



**WHEAT RIDGE HOUSING AUTHORITY**

**AGENDA**

**May 24, 2011**

**CITY COUNCIL CHAMBERS**

**4:00 P.M.**

*Individuals with disabilities are encouraged to participate in all public meetings sponsored by the City of Wheat Ridge. Call Heather Geyer, Public Information Officer at 303-235-2826 at least one week in advance of a meeting if you are interested in participating and need inclusion assistance.*

- A. Call Meeting to Order**
- B. Roll Call**
- C. Approval of the Minutes: April 22 & 26, 2011**
- D. Officers Reports**
- E. Public Forum**
- F. New Business**
  - 1. Maintenance of single family homes**
  - 2. Update on Fruitdale School**
  - 3. WRHA brochure**
  - 4. Emailing packet materials to Board members**
- G. Unfinished Business**
- J. Other**
- K. Adjournment**



**WHEAT RIDGE HOUSING AUTHORITY  
SPECIAL MEETING MINUTES  
April 22, 2011**

**1. CALL MEETING TO ORDER**

The meeting was called to order by Chair Brungardt at 10:08 a.m. in the City Council Chambers of the Wheat Ridge Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

**2. ROLL CALL**

Authority members present:

- Cheryl Brungardt
- Joseph DeMott
- Katie Vanderveen
- Kathy Nuanes
- Janice Thompson

Others present:

- Sally Payne, Deputy Director
- Ken Johnstone, Community Development Director
- Jerry Dahl, City Attorney
- Kathy Field, Administrative Assistant

**3. PUBLIC FORUM**

There were no members of the public present.

**4. EXECUTIVE SESSION**

**It was moved by Kathy Nuanes and seconded by Joseph DeMott to enter into executive session on April 22, 2011 for the purpose of holding a conference with the Authority's attorney for the purpose of receiving legal advise on specific legal questions pursuant to Colorado Revised Statute 24-6-402(4)(b), specifically related to the potential purchase of Fruitdale School. The motion carried 5-0.**

The regular meeting was adjourned to executive session at 10:09 a.m.  
The executive session was convened at 10:10 a.m.  
The executive session was adjourned at 11:39 a.m.  
The regular meeting was reconvened at 11:41 a.m.

Those attending the executive session were:

Cheryl Brungardt, WRHA  
Joseph DeMott, WRHA  
Katie Vanderveen, WRHA  
Kathy Nuanes, WRHA  
Janice Thompson, WRHA  
Sally Payne, Deputy Director  
Ken Johnstone, Community Development Director  
Jerry Dahl, City Attorney  
Kathy Field, Administrative Assistant

**It was moved by Joe DeMott and seconded by Katie Vanderveen that the Housing Authority direct the Authority's attorney to prepare a license agreement with the School District for the continued use by preschool of the playground area on a 30-day renewable basis to also include insurance protection for that use provided by the School District as well as providing for the permission for the School District to continue to maintain the playground equipment on that site. The motion carried 5-0.**

**It was moved by Katie Vanderveen and seconded by Joe DeMott that the Housing Authority direct staff to spend an amount not to exceed \$10,000 to secure the building, contact contractor to use current fencing if possible and bring CPI in as a consultant. The motion carried 5-0.**

The closing for the Fruitdale School Building is scheduled for 3:00 p.m. on Monday at City Hall.

**5. ADJOURNMENT**

**It was moved by Katie Vanderveen and seconded by Joseph DeMott to adjourn the meeting at 11:46 a.m. to April 26, 2011 at 4:00 p.m. The motion carried 5-0.**

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Cheryl Brungardt, Chair

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Kathy Field, Admin. Assistant

# WRHA

## WHEAT RIDGE HOUSING AUTHORITY MINUTES April 26, 2011

### 1. CALL MEETING TO ORDER

The meeting was called to order by Chair Brungardt at 4:01 p.m. in the City Council Chambers of the Wheat Ridge Municipal Building, 7500 West 29<sup>th</sup> Avenue, Wheat Ridge, Colorado.

### 2. ROLL CALL

Authority members present: Cheryl Brungardt  
Joseph DeMott  
Kathy Nuanes  
Janice Thompson  
Katie Vanderveen

Others present: Sally Payne, Deputy Director  
Ken Johnstone, Community Development  
Director  
Patrick Eidman, Colorado Preservation Inc.  
(CPI)  
Henry Wehrdt, Jefferson County Housing  
Authority  
Doug Knop, Jefferson County Housing  
Authority  
Betty Maybin, Cornerstone Realty  
Larry Nelson, Cornerstone Realty  
Kathy Field, Administrative Assistant

### 3. APPROVAL OF MINUTES – February 22, April 8 & 12, 2011

It was moved by Katie Vanderveen and seconded by Joseph DeMott to approve the minutes of February 22, 2011 as presented. The motion carried 4-0 with Kathy Nuanes abstaining.

It was moved by Joseph DeMott and seconded by Katie Vanderveen to approve the minutes of April 8, 2011 as presented. The motion carried 4-0 with Janice Thompson abstaining.

**It was moved by Joseph DeMott and seconded by Katie Vanderveen to approve the minutes of April 12, 2011 as presented. The motion carried 3-0 with Kathy Nuanes and Janice Thompson abstaining.**

**4. APPROVAL OF ORDER OF AGENDA**

**Chair Brungardt announced a change in the agenda to move Item #3 (Fruitdale School) in front of Item #1 (Rehab on High Ct. & Moore St.) under New Business.**

**5. OFFICERS REPORTS**

There were no officer reports.

**6. PUBLIC FORUM**

There were no members of the public present.

**7. NEW BUSINESS**

**A. Fruitdale School**

Sally Payne announced that the closing took place yesterday for the Housing Authority's purchase of the Fruitdale School building. Interest in the building has been expressed by Rocky Mountain Housing Development Corp. It is necessary to do a structural assessment of the building.

