



LONGMONT HOUSING AUTHORITY  
REGULAR MONTHLY MEETING  
November 15, 2016

1. **CALL TO ORDER/ROLL CALL**

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:30 a.m. by Chairman Anne Kear.

**Members Present:** Anne Kear - Chairman  
Wendell Pickett – Vice Chairman  
Chris Curtis  
Bruce Robbins  
Cameron Grant  
Peter Linder  
Jim Ferguson

**Others Present:** Jeff Moore – City Council Liaison  
Kathy Fedler - City Council Staff Liaison  
Michael Reis – Executive Director/Secretary  
Krystal Winship-Erazo – Director of Operations  
Lori Mora - Comptroller  
Marcia Miller – HCV Program Manager  
Stephanie Shuler – Executive Assistant

**Members Absent:** None

2. **AGENDA REVISIONS & SUBMISSION OF DOCUMENTS** – None.

3. **APPROVAL OF AGENDA** – Chairman Anne Kear declares agenda approved as is, no additional revisions or submission of documents.

4. **PUBLIC INVITED TO BE HEARD** – None. Closed at 8:34 AM.

5. **APPROVAL OF MINUTES – October 18, 2016.**

Changed to minutes include; rewording of Chairman declaring approvals, Bruce Robbins is recused in item 7, items 6b to be rephrased, include meeting location.

**A motion was made to approval the minutes of October 18<sup>th</sup>, 2016 with changes stated above.**

**Motion:** Chris Curtis                      **Second:** Peter Linder                      **Approved**

6. **RESOLUTION 2016 – 11 A RESOLUTION APPROVE THE ADOPTION AND IMPLEMENTATION OF THE REVISED PAYMENT STANDARDS FOR THE SECTION 8 RENTAL ASSISTANCE PROGRAMS.**

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

7. **AGENCY 3Q FINANCIALS AND 2017 AGENCY BUDGET - REVIEW**

**a. 3<sup>rd</sup> Quarter Financials**

- Next quarter both Suites and AMN will be separate from the consolidated.
- Overall in good shape, on target with budgets.
- Low vacancy rates across the entire portfolio.

**A motion was made to approve the 3<sup>rd</sup> Quarter Financials as presented.**

**Motion:** Bruce Robbins                      **Second:** Peter Linder                      **Approved**

**b. 2017 Budgets**

- Budgets sent to HUD, CHFA and Firstbank Holdings, but have not received comments.
- Budgets look to be in line with current trends and projected growth.

**A motion was made to approve the 2017 Budgets as presented.**

**Motion:** Wendell Pickett                      **Second:** Bruce Robbins                      **Approved**

**c. Bank Account Overview**

- All LHA bank accounts are currently at Firstbank
- Four Accounts for both AMN LLLP and Suites LLLP (Operating, Operating Reserve, Replacement Reserve, and Security Deposit).
- LHA Administrative Accounts are HUD/HCV Program, General Operating, Development Reserve, Replacement Reserve and RISE Supportive Service.
- LHA Suites four accounts need to be closed by 12/31/2016.

**A Motion was made to close the LHA Suites Operating, Operating Reserves, Replacement Reserve, and Security Deposit accounts.**

**Motion:** Cameron Grant

**Second:** Wendell Pickett

**Approved**

**8. UPDATES FROM EXECUTIVE DIRECTOR AND EXECUTIVE TEAM**

**a. Programs & Portfolio – Update**

- 98.5% YTD Occupancy.
- Auditors will be here the second week of December.
- Kirsten Fitzgibbons re-hired as Spring Creek Community Manager.
- 50 Units have been leased at Spring Creek.
- Spring Creek received c/o on November 14<sup>th</sup>.
- Suites rehab started November 3<sup>rd</sup>.
- Agatha attended Annual Social Work Education conference in Atlanta, GA where Jennifer Martin PhD, LCSW presented on RISE – went very well.
- RISE received the City of Longmont Human Service Agency Funds - \$20,000 Award for 2017 RISE program progression.
- 432 Vouchers leased up, 18 participants are looking for Housing for a 451 total voucher count.

\*\*note to add Crisman and Fall River updates to future agendas.

**b. 2017 Work Plan – Review and Discussion**

- HCV – Focus on High utilization
- Audit/Programs/Compliance/Budgets – Auditor RFP, Compliance Plan, Budget Prep
- Fall River Apartments – Development schedule & funding plan
- Supportive Services Program – Roll into new RISE program
- Policies/Governance – Establish & Revise to meet regulations.
- Portfolio & Annual Operations – Reach Budget goals, High Occupancy, Meet Compliance.
- Regional Housing Activity – Align Sustainability and strategic plan to align with City of Longmont and countywide goals.
- Agency Administrative Operations – Staffing, business continuation, human resources, space needs, storage, and IT.
- Sustainability & Strategic Plan.

**A motion was made to approve the 2017 Work Plan as presented.**

**Motion:** Bruce Robbins

**Second:** Chris Curtis

**Approved**

**9. NEW & OLD BUSINESS**

**a. Invite & Schedule of annual Holiday Luncheons at Properties**

- Village Place – December 1<sup>st</sup> 11:30 AM – 1:30 PM
- The Lodge – December 5<sup>th</sup> 11:30 AM – 1:30 PM
- The Hearthstone – December 7<sup>th</sup> 11:30 AM – 1:30 PM
- The Suites – December 12<sup>th</sup> 11:30 AM – 1:30 PM (Being held at the Old Sports Authority)
- Aspen Meadows – December 14<sup>th</sup> 11:30 AM – 1:30 PM
- Spring Creek – December 16<sup>th</sup> 11:30 AM – 1:30 PM

9. BOARD COMMENTS AND COMMITTEE REPORTS – None.

10. NEXT MEETING: December 20<sup>th</sup> 2016 – Finance Committee reorganization, Executive Session for Land Acquisition,

16. ADJOURN – Meeting declared Adjourn by Chair Anne Kear at 9:32 AM.

Respectfully Submitted,  
Stephanie Shuler

*Michael Reis*

Michael Reis, Executive Director

*12/20/2016*

Date Approved

*Anne Kear*

Anne Kear, Chairman

*12/20/2016*

Date Approved

