



South Metro Housing Options

Strengthening our community by creating opportunities for diverse housing alternatives.

**Board of Commissioners
Minutes of Regular Meeting
January 11, 2024 at 6:00 p.m.**

The regular meeting of the South Metro Housing Options (SMHO) Board of Commissioners was held on January 11, 2024 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
Kate Peterson, Commissioner
Merrill Stillwell, Commissioner (via zoom)
Pat Cronenberger, Commissioner

**Commissioners
Absent**

None

SMHO Leaders

Corey Reitz, Executive Director
Arturo Fuentes, Real Estate Manager
Kara Williams, Director of Real Estate
Jennifer Robinson-Thibault, Director of Operations
Gregg Barker, Asset Manager

Others Present

Andrea Peters, Littleton City Council Liaison
Antonio Cabrera, Community Member
Briana McCrumb, Community Member
Pam Chadbourne, Community Member

Board Meeting Minutes

Call to Order

Chairperson Henderson called the meeting to order on January 11, 2024 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 Cabrera asked what was happening with the vacant property at 907 W. Powers Ave.

Community member Chadbourne believes that SMHO public meeting notices should be posted at the library and museum. Ms. Chadbourne also recommended that SMHO assist in purchasing the mobile home parks in Littleton. She suggested that new housing be phased in over time and not all at once.



Minutes

VOTE: Approval of the Minutes of December 14, 2023 Regular Meeting

An amendment to the presented minutes was suggested, changing the Powers Circle budget vote to reflect the accurate Nays (Commissioner Stillwell and Commissioner Peterson). Upon motion duly made by COMMISSIONER PETERSON and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE AMENDED MINUTES OF THE DECEMBER 14, 2023, REGULAR MEETING.

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

NAY: None

ABSTAIN: Commissioner Cronenberger

ABSENT: Commissioner Kay Marchetti

MOTION CARRIED: 6:0:0:0

Staff Reports

SMHO Executive Director Reitz presented the following updates:

The Study Session with City Council will be held on January 16th, approximately 7:30 p.m. Commissioners Cronenberger and Stillwell are planning to represent the SMHO board, but all commissioners are welcome to attend.

SMHO Director of Operations Robinson-Thibault presented the following updates:

SMHO recently hired a Portfolio Manager, who will oversee property staff.

The goal for Overlook is to move in 10 residents per week starting January 22nd. Currently processing approximately 65 applicant files. The goal is to have the property fully leased by the end of February.

SMHO Asset Manager Barker presented the following updates:

Asset Manager Barker gave a brief overview of his background. He gave an overview of his current projects, in which the focus is on both the Rapp St. building and the Broadway Office Center. Leasing the two buildings is a priority and a new leasing team has recently been hired.

Mr. Barker will be working on creating Capital Improvement Plans for all SMHO properties that don't currently have one, with a completion goal of July 2024. Updating preventative maintenance plans will also be a priority.

Report from City Council Member Peters

Council member Peters discussed her concerns with the potential sale of the Meadowood Mobile Home Park in Littleton.



Resolutions

VOTE: Resolution 24-01: Designation of Posting Place for Public Meetings

Executive Director Reitz presented Resolution 24-01, designation of the posting place for public meetings. The proposed posting places for SMHO public meetings are the front window at the main office at 5808 S. Rapp St. and on the SMHO website.

Upon motion duly made by COMMISSIONER KAY MARCHETTI and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE RESOLUTION 24-01.

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

NAY: None

ABSTAIN: None

ABSENT: None

MOTION CARRIED: 6:0:0:0

Commissioner/Committee Reports

Commissioner Cronenberger referenced the recent article in the Littleton Independent article that discussed the Geneva Village property. She commented on the fact the City of Littleton is giving a tremendous amount of assistance to the Geneva Village residents in their relocation efforts. She contrasted their approach to another affordable property in Denver who is selling the property and only giving those residents 120 days to relocate.

The team recently finalized the purchase of the property next to the main office building on Rapp St. Staff is now working on a 9% LIHTC application for the property that will be submitted at the beginning of February.

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 November 30, 2023. A high-level overview was provided and changes to account balances, budget variances, and vacancies were examined.

Upon motion duly made by COMMISSIONER STILLWELL and seconded by VICE CHAIRPERSON EBBS, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE FINANCIAL REPORTS AS OF NOVEMBER 30, 2023.

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

NAY: None

ABSTAIN: None



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ABSENT: None

MOTION CARRIED: 6:0:0:0

Next Meeting

The next Board of Commissioners of South Metro Housing Options is scheduled for February 8, 2024. The meeting will be held at 5808 S. Rapp St., Littleton CO, 80120.

Other Business

None.

Executive Session

At 7:25 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 9:06 p.m., Commissioner Stillwell moved to adjourn out of Executive Session and was seconded by Commissioner Peterson.

Adjournment

Upon motion duly made by COMMISSIONER PETERSON, THE REGULAR BOARD MEETING ON JANUARY 11, 2024 ADJOURNED AT 9:06 p.m. MST.

ATTEST:

X

Kyle Henderson
Chairperson

X

Corey Reitz
Secretary