



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

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**Board of Commissioners  
Minutes of Regular Meeting  
December 14, 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 December 14, 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  
Elizabeth Kay Marchetti, Commissioner  
(arrived at 7:15)  
Kate Peterson, Commissioner  
Merrill Stillwell, Commissioner  
Pat Cronenberger, Commissioner

**Commissioners Absent**

None

**SMHO Leaders**

Corey Reitz, Executive Director  
Arturo Fuentes, Real Estate Manager (via zoom)  
Kara Williams, Director of Real Estate (via zoom)

**Others Present**

Pam Chadbourne, Community Member  
Andrea Peters, Littleton City Council Liaison

## **Board Meeting Minutes**

### **Call to Order**

Chairperson Henderson called the meeting to order on December 14, 2023 at 6:06 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. Agenda item 5.b. staff report from Gregg Barker, Asset Manager, was removed from the agenda.

### **Unscheduled Public Appearances**

Community member Chadbourne stated she believes in diverse housing but doesn't believe there is enough affordable housing. She believes the ULUC needs to be updated and revised to assist in providing more affordable housing opportunities. Ms. Chadbourne does not think Geneva Village should be demolished for affordable housing and affordable housing can be built in other places.



## South Metro Housing Options

### Minutes

#### **VOTE: Approval of the Minutes of November 9, 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 THE NOVEMBER 9, 2023, REGULAR MEETING.

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

NAY: None

ABSTAIN: Commissioner Cronenberger

ABSENT: Commissioner Kay Marchetti

MOTION CARRIED: 4:0:1:1

### Staff Reports

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

Staffing updates—Continue to search for a Property Manager for Overlook and Powers Circle, as a candidate accepted an offer but then changed their mind. A Portfolio Manager has accepted an offer and will start in two weeks. Continue to recruit for a Compliance/Occupancy Specialist.

All waiting lists have been opened and will remain open indefinitely.

Overlook has 147 people on the waiting list, and 61 people have taken the first steps in completing their applications. Completed files will be sent to the Compliance Consultant beginning January 2<sup>nd</sup>. The Overlook Temporary Certificate of Occupancy (TCO) is expected during the last week of December or early January. Residents will start moving in during late January, with a goal to be fully leased by the end of February. The Overlook grand opening will take place on January 10<sup>th</sup>.

Leadership is considering relocating the SMHO main administrative offices from Rapp St. to the Broadway Office Center. The decision will be made in the next couple of months and if a move takes place, it will occur toward the end of 2024.

The main office will be closed from December 22<sup>nd</sup> through January 2<sup>nd</sup>. Property offices will have reduced hours during that timeframe.

Commissioner Cronenberger asked about the Study Session between SMHO and City Council scheduled for January 16<sup>th</sup>, 2024. Director Reitz advised the meeting is related to the funds SMHO requested from the city. Commissioner Cronenberger also asked for clarification regarding the Study Session between the Housing Task Force and Planning Commission.

### Introduction of City Council Liaison

The new City Council Liaison to SMHO, Andrea Peters, was introduced to the group.



## Commissioner/Committee Reports

Chairperson Henderson recommended a new book for the board to read (Homelessness is a Housing Problem).

The Governance Committee (Commissioner Peterson) reported on the creation of a formal communication plan for staff and the board, with the goal of consistently providing updates and information to City Council and the community. Some ideas include utilizing scheduled public appearances at City Council meetings, as well as the 3-minute public comment opportunity. An Outlook calendar specific to this initiative will be created to track all meetings/opportunities for communication with City Council and the public.

The Real Estate Committee reported the 9% LIHTC application for the Sullivan is moving forward. The Section 22 process related to the Habitat for Humanity homes continues at a steady pace.

## Resolutions

### ***VOTE: Resolution 23-09: Approval of Overlook at Powers Park 2024 Operating Budget***

Finance Director Williams and the Finance Committee presented Resolution 23-09, the 2024 Overlook at Powers Park Operating Budget, which operates on a calendar fiscal year. Highlights of the budget were presented, including a projected Net Operating Income of \$247,000.

Upon motion duly made by VICE CHAIRPERSON EBBS and seconded by COMMISSIONER PETERSON, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 23-09.

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

NAY: None

ABSTAIN: None

ABSENT: Commissioner Kay Marchetti

MOTION CARRIED: 5:0:0:1

### ***VOTE: Resolution 23-10: Approval of Powers Circle 2024 Operating Budget***

Finance Director Williams and the Finance Committee presented Resolution 23-10, the 2024 Powers Circle Operating Budget, which operates on a calendar fiscal year. Highlights of the budget were presented, including a projected Net Operating Income of \$3,222.15.

Upon motion duly made by VICE CHAIRPERSON EBBS and seconded by COMMISSIONER CRONENBERGER, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 23-10.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Peterson, Commissioner Stillwell, Commissioner Cronenberger, and Commissioner Kay Marchetti

NAY: Commissioner Stillwell and Commissioner



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ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

### **Financial Reports**

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

Staff and the Finance Committee presented the financial reports ending October 31, 2023. 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 KAY MARCHETTI, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF OCTOBER 31, 2023.

AYE: Chairperson Henderson, Vice Chairperson Ebbs, Commissioner Stillwell, Commissioner Kay Marchetti, and Commissioner Peterson

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

### **Next Meeting**

The next Board of Commissioners of South Metro Housing Options is scheduled for January 11, 2024. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

### **Executive Session**

At 7:49 p.m., the Board of Commissioners adjourned out of the regular meeting and into Executive Session to discuss the purchase, acquisition, lease, transfer or sale of any real, personal, or other property interest.

At 8:45 p.m., Commissioner Peterson moved to adjourn out of Executive Session and was seconded by Commissioner Peterson.

### **Adjournment**

Upon motion duly made by COMMISSIONER STILLWELL, THE REGULAR BOARD MEETING ON DECEMBER 14, 2023 ADJOURNED AT 8:45 p.m. MST.



South Metro Housing Options

ATTEST:

X

Kyle Henderson  
Chairperson

X

Corey Reitz  
Secretary