



**LONGMONT HOUSING AUTHORITY
REGULAR MONTHLY MEETING
July 19th, 2016**

1. CALL TO ORDER/ROLL CALL

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:29 a.m. by Chairman Anne Kear.

Members Present: Anne Kear - Chairman
Wendell Pickett – Vice Chairman
Jim Ferguson
Chris Curtis
Bruce Robbins
Cameron Grant
Jeff Moore – City Council Liaison

Others Present: Michael Reis – Executive Director/Secretary
Krystal Winship-Erao – Director of Operations
Stephanie Shuler – Executive Assistant

Members Absent: Peter Linder

2. ADMINISTRATION OF THE OATH OF OFFICE TO CAMERON GRANT –Cameron Grant was invoked into office and accepts his duties as a Longmont Housing Authority Commissioner.

3. AGENDA REVISIONS & SUBMISSION OF DOCUMENTS – Documents to be added for Private Activity Bonds for the Suites and submission of data and presentation of “Who We Serve”.

4. APPROVAL OF AGENDA

A motion was made to approve the Agenda.

Motion: Chris Curtis **Second:** Wendell Pickett **Approved**

5. PUBLIC INVITED TO BE HEARD – None. Closed at 8:35

6. APPROVAL OF MINUTES – June 21st, 2016 Minutes

A motion was made to approve the minutes of June 21st, 2016.

Motion: Wendell Pickett **Second:** Jim Ferguson **Approved**

7. a. RESOLUTION 2016-05 – A RESOLUTION AUTHORIZING THE ACCEPTANCE BY THE AUTHORITY OF THE ASSIGNMENT OF THE CITY OF LONGMONT’S 2016 PRIVATE ACTIVITY BOND ALLOCATION OF \$4,542,750.

A Motion has been made to accept the authorization of the acceptance of the City of Longmont’s Private Activity bond with the following changes to paperwork; removal of Darrin Anson, addition of Cameron Grant, notation of absence of Peter Linder, recusal of Bruce Robbins, and date correction.

Motion: Wendell Pickett **Second:** Jim Ferguson **Approved**

b. RESOLUTION 2016-06 – A RESOLUTION AUTHORIZING THE ASSIGNMENT OF THE AUTHORITY’S \$4,542,750 PRIVATE ACTIVITY BOND BY THE CITY OF LONGMONT, COLORADO.

A Motion has been made to accept the authorization of the assignment of the Authority’s \$4,542,750 Private Activity bond with the following changes to paperwork; removal of Darrin Anson, addition of Cameron Grant, notation of absence of Peter Linder, recusal of Bruce Robbins, and date correction.

Motion: Wendell Pickett **Second:** Chris Curtis **Approved**

8. UPDATES FROM EXECUTIVE DIRECTOR AND EXECUTIVE TEAM

a. Portfolio and Programs – Updates

- Current Vacancies: AMN 0, AMA: 0, Briarwood: 0, The Lodge: 1, The Hearthstone: 0, The Suites: 2, Terry: 5, VP: 0. 98.4% YTD occupancy.
- Michael Sherman accepted the open maintenance technician position and started July 18th, 2016.
- Open a new position in Accounting for a Comptroller, Brenda Bissell left previous position of Staff Accountant.
- **HCV**
 - 405 vouchers leased up. Collaborating with Loveland Housing Authority to administer 10 vouchers, increasing our utilization and assisting them with over-leasing.
- **RISE**
 - Presentation on July 21st on evaluation conducted by Jennifer Martin. 6pm-8pm at Aspen Meadows Apartments gathering room.
 - Nominated for an Eagle Award.
- **AMA**
 - Repaired two boiler pumps, one failed and back up required repair.
- **Briarwood**
 - Minor damage to fence at entry caused by client exiting parking lot, insurance claim pursued.
- **Hearthstone/Lodge**
 - Drainage repair remediation has been rescheduled for 2017.
 - 50 windows replaced at Lodge, under warranty.
 - Grinding sidewalks to remove trip hazards.
 - Replaced 3rd floor and repaired 2nd floor A/C condenser.
- **Terry Street**
 - Sale is under contract for asking price.
 - Hopeful to execute contract by Friday and close by September 9th, 2016.
- **Village Place**
 - 1 unit under remediation for mold damage due to leaking a/c.

b. Review of Property Occupancy and Income Qualifying Process

- Krystal Winship-Erazo presented data on who we are currently serving, showcasing details such as; Length of Stay, Monthly Income, Age, Income Sources, ect.
- Data for each property shows most residents are below targeted AMI, meaning they are paying more than 50%, 40%, 30% of their monthly income, leaving less room for other necessities.
- SS is the largest income source.
- Length of stay in our properties is strong, most clients are aging in place. For our senior population it looks as this might be their last independent housing.
- Board agrees we need to search for a more sustainable model that can reach more of the community of Longmont.
- Would like to projections of current population well into the future with current stagnate incomes.

c. Spring Creek

- 85% complete
- 10 Tenants have been qualified and leased up.
- Have sent out about half of the eligibility packets to those on the waitlist.

- Stephine Valdez had a family obligation and will be leaving her position as community manager later in the month, have already posted the position and looking at potential applicants.
- 14 days of weather delays, looking to start move in's in October.

d. Fall River

- Hoping to resubmit PUD Mid-August.
- Still looking to fill funding gaps, will apply again for CHFA tax credits in 2017.

e. Crisman Apartments

- Closing this week.
- Will break ground in August 2016, open by October 2017.

f. Suites

- Moving forward, hopeful to close by October 2016.
- Dean Rohr is taking the lead.
- Currently building scope of work and how to handle the temporary relocation of delicate residents, planning on moving residents in Jan. 2017.

9. NEW & OLD BUSINESS

- **RISE** - Presentation on July 21st on evaluation conducted by Jennifer Martin. 6pm-8pm at Aspen Meadows Apartments gathering room.

**Chris Curtis exited meeting at 10:35*

10. BOARD COMMENTS AND COMMITTEE REPORTS

- Hoverland (near Home Depot) price dropped, still no clarification on delivery of site. Suggestion is to not buy at this time, rather focus efforts on current projects.

11. NEXT MEETING: August 19th, 2016 – Mid-year financials, 2016 Budget development

12. ADJOURN – Meeting declared Adjourn by Chair Anne Kear at 10:54 a.m.

Respectfully Submitted,
Stephanie Shuler

Michael Reis
Michael Reis, Executive Director

8/20/16
Date Approved

Anne Kear
Anne Kear, Chairman

08/16/16
Date Approved

