilman Hinton, to approve the report items a, b and c for July 2023.

AYES: Terry, Hinton, Sohnrey and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

V. RESOLUTION NO. 808 APPROVING THE WRITE-OFF OF CERTAIN DEBTS OF THE HOUSING AUTHORITY.

Ms. Roby stated that Resolution No. 808 allows for the write-off of certain debts on the books and records of the Housing Authority. The Housing Authority maintains records of the debt and will continue its attempts to collect the debt. Ms. Roby stated that she was trying to complete some of the year end procedures to reduce the load on her replacement.

After the Commissioners' reviewed the list of debts for write-off, Councilman Hinton made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 808.

AYES: Hinton, Sohnrey, Terry and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. RESOLUTION NO. 809 APPROVING THE WRITE-OFF OF CERTAIN CHECKS OF THE HOUSING AUTHORITY.

Ms. Roby stated that Resolution No. 809 allows for the write-off of certain checks issued by the Housing Authority that were not cashed within 90 days of issuance. Writing off these checks will lessen the burden at year's end on the new Executive Director.

After the Commissioner's reviewed the list of checks for write-off, Councilman Hinton made a motion, seconded by Commissioner Sohnrey, to approve Resolution No. 809.

AYES: Hinton, Sohnrey, Terry and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VII. RESOLUTION NO. 810 APPROVING A REVISION TO THE SELECTION AND WAITING LIST POLICY FOR THE FOUNTAIN TOWNHOMES SECTION 8NEW CONSTRUCTION PROGRAM.

Ms. Roby stated that, as a result of the review conducted by the Colorado Housing and Finance Authority (CHFA) on July 11, 2023, CHFA was requiring an amendment to the

Policy to provide that an applicant family with a child under the age of 6 years, that was added to the household 6 months or less from the move-in date, was eligible to become a participant family, even if the Social Security Number for the child has not been verified at the time of admission.

This change provides for the allowance already granted to participating families to be granted to applicant families as well.

In addition, there was an error in the section covering the eligibility of students in that it was written with a double negative. This error has been corrected under the amendment to the Policy.

After the Commissioner's reviewed the changes, Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the amendment.

AYES: Terry, Sohnrey, Hinton and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. RESOLUTION NO. 811 AMENDMENT TO THE POLICY AND PROCEDURES FOR THE USE OF THE ENTERPRISE INCOME VERIFICATION SYSTEM FOR THE FOUNTAIN TOWNHOMES SECTION 8 NEW CONSTRUCTION PROGRAM.

Ms. Roby stated that as a result of the review conducted by the Colorado Housing and Finance Authority (CHFA) on July 11, 2023, CHFA is requiring an amendment to the Policy and Procedures to provide that the Summary Report used to verify participating families be obtained within 90 days of the family's move-in and to clarify that the Deceased Tenant Report will be obtained "at least" quarterly as the Housing Authority has been running the report monthly.

After the Commissioner's reviewed the changes, Commissioner Terry made a motion, seconded by Commissioner Sohnrey, to approve the amendment.

AYES: Terry, Sohnrey, Hinton and Lavelle.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

IX. OTHER BOARD BUSINESS.

- a. Executive Director Hire Update. Ms. Roby stated that nine applications had been received. Ms. Roby met with the City Manager, Scott Trainor and Kathryn Pucci from the City's HR Department concerning the process for hiring an Executive Director. The City is posting the job and receiving the online applications. Ms. Roby posted the job on

the Housing Authority's website and face book page and emailed the posting to Colorado Housing Authorities. Once applications are received, Ms. Roby will review them to develop a list of applicants to conduct phone interviews along with the HR Department. After that round of interviews, and depending on the number of potential qualified candidates, interviews will be scheduled with the Board. The HR Department will participate in all the interviews.

- b. 2024 Budget Worksheets. Ms. Roby stated that the budget worksheets will be the basis for the 2024 budget that will be under consideration at the next meeting. The worksheets are for the Board Members to review prior to the adoption of a budget.

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

Reida Chalou

Chairperson

9-21-2023

Date

Lathaniel Roby
Secretary