

# MINUTES

## Longmont Housing Authority Advisory Board

**Tuesday, August 8, 2023**

In Person Meeting  
Aspen Meadows Senior Apartments  
(70 21<sup>st</sup> Avenue, 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 – 9:03  
                                      Carrie Snow

Members Absent:           Tom DeBie  
                                      Lauren Cely

Others Present:           Harold Dominguez, Interim Executive Director – 9:03  
                                      Molly O'Donnell, Housing and Community Investment Director  
                                      Lisa Gallinar, Regional Property Manager, LHA  
                                      Kyndra Daniels, LHA Accounting Supervisor  
                                      Tracy Defrancesco, Compliance Manager  
                                      Sara Aerne, Master Police Officer

2. Approve minutes from July 11, 2023 meeting – Motion to approve the minutes made by Josh Stransky. Seconded by Arlene Zortman, with a correction to agenda item 5a, under Village on Main, to read January 2024 not 2023. Passed unanimously.

3. Public invited to be heard

Georgetta Johnston – Resident at Spring Creek Apartments spoke in regards to residents opposing the door policy and people staying overnight at the properties.

4. Organizational Updates

- a. LHDC asset transfer update – Molly O'Donnell gave an update on the Longmont Housing Development Corporation (LHDC) properties.
  - Village on Main – Will be transferred to the Longmont Housing Authority during resyndication.



- Acent at Hover – has been sold to the Longmont Housing Authority.
  - The Hearthstone and Lodge at Hover Crossing – Will need to exit the HUD 202 Program. Staff will possibly attempt this in 2024/2025.
  - Crisman I – Will be good to transfer over since it is currently a corporation and will then be an LLC with LHA.
  - Fall River – Needs to keep a 501c3 in the structure, and therefore the only option is to keep LHDC on with the property.
- b. Establishment of LHA Foundation – The Longmont Housing Development Corporation would like to establish a foundation for a variety of services including; tenant services, development donations, etc. Staff will have conversations with Friends of the Library, Friends of the Senior Center to inquire about establishing a foundation. Staff is also considering the possibility of starting a Community Housing Development Organization (CHDO).

Board member Josh Stransky will coordinate a call with the Executive Director of the foundation he serves on to further assess.

#### 5. Development and Project Updates

- a. PBV award update – Molly O'Donnell explained that the LHA Board of Commission agreed to give award to Ascent at Hover and Atwood Project, contingent of tax credit awards.

Village on Main – Will have their first meeting with architects/residents on Tuesday, August 8 at 3:30 p.m. Staff will set up meeting with the relocation team.

Hover Project/Atwood – Submitted their tax credit applications to CHFA on August 1. Staff is working on partnerships for early childhood education, and continue to seek grant funding.

Zinnia – Finishing utility work that will allow to reopen the parking lot.

Center for People with Disabilities – Signed Purchase/Sale Agreement, targeting closing on August 31.

Veterans Community Project – Holding progress due to not having enough staff capacity.

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

- a. City-owned property management agreement – Molly O'Donnell reviewed the city purchased land and some of the properties that included houses on the property. In 2019, Housing and Community Investment and Public Works



were directed by City Council to use the houses that were ready to rent for affordable housing. The first one is complete (County Line Road and 9 Ave.) It is a 4-bedroom house. There will be a Management agreement between the City of Longmont and the Longmont Housing Authority. Staff reviewed the lease that would be used for that tenant.

Board Members made the following suggestions/comments to the Management Agreement.

- Article G, #1 – the current amount is inconsistent.
- Article T – Tim Hole will review.
- Article M – Need to refer to the Fair Housing Law and the State Law.

Board Members made the following suggestions/comments to the Lease.

- Section 3 – Is not currently allowed with the new law.
- Section 4 – Will be blank and not a zero amount.
- Section 5 – Staff needs to review late charges.
- Section 10 – Question in regard to towing needs to be reviewed.
- Section 11 and Section 22 – need to be combined, and LHA needs to be made aware of the liabilities.
- Section 26 – Using door hangers to allow maintenance into units.
- Section 42 – Need to remove the Violence Against Women Act (VAWA).
- Section 44 – Would like for this to be referenced in the lease.
- Need an addendum to the lease for radon and lead.

- b. Property Tax Exemption Partnership Policy revisions – Removed from the agenda and moving to next month.

7. Resident Quality of Life (standing agenda item)

- a. Meth detectors update – Sara Aerne received two more devices, one of them exploded due to the lithium batteries. Staff has been replacing batteries every week.

Staff is currently looking at grants for meth remediation.

8. LHA Report –

a. Update on Operations

- i. Occupancy Report – Lisa Gallinar, Regional Property Manager, reviewed. 96% occupied, Spring Creek Apartments has one vacant pending transfer. Aspen Meadow Neighborhood has five vacancies, three of which are down for meth contamination, Aspen Meadows Senior Apartments has three vacancies, Fall River has three vacancies, Hearthstone at Hover Crossing is fully leased, the Lodge at Hover Crossing has one vacant, the Suites Supportive Housing has



four vacancies, two of which are down for meth contamination and one due to flooding, Briarwood has three vacancies, two of which are meth contaminated units, Village Place has five vacancies which staff is holding for resyndication.

- ii. Property Updates – Staff have started donations at the Suites for residents who move-in. Staff will attend a Permanent Supportive Housing Conference, Maintenance is attending a Heating, Ventilation, and Air Conditioning (HVAC) certification training. Assistant Community Manager and Community Manager at the Suites have given their notice. Staff will be covering at the different properties until hiring occurs.
- iii. Aged Receivables – Staff wrote off \$8,000 and sent to collections due to deaths and meth contamination.
- iv. Monthly Property Financials – Did not review.
- v. Voucher Issuance Count – Kyndra Daniels reviewed the two-year tool and how HUD/staff determine how many vouchers are awarded.
- vi. Public Health & Safety Updates – Staff is working on bid process for cameras at the properties. The City of Longmont uses Nola cameras, these would be the same cameras. Spring Creek Apartments, Fall River Apartments, Hearthstone at Hover Crossing, Lodge at Hover Crossing, Aspen Meadow Neighborhood, and Village Place do not have any cameras outside the property.

Coffee and Conversations – More awareness to public and safety issues and taking care of the community.

- b. Update from Executive Director – LHA has purchased a snowplow and sander from the City of Longmont.

Carrie Snow left at 11:10 a.m.

- 9. Other Business – Molly O'Donnell explained that staff is looking at installing repeaters that will allow people to connect to the city's network.

Dropped off gifts to Jean Christopher as a “thank you” for serving on the board.

- 10. Adjourn – Vice Chair Arlene Zortman adjourned the meeting at 11:25 a.m.

