

MINUTES

Longmont Housing Authority Advisory Board

Tuesday, June 13, 2023

In Person Meeting
The Suites Supportive Housing
(2000 Sunset Way, Longmont, CO 80501)

1. Call to order & Roll Call

The regular meeting was called to order at 9:02 a.m. by Chair Tom DeBie.

Members Present: Tom DeBie
Arlene Zortman
Jean Christopher
Glen Pepper
Jenna Reed
Lauren Cely
Carrie Snow

Members Absent: None

Others Present: Harold Dominguez, Interim Executive Director – 9:07
Molly O'Donnell, Housing and Community Investment Director
Lisa Gallinar, Regional Property Manager, LHA – 9:09
Kyndra Daniels, LHA Accounting Supervisor
Sara Aerne, Master Police Officer

2. Approve minutes from May 9, 2023 meeting – Motion to approve the minutes made by Jean Christopher. Seconded by Glen Pepper. Lauren Cely and Carrie Snow abstained. Passed 5-0-2.

3. Public invited to be heard – None.

4. Organizational Updates

- a. Review of Resident Door Policy – Lisa Gallinar, Regional Property Manager, reviewed a policy staff will implement across all properties in regards to what is allowed on exterior doors due to safety concerns. This policy outlines the following rules. Only one decorative door item is allowed, one door mat, and two decorative wall items.



Board members Jean Christopher and Lauren Cely stated that the schedule for removing holiday/seasonal items should not be specific and should instead have a generic time frame, for example spring, summer, fall, and winter.

Staff will revise the policy and include the suggestions made by the board.

5. Development and Project Updates

Zinnia – Currently under construction. There are resident concerns with construction and levels of disruption. Staff is communicating the phases of construction with residents to ease concerns. Construction will take about fifteen months to complete, and will start leasing up in the fall of next year.

Hover Land – Conceptual design underway, including designs for the early education facility. Staff will bring back designs for the July meeting. Staff is speaking with the Wild Plum Center for potential partnership. The Early Childhood Education facility would be open to the general public with preference to residents living at the property.

Royal Mobile Home Park – City of Longmont Public Works purchased the land that had fifty-six mobile homes before the flood. Staff is planning to use American Rescue Plan Act (ARPA) funds to purchase the land from Public Works, and adding it to the Affordable Housing Funds by the end of June.

Crisman II – About to break ground on the last two buildings. Will complete in early 2024 with lease-up.

615 Main (Center for People with Disabilities (CPWD)) – Draft purchase agreement in place, staff is working on a Memorandum of Understanding (MOU) which includes a five year term with targeted services.

1228 Main (Veterans Community Project (VCP)) – Staff is pulling records on LHA side, looking at the units with funding restrictions and coming up with a plan for transitioning units to VCP.

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

- a. Third party property management strategy discussion & Zinnia recap –Molly O'Donnell, Housing and Community Investment Director, reviewed. LHA will be a third party management company with Zinnia. Staffing plan associated with it needed to be planned in advance of lease-up, had to plan for annual increases, budget for support services, and liability insurance. LHA will be receiving a partnership fee, start-up fee, and incentive fee.



- b. Atwood Commons Special Limited Partnership – Proposed seventy-five units of one and two bedrooms, four story apartment building on 3rd Ave. and Atwood. They are planning to apply for Low Income Housing Tax Credit (LIHTC) in August, if not successful, they will convert to Market Rate. They are interested in LHA being the third party property manager. Staff will ask the LHA Board of Commissioners to commit to a partnership that will follow a policy at the time of entering a partnership.
 - c. Income averaging & property tax exemption discussion –Traditionally Colorado Housing and Finance Authority (CHFA) award 60% Area Median Income (AMI) or below. Income averaging is something that the Internal Revenue Service (IRS) is allowing since 2018, as long as your average AMI is at or below 60% you could mix in 80% AMI units that offsets the cash flow of having 30% AMI units. You get a mixed income community and you receive more income. Regional partners are considering the 80% AMI units. Staff will ask the LHA Board of Commissioners if they would like to make the revision to the current tax exemption policy.
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. Increased to 95% occupancy rate due to changing the waitlist procedures and pre-leasing units. Spring Creek Apartments are now fully leased. Aspen Meadows Senior Apartments are struggling to fill as the units are 50% AMI, and most seniors cannot afford to pay that rent on a fixed income. The Suites Supportive Housing has four vacants due to meth. Village Place Apartments are not leasing any vacant units to be able to use for the resyndication process.
 - ii. Property Updates – Lisa Gallinar, Regional Property Manager reviewed. Susan Spaulding with mediation services is attending Coffee and Conversations at all of the LHA properties. Aspen Meadows Neighborhood has a meth contaminated unit that has been down for over a year. Staff is partnering up with Habitat for Humanity to use their model to remediate the unit. Habitat is currently pricing a proposal for build days. Village Place Apartment residents no longer have assigned parking, staff notified residents a year prior to this change.
 - b. Update from Executive Director – None.



9. Other Business – Sara Aerne, Master Police Officer, informed the board that they have now received the meth detectors. Staff is testing a meth detector within a unit that they know is contaminated to compare results. Staff currently has twenty-four hours of data they need to review.

In addition, Sara Aerne was able to get Mental Health Partners to sign Release of Information (ROI)'s as an option for residents needing services.

10. Adjourn – Chair Tom DeBie adjourned the meeting at 10:42 a.m.

