

**MINUTES
REGULAR MEETING
SEPTEMBER 29, 2022**

On the 29th day of September, 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 AUGUST 18, 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 MONTH OF AUGUST 2022.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of August 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 last month. A request for funds from the reserve for replacement account was made at the end of July and the funds were received on September 6, 2022 in the amount of \$20,389.00. This eliminated the deficit for the Fountain Townhomes. Ms. Roby reported that about half of the units were in the turn over process resulting in higher costs for operating the Fountain Townhomes this year.

Chairperson Chalou asked why there were so many turns at the Fountain Townhomes. The number of turns is unusual and includes several tenants that were in noncompliance with program requirements and, as a result, were not renewed. In addition, several tenants moved rather than face eviction and one tenant moved out of the area.

Ms. Roby stated that the Housing Choice Voucher Program was running a deficit in funds for Housing Assistance Payments for the year. A request was made to HUD for funds held in reserve for Housing Assistance Payments. Those funds have been approved and will be received in October which will eliminate the deficit.

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

AYES: Lavelle, Sohnrey, Terry and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. REPORT ITEMS FOR AUGUST 2022.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 167 units (70%) of the authorized 240 units under lease for the month of August 2022. The report indicated that 104% of the HAP funds received were expended through the end of August 2022. The waiting list is currently carrying 90 applicants. The report also indicated a current lease-up of 165 units (69%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 38 units (95%) under lease for the month of August 2022. The waiting list is currently carrying 12-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 12 units (86%) under lease for the month of August 2022. The report also indicated a current lease-up of 10 units (72%). The waiting list is currently carrying 67 applicants.

Fountain Mesa Court Townhomes

The report indicated 61 units (95%) under lease for the month of August 2022. The waiting list is carrying 11-2BR applications and 0-3BR applications. The report also indicated a current lease-up of 60 units (94%).

b. Maintenance

The report indicated that, during the month of August 2022, 28 work orders were processed at the Fountain Mesa Court Townhomes, 20 at Grinde Manor and 19 at the Fountain Townhomes. Move outs occurred in units 429 and 446 at the Fountain Mesa Court Townhomes that were prepared for rental. A move out occurred in unit 219 at Grinde Manor that was prepared for rental. Lawn work was performed at all sites.

c. Capital Report

The exterior painting of Grinde Manor began. A contract for the replacement of common area flooring at Grinde Manor was awarded. A new furnace and air conditioner were installed in unit 116 at the Fountain Townhomes. The project to replace all windows at the Fountain Townhomes was completed. No other capital improvements were performed.

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

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 787 ESTABLISHING AND ADOPTING A CONSOLIDATED BUDGET FOR THE HOUSING AUTHORITY COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

Ms. Roby reviewed the changes made to the budget worksheets provided to the Board Members at the last meeting. The changes included an additional 1% increase in employee wages up to 10% because the Housing Authority received notice that there would be no increases to the cost of benefits in 2023. In addition, capital expenses were increased for both the Fountain Mesa Court Townhomes and the Fountain Townhomes to provide for the replacement of furnaces and water heaters, if necessary.

After the Board Members reviewed the budget, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 787 establishing and adopting a consolidated budget for the Housing Authority covering the fiscal year ending December 31, 2023.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 788 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR GRINDE MANOR, PROJECT NO. CO071, COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

Ms. Roby stated that each project required a separate budget but all of the project budgets were based on the consolidated budget adopted under Resolution No. 787.

After the Board Members reviewed the budget, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 788 establishing and adopting an operating budget for Grinde Manor covering the fiscal year ending December 31, 2023.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION NO. 789 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR THE FOUNTAIN MESA COURT TOWNHOMES COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

After the Board Members reviewed the budget, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 789 establishing and adopting an operating budget for the Fountain Mesa Court Townhomes covering the fiscal year ending December 31, 2023.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIV. RESOLUTION NO. 790 ESTABLISHING AND ADOPTING AN OPERATING BUDGET FOR THE FOUNTAIN TOWNHOMES, PROJECT NO,CO99-H001-104, COVERING THE FISCAL YEAR ENDING DECEMBER 31, 2023.

After the Board Members reviewed the budget, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 790 establishing and adopting an operating budget for the Fountain Townhomes covering the fiscal year ending December 31, 2023.

AYES: Lavelle, Terry, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VV. RESOLUTION NO. 791 APPROVING THE AUDIT REPORT FOR THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN FOR THE YEAR ENDING DECEMBER 31, 2021.

Ms. Roby provided the Board Members with a summary of the audit report along with notice of the meeting. There were no findings in the audit report. The Housing Authority had a change in net position in the amount of \$50,753 for the year caused by the depreciation of assets and a reduction in federal funding. The reduction in funding was due to a reduction in CARES Act funds in 2021 compared to 2020.

After the Board Members reviewed the audit report, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 791 approving the audit report for the Housing Authority of the City of Fountain for the year ending December 31, 2021.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VVI. RESOLUTION NO. 792 APPROVING THE AUDIT REPORT FOR THE FOUNTAIN MESA COURT TOWNHOMES FOR THE YEAR ENDING DECEMBER 31, 2021.

After the Board Members reviewed the audit report, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 792 approving the audit report for the Fountain Mesa Court Townhomes for the year ending December 31, 2021.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VVII. RESOLUTION NO. 793 APPROVING THE AUDIT REPORT FOR THE FOUNTAIN TOWNHOMES FOR THE YEAR ENDING DECEMBER 31, 2021.

After the Board Members the audit report, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 793 approving the audit report for the Fountain Townhomes for the year ending December 31, 2021.

AYES: Terry, Lavelle, Sohnrey and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VVIII. OTHER BOARD BUSINESS.

- a. Award of New Vouchers. Ms. Roby reported that the Housing Authority had received four new Housing Choice Vouchers along with associated funding of \$52,356.18 beginning October 1, 2022.
- b. Front Load Funding for Housing Choice Vouchers. Ms. Roby reported that she had requested and received approval for the receipt of Housing Assistance Payment Funds held by HUD to meet the current costs of the Housing Choice Voucher Program.
- c. Black Hills Energy Rebate Program. Ms. Roby stated that the Housing Authority is participating in Black Hill's Energy rebate program that provides \$150. 00 for a furnace tune up. Falling Star HVAC, a local company, is providing the tune-ups. All furnaces at the Fountain Mesa Court Townhomes and the Fountain Townhomes will receive furnace tune ups through this program over the next few weeks
- d. Community Area Flooring at Grinde Manor. The new flooring will be installed the second week of October.
- e. Ms. Roby shared with the Board Members an email from a resident of Grinde Manor sent to the Fountain City Manager complaining about Grinde Manor. Complaints included landscaping; work order processing; and Management's handling of noise complaints from other tenants about the resident's visitors. Ms. Roby stated that she would respond to the email.
- f. The Board Members discussed the real estate market for both rental units and purchasing in the community.

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


Seada Chalou
Chairperson

10/20/2022
Date

Katherine Roby
Secretary