

**MINUTES
REGULAR MEETING
April 15, 2024**

On the 18th day of April, 2024 at 5:30p.m., the Housing Authority of the City of Fountain held its Regular Meeting of the Board of Commissioners at 906 Grinde Dr Fountain CO 80817.

I. ROLL CALL.

On roll call the following were present as named:

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

ABSENT: Linda Chalou

ALSO PRESENT: Ashlei Reeder, Secretary.

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 February 15, 2024 and March 25, 2024.

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

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

III. FINANCIAL STATUS REPORTS FOR THE MONTH OF FEBRUARY AND MARCH 2024.

The Commissioners reviewed the monthly reports for establishing Net Income and Cash Disbursements/Receipts for the months of FEBRUARY AND MARCH 2024 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, Councilman Hinton made a motion, seconded by Chairperson Sohnrey, to approve the monthly financial reports for FEBRUARY AND MARCH 2024.

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

IV. REPORT ITEMS FOR FEBRUARY AND MARCH 2024.

a. Occupancy

Section 8 Rental Vouchers

The reports indicated 182 units (75%) of the authorized 244 units under lease for the month of February 2024 and 187 units (77%) of the authorized 244 units under lease for the month of March 2024. The waiting list is currently carrying 703 applicants, down 144 applicants from January. The report also indicated a current lease-up of 182 units (75%) for February and 187 units (77%). Portables: In-0, Out-2.

Grinde Manor

The report indicated 40 units (100%) under lease for the month of February 2024 and The report indicated 39 units (98%) under lease for the month of March 2024. The waiting list is currently carrying 14-1BR 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 months of February and March 2024. The report also indicated a current lease-up of 14 units (100%). The waiting list is currently carrying 249 applicants.

Fountain Mesa Court Townhomes

The report indicated 64 units (100%) under lease for the months of February and March 2024. The waiting list is carrying 6 applicants 4-2BR applications and 2-3BR applications. The report also indicated a current lease-up of 64 units (100%).

b. Maintenance

The report indicated that, during the month of February 2024, 14 work orders were processed at the Fountain Mesa Court Townhomes, 20 at Grinde Manor and 1 at the Fountain Townhomes. The report indicated that, during the month of March 2024, 17 work orders were processed at the Fountain Mesa Court Townhomes, 11 at Grinde Manor and 9 at the Fountain Townhomes. Yard work was performed at all sites as necessary.

c. Capital Report

CAP FUND 2020 project for tree trimming at Grinde Manor was completed in February 2024 CAP FUND 2022 Xeriscaping Project began March 2024 and work has been contracted and will be monitored to maintain compliance with Davis Bacon.

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

AYES: Councilman Hinton, Lavelle, Terry and Sohnrey.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

V. RESOLUTION 833 AUTHORIZATION FOR XERISCAPE CONTRACT CFP 2022

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

RESOLUTION 834 APPROVAL OF THE STAFF REPORTING STRUCTURE FOR THE EMPLOYEE HANDBOOK

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

RESOLUTION 835 AUTHORIZATION OF THE CONTRACT TO REPAIR

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

SIGNIFICANT CONCRETE SLAB REPAIR AT FOUNTAIN MESA COURT

RESOLUTION 836 APPROVAL OF 2024 MAINTENANCE FEE SCHEDULE

AYES: Sohnrey, Lavelle, Terry and Hinton.

NAYS: None.

Vice-Chairperson Lavelle thereupon declared the motion carried.

VI. Hear from the Public

- a) Can tenants use the BBQ grill
- b) Will the property be getting security cameras
- c) Will the property be getting a new picnic table
- d) Can tenants start to pay rent online
- e) Can the landscaper post a plan for the completed xeriscaping project

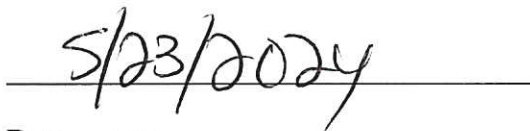
VI. OTHER BOARD BUSINESS.

- a) HR review of Hire/Termination
- b) Eviction/Notice to vacate
- c) Two year plan review

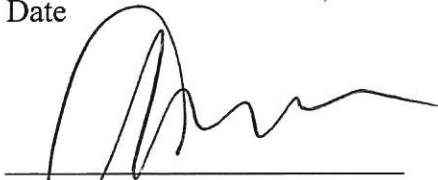
There being no further business to come before the Board, on motion made, and seconded, the meeting was adjourned.



Chairperson



Date



Secretary