

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, September 12, 2023

In Person Meeting
Village Place Apartments
(600 Coffman Street, Longmont, CO 80501)

1. Call to order & Roll Call

The regular meeting was called to order at 9:00 a.m. by Vice Chair Arlene Zortman.

Members Present: Arlene Zortman
 Josh Stransky
 Glen Pepper
 Jenna Reed
 Lauren Cely

Members Absent: Carrie Snow
 Tom DeBie

Others Present: Harold Dominguez, Interim Executive Director – 9:06 a.m.
 Molly O'Donnell, Housing and Community Investment Director
 Lisa Gallinar, Regional Property Manager, LHA
 Kyndra Daniels, LHA Accounting Supervisor
 Sara Aerne, Master Police Officer

2. Approve minutes from August 8, 2023 meeting – Motion to approve the minutes made by Josh Stransky. Seconded by Arlene Zortman. Passed 4-0-1 with Lauren Cely abstaining.
3. Public invited to be heard – None.
4. Organizational Updates – None.
5. Development and Project Updates –
- Sale of 615 Main (CPWD) – Extended the agreement to November 30. CPWD is currently conducting a survey to understand where the property boundary is. Staff will work with the title company, and once the building is sold, resident services will start.



- Ascent at Hover – Moving forward on design, tax credits will be awarded in November. Staff has received a potential commitment from the Longmont Community Foundation. Staff has applied for the Strong Communities Grant. Staff continues to have conversations with Wild Plum Center in relation to the early childhood education.
- Crisman Project – building three is now up, building four is just starting. Will lease up in February 2024.
- Zinnia Permanent Supportive Housing – Ground Breaking Ceremony will occur Tuesday, September 19. LHAAB is invited to attend.
- Adrian House – Staff reviewed Management Agreement, changed the term to ten years. City Council will be considering that tonight and on September 26. Rent ready as of October 1. Staff is working with Open Space, for coordination on leasing.

Vice Chair Arlene Zortman inquired about the color scheme of the Crisman building.

6. Items for input to the LHA Board of Commissioners (standing agenda item)

- a. Property Tax Exemption Partnership Policy Revisions – Molly O'Donnell explained the revisions on the current Property Tax Exemption Partnership Policy. Explained the redlined address income averaging and a couple opportunities to consider.
 - First page of the policy – Clarification around property tax exemption.
 - Second page – Reworking affordability criteria. First option is for a traditional Low-income Housing Tax Credit (LIHTC) or affordable project and second option is to have at least 60% Area Median Income (AMI) on average as well as more 30% AMI units. Third option is to have at least 20% of the units need to be below 50% AMI.
 - Partnership fee – incentivizing deeper affordability.
 - Fourth page – Partnership being waived if the Longmont Housing Authority is involved in the project.

Board member Lauren Cely suggested to have a lower application fee and state reimbursement for actual expenses (legal fees). She continued to state they should pay a compliance/management asset fee with an escalator every year based on proforma but not less than a specific amount.

- Second to last page – there is an incentive for LHA to be the project manager. If a project qualifies then the fee would be reduced. The intent is bringing in income on the management side.

Board members discussed adjusting the lease term and management agreement. Adjusting the discount based on the term amount.



Board member Lauren Cely also wanted to include legal fees incurred if the property was sold and renegotiations occurred.

- Calculation methodology – review cap rate, (market condition for recent sales) There is no Colorado source as cap rate is based on appraisals.

b. Village on Main Resyndication & Rehab Project

i. Review finish options – Molly O'Donnell, Housing and Community Investment Director reviewed the options.

- Lobby - Atrium will stay, the largest trees will be removed due to the sap, an ADA ramp will be installed, coffee bistro, have two sitting areas, and rearranging the office to include a conference room.

- Second floor - Extra laundry and restroom, keeping common spaces as a game room and art room.

- Third floor - Fitness room, re-doing the commercial kitchen to a residential, will open the wall.

- Landscape markup – new patio/BBQ area, rearranging parking, and dumpster area.

- Design decisions in progress – solar panels are not currently functionable; therefore, staff will replace the current solar panels and convert to a master reader.

ii. Loan forgiveness – In 2006, LHA received four funding sources (City of Longmont Affordable Housing Fund, Community Development Block Grant (CDBG), DOH Home and Federal Home Loan Bank) totaling \$600,000. Currently there is \$440,000 paid. Staff will be asking City Council if they would like to forgive the loan and then will proceed to ask the Longmont Housing Authority Board of Commissioners for one of the following options.

- Forgive the entire \$862,288.49 balance due.
- Forgive \$512,288.49, requiring a \$350,000 payment to LHA (the amount the Village on Main Project has budgeted)
- Forgive \$619,045.35, requiring a \$243,243.14 payment to LHA to cover the amount LHA has paid to the City on VPA's behalf.
- Forgive \$0, requiring a payment to LHA of \$862,288.49.

7. Resident Quality of Life (standing agenda item) – None.



8. LHA Report –
 - a. Update on Operations
 - i. Occupancy Report – Lisa Gallinar, Regional Property Manager reviewed 95-96% occupancy rate. Will drop next month due to moving and deaths. Aspen Meadows Neighborhood has two units down due to meth contamination; Aspen Meadows Senior Apartments has two vacancies, the Lodge at Hover Crossing has one vacant, the Suites currently has five vacancies, Briarwood has two units down due to meth, Village on Main is holding all units and one down due to meth.
 - ii. Property Updates – Metropolitan State University will provide nutrition services at the following properties, Aspen Meadows Senior Apartments, Aspen Meadows Neighborhood, the Hearthstone and Lodge at Hover Crossing. Longmont Senior Services will bring their peer support groups in October. Kaiser Permanente Foundation will bring one activity class to each property once a month. Staff has hired Ruby Ford as the Community Manager for the Suites Supportive Housing. Staff have also hired an Assistant Community Manager, Summer Breese. Inspections and audits have been performed at various properties.
 - iii. Public Health & Safety Updates – Michelle Goldman came out to Spring Creek Apartments and Fall River Apartments. Staff will hang evacuation maps at all floors. Staff has received a quote for meth detectors. Staff is working on getting a scope of work done for bids to remove the gazebo at Village Place. Will possibly repurpose the area with Art, staff will be working with Arts In Public Places to complete.
 - b. Update from Executive Director – City budget conversations, LHA budget starts next week. Looking at all of the projects, 10% to 20% administrative cap. Partnering with the developer on third and Atwood. If the recreation package gets passed at the ballot, staff will be involved in the Low-Income Housing Tax Credit (LIHTC) projects for the affordable housing aspect. Via will be able to carry out some money from the City Council but will integrate with the LHA budget moving forward. Will be going over the full budget at the October LHAAB meeting.
9. Other Business – Vice Chair Arlene Zortman asked who sets the rate for the Area Median Income (AMI). Staff responded it is a federal standard (30% of the income), which is set annually by U.S. Department of Housing and Urban Development (HUD)/Colorado Housing and Finance Authority (CHFA) and is depended by County.
10. Adjourn – Vice Chair Arlene Zortman adjourned the meeting at 10:18 a.m.

