

THE LONGMONT  
HOUSING AUTHORITY

LONGMONT HOUSING AUTHORITY  
REGULAR MONTHLY MEETING

AGENDA  
REVISED

TUESDAY, JANUARY 20, 2009

3:30 PM TO 5:00 PM

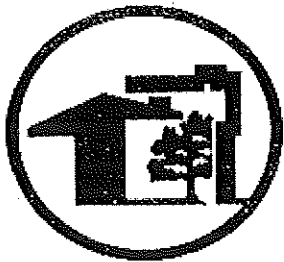
LHA ADMINISTRATIVE OFFICE BUILDING  
1228 MAIN STREET

PARKING IS AVAILABLE IN THE REAR OF BUILDING OFF KIMBARK

1. CALL TO ORDER AND ROLL CALL
2. AGENDA REVISIONS AND SUBMISSION OF DOCUMENTS
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES - DECEMBER 23, 2007 REGULAR MEETING MINUTES
5. PUBLIC INVITED TO BE HEARD
6. RESOLUTION 2009 – 01 DESIGNATING THE PLACE FOR POSTING OF MEETING NOTICES
7. RESOLUTION 2009 – 02 RESOLUTION TO WRITE-OFF UNCOLLECTABLE TENANT DEBT
8. RESOLUTION 2009-03 RESOLUTION OF THE BOARD OF COMMISSIONERS AUTHORIZING THE EXERCISE OF DISCRETION TO EXTEND THE INITIAL TERM OF THE SECTION 8 VOUCHER IN THE EVENT OF EXIGENT CIRCUMSTANCES
9. REPORT FROM EXECUTIVE DIRECTOR – Project and Program Updates
10. ORGANIZATIONAL DEVELOPMENT
  - a. Distribution of By Laws
  - b. Distribution and Discussion of Summary of Colorado Open Meetings Law
11. EXECUTIVE SESSION – Executive Session pursuant to negotiating an interest in a real estate matter.
12. NEW & OLD BUSINESS – Discussion/Direction/Decision for Day and Time of 2009 Monthly Meetings
13. BOARD COMMENTS AND COMMITTEE REPORTS
14. NEXT MEETING DATE
15. ADJOURN

Persons requiring special accommodations please call 303-651-8581x 21 24 hours prior to the meeting time.





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REGULAR MONTHLY MEETING  
JANUARY 20, 2009**

**1. Call to Order & Roll Call**

The regular monthly meeting of the LHA Board of Commissioners was called to order at 3:30 pm by Chairman Lynn Shirk.

**Members Present:** Lynn Shirk – Chairman  
Ginny Walker – Vice Chairman  
James Johnston, Sr.  
Anne Kear  
Darrin Anson

**Others Present:** Michael Reis – Executive Director  
Marcia Miller – Recorder  
Mary Blue – City Council Liaison  
Kathy Fedler – City of Longmont Liaison

**2. Agenda Revisions & Submission of Documents**

- Revised Agenda
- Resolution 2009-03
- The Lodge Flyer

**3. Approval of Agenda – Approved as revised**

**4. Approval of Minutes**

A motion was made to approve the minutes of the December 23, 2008 regular monthly meeting as corrected.

**Motion:** Anne Kear                      **Second:** Ginny Walker                      Approved

**5. Public Invited to be Heard - None**

**6. Resolution 2009-01**

A motion was made to approve Resolution 2009-01 designating location for the posting of meeting notices.

**Motion:** Darrin Anson                      **Second:** Ginny Walker                      Approved

**7. Resolution 2009-02**



A motion was made to approve Resolution 2009-02 to write off uncollectible tenant debt.

**Motion:** Darrin Anson                      **Second:** Anne Kear

The tenants name will be entered into HMS for future restitution agreement.

8. **Resolution 2009-03** – Executive Director and Board discussed background that brought about this resolution to authorize LHA discretion to extend initial term of Section 8 voucher in exigent circumstances.

**Motion:** Darrin Anson                      **Second:** Anne Kear                      Approved

9. **Executive Director's Report** – Project and Program updates given.

- Sean Donovan is the new HUD director. There may be changes in programs upcoming.
- Board discussed HCV program Tenant Statistical Report.
- Due to the current economical climate and because the 2009 budget is still unknown it has been decided to postpone opening the HCV waitlist as planned.
- Meeting with City Council is February 17, 2009.
- Zenaida is crafting amendments to the Admin Policy. Draft is due by February.
- Finance committee will need to track the budget on a monthly basis.
- LHDC will be applying for a second HUD 202 for a 2<sup>nd</sup> Lodge to be built next to the current building. Ginny Walker asked if Krystal was going to help determine if applicants were able to live independently at The Lodge. Michael responded by saying that the agency is not liable in case something does happen. Michael will check to make sure that the elevator in the building is able to fit a gurney.
- Site manager hiring process for The Lodge will begin in February. Application packages to those on interest list will be sent out early April.
- Aspen Meadows Phase II – Application to be submitted to CHFA for allocation of tax credits. LHDC will be working with a lender to purchase the tax credits. Construction to start on 28 units in October 2009.
- LHA staff retreat was held January 16, 2009. Reviewed 2009 work plan.
- LHA board annual meeting is scheduled for February 17<sup>th</sup> to be followed by the regular monthly meeting.
- Michael is setting up the site visits for staff and board members.
- Marybelle Spencer passed away December 2008. A new site manager will be hired soon for Aspen Meadows.
- Professional photographs of Village Place were recently taken. Michael passed around photos for board to look at.
- The LHA web site had 379 hits in December and 200 in November 2008.

#### 10. Organizational Development

- Distributed By Laws
- Distributed and discussed the Summary of Colorado Open Meetings Law

#### 11. Executive Session – Negotiate and interest in real estate matter.

A motion was made to enter into Executive Session.

**Motion:** Ginny Walker                      **Second:** Darrin Anson                      Approved



A motion was made to come out of Executive Session.

**Motion:** Anne Kear

**Second:** Ginny Walker

Approved

**12. New & Old Business** – Discussion/Direction/Decision for Day and Time of 2009 Monthly Meetings.

- Beginning February 17, 2009 the board decided to keep the regular monthly meeting set for the 2<sup>nd</sup> to last Tuesday of each month but to change the start time 8:00 am.
- Board requested calendar of projects/programs through April 2009.
- Board requested vacancy report at next meeting. Michael will send out a copy of the 2008 letter.
- City Council meets on Feb. 17 @ 7:00 pm.

**13. Board Comments & Committee Reports**

- Mary Blue asked about Resolution 2009-02, write off uncollectible tenant debt.
- Financial Committee needs to schedule a meeting very soon.
- Executive Committee needs to schedule a meeting soon also. A new contract for the Executive Director needs to be drawn up and the evaluation completed.
- A new contact list of board members will be sent out to everyone.
- Michael asked that board members bring their notebooks to the next meeting.

**14. Next Meeting Date** – February 17, 2009 @ 8:00 am. Board will have annual meeting followed by regular monthly meeting.

**15. Adjourn** – Meeting was adjourned at 5:00 pm.

Respectfully Submitted,

Marcia Miller

