



**The Longmont  
Housing Authority**

**LONGMONT HOUSING AUTHORITY  
REGULAR MONTHLY MEETING  
AGENDA**

**TUESDAY, SEPTEMBER 22, 2009**

**8:30 PM TO 10:30 AM**

**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 OF AUGUST 24, 2009 REGULAR MEETING MINUTES
5. PUBLIC INVITED TO BE HEARD
6. **RESOLUTION 2009 – 09 – REVISED** - A RESOLUTION AUTHORIZING A BORROWING BY THE HOUSING AUTHORITY FOR THE CITY OF LONGMONT FROM FIRSTBANK FOR THE PURPOSE OF FINANCING THE ACTIVITIES OF THE HABITAT FOR HUMANITY OF THE ST. VRAIN VALLEY, INC.; AUTHORIZING THE EXECUTION AND DELIVERY OF THE COMMERCIAL LOAN AGREEMENT, PROMISSORY NOTE, LOAN AGREEMENT AND OTHER NECESSARY AGREEMENTS AND DOCUMENTS IN CONNECTION THEREWITH; AND RELATED MATTERS.
7. **RESOLUTION 2009 – 10** RESOLUTION AUTHORIZING CERTAIN PERSONS TO HAVE SIGNATURE AUTHORITY TO PERFORM DUTIES RELATED TO ASPEN MEADOWS NEIGHBORHOOD DEVELOPMENT DOCUMENTS.
8. **RESOLUTION 2009 – 11** RESOLUTION AUTHORIZING THE SALE OF REAL PROPERTY OWNED BY THE AUTHORITY TO ASPEN MEADOWS NEIGHBORHOOD, LLLP.
9. REPORT FROM EXECUTIVE DIRECTOR –
  - a. Review outcomes of LHDC and LHA August meetings
  - b. Project/Program Updates
10. NEW & OLD BUSINESS
11. BOARD COMMENTS AND COMMITTEE REPORTS
12. NEXT MEETING DATE AND ITEMS – October 20<sup>th</sup>
13. 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  
SEPTEMBER 22, 2009**

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

The regular monthly meeting of the Longmont Housing Authority Board of Commissioners was called to order at 8:40 am by Chairman Lynn Shirk.

**Members Present:** Lynn Shirk – Chairman  
Anne Kear  
James Johnston Sr.

**Others Present:** Michael Reis – Executive Director  
Marcia Miller – Recorder

**Members Absent:** Ginny Walker  
Darrin Anson

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

- Board Packet including resolutions 2009-09, 2009-10 and 2009-11
- Leland Consulting Group Final Study
- Senior Housing Communities Brochure

**3. Approval of Agenda – Approved**

**4. Approval of the Minutes of August 24, 2009 Regular Meeting**

A motion was made to approve the minutes of August 24 with 2 corrections.

**Motion:** Anne Kear                      **Second:** James Johnston Sr.                      Approved

The city has asked that the draft minutes be sent to them in due time and send the signed approved minutes to be reviewed at city council. The LHA Board expressed concern that draft minutes of meetings would be made available to the public prior to the LHA formally approving and adopting. Staff was instructed to stamp the draft minutes and to provide the adopted meeting minutes to the City in a timely manner so as not to confuse the reader of the LHA minutes.

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

**6. Resolution 2009-09 – Revised.** A resolution authorizing a borrowing by the Housing Authority for the City of Longmont from First Bank of Longmont for the purpose of providing pass-thru on-behalf of financing to Habitat for Humanity of the St. Vrain Valley, inc.; authorizing the execution



and delivery of the commercial loan agreement and other necessary agreements and documents in connection therewith; and related matters.

After a discussion about the related mission and minimal risk, Michael asked the board to approve the revised resolution to help support Habitat for Humanity. It was conveyed to the board they would have access to the annual audits.

*Habitat*

*LHA*

*AB*

A motion was made to approve Resolution 2009-09.

**Motion:** James Johnston Sr.                      **Second:** Anne Kear                      Approved

7. **Resolution 2009-10.** A resolution authorizing certain persons to have signature authority to perform duties related to Aspen Meadows Neighborhood development projects. This resolution gives LHA AMN LLC signature authority to perform duties related to Aspen Meadows Neighborhood.

