



Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
May 13, 2021 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, May 13, 2021 at 6:00 p.m. MDT remotely via Zoom Video Communications Meeting ID: 896 9357 9171 and Password: 511286, or dial-in number (346) 248-7799.

Commissioners Present

Kyle Henderson, Chairman
Pat Cronenberger, Vice
Chairperson
Kate Peterson, Commissioner
Aubrey Ebbs, Commissioner
Aaron Heumann, Commissioner
Lauren Acres, Commissioner

Commissioners Absent

None

SMHO Leaders/Others Present

Corey Reitz, Executive Director
Lauren Money, Deputy Director &
Director of Finance
Emma Mallory, Executive Director
of Libby Bortz Assisted Living
Pam Chadbourne, Community
Member

Board Meeting Minutes

Call to Order

Chairman Henderson called the meeting to order on May 13, 2021 at 6:03 p.m. MDT. A quorum of members was present, and the meeting was ready to proceed with business.

Review of the Agenda

Chairman Henderson reviewed the agenda. The agenda was adopted by the Board.

Unscheduled Public Appearances

A member of the Littleton community, Pam Chadbourne, addressed the Board. She asked the Board to look at the risks, warning signs, policies that need to be implemented, and those impacted by decisions when discussing the unified land use code (ULUC). She urged the Board to advocate for affordable housing near the light rail transit and hub.

Scheduled Public Appearances

There were no scheduled public appearances.

VOTE: Approval of the Minutes of April 8, 2021 Regular Meeting

Upon motion duly made by VICE CHAIRPERSON CRONENBERGER and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE APRIL 8, 2021 REGULAR MEETING.



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AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Heumann, Commissioner Ebbs, Commissioner Peterson, Commissioner Acres, and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0

Financial Reports

Finance Committee Comments

Commissioner Ebbs provided an update to the Board on behalf of the Finance Committee. She pointed out the decrease in vacancy rates and how they are at the lowest point in well over a year. Several of the SMHO properties are at 100% capacity, which speaks to the efforts of staff in getting the vacant units filled as well as retaining existing residents.

VOTE: SMHO, Powers Circle Apartments, & Libby Bortz Assisted Living Center Financial Reports

Deputy Director & Director of Finance, Lauren Money, presented the financial reports. Financial statements and project results were reported as of April 30, 2021. A high-level overview was provided and changes to account balances and budget variances were examined. Expenses at Amity Plaza were over budget, primarily driven by higher vacancies in the beginning of the fiscal year resulting in a higher number of unit turns and higher flooring expenses. Although revenue at Amity Plaza is below budget while expenses are above budget, the property is still operating with a profit. Alyson Court is now 100% occupied but should continue to be monitored in order to control expenses due to the deficit in revenue. John Newey is now 100% occupied, as well, and is performing well in terms of budget. The Public Housing figures vary significantly when compared to budget due to the delay in the Section 22 conversion. Rapp Street is another property to keep watch as revenue is only at 82% of the amount budgeted while expenditure is at 98%. The vacancies at Rapp Street are intentional at this point and filling the currently vacant units will need to be reassessed by SMHO management.

Overall, on a consolidated basis (excluding Libby Bortz Assisted Living Center (LBALC) and Powers Circle Apartments (PCALLP)), SMHO remained in a strong financial position. The resident accounts receivable ratio of 2.5% was a significant improvement from the prior month ratio of 7.5%. The debt service coverage ratio (DSCR) of 1.25 times was just hitting the target and was also an improvement from 1.16 times in the prior month.

LBALC and PCALLP were continuing to perform well as of April 30, 2021. Decreased vacancy along with expense control has continued to be instrumental in supporting the financial stability of these two properties and must continue throughout the remainder of the fiscal year.

As noted by Commissioner Ebbs, the vacancy chart evidences that vacancies are continuing to trend in the right direction and are at the lowest rate since July 2019.

Upon motion duly made by COMMISSIONER EBBS and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF APRIL 30, 2021.



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AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Heumann, Commissioner Peterson, Commissioner Acres, Commissioner Ebbs, and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0

Resolutions

VOTE: Resolution 21-07: Section 22 Tenant Protection Voucher (TPV) Policy

Executive Director Reitz presented Resolution 21-07 pertaining to the Section 22 Tenant Protection Voucher (TPV) Policy. SMHO has been intentional about making the process of conversion as painless as possible for its Public Housing residents. The Section 22 TPV Policy will allow residents to have preference for a voucher for up to two years if they do not currently qualify and their circumstances change within that timeframe. SMHO will also ensure that those residents that do not currently qualify for a voucher are able to remain in their homes longer if needed.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO ADOPT RESOLUTION 21-07, APPROVING THE SECTION 22 STREAMLINED VOLUNTARY CONVERSION TPV POLICY.

AYE: Chairman Henderson, Vice Chairperson Cronenberger, Commissioner Heumann, Commissioner Peterson, Commissioner Acres, Commissioner Ebbs, and Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0

Staff Reports

Emma Mallory—LBALC Executive Director

Emma Mallory, Executive Director of LBALC, addressed the Board. Current and anticipated occupancy was discussed, as well as staffing and resident dining. Occupancy is expected to continue to improve over the next few months and staffing is better. There has been stabilization in the kitchen and the new chef is doing well. With the new ordinances released by Tri-County Health, residents are now able to leave the facility and families are able to come visit by appointment to ensure proper cleaning after their visits. Volunteers and vendors for activities are still on hold but this is anticipated to be lifted soon. COVID-19 vaccination numbers for staff and



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residents were noted, including proper protection protocol for those that are not vaccinated. As Ms. Mallory will be relocating in June, she was thanked for her time and service with LBALC.

Other Updates

New email addresses have been setup for all Board members. They were reminded to be consistent in using these new email addresses for Board business moving forward.

The tax credits for Powers and Elati have been awarded. It is a huge accomplishment to receive the 9% low-income housing tax credit (LIHTC) in the first round. Time is of the essence since the construction budget is outdated at this point due to the escalation of lumber prices and other increases that will impact the budget.

Commissioner Reports

Real Estate Committee

The Section 22 conversion is officially complete. This was a big milestone for SMHO.

Governance Committee

The Governance Committee had nothing to report but has a lot of new tasks on their plate.

Other Reports

The Board discussed *The Color of Law*. Nimbyism was discussed along with the difference in context in different places. The Governance Committee has been tasked with choosing the next book for the group to read.

Commissioners were urged to fill out the housing survey that was resent by the City through Housing Online. There's also an additional survey out on economic development. These surveys will be utilized to inform the ULUC.

A pop-up was added to the SMHO website to be added to the email distribution list.

The progress of onboarding new commissioners was discussed as well as the potential to meet in person with consideration of the new guidance that has been released.

Other Business

No other business was discussed.

Next Meeting

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for June 10, 2021 at 6:00 p.m. MDT. The location of the meeting is to be determined and will be communicated to Commissioners using their new email addresses.

Adjournment

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE REGULAR BOARD MEETING ON MAY 13, 2021 WAS ADJOURNED AT 6:44 p.m. MDT. The motion carried.



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ATTEST:

X

Kyle Henderson
Chairman

X

Corey Reitz
Secretary