

**MINUTES  
REGULAR MEETING  
December 28, 2023**

On the 28th day of December, 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: Linda Chalou, Michelle Lavelle, Roberta Sohnrey, Councilman Fred Hinton,  
Andria Terry

ALSO PRESENT: Ashlei Reeder, Secretary.

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 November 16, 2023.

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

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

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

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of NOVEMBER 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.
- a) Section 8 Housing Choice Voucher Program CO071VO.

After the Commissioners reviewed the monthly financial reports, Commissioner Hinton made a motion, seconded by Commissioner Lavelle, to approve the monthly financial reports for November 2023.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. REPORT ITEMS FOR NOVEMBER 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 176 units (72%) of the authorized 244 units under lease for the month of November 2023. The report indicated that 102% of the HAP funds received were expended through the end of November 2023. The waiting list is currently carrying 857 applicants. The report also indicated a current lease-up of 176 units (72%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of November 2023. The waiting list is currently carrying 15-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 14 units (100%) under lease for the month of November 2023. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 234 applicants.

Fountain Mesa Court Townhomes

The report indicated 62 units (97%) under lease for the month of November 2023. The waiting list is carrying 4-2BR applications and 4-3BR applications. The report also indicated a current lease-up of 62 units (97%).

b. Maintenance

The report indicated that, during the month of November 2023, 24 work orders were processed at the Fountain Mesa Court Townhomes, 39 at Grinde Manor and 6 at the Fountain Townhomes. Yard work was performed at all sites as necessary.

c. Capital Report

No other capital improvements were performed in November.

Commissioner Hinton made a motion, seconded by Commissioner Sohnrey, to approve the report items a, b and c for November 2023.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 826 AUTHORIZATION TO ADD ACCESS TO THE ONLINE BANKING SYSTEM.

Resolution 826 sets forth the online access for HCV manager to access online banking information.

After the Commissioners reviewed the resolution, Chairperson Chalou made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 826.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 827 AUTHORIZATION TO REMOVE ACCESS TO THE ONLINE BANKING SYSTEM

Resolution 827 sets forth the removal of online access for previous staff members to online banking information.

After the Commissioners reviewed the resolution, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 827.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VII. RESOLUTION NO. 828 APPROVAL OF CHANGES MADE TO THE PERSONNEL EMPLOYEE HANDBOOK

Resolution 828 sets forth the approval of updated changes to the personnel handbook.

After the Commissioners reviewed the resolution, Commissioner Terry made a motion, seconded by Commissioner Lavelle, to approve Resolution No. 828.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VIII. RESOLUTION 829 APPROVAL OF RFP FOR THE ANNUAL AUDIT

Resolution 829 sets forth the approval of updated changes to the personnel handbook.

After the Commissioners reviewed the resolution, Commissioner Sohnrey made a motion, seconded by Chairman Chalou, to approve Resolution No. 829.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IX. RESOLUTION 830 AMENDMENT OF ALLOCATIONS TO THE FIVE YEAR CAPITAL ACTION PLAN

Resolution 830 sets forth the approval of updated changes to the CAPITAL FUND plan for 2020 funding.

After the Commissioners reviewed the resolution, Commissioner Sohnrey made a motion, seconded by Chairman Chalou, to approve Resolution No. 830.

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

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

XIII. OTHER BOARD BUSINESS.

- a) Replacement of Housing Authority phone systems and installation
- b) HR review of Hire/Terminations and wage review for 2024
- c) Eviction/Notice to Vacate
- d) Updating HUD EIV delinquent Tenants
- e) Upcoming Two Year Plan meeting HUD Denver office
- f) FYE preparation

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

Linda Chebo

Chairperson

1/25/2024

Date

[Signature]  
Secretary