A motion was made to approve Resolution 2009-10.

**Motion:** Anne Kear                                      **Second:** James Johnston Sr.                      Approved

8. **Resolution 2009-11.** A resolution authorizing the sale of real property owned by the authority to Aspen Meadows Neighborhood, LLLP.

A motion was made to approve Resolution 2009-11.

**Motion:** James Johnston Sr.                      **Second:** Anne Kear                      Approved

9. **Report from Executive Director**

- Aspen Meadows Neighborhood received \$139,923.01 in funds from Federal Home Loan Bank Affordable Housing Program.
- City of Longmont Affordable Housing Program applications are pending for the following activities; Aspen Meadows Neighborhood for \$175k, \$200k for Rental Rehab, \$50k for Aspen Meadows tub to shower conversion and \$82k for Tenant Based Rental Assistance. City Council will be voting to approve the grants tonight (9/22).
- The Tenant Based Rental Assistance (TBRA) waitlist will be opened October 1, 2009. Funding was received for 10 households.
- An application has been submitted to Energy Outreach Colorado for Aspen Meadows Neighborhood. Awards will be announced in October.
- Habitat referral letters have been sent out to Section 8 participants with low assistance payments.
- Annual Landlord Breakfast is October 22 from 8-10 am at The Dickens Tavern.
- House rules have been tightened at the Briarwood Apartments. The non-profit leasing agencies welcomed and supported the changes instituted in early September..
- Board reviewed LHDC August mini-retreat minutes and the LHDC's summary of upcoming programs/projects going into 2010. They are: agreement between LHA and LHDC needs to be updated; Prairie Village will begin predevelopment activities to identify financing for 120 affordable senior units; the HUD 202 application for Lodge Two will be submitted November 15; 2010 Budgets for Village Place and Aspen Meadows Apartments will be adopted in November; and LHDC has applied for energy upgrade grants for Terry St. Apartments and Aspen Meadows Neighborhood.



- Board discussed the parking situation at the 6<sup>th</sup> Ave. Plaza by Village Place. Michael will be discussing the current agreement with Mary Bessler, LDDA before the October meeting.
- Longmont City Council Roundtable Session shows an increased need for human services – materials are in the packet
- CHFA review of Aspen Meadows Apartments was excellent.
- Leland Consulting Group/ Longs Peak and Main Report – Board discussed funding the additional work by Leland Consulting of a survey and focus groups. LHA would pay 1/6<sup>th</sup> the cost of approximately \$2000, citing how the information could be used for future projects throughout Mid-town. LHDC agreed to pay 1/6<sup>th</sup> at it Septmeber mtg.

A motion was made to approve funding for Leland survey and focus groups.

**Motion:** James Johnston Sr.                      **Second:** Anne Kear                      Approved

- LHA was asked to make a \$100 donation on behalf of Mrs. Joanne Powell to the Safe Shelter. The board thought that was an appropriate thing to do given the long relationship the LHA had with the Powell Family.
- LHA will have its annual Landlord Appreciation Breakfast for the HCV Landlords on Oct. 22.

**10. New & Old Business**

- The city is holding a Tamales and Talk meeting on October 14, 2009.
- The board needs to discuss/update long term goals at the November meeting/retreat. This will be a joint retreat with the LHDC Board. The annual November Retreat agenda will be set at next month's agenda.
- LHA has been asked to project base some vouchers in Boulder. Board will discuss this next month.
- The next meeting of the Boulder County housing agencies is tentatively scheduled for March or April.
- The City Clerk will be notified of two vacancies on the LHA that need to be filled by the beginning of 2010.

**11. Board Comments & Committee Reports – None**

**12. Next Meeting Date and Items**

- Next meeting is October 20, 2009 at 8:30 am.
- LHA/LHDC Annual Retreat is November 17, 2009 from 8:30 am to 2:00 pm.
- December LHA meeting is tentatively December 22.

**13. Adjourn – Meeting adjourned at 9:55 am.**

Respectfully Submitted,

Marcia Miller

Michael Reis  
Michael Reis, Executive Director

October 20, 2009  
Date Adopted

Lynn Shirk  
Lynn Shirk, Chairman

10/20/2009  
Date Adopted

