

**MINUTES  
REGULAR MEETING  
December 2024, January 2025**

On the 27th day of February, 2025 at 5:30p.m., the Housing Authority of the City of Fountain held its Regular Meeting of the Board of Commissioners at 501 E Iowa Ave Fountain CO 80817.

**I. ROLL CALL.**

On roll call the following were present as named:

PRESENT: Michelle Lavelle (Late Arrival), Roberta Sohnrey, Councilman Fred Hinton,  
Andria Terry

ABSENT: Linda Chalou

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 December 5, 2024 and review of all documents for October 2024 November 2024 at Fountain Housing Authority.**

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

AYES: Roberta Sohnrey, Councilman Fred Hinton, Andria Terry

NAYS: None.

Commissioner Terry thereupon declared the motion carried.

**IV. FINANCIAL STATUS REPORTS FOR THE MONTHS OF DECEMBER 2024 AND JANUARY 2025.**

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the months of DECEMBER 2024 and JANUARY 2025 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 Sohnrey made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for December 2024 and January 2025.

AYES: Roberta Sohnrey, Councilman Fred Hinton, Andria Terry

NAYS: None.

Commissioner Terry thereupon declared the motion carried.

V. REPORT ITEMS FOR DECEMBER 2024 AND JANUARY 2025.

a. Occupancy

Section 8 Rental Vouchers December 2024

The reports indicated 195 units (79.9%) of the authorized 244 units under lease for the month of December 2024. The waiting list is currently carrying 529 applicants. The report also indicated a current lease-up of 195 units (79.9%) for December 2024.

Portables: In-5, Out-2.

Section 8 Rental Vouchers January 2025

The reports indicated 194 units (79.5%) of the authorized 244 units under lease for the month of January 2025. The waiting list is currently carrying 529 applicants. The report also indicated a current lease-up of 192 units (79.5%) for January 2025.

Portables: In-5, Out-2.

Grinde Manor December 2024

The report indicated 40 units (100%) under lease for the month of December 2024. The waiting list is currently carrying 12-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Grinde Manor January 2025

The report indicated 40 units (100%) under lease for the month of January 2025. The waiting list is currently carrying 12-1BR applicants. The report also indicated a current lease-up of 40 units (100%).

Fountain Townhomes December 2024

The report indicated 14 units (100%) under lease for the months of December 2024. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 219 applicants.

Fountain Townhomes January 2025

The report indicated 14 units (100%) under lease for the months of January 2025. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 214 applicants.

Fountain Mesa Court Townhomes December 2024

The report indicated 62 units (96.87%) under lease for the months of December 2024. The waiting list is carrying 4 applicants 2-2BR applications and 2-3BR applications. The report also indicated a current lease-up of 62 units (96.87%).

Fountain Mesa Court Townhomes January 2025

The report indicated 63 units (98.44%) under lease for the months of January 2025. The waiting list is carrying 4 applicants 2-2BR applications and 2-3BR applications. The report also indicated a current lease-up of 63 units (98.44%).

b. Maintenance

The report indicated that, during the month of December 2024, 16 work orders were processed at the Fountain Mesa Court Townhomes, 19 at Grinde Manor and 8 at the Fountain Townhomes. Yard work was performed at all sites as necessary.

The report indicated that, during the month of January 2025, 12 work orders were processed at the Fountain Mesa Court Townhomes, 13 at Grinde Manor and 8 at the Fountain Townhomes. Yard work was performed at all sites as necessary.

c. Capital Report December 2024 and January 2025

No current CFP projects in process

Vice Chairperson Lavelle made a motion, seconded by Commissioner Terry, to approve the report items a, b and c for December 2024 and January 2025.

AYES: Michelle Lavelle, Roberta Sohnrey, Councilman Fred Hinton, Andria Terry

NAYS: None.

Vice Chairperson Lavelle thereupon declared the motion carried.

- I. JANUARY-RESOLUTION 864 STATUS UPDATE APPEAL OF PAYMENT STANDARD
- II. JANUARY-RESOLUTION 866 WRITE OFF OF CERTAIN DEBTS 2024
- III. JANUARY-RESOLUTION 867 CFP 2023 GRINDE MANOR WINDOW REPLACEMENT
- IV. JANUARY-RESOLUTION 868 HOUSING AUTHORITY PHONE REPLACEMENT
- V. JANUARY-RESOLUTION 869 UTILITY ALLOWANCE SCHEDULE 2025
- VI. JANUARY-RESOLUTION 870 REPAIR WATER DAMAGE GRINDE MANOR
- VII. JANUARY-RESOLUTION 871 SNOW REMOVAL FOUNTAIN MESA COURT
- VIII. JANUARY-RESOLUTION 873-RFP APPROVAL FOR FYE 2024 AUDIT

AYES: Michelle Lavelle, Roberta Sohnrey, Councilman Fred Hinton, Andria Terry

NAYS: None.

Vice Chairperson Lavelle thereupon declared the motion carried.

VII. Hear from the Public-No Public Present

VIII. OTHER BOARD BUSINESS.

- a) HR review of Hire/Termination
- b) Eviction/Notice to vacate
- c) Annual Audit Status
- d) Two Year Plan Review

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

*Linda Chalou*

Chairperson

4/23/2025

Date

Secretary