



The Longmont  
Housing Authority

LONGMONT HOUSING AUTHORITY  
REGULAR MONTHLY MEETING AGENDA

TUESDAY, JULY 18, 2017. 8:30 AM TO 10:30 AM

LHA ADMINISTRATIVE OFFICE BUILDING, 1228 MAIN STREET  
PARKING IS AVAILABLE IN THE REAR OF BUILDING OFF KIMBARK

1. CALL TO ORDER and ROLL CALL
2. AGENDA REVISIONS AND SUBMISSION OF DOCUMENTS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. PUBLIC INVITED TO BE HEARD
6. UPDATE FROM EXECUTIVE DIRECTOR AND EXECUTIVE TEAM
  - a. Programs and Portfolio – Review Separate Monthly Operations Memo
7. **EXECUTIVE SESSION** CITING C.R.S. SECTION 24-6-402(4)(b) for the purpose of conference with attorney for the purposes of receiving legal advice on specific legal questions
8. NEW & OLD BUSINESS
9. BOARD COMMENTS AND COMMITTEE REPORTS
10. NEXT MEETING -- August 15, 2017
11. ADJOURN





Date: July 11, 2017  
To: Michael Reis, Executive Director  
From: Krystal Winship Erazo, Director of Operations  
RE: **Status of Programs and Portfolio, Operations for June 13 through July 11, 2017**

## PORTFOLIO

- 99.1% Year to Date Occupancy excluding the Suites, 95.2% including the Suites: Current Vacancies AMN: 0 AM: 0, Briarwood: 0, Lodge: 2, Hearthstone: 0, Spring Creek: 0, VP: 1. Suites: 4 (80 of 81 units are LIHTC qualified. 1 unit is URA applicable as over-income, 4 previously qualified units are vacant, scheduled to lease in July.
- **Aspen Meadows:** discussion with Boston Capital disposition team to value property to inform financing options for 2018.
- **Aspen Meadows Neighborhood:** no major activity to report, 1 unit turn in June.
- **Lodge and Hearthstone at Hover Crossing:** Submitted Request for Reserves for Replacement to HUD June 26 for exterior paint. Hearthstone drainage repair scheduled for August. Replace stone capstones at gazebos scheduled in July.
- **Suites Rehab/Operations:** Final stages of rehab. Elevator upgrades in process, re-striping completed, remaining FF&E purchases in process. Final GC draw to process in July, Final LHA draw to process August.  
**#7109:** Remediation is complete, insurance claim in process, qualifying applicant.  
**Postponed Grand re-opening, Post-rehab plans:** including staffing new Community Assistant position, staff retreat for program development pending recommendations from attorney investigation.
- **Spring Creek:** 9 months of sustained 100% occupancy, beginning annual resident recertifications. Electronic Car Charge station complete, entrance sign installed, fan remotes solution and a/c adjustments in progress. The community, including the garden, is thriving.
- **1228 Main:** Replacement A/C install scheduled July 10, parking lot seal and re-stripe scheduled in July.
- **615 Main:** no activity to report.
- **Village Place:** Parking lot resurface and stripe estimate received, anticipated reserve expense for late August. Resident gifted patio umbrellas, cushions and flower pots for west patio.
- **Nextlight** has been installed and is in service at Aspen Meadows/Neighborhood and Village Place. Spring Creek, Hearthstone and Lodge are scheduled for August install, and the Suites following.



## OPERATIONS

- Insurance Renewals for D&O effective August 1, Property Insurance Renewals effective September 1.
- Accounting Division has implemented various improvements: Financial Training for staff by division, implemented, delegated and trained on remote deposits and tenant accounting for all community managers, leading software transition process to YARDI anticipated by end of 2016.
- Annual Performance Evaluations of Staff scheduled in August.



### **Compliance**

- Federal Home Loan Bank Annual Certification for Hearthstone at Hover Crossing completed July 10.
- HOME Rent Roll Monitoring Certification submitted to DOH for the Lodge July 11.
- DOH Monitoring and Site visits scheduled for Spring Creek July 14 and Suites July 24.
- HUD Real Estate Assessment Center (REAC) inspection scheduled at Lodge August 2.
- City of Longmont HHSAB presentation for Fall River scheduled July 13.
- 2<sup>nd</sup> quarter Financials to be reviewed to begin 2018 budget development.

### **PROGRAMS**

#### **Housing Choice Voucher Program:**

- 423 families leased as of June 1, 2017.
- 54 Eligibility Packets mailed out July 10 to begin qualifying for Crisman Apartments for occupancy in November.
- Administrative Plan Revisions Public Notice published July 1 through August 14 on [www.longmonthousing.org](http://www.longmonthousing.org) and available in the office. Revisions include Housing Opportunities through Modernization Act (HOTMA) updates, including provisions to broaden the Project Basing program components included. Resolution to adopt to be included in August agenda.

#### **RISE**

- Scheduled to meet with Denver Foundation August 3.
- We are into our 8th week of 15 in the Getting Ahead class and have 11 active and engaged participants. 2 RISE graduates focused on raising their credit scores, have scores over 600. One is looking into applying for Habitat for Humanity. Another RISE graduate moved away from AMN and is renting a home.
- City of Longmont Human Service Agency Review scheduled in August.

### **WORKPLAN July/August**

- Completion of Suites Rehab and Implement Program Recommendations.
- Begin 2017 fiscal review and 2018 budget development.