



Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
August 12, 2021 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on Thursday, July 8, 2021 at 6:00 p.m. MDT at 5808 S. Rapp Street, Suite 100, Littleton, CO 80120.

Commissioners Present

Kyle Henderson, Chairman

Pat Cronenberger, Vice
Chairperson
Aubrey Ebbs, Commissioner
Lauren Acres, Commissioner
Sandra Petry, Commissioner
Kate Peterson, Commissioner

Commissioners Absent

Aaron Heumann, Commissioner

SMHO Leaders/Others Present

Corey Reitz, Executive Director
Gerald Humphries, Finance
Manager
Ivan Anaya, Director of Real Estate
Sarah Leon, Executive Director of
Libby Bortz Assisted Living Center
Pam Chadbourne, Littleton
Community Member

Board Meeting Minutes

Call to Order

Chairman Henderson called the meeting to order on July 8, 2021 at 6:03 p.m. MDT. A quorum of members was present, and the meeting was ready to proceed with business. Upon the meeting being called to order, Chairman Henderson represented the Board of Commissioners by reading the SMHO mission statement.

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 commented that the sandwich board outside of the main office should have friendlier language. Ms. Chadbourne does not think the existing housing in the North part of Littleton should be demolished to build new housing. She stated there is urgency to inform City Council of the importance of building affordable and accessible housing near the light rail stations.

Scheduled Public Appearances

There were no scheduled public appearances.



South Metro Housing Options

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

Upon motion duly made by COMMISSIONER ACRES and seconded by COMMISSIONER PETRY, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE JULY 8, 2021 REGULAR MEETING.

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

NAY: None

ABSTAIN: Commissioner Peterson

ABSENT: None

MOTION CARRIED: 5:1:0

Financial Reports

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

Chairman Henderson reported that Deputy Director and Director of Finance Lauren Money has resigned her position with SMHO. Finance Manager Gerald Humphries presented the financial reports. Project results were reported as of June 30, 2021. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. On a consolidated basis (excluding Libby Bortz Assisted Living Center (LBALC) and Powers Circle Apartments (PCALLLP)), SMHO has continued to remain in a strong financial position. Occupancy, especially at Powers Circle has been trending in a good direction.

Upon motion duly made by COMMISSIONER EBBS and seconded by VICE CHAIRPERSON CRONENBERGER, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF JUNE 30, 2021.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0

Staff Report

LBALC Update

LBALC Director Leon reported that staffing has been a challenge, which is similar at other agencies and some departments are struggling more than others. Plan to increase starting wages for some of the open positions. Physical condition of the building is doing well, no major issues. Mask mandates have remained in place



South Metro Housing Options

through COVID, nothing has changed. Rapid testing is now required for staff and residents who leave the building for more than 24 hours.

Resolutions

VOTE: Resolution 21-09: Approval of Application for HOME Funds Through Colorado Department of Local Affairs (DOLA)

Director of Real Estate Ivan Anaya presented Resolution 21-08 pertaining to the application to DOLA/CO Division of Housing for HOME, CDBG, HDG or HTF funds. The choice will be made by the Division of Housing and is related to the 9% Low Income Housing Tax Credit development on Powers/Elati.

Upon motion duly made by VICE CHAIRPERSON CRONENBERGER and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-08, APPROVING THE APPLICATION FOR HOME FUNDS THROUGH THE COLORADO DEPARTMENT OF LOCAL AFFAIRS.

VOTE: Resolution 21-10: Approval to Negotiate and Explore the Purchase of Property at 1781 W. Ridge Rd.

Director of Real Estate Ivan Anaya presented Resolution 21-10 pertaining to the purchase of property located at 1781 W. Ridge Rd, Littleton CO 80120. In 2003, SMHO provided \$60,000 down payment assistance to a family at 1781 Ridge Road. The agreement entailed the family repaying the \$60,000 and splitting the equity with SMHO when they sold the property. SMHO also has the right of first refusal and would like to purchase the home, put it into the land trust with Habitat for Humanity, and maintain the affordability with a deed restriction going forward. The purchase price would be \$295,000.

Upon motion duly made by COMMISSIONER EBBS and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 21-10, APPROVING THE NEGOTIATION AND PURCHASE OF PROPERTY LOCATED AT 1781 W. RIDGE ROAD, LITTLETON, CO 80120.

Staff Reports

Western Welcome Week

SMHO will have a booth during Western Welcome Week. Ideas were discussed for a game that includes a spinning wheel and prizes. Ideas also discussed how to best educate the community regarding affordable housing.

Staffing

Director Reitz discussed changes in structure and several positions in the Housing department. Helen Hoy has been promoted to the Director of Housing, overseeing Housing and Maintenance departments. Jamie Hensley will now be in a new position that includes duties such the 504 Coordinator and Yardi specialist. Jodi Rodriguez will continue to oversee the Housing team as the Housing Programs Manager.

Commissioner Reports

Chairman Henderson stated the goal is for everyone to read the new book by the board retreat in October.



South Metro Housing Options

Commissioner Peterson gave an update on the board retreat in October. It was determined that Nikki McCord, who has facilitated past retreats, would be the preference. In terms of agenda, discussed several options including: mission/vision refresh and discussion, training by attorney, strategic planning, and Real Estate strategic planning.

Commissioner Acres reported that a WIMPS walk is scheduled for the last Wednesday of the month and Representative David Ortiz was scheduled to join.

Other Business

None.

Next Meeting

The next Board of Commissioners of South Metro Housing Options meeting is scheduled for September 9, 2021, at 6:00 p.m. MDT. The meeting will be held at the SMHO main office located at 5808 S. Rapp Street, Suite 100, Littleton, CO 80120.

Adjournment

Upon motion duly made by VICE CHAIRPERSON CRONENBERGER, THE REGULAR BOARD MEETING ON AUGUST 12, 2021, WAS ADJOURNED AT 7:55 p.m. MDT. The motion carried.

ATTEST:

X

Kyle Henderson
Chairman

X

Corey Reitz
Secretary