

**REVISED MINUTES  
AS OF 3-28-05**

Grand Junction Housing Authority  
Board of Commissioners Meeting

Monday, February 28, 2005  
Housing Authority Offices  
1011 North Tenth Street  
11:30 a.m.

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**1. Call to Order**

The regular February Board Meeting of the Grand Junction Housing Authority (GJHA) was called to order at 11:30 a.m. by Board Chair, Steve Heinemann with the following Board Members and GJHA staff in attendance: Kathleen Belgard, Gabe DeGabriele, Erin Ginter, Jody Kole, Kristine Franz, Mary Gregory, Jon Lindman, Lori Rosendahl, Becki Tonozzi, and Jon Wickre. During the meeting, Gi Moon, Tisha Petelo, Greg Hancock, Virginia Garcia, and Joe Suarez joined the group.

**2. Consent Calendar**

The Consent Calendar (comprised of Board Meeting Minutes for November 22<sup>nd</sup> and 29<sup>th</sup>, January 13<sup>th</sup> and 24<sup>th</sup>, and February 7<sup>th</sup>; plus Resolution 2005-01) was approved unanimously after a motion was made by Gabe and a second was given by Erin.

Greg joined the meeting at 11:31 a.m.

**3. Retreat Planning**

As per Executive Director Jody Kole's request, this Agenda item was postponed until the arrival of additional Board Members when all individual schedules could be considered.

**4. Presentation of Quarterly Financial Statements for the Three Months Ended December 31, 2004**

Prior to the financial presentation reflecting activity for the three months ended 12-31-04, Becki asked the Board if they would prefer individual program overhead presentations with extensive detail or a more condensed overview version of the presentation. In lieu of a full Agenda and limited time, the overview presentation was chosen.

Brief highlights included explaining the reduced total allocated cash amount shown on the *Summary of Cash Activity* (due to nonrepayment of funds into the Operating Account from the Reserve Account); noting that all Programs are under budget as shown on the *Operating Statement*; and mentioning that the Section 8 Voucher Program is doing better than anticipated while efforts continue to aggressively attack the funding cut crisis.

## Minutes (contd.)

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The *Project Occupancy/Vacancy Analysis* was reviewed noting that Crystal Brook Townhomes is still under leased. It is anticipated that Crystal Brook Townhomes' marketing expenses will go over budget this year but that funds in Townhomes' Operating Reserve could be transferred if need be.

As a side note, Becki mentioned that the audits for Crystal Brook Townhomes and Linden Pointe will be available at the March meeting.

Virginia Garcia joined the meeting at 11:40 a.m. and Gi Moon arrived at 11:42 a.m.

#### **5. Resolution 2005-02 Appointing the Grand Junction Housing Authority Representative to the Board of Directors of Homeward in the Grand Valley, Inc.**

Jody informed Board Members that the appointment term of Greg Hancock as the GJHA representative to the Board of Directors of HomewardBound in the Grand Valley, Inc. has been completed, and that a new appointment/reappointment is needed.

Erin Ginter recommended that Greg be reappointed as the Agency's representative and she put that suggestion into a form of a motion, which was seconded by Kathleen, and unanimously approved.

Joe Suarez joined the meeting at 11:43 a.m.

#### **6. Discuss Reappointment of Individuals to Board Seats for Grand Valley Housing Initiatives**

Jody reminded Board Members that the Grand Valley Housing Initiatives (GVHI) Board appointments are one-year terms that currently expire in March so it is time to make new appointments/reappointments. Of the seven GVHI Board positions, three seats are now held by GJHA Board Members (Gi, Kathleen, and Tisha). Tisha has declined reappointment due to the demands of and learning curve for the GJHA Board.

A suggestion to reduce the number of GJHA Board seats was made and after discussion, retaining two of the three GJHA Board seats was agreed thereby opening the other seat to community representation. Gi and Kathleen were nominated to continue to represent the GJHA with a motion by Erin. A friendly amendment to the motion was made to reappoint current Board Members Darin Carei, Gene Kinsey, Randy Kirschbaum, and Marilee Langfitt-Wood to serve another one-year term. The motion was seconded by Gabe and unanimously approved.

Board Members asked that the GVHI Board pursue recruitment of interested individuals to fill the vacant position and submit its recommendation to the GJHA Board.

## **7. Linden Pointe Update**

Upon distribution of his February 28<sup>th</sup> memorandum, GJHA Development Director Greg Hancock gave a Linden Pointe progress report highlighting the following topics:

- With the blacktop batch plant reopening for the season on March 1<sup>st</sup>, it is anticipated that paving of the entire development will be completed by March 4<sup>th</sup>.
- Construction is ahead of schedule by approximately two weeks.
- Playground equipment is scheduled for installation by mid-April.
- Permanent signage will be installed beginning mid-March.
- Interior/exterior punch lists are being performed.
- Several owner-specific issues have been identified and are being resolved.
  - Clubhouse multipurpose room sound mitigation.
  - Installation of picnic tables, barbecues, trash cans.
  - Installation of owner signage.
  - Completion of vehicle parking assignments.
- The construction budget completion percentage is at 84%.

