



South Metro Housing Options

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

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**Board of Commissioners  
Minutes of Regular Meeting  
January 12, 2023 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 January 12, 2023 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

**Commissions Present**

Kyle Henderson, Chairperson  
Aaron Heumann, Commissioner  
Lauren Acres, Commissioner  
Kate Peterson, Commissioner  
Pat Cronenberger, Commissioner

**Commissioners Absent**

Aubrey Ebbs, Vice Chairperson  
Sandra Petry, Resident Commissioner

**SMHO Leaders**

Corey Reitz, Executive Director  
Joanna Crosby, Deputy Director  
Arturo Fuentes, Real Estate  
Gerald Humphries, Finance Manager

**Others Present**

Pam Chadbourne, Community Member  
John Marchetti, Community Member

**Board Meeting Minutes**

**Call to Order**

Chairperson Henderson called the meeting to order on January 12, 2023, at 6:04 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.

**Unscheduled Public Appearances**

Community member Chadbourne discussed posting locations for SMHO, energy efficiency of housing, and Ballot Question 300.

**Minutes**

**VOTE: Approval of the Minutes of December 8, 2022 Regular Meeting**

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE DECEMBER 8, 2022 REGULAR MEETING.



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

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Ebbs, Resident Commissioner Petry

MOTION CARRIED: 5:0:0:2

**Staff Reports**

*Executive Director Reitz presented the following update:*

Opened discussion to determine if the board would like to provide a letter of support for the new housing development that is being proposed near Powers and Delaware. It was determined that a letter of support was appropriate.

Staff has been working on the new Health/Wellness plan, as the current one ends in March.

A new Director of Finance has been hired, so now working on filling an Occupancy Specialist and a couple of Maintenance positions.

**Resolutions**

*VOTE: Resolutions 23-01: Designation of Posting Place for Public Meetings*

Staff presented Resolution 23-01, the annual resolution to determine posting places for public meetings and notices. The locations remain unchanged.

Upon motion duly made by COMMISSIONER ACRES and seconded by COMMISSIONER PETERSON, THE BOARD VOTED UNANIMOUSLY TO APPROVE RESOLUTION 23-01.

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

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Ebbs, Resident Commissioner Petry

MOTION CARRIED: 5:0:0:2



***VOTE: Resolutions 23-02: Approval of Powers Circle Apartments Annual Operating Budget***

Finance Manager Humphries presented the proposed 2023 Powers Circle Operating budget. Total Revenue is budgeted at \$844,786, a 17% increase from 2022. Total Expenses are projected to increase 3.28%, with an NOI of \$137,268.

Upon motion duly made by COMMISSIONER ACRES and seconded by COMMISSIONER HEUMANN, THE BOARD VOTED UNANIMOUSLY TO APPROVE RESOLUTION 23-02.

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

NAY: None

ABSTAIN: None

ABSENT: Vice Chairperson Ebbs, Resident Commissioner Petry

MOTION CARRIED: 5:0:0:2

**Commissioner/Committee Reports**

Commissioner Cronenberger identified Ballot Question 300 as a topic that is currently relevant and will soon be voted on.

Governance Committee is working on a contract for Director Reitz and a job description for Commissioners. Committee also asked if there were any updates regarding applicants for open board positions, and there were no updates at this time. The handbook for new commissioners will also be refreshed before any new board members begin.

**Financial Reports**

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

Staff presented the financial reports ending November 30, 2022. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined. Since the financial reports represented year-end information, a focus was on the large variances in the reports.

Upon motion duly made by COMMISSIONER ACRES and seconded by COMMISSIONER HEUMANN, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF NOVEMBER 30, 2022.

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

NAY: None



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ABSTAIN: None

ABSENT: Vice Chairperson Ebbs, Resident Commissioner Petry

MOTION CARRIED: 5:0:0:2

**Executive Session**

At 7:22 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session.

At 8:21 p.m., Commissioner Cronenberger moved to adjourn out of Executive Session.

Commissioner Cronenberger moved to authorize Executive Director Reitz to continue negotiations related to the purchase of the Sullivan. The motion was seconded by Commissioner Heumann and unanimously approved with Vice Chairperson Ebbs and Commissioner Petry absent

**Next Meeting**

The next Board of Commissioners of South Metro Housing Options is scheduled for February 9, 2023. 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 JANUARY 12, 2022 AT 8:22 p.m. MST. The motion carried.

ATTEST:

X

Kyle Henderson  
Chairperson

X

Corey Reitz  
Secretary