



South Metro Housing Options

Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
August 10, 2023, at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on August 10, 2023, 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
Merrill, Stillwell, Commissioner
Pat Cronenberger, Commissioner
Kate Peterson, Commissioner
Sandra Petry, Resident Commissioner

Commissioners Absent

None

SMHO Leaders

Corey Reitz, Executive Director
Kara Williams, Finance Director

Others Present

Pam Chadbourne, Community Member
Kelly Milliman, City Council Member
Elizabeth Kay Marchetti, Community Member

Board Meeting Minutes

Call to Order

Chairperson Henderson called the meeting to order on August 10, 2023, 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.

Unscheduled Public Appearances

None.



Minutes

VOTE: Approval of the Minutes of July 13, 2023, Regular Meeting

Upon motion duly made by COMMISSIONER STILLWELL and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE MINUTES OF JULY 13, 2023, REGULAR MEETING.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Cronenberger, Commissioner Stillwell, Commissioner Peterson, Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

Staff Reports

SMHO Executive Director Reitz presented the following updates:

Alyson Court's waiting list was opened and over 400 applications were accepted and approximately 200 were placed on the waiting list. Bradley House's waiting list will be the next one to open within the next month.

The Alyson Court contract renewal is in the process of being completed. The HAP is expiring this year, and the renewal will allow for the contract rents to be increased. A Rent Comparability Study has been completed and the appropriate paperwork has been submitted to CHFA. The new HAP would be in place for five years.

SMHO is working with Energy Outreach Colorado on multiple projects at Alyson Court. The nonprofit organization receives grants and funding to provide weatherization and energy efficiencies to qualified agencies, like SMHO, who serve a particular demographic. We have worked with them in the past on other projects and SMHO pays a relatively small portion of the total costs, and the rest of the project is paid for by grants, rebates, etc. The current overall projects will be approximately \$300k with SMHO's portion amounting to approximately \$15K.

Board tours of the properties will happen on Friday, August 11th.

A reminder was given that the October board meeting includes the election of officers, and the election will be held during the meeting.

Resolutions

VOTE: Resolutions 23-05: Update to Tenant Selection Plan

Executive Director Reitz presented Resolution 23-05, updating the Tenant Selection Plan, which is the major policy document for the Project Based Rental Assistance program and defines SMHO's policies for program



South Metro Housing Options

implementation and administration. The specifically proposed update is to identify a timeframe for considering an applicant's credit history, which would be five years.

Upon motion duly made by COMMISSIONER PETERSON and seconded by COMMISISONER CRONENBERGER, THE BOARD VOTED UNANIMOUSLY TO APPROVE RESOLUTION 23-05.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Cronenberger, Commissioner Stillwell, Commissioner Peterson, Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

Report from Council Member Milliman

Council member Milliman presented the following updates:

Council voted to appoint Elizabeth Kay Marchetti to the SMHO board to fill the vacant position.

City Council recently discussed the annual budget and reviewed priorities, which includes Housing.

Western Welcome Week is coming up.

Commissioner Cronenberger asked Council Member Milliman a question regarding the letter SMHO sent to city staff regarding Geneva Village. Council Member Milliman stated that city staff has received the letter and will share the letter with council closer to the joint meeting between City Council and the SMHO board.

Commissioner/Committee Reports

Governance Committee—Commissioner Peterson stated the board retreat agenda is almost set for the October retreat. The performance review, contract, and updated job description for Executive Director Reitz are all on track to be completed on time.

The Real Estate Committee gave an update on several initiatives. The Section 22 conversion continues to proceed, with approximately \$6M in sales thus far. The next scheduled sale is to a family who were previous Public Housing residents in one of the scattered sites that was converted. The remainder of the homes should be sold within the next fiscal year.

The Sullivan is scheduled to be closed by end of the year and Overlook construction is going well with no major issues. Due to weather considerations, more thought and discussion will need to be had regarding the grand opening event for the Overlook. In regard to Emerald Point, three development options are being discussed, and discussion may push into the October board retreat.



Financial Reports

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

The Finance Committee and Finance Director Kara Williams presented the financial reports ending June 30, 2023. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined.

Occupancy continues to improve at most of the properties, but LBALC is struggling with both occupancy and staffing. A special budget meeting will be held with the staff and Finance Committee to prepare for the September presentation and review of the 2023-2024 annual budget. The annual agency audit is getting close to being completed.

Upon motion duly made by COMMISSIONER CRONENBERGER and seconded by COMMISSIONER STILLWELL, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF JUNE 30, 2023.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Cronenberger, Commissioner Stillwell, Commissioner Peterson, Commissioner Petry

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

Next Meeting

The next meeting of the Commissioners of South Metro Housing Options is scheduled for September 14, 2023. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

Other Business—None

Executive Session

At 7:04 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session.

At 7:40 p.m., Commissioner Cronenberger moved to adjourn out of Executive Session.

Adjournment

Upon motion duly made by COMMISSIONER CRONENBERGER THE REGULAR BOARD MEETING ON AUGUST 10, 2023 ADJOURNED AT 7:40 p.m. MST. The motion carried.



South Metro Housing Options

X

Kyle Henderson
Chairperson

X

Corey Reitz
Secretary