Additional clarification was requested and given describing the echoing problem in the clubhouse multipurpose room. Potential inexpensive resolutions were discussed.

Tisha joined the group at 11:58 a.m.

## **8. Leasing Update on Linden Pointe and Crystal Brook Townhomes**

Joe Suarez, Linden Pointe Property Manager, began his presentation by playing the two-minute speculation radio advertisements prepared for Linden Pointe and Crystal Brook Townhomes. He proudly announced that the **partnership unit lease up requirement of having 35 units leased by February 2005 has been met.**

Joe's February 28<sup>th</sup> Linden Pointe Report was distributed. Reviewing the numbers analyses of various categories (such as client eligibility, denied applications, telephone/drop in contacts, available units by buildings, and tenant mix) provided a better understanding of the leasing progress.

Joe announced that the first Linden Pointe Tenants' Association meeting is scheduled for March 22<sup>nd</sup> where establishing a Neighborhood Watch Program will be encouraged.

Identifying and discussing recent marketing efforts for Linden Pointe and Crystal Brook Townhomes (mailers, paycheck stuffers, Grand Valley Transit bus signage) prompted further advertising discussion. Current GJHA flyers promoting Linden Pointe and Crystal Brook Townhomes plus cost information on radio sound bites were handed out for reference/review. The results of the Crystal Brook Townhomes Focus Group were discussed, identifying current/potential tenant “desires” as well as recognizing the “advantages” that brought current tenants to the property. Incentives being considered by the Agency staff to attract and/or retain tenants at Crystal Brook Townhomes (such as allow small pets, rent concessions, and free washer/dryer privileges) were also examined.

Joe was commended by Board Members for his efforts and dedication to the lease-up success of Linden Pointe.

Greg Hancock left the meeting at 12:40 p.m.

**9. Update of the Freddie Mac Meeting Held on February 18, 2005**

Upon distributing her February 28<sup>th</sup> memorandum, Jody gave brief updates on activities with the City of Fruita, the Downtown Housing Effort, and the Housing Resources of Western Colorado.

She continued with an update on the Voucher Funding Cuts by informing the Board that Mary Gregory, Administrative Director, and Lori Rosendahl, Section 8 Supervisor, and she had talked with Mr. John Philips and his key staff of the U.S. Department of Housing and Urban Development’s (HUD) Financial Management Center in pursuing the funding issue. GJHA’s appeal has been forwarded to Headquarters for further consideration. (Note: In anticipation of some Public Housing Authorities not being able to operate on the funding level determined, \$25MM in supplemental funding was set aside by Congress to address such issues.) In addition, HUD’s year-end settlement with the GJHA of last year’s Administrative Fees hasn’t been finalized yet; it is hoped that the \$43K shortfall experienced last year as a result of a HUD calculation error will be paid, and that the Appeal to the Voucher Funding Cut will be granted.

A request to HUD to allow site-basing some of the Agency’s Vouchers and subsequent waiver to HUD to waive the requirement of the competitive bid process, in which all valley landlords would bid on these Vouchers, has “been in the works for months” now with no answer. In order to move forward, GJHA staff has decided to follow the normal bidding process for site-basing some Vouchers from our Family Unification Program pool.

It is anticipated that the Tenant-Based Voucher Grant Application will be completed and will be ready for submittal to the Colorado Division of Housing (CDOH) in May. The Mesa County Department of Human Services is willing to provide the case management services. Community support, including funding commitment matches, still needs to be obtained.

Jody identified and explained two different programs that were discussed with Freddie Mac meeting participants. Discussion included an expanded lease-to-purchase program financed by a minimum \$25MM bond issue, privately placed by Freddie Mac, and an employer-sponsored workforce housing initiative in which down payments and closing costs for homebuyers would be made available. It was felt the information was well received, with attendees pledging to follow-up on these ideas with their own organizations. The next meeting is tentatively scheduled for March 10<sup>th</sup> at 3:00 p.m. at Linden Pointe. Board Members were encouraged to attend.

Board Members expressed interest in updated information on the activities of the Grand Junction City Council's Working Committee that is concentrating on its *Shelter and Housing Goals*. Jody informed the Board that this Committee is comprised of Council Members Harry Butler, Dennis Kirtland, and Jim Spehar. She further clarified her understanding of how this Committee will function and the estimated timeline involved. Lengthy discussion followed regarding the importance of how to keep strengthening governmental awareness of the immediate need for affordable housing into a proactive partnership meeting the critical urgent demand of affordable homes now.

**10. Discuss Change in Flex Benefit Plan**

Board Members were informed of a change made to the GJHA Employees Flexible Benefit Plan in which the maximum Medical and Dental Expense Reimbursement benefits increased from \$2,000 to \$2,400 per plan year on a pre-tax basis.

**From Page 1, Item No. 3 – Retreat Planning**

Possible dates of June 3<sup>rd</sup> or June 10<sup>th</sup> are being considered for the 2005 Retreat.

**11. Adjourn**

With a motion from Gabe, a second from Erin, and a unanimous vote, the regular February GJHA Board Meeting was adjourned.

