



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  
November 10, 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 November 10, 2022 at 6:00 p.m. MST at 5808 S. Rapp St., Suite 100, Littleton, CO 80120.

**Commissioners Present**

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

**Commissioners  
Absent**

None

**SMHO Leaders**

Corey Reitz, Executive Director  
Joanna Crosby, Deputy Director  
Mike Egan, Finance Director  
Arturo Fuentes, Real Estate Manager

**Others Present**

Pam Chadbourne, Community  
Member

**Board Meeting Minutes**

**Call to Order**

Chairperson Henderson called the meeting to order on November 10, 2022 at 6:03 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 distributed a Geneva Village Community Proposal and discussed the importance of Geneva Village.

**Minutes**

**VOTE: Approval of the Minutes of October 13, 2022 Regular Meeting**



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Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF THE OCTOBER 13, 2022 REGULAR MEETING.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

### **Report from Council Member Milliman**

Council Member Milliman reported on the passage of the Inclusionary Housing Ordinance in Littleton. The ordinance was passed unanimously (7-0). Council Member Milliman stated that while the ordinance is not perfect, it is a great step in the right direction to address the affordable housing issue in Littleton. The ordinance will be a fluid document that can be modified over time.

Geneva Village is the next housing topic that will be addressed with a Study Session upcoming in early December.

### **Staff Reports**

*Executive Director Reitz presented the following update:*

Proposition 123 passed by a thin margin, which was an initiative that SMHO supported.

Executive Director Reitz will be co-presenting highlights of the Centennial Housing Workgroup to Centennial City Council.

Amity elevator work is scheduled to resume and should be completed by mid-December. The consultant will be managing the project and work with the elevator contractor.

There are currently several open positions in every department. There has been a lot of interest in the open positions and more resumes have been submitted than in the past.

*Real Estate Manager Fuentes presented the following update:*

Overlook is on schedule and concrete pouring will begin within the next week.

Two more scattered sites are scheduled to close at the end of November, early December. Habitat for Humanity is currently rehabbing eight homes.



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A Mechanical Engineer has inspected the mechanical systems at the Rapp St. building. The projects will be prioritized to determine what needs to be completed now and what projects can be completed over the next few years.

The parcel on Broadway is currently in the very preliminary stages of site planning. Several options are being considered.

### **Resolutions**

#### ***VOTE: Resolutions 22-13 : Renewal of John Newey HAP Contract***

Staff presented general information and options related to the John Newey HAP contract, which will be expiring in early 2024. After discussing all the options, it was determined more information is needed and the resolution was tabled until the December meeting.

Upon motion duly made by CHAIRPERSON HENDERSON and seconded by COMMISSIONER CRONENBERGER, THE BOARD UNANIMOUSLY VOTED TO TABLE RESOLUTION 22-13.

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

NAY: None

ABSTAIN: Vice Chairperson Ebbs

ABSENT: None

MOTION CARRIED: 6:0:0:1

### **Commissioner/Committee Reports**

The Governance Committee reported that Executive Director Reitz' performance appraisal would be completed for the December meeting. The committee also discussed the need for board members to fill the position that will be coming vacant. Clarification is needed from the City Staff/City Council regarding the process of appointing the new board member. The Governance Committee also initiated discussion regarding the option of attending board meetings virtually, if needed. The committee will look further into a policy to provide guidance on this subject.

### **Financial Reports**

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

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

Staff presented the financial reports ending September 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 VICE COMMISSIONER EBBS and seconded by COMMISSIONER ACRES, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF SEPTEMBER 30, 2022.



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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 7:0:0:0

**Executive Session**

At 7:58 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session.

At 8:30 p.m., Commissioner Huemann moved to adjourn out of Executive Session.

Commissioner Heumann moved to authorize Executive Director Reitz to sign a Purchase and Sale Agreement for the Sullivan. The board will conduct another vote before the Due Diligence period expires. The motion was seconded by Commissioner Acres and unanimously approved with Vice Chairperson Ebbs abstaining.

**Next Meeting**

The next Board of Commissioners of South Metro Housing Options is scheduled for December 8, 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 NOVEMBER 10, 2022 AT 8:33 p.m. MST. The motion carried.

ATTEST:

X

Kyle Henderson  
Chairperson

X

Corey Reitz  
Secretary