



**LONGMONT HOUSING AUTHORITY
REGULAR MONTHLY MEETING
September 20th, 2016**

1. CALL TO ORDER/ROLL CALL

The regular monthly meeting of the LHA Board of Commissioners was called to order at 8:32 a.m. by Chairman Anne Kear.

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

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

Members Absent: Jim Ferguson

- 2. AGENDA REVISIONS & SUBMISSION OF DOCUMENTS** – Addition of HCV resolution & public hearing. Resolutions 2016-09 & 2016-10 for the Suites financing.
- 3. APPROVAL OF AGENDA** – A motion was made to approve the Agenda with addition of documents and resolutions.
Motion: Wendell Pickett **Second:** Chris Curtis **Approved**
- 4. PUBLIC INVITED TO BE HEARD** – None. Closed at 8:35 AM.
- 5. APPROVAL OF MINUTES – August 16th, 2016 Minutes.**
A motion was made to approve the minutes of August 16th, 2016 minutes with the correction of o's in 7. a.
Motion: Peter Linder **Second:** Cameron Grant **Approved**
- 6. RESOLUTION 2016-06. A RESOLUTION OF THE LONGMONT HOUSING AUTHORITY APPROVING THE ADOPTION AND IMPLEMENTATION OF THE REVISED LHA ADMINISTRATIVE POLICY.**
- 7. RESOLUTION 2016-08. A RESOLUTION OF THE LONGMONT HOUSING AUTHORITY APPROVING THE ANNUAL CIVIL RIGHTS CERTIFICATION.**
- 8. PUBLIC HEARING ON RESOLUTIONS 2016-06 AND 2016-08.**
Chairman Anne Kear opened the public hearing at 8:42 AM to receive public comment on Resolutions 2016-06; The adoption and implementation of the revised LHA administrative policy and 2016-08; approval of the annual civil rights certification. No members of the public attended, and no comments verbal or written were received.

A motion was made to approve both resolution 2016-06 and 2016-08.

Motion: Bruce Robbins **Second:** Chris Curtis **Approved**

Chairman Anne Kear closed the public hearings at 8:46 AM. An audio recording of the public hearing is available at the LHA offices.

9. REVIEW 2017 PRELIMINARY BUDGET.

- Great on timing, in our 3rd year of doing budgets in house for property management and feel very confident on the methods we are using.
- AMN budget due November 1st & LHA budget due December 1st.
- Using last year's costs & 2016 first 6 months cost.
- Reserves and how to fund them more in 2016 is an on-going theme to access capital needs.
- Have numbers for insurance, health-insurance, utilities, ect. No numbers from HUD for the HCV program as of yet – speculate it will remain flat.

10. UPDATES FROM EXECUTIVE DIRECTOR AND EXECUTIVE TEAM

a. Portfolio and Programs – Updates

- 98.7% Occupancy: Current Vacancies AMN: 0, AM: 0, Briarwood: 0, Lodge: 2, Hearthstone: 1, Suites: 2, VP: 0.
- Budgets are being developed and are informed by staff.
- Annual performance evaluations completed September 9th.
- Upcoming Housing Colorado Annual Conference. LHA representation includes: 3 sessions hosted by Michael, Lori and Alma. Eagle award nomination for RISE, membership committee participation.
- **HCV**
 - 428 vouchers leased up.
- **RISE**
 - Attended Housing and Human Services Advisory Board Hearing August 22 to present request for funds for \$80,000. Krystal and Agatha to attend the annual conference for the Council on Social Work Education: Advance Collaborative Practice through Social Work Education November 3-6 in Atlanta, GA.

b. Spring Creek

- 97% complete
- 35 Tenants have been qualified, leased up and have move in dates scheduled.
- Most tenants and applicants fall between ages 60-69.
- Coming in under budget.
- Grand Opening is set for October 12th, 3PM – 5PM.

c. Fall River

- Hoping to resubmit PUD Mid-August.
- Still looking to fill funding gaps, will apply again for CHFA tax credits in 2017.

d. Suites

- Heavily working away at the 3 due diligence checklists we have received.
- Working on Closing in late October.
- Delays are being caused by minor sub-division with the City. We have not received comments back – looking at a 2 to 3 week delay.

11. RESOLUTION 2016-07. A RESOLUTION OF THE LONGMONT HOUSING AUTHORITY APPROVING THE ADOPTION AND IMPLEMENTATION THE REFINANCING, CONVEYANCE, AND REHABILITATION OF THE SUITES.

RESOLUTION 2016-09. – A RESOLUTION OF THE LONGMONT HOUSING AUTHORITY THAT THE COMPANY IS HEREBY AUTHORIZED TO ENTER INTO AND BECOME A GENERAL PARTNER IN SUITES APARTMENTS LLLP, A COLORADO LIMITED LIABILITY LIMITED PARTNERSHIP.

RESOLUTION 2016-10. – A RESOLUTION OF THE LONGMONT HOUSING AUTHORITY AUTHORIZING TO ENTER INTO AND BECOME A GUARANTOR UNDER THE GUARANTY ENTERED INTO BY AND AMOUNT THE CORPORATION AND 2000 SUNSET DEVELOPMENT LLC FOR THE BENEFIT OF MHEG FUND 46, LP.

A motion was made to add Resolutions 2016-09 & Resolutions 2016-10.

Motion: Wendell Pickett

Second: Bruce Robbins

Approved

A motion was made to approve Resolutions 2016-07, 2016-09 and 2016-10.
Motion: Wendell Pickett **Second:** Bruce Robbins **Approved**

12. NEW & OLD BUSINESS

- a. Annual Report distributed, was successful.
- b. Regional statewide and affordable housing efforts continue. Meetings have been held and well attended. Draft report will be coming out in October.
- c. Housing Colorado NOW! Annual conference is October 5th – 7th, Anne Kear, Wendell Pickett and Chris Curtis to attend from LHA board. Unfortunately booked between three hotels.

13. BOARD COMMENTS AND COMMITTEE REPORTS – None.

14. MOTION TO ENTER EXECUTIVE SESSION – PER C.R.S 24-6-402(4)(A)

A motion was made to enter Executive session at 10:09 AM. Present in Room: Anne Kear, Wendell Pickett, Bruce Robbins, Peter Linder, Cameron Grant, Chris Curtis, Jeff Moore, Krystal Winship-Erazo, Michael Reis, Lori Mora and Stephanie Shuler.

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

MOTION TO END EXECUTIVE SESSION


A Motion was made to exit Executive Session at 10:27 AM.

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

15. NEXT MEETING: OCTOBER 18 -2017 Budget, Final RISE Report – 2017 Work Plan

16. ADJOURN – Meeting declared Adjourn by Chair Anne Kear at 10:30 AM.

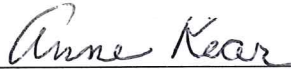
Respectfully Submitted,
Stephanie Shuler



Michael Reis, Executive Director

10/18/16

Date Approved



Anne Kear, Chairman

10/18/16

Date Approved

