

**MINUTES
REGULAR MEETING
October 19, 2023**

On the 19th day of October, 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, Michelle Lavelle, and 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 SEPTEMBER 21, 2023.

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

AYES: Terry, Lavelle, and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

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

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the month of SEPTEMBER 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 Lavelle made a motion, seconded by Commissioner Terry, to approve the monthly financial reports for September 2023.

AYES: Lavelle, Terry, and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

IV. REPORT ITEMS FOR OCTOBER 2023.

a. Occupancy

Section 8 Rental Vouchers

The report indicated 174 units (71%) of the authorized 244 units under lease for the month of September 2023. The report indicated that 102% of the HAP funds received were expended through the end of September 2023. The waiting list is currently carrying 884 applicants. The report also indicated a current lease-up of 174 units (71%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 39 units (98%) under lease for the month of September 2023. The waiting list is currently carrying 17-1BR applicants. The report also indicated a current lease-up of 39 units (98%).

Fountain Townhomes

The report indicated 13 units (93%) under lease for the month of September 2023. The report also indicated a current lease-up of 13 units (93%). The waiting list is currently carrying 240 applicants.

Fountain Mesa Court Townhomes

The report indicated 63 units (98%) under lease for the month of September 2023. The waiting list is carrying 6-2BR applications and 5-3BR applications. The report also indicated a current lease-up of 63 units (98%).

b. Maintenance

The report indicated that, during the month of September 2023, 25 work orders were processed at the Fountain Mesa Court Townhomes, 24 at Grinde Manor and 11 at the Fountain Townhomes. A move-out occurred in unit 114 that was prepared for rental. Yard work was performed at all sites as necessary.

c. Capital Report

Work was completed on the intercom system at Grinde Manor. The Capital Fund Grant for 2019 was closed and a final report submitted to HUD. No other capital improvements were performed.

Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve the report items a, b and c for October 2023.

AYES: Terry, Lavelle and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

V. RESOLUTION NO. 819 AUTHORIZATION OF SIGNATORIES FOR THE BANK ACCOUNTS OF THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN HELD AT THE UNITED BUSINESS BANK.

Resolution 819 sets forth the additional signatories for the housing authority bank accounts held at United Business Bank. The resolution adds the new executive director Ashlei Reeder and board commissioner Andria Terry to the signature card on each account.

After the Commissioners reviewed the resolution, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 819.

AYES: Lavelle, Terry, and Chalou.

NAYS: None.

Chairperson Chalou thereupon declared the motion carried.

VI. RESOLUTION NO. 820 AMENDMENT TO THE CONTACTS FOR THE COLOTRUST INVESTMENT ACCOUNTS OF THE HOUSING AUTHORITY OF THE CITY OF FOUNTAIN.

Resolution 820 sets forth the request to add the new executive director Ashlei Reeder to the list of authorized signers for the purpose of moving Housing Authority fund invested in COLOTRUST. The resolution adds the new executive director Ashlei Reeder to the signature card for the COLOTRUST.

After the Commissioners reviewed the resolution, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve Resolution No. 820.

AYES: Lavelle, 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 of fiber internet by Underline (Cost proposal information attached) the board has decided to pursue additional quotes for the replacement of the telephone system to be reviewed at the November 2023 board meeting.

- b) Lease of a water cooler for Housing Authority office for use by Housing Authority Staff. The board has given authorization to the executive director Ms. Reeder to procure the cooler for the office. After the Commissioners reviewed the request, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve.
AYES: Lavelle, Terry, and Chalou.
NAYS: None.
Chairperson Chalou thereupon declared the motion carried.
- c) Basic cellular phones for the Maintenance Department to replace outdated pager system. The board of commissioners has unanimously approved to discontinue the pager system and update the communication system for maintenance staff to the use of cellular phones. The board has approved 3 cellular telephones for the Housing Authority maintenance and office staff. After the Commissioners reviewed the request, Commissioner Lavelle made a motion, seconded by Commissioner Terry, to approve.
AYES: Lavelle, Terry, and Chalou.
NAYS: None.
Chairperson Chalou thereupon declared the motion carried.
- d) Budget review for possible hire of a PT less than 20 hrs. custodial maintenance assistant. The board has agreed to continue to review the possibility of hiring an additional assistant for the maintenance department and will review further at the November 2023 board meeting.
- e) Proposal for a resolution to add an addendum to the lease agreement for project CO071001 Grinde Manor to add key fob policy and replacement cost information. The board will review resolution 823 at the November 2023 board meeting.
- f) Proposal of a resolution to amend the current addendum for CO071001 Grinde Manor pet policy to include animal certification and vaccine documentation for emotional support/service animals. Documentation request is supported by the disability law Colorado resource guide for requirements for service and assistance animals in Colorado page 13 paragraph 2. The board will review resolution 824 at the November 2023 board meeting.

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

Chairperson

Date

Secretary