



*Strengthening our community by creating opportunities for diverse housing alternatives.*

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**Board of Commissioners  
Minutes of Regular Meeting  
May 12, 2022 at 6:00 p.m.**

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The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on April 14, 2022 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

**Commissioners Present**

Kyle Henderson, Chairperson  
Pat Cronenberger, Commissioner  
Aubrey Ebbs, Vice Chairperson  
Kate Peterson, Commissioner  
Aaron Heumann, Commissioner  
Sandra Petry, Resident Commissioner  
Lauren Acres (via Zoom)

**Commissioners Absent**

None

**SMHO Leaders/Others Present**

Corey Reitz, Executive Director  
Brian Sheppelman, Director of Finance  
Pam Chadbourne, Community Member

**Board Meeting Minutes**

**Call to Order**

Chairperson Henderson called the meeting to order on May 12, 2022 at 6:05 p.m. MST. A quorum of members was present, and the meeting was ready to proceed with business.

**Review of the Agenda**

Chairperson Henderson reviewed the agenda. The update from Sarah Leon was removed from the agenda.

**Unscheduled Public Appearances**

Community member Chadbourne expressed her concerns about the elimination of mobile home parks.

**Minutes**

**VOTE: Approval of the Minutes of April 14, 2022 Regular Meeting**

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE APRIL 14, 2022 REGULAR MEETING.

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

NAY: None

ABSTAIN: Vice Chairperson Ebbs



## South Metro Housing Options

ABSENT: None

MOTION CARRIED: 6:0:1:0

### **Staff Reports**

#### ***Executive Director Reitz presented the following updates:***

Ivan Anaya, Director of Real Estate, has given his notice and will be resigning from his position at the end of July. Search for his replacement will begin immediately. SMHO will also begin the search for a Deputy Director, which is a position that has been vacant since Director of Finance/Deputy Director Lauren Money left the agency last summer.

SMHO is exploring implementing an internship program. Human Resources Manager Sandra Boles has begun the process, as the program would most likely offer internships in all departments.

The Amity Plaza elevator that was recently repaired continues to have problems. TKE is scheduled to be on site on May 27<sup>th</sup> to investigate the current issues with the elevator.

Executive Director Reitz will be part of an interview panel next week for the vacant City Manager position.

### **Commissioner/Committee Reports**

The Governance Committee discussed the updated agency bylaws. Training for the board was also discussed, with the specific types of training to be determined over the next few months.

The Real Estate Committee reported on the Powers/Elati project. The Financial close is expected to happen in mid to late July, with groundbreaking most likely in the beginning of August. Asbestos remediation and demolition to be completed in late June.

Commissioner Cronenberger discussed her concerns with the Geneva Village situation. There is particular concern regarding the messaging around SMHO's exit from the management agreement with the city in 2019. SMHO exited the property management agreement in 2019, in part, because residents at Geneva Village were not income qualified to live at the property. All other SMHO affordable housing program requires the residents to be income qualified, so Geneva Village was quite different than the other programs. Commissioner Cronenberger stated that it was particularly important for SMHO to remind the community why we stopped managing the property.

### **Financial Reports**

#### ***VOTE: SMHO, Powers Circle Apartments (PCALLP), & Libby Bortz Assisted Living Center (LBALC)***

#### ***Financial Reports***

The Finance Committee and Finance Director Brian Sheppelman presented the financial reports ending March 2022. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined.

Upon motion duly made by VICE CHAIRPERSON EBBS and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF MARCH 31, 2022.



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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

**Resolution**

***VOTE: Resolution 22-05: Adoption of Revised By-Laws***

Executive Director Reitz presented Resolution 22-05, adoption of revised agency by-laws. The primary revision changed the requirement for 2<sup>nd</sup> signatures on checks, from a limit of \$10,000 to \$40,000.

Upon motion duly made by COMMISSIONER HEUMANN and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 22-05.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

**Next Meeting**

The next Board of Commissioners of South Metro Housing Options is scheduled for June 9, 2022. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

**Adjournment**

Upon motion duly made by COMMISSIONER HEUMANN, THE REGULAR BOARD MEETING ON MAY 12, 2022 AT 7:18 p.m. MST. The motion carried.



South Metro Housing Options

ATTEST:

X

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Kyle Henderson  
Chairman

X

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Corey Reitz  
Secretary