

**SOUTH METRO HOUSING OPTIONS  
BOARD OF COMMISSIONERS**

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**Minutes of Regular Meeting  
January 9, 2014**

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The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, January 9, 2014 at 5745 South Bannock Street, Littleton, Colorado 80120.

THOSE PRESENT: Chairman Andrew Hancock, Vice Chairman Stewart Meagher, Commissioners Aaron Heumann, John Ostermiller, Brad Uhlig, and Esther Varela

THOSE ABSENT: Commissioner Libby Bortz

ALSO PRESENT: Dan Burnham, Executive Director; Jo Hamit, Assistant Director; Gerald Humphries, Operations Manager; and Jerry Hill, citizen.

Chairman Hancock called the meeting to order at 6:43 p.m. and declared a quorum present. There were no changes to the proposed agenda which was reviewed and accepted as presented.

There were no unscheduled appearances.

The minutes of the December 12, 2013 regular meeting were reviewed. Commissioner Uhlig requested the following correction to the minutes:

Page 4, ¶4: There needs to be an additional “0” added to \$200,000.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER VARELA THAT THE MINUTES OF THE DECEMBER 12, 2013 REGULAR MEETING BE APPROVED AS AMENDED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Heumann, Ostermiller, Uhlig and Varela.

Nays: None

Absent: Commissioner Bortz

Motion Carried: 6:0:1

Gerald Humphries, Operations Manager, presented the October 2013 and November 2013 financial reports. Through November, the agency year-to-date (YTD) total revenue is \$1,827,423, which is 1.8% above projections. YTD expenses are \$1,712,318, which is approximately 2.9% under projections.

Manager Humphries informed the Board that the draft of the 2013 financial audit is nearly complete and is expected to be presented at the February meeting. Staff is currently working with the auditor for the Powers Circle Apartments LLLP audit, which is scheduled for January.

After reviewing the 2013 and 2014 insurance proposals, staff requested an updated valuation of all SMHO properties from the agency's insurance broker. Many of the properties were revalued due to inflation resulting in approximately 39.6% increase in value. The increased cost for insurance in 2014 reflects the current replacement values.

Commissioner Ostermiller asked if the SMHO employees are covered under the City health insurance plan. Director Burnham replied that health and dental coverage is through the City's plan.

Chairman Hancock asked if the additional money approved at the December meeting for Powers Circle Apartments LLLP cost overrides would provide additional tax credits. Director Burnham replied that, based on initial estimates provided by SB Clark Company and the auditor for the partnership, there could be up to an additional \$70,000 in tax credits allocated to the project over the next ten years depending on the total additional investment required to complete the project.

It was moved by VICE CHAIRMAN MEAGHER and seconded by COMMISSIONER HEUMANN TO APPROVE THE OCTOBER 2013 AND NOVEMBER 2013 FINANCIAL REPORTS AS PRESENTED.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Heumann, Ostermiller, Uhlig and Varela.

Nays: None

Absent: Commissioner Bortz

Motion Carried: 6:0:1

Director Burnham presented the following administrative items:

***a) Resolution 14-01 Designation and Posting of Meetings for 2014***

The State of Colorado Sunshine Act requires that public entities designate the location for posting of public notices as well as the location and dates for all public meetings. The Board affirms the information annually at the beginning of each calendar year.

The front window of the administrative office is designated as the official posting place for public meeting notices. The date is established as the first Thursday of each month at 6:30

p.m. at the administrative offices, located at 5745 S. Bannock Street, unless posted otherwise. The proposed agenda for each meeting will be posted on the SMHO website prior to the meeting.

It was moved by COMMISSIONER HEUMANN and seconded by COMMISSIONER UHLIG TO APPROVE RESOLUTION 14-01, DESIGNATING THE TIME AND PLACE OF REGULAR SMHO MEETINGS AND LOCATION OF POSTING OF PUBLIC NOTICES.

Ayes: Chairman Hancock, Vice Chairman Meagher, Commissioners Heumann, Ostermiller, Uhlig and Varela.

Nays: None

Absent: Commissioner Bortz

Motion Carried: 6:0:1

***b) 2013 SEMAP Score***

SMHO received notification from the Department of Housing and Urban Development (HUD) that the evaluation of the information submitted in November for the Section 8 Management Assessment Program (SEMAP) was completed. The score for 2013 is 96%, which designates the program as a high performer.

***c) Board Vacancies – application***

Director Burnham reminded the Board that Commissioners Uhlig and Meagher are up for reappointment to the SMHO Board. Applications are due to the City by January 31, 2014.

***d) Powers Circle Apartments Update***

Director Burnham provided the following update information for the Powers Circle Apartments renovation project:

- ✓ New roofs on each building have been completed.
- ✓ 27 units have been completed.
- ✓ The first moves for current residents will take place this weekend. Approximately ten residents will relocate in the next two weeks.
- ✓ Applications for approximately 20 potential residents are currently being reviewed for eligibility by SMHO staff and Ross Management.
- ✓ The on-site leasing office is now open 20 hours during the week.
- ✓ Interior railings are currently being replaced.
- ✓ New interior signage has been ordered.

- ✓ The Green Criteria required for the tax credits was reviewed this week. Additional points will be earned with the designation of the units being smoke-free.

Other Business:

Commissioner Meagher reported on a meeting held recently regarding the revitalization of Littleton Blvd. The meeting was conducted as a result of the Littleton Retreat that was held in October.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HEUMANN to recess the regular meeting into Executive Session at 7:16 p.m. Those present at the Executive Session were: Chairman Hancock, Vice Chairman Meagher, Commissioners Heumann, Ostermiller, Uhlig and Varela; Executive Director Burnham.

The regular meeting was reconvened at 7:56 p.m.

The next regular meeting will be held on Thursday, February 6, 2014 at 6:30 p.m.

It was moved by COMMISSIONER OSTERMILLER and seconded by COMMISSIONER HEUMANN TO ADJOURN THE MEETING. There being no further business, CHAIRMAN HANCOCK adjourned the meeting at 8:00 p.m.

ATTEST:

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Andrew Hancock  
Chairman

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Dan Burnham  
Secretary