



**LONGMONT HOUSING AUTHORITY  
REGULAR MONTHLY MEETING  
NOVEMBER 20, 2018**

HELD AT LONGMONT HOUSING AUTHORITY MAIN OFFICE, 1228 MAIN STREET, LONGMONT, CO  
80501

**1. Call to Order & Roll Call**

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:34 am by Chairman Bruce Robbins

**Members Present:** Bruce Robbins – Chair  
Jean Christopher  
Gay Brown  
Anne Kear

**Others Present:** Jillian Baldwin – Executive Director  
Lori Mora – Comptroller  
David Herrera - Legal Counsel  
Anne Slezak – Accountant  
Melissa Chatwell – Executive Assistant  
Polly Christensen – City Counsel Liason

**Members Absent:** Tim Waters  
Cameron Grant – Attended Executive Session by phone  
Peter Linder

**2. Agenda Revisions & Submission of Documents**

- Budgets for Suites and Aspen Meadows
- Discussion regarding Insurance coverage and claims
- Addition of Executive Session citing C.R.S. 24-6-402(4)(d)

**3. Approval of Agenda**

A motion was made to approve the revised agenda as presented, with the addition of budgets for Suites and Aspen Meadows smf discussion regarding insurance coverage and claims

**Motion:** Jean Christopher                      **Second:** Gay Brown                      **Approved**

**4. Approval of Minutes – October 16 2018**

A motion was made to approve the minutes of September 18, 2018

**Motion:** Anne Kear                                      **Second:** Jean Christopher                      **Approved**

**5. Public Invited to be Heard – None**

**6. Resolution 2018-11, a Resolution of the LHA Board of Directors approving and adopting the 2019 HCV Payment Standards.**

- For the LHA Board of Commissioners to approve the Payment Standard Schedule for use in Y2019 from 100% to 105% of the FMR
- To expend all funds within the HAP program, expend all HAP monies currently sitting, encourage landlord participation, and remain viable within the HAP program

**Motion:** Anne Kear                                      **Second:** Jean Christopher                      **Approved**

**7. Resolution 2018-12, A Resolution of the LHA Board of Directors approving and adopting the 2019 Utility Allowance Schedule**

- A proposal establishing a Utility Allowance Schedule to use in the administration of the LHA Section 8 Rental Assistance Program if utility costs have risen in any one category as recommended in a study for the LHA performed by an outside consultant in 2018

**Motion:** Gay Brown

**Second:** Jean Christopher

**Approved**

**8. Resolution 2018-13, a Resolution of the LHA Board of Directors approving and adopting the Employee Vacation Buy-Back Program**

- A proposal in which the LHA would allow employees to sell back any vacation hours exceeding 160 hours in danger of expiring at end of year as we move through our audit deadlines during holiday time

**Motion:** Anne Kear

**Second:** Jean Christopher

**Approved**

**9. Updates from Executive Director and Executive Team**

- Executive Director - Update on LHA properties:
  - Briarwood - October renovations for Probation completed. Furniture needs to be ordered for four (4) units. There is one (1) vacancy at this property
  - Village Place - Doing well, passed their Limited Partner Review with only two (2) minor findings easily answered. There is one (1) vacancy at this property
  - AMA/AMN/Spring Creek - Property is under assessment and staff is being interviewed to replace the CM
  - Suites - Discussed meth remediation:
    1. Unit 7105 - Released from AllPhase, cleaners scheduled, back on rent roll in December
    2. Unit 7304 - Work in progress with Cherry in tear-down, retested by Weecycle, then handed to AllPhase. 10-day return phase-in, hoping to be back on rent roll by January
    3. Unit 7311 - Regular vacancy vacant since 9/21/2018. Moving through applicants and getting this unit back on rent roll by December
    4. Unit 7209 - Tested hot for meth on initial testing. In phase I of testing (four phases total). Probably January before this unit is back on rent roll
    5. Unit 7301 - Tested hot but below state level; light cleaning will be performed.
    6. Unit-by-unit assessment has identified these vacancies
  - Hearthstone and Lodge - Permanent staff placed. Currently in middle of MOR review. Received email from DOLA re: an audit on Monday, 11/26/2018.
  - Main Office - Annual audit is being prepared, scheduled to be at LHA Main office on 12/07/2018
- Finance
  - Discussion regarding LHDC management of capitol improvements.
  - The Suites Apartments Budget - Current budget also meets debt coverage ratio. Budget has been sent to limited partner, MHEG, with no concerns. The vacancies for this property are trending higher than CHFA 7% due to current vacancies
  - Aspen Meadows Neighborhood - Current budget also meets debt coverage ratio. Vacancies this year have gone over the 7% CHFA requirement annualized at \$16,000 over for the year
  - Both budgets here presented will be the same as presented to the communities.
- Fall River Apartments
  - Fall River update - Fourth floor wall is being walled in and should be completed this week. Builder and architects are discussing grill mounting with stucco
  - Insurance - Discussion regarding which of our insurance claims will be paid and which will be claimed in regard to maintaining our current insurance coverage
- Asset Management
  - Skipped
- Housing Choice Voucher
  - Skipped
- Supportive Services
  - Skipped

**10. New & Old Business - None**