Patrick Eidman expressed appreciation to the Authority for protecting the historic Fruitdale building. Colorado Preservation will work with the Authority to support efforts to reuse the building. He will prepare application documents for historic structure assessment. History Colorado will also assist. The Governor's office has also expressed interest in the preservation of the building. It is important to compile as much historical information about the building as possible.

**It was moved by Janice Thompson and seconded by Kathy Nuanes to authorize Colorado Preservation Inc. (CPI) to start the structural assessment process for the Fruitdale School building. The motion carried 5-0.**

**B. Rehab on High Ct. and Moore St.**

Doug Knop presented his assessment of rehabilitation requirements and costs for the properties at 3695 High Court and 3891 Moore Street.

**It was moved by Katie Vanderveen and seconded by Joe DeMott to direct Jefferson County Housing Authority to put together the bid packages for the two homes at 3695 High Ct. & 3891 Moore St. The motion carried 5-0.**

**C. HUD Homes**

Larry Nelson reported that he attempted to get approval for the Wheat Ridge Housing Authority to bid on HUD properties. In the process of reviewing the regulations, he learned that WRHA is not eligible to buy HUD properties.

**8. UNFINISHED BUSINESS**

There was no unfinished business to come before the Authority.

**9. OTHER**

Sally Payne announced that she will be attending the NAHRO Conference May 18-20 in Breckenridge. She will report back at the next meeting.

**10. ADJOURNMENT**

**It was moved by Kathy Nuanes and seconded by Janice Thompson to adjourn the meeting at 5:31 p.m. The motion carried 5-0. The next meeting is scheduled for May 24, 2011.**

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Cheryl Brungardt, Chair

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Ann Lazzeri, Secretary



**WHEAT RIDGE HOUSING AUTHORITY VISION STATEMENT:**

"To increase home ownership opportunities and neighborhood/community pride in Wheat Ridge."

**HOUSING AUTHORITY PROGRAM GOALS:**

**Acquire rental properties and convert them to owner-occupied units**

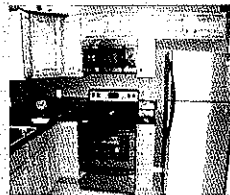
**Increase pride through ownership**

**Decrease blight of low-maintained residences**

**Become a community resource for housing funding and other housing needs**

**Maintain and increase property values in Wheat Ridge**

**Home Ownership Program**



For information contact:  
Wheat Ridge Housing Authority  
7500 W. 29th Avenue  
Wheat Ridge, CO 80033  
303.235.2846

<http://ci.wheatridge.co.us>



# **Wheat Ridge Housing Authority**

## **Home Ownership Program**

### **WHEAT RIDGE HOUSING AUTHORITY VISION STATEMENT:**

*"To increase home ownership opportunities and neighborhood/community pride in Wheat Ridge."*

### **HOW THE HOME OWNERSHIP PROGRAM WORKS:**

1. The Housing Authority purchases a rental property.
2. The Housing Authority rehabilitates the property to decent, safe and sanitary conditions.
3. The Housing Authority converts the property from a rental to an eligible owner occupied property.
4. The typical property will be a multi-family housing site and the units will be converted to condominiums in order to enhance their affordability.

### **HOW TO PARTICIPATE:**

1. Contact Colorado Housing Assistance Corporation (CHAC) to attend Home Ownership Training and Counseling on Financing. CHAC also offers down payment assistance.
2. Obtain a Certificate of Participation from CHAC.
3. Contact Cornerstone Realty to schedule a time to look at the available units.

### **ELIGIBLE APPLICANTS:**

- First Time Home Buyers (must not have owned a home in the last 3 years)
- Income limits may apply on certain projects.
- Applicant must meet lender's usual guidelines for obtaining a mortgage loan
- Buyers as well as co-signers must occupy the property as a primary residence
- All household income must be considered
- Buyers must have a minimum of \$1000 or 1% of the purchase price of their own funds to invest in the transaction (this amount may be in the form of earnest money and/or up front lender's fees)
- Must attend a First Time Home Buyers Workshop Class
- Must have a credit approval letter from a lender before attempting to acquire a property with the Wheat Ridge Housing Authority
- This program is only applicable for purchase of properties within the City of Wheat Ridge

### **HOUSING AUTHORITY PROGRAM GOALS:**

- Acquire rental properties and convert them to owner-occupied units
  - Increase pride through ownership
  - Decrease blight of low-maintained residences
  - Prioritize acquisition of multi-family units to convert to home ownership
  - Become a community resource for housing funding and other housing needs
  - Maintain and increase property values in Wheat Ridge
  - To become a self-sustaining agency
- (see other side for contact info)



**FAIR HOUSING**

It is against the law for a landlord or lender to discriminate against any individual or family on the basis of race, color, religion, national origin, sex, handicap or familial status.

**FOR HOME OWNERSHIP CLASSES OR DOWN PAYMENT ASSISTANCE CONTACT:**

Colorado Housing Assistance Corporation  
670 Santa Fe Drive  
Denver, CO 80204  
303.572.9445  
Ext. 12 for Home Ownership Classes

**FOR INFORMATION ON GETTING PRE-QUALIFIED CONTACT:**

Larry Nelson or Betty Maybin  
Cornerstone Realty  
9150 W. Jewell Ave., Suite 7  
Lakewood, CO 80232  
303.987.8812

**For all other information contact:**

Wheat Ridge Housing Authority  
7500 W. 29<sup>th</sup> Avenue  
Wheat Ridge, CO 80033  
303.235.2846

**BY-LAWS  
OF  
THE WHEAT RIDGE HOUSING AUTHORITY**

**ARTICLE I  
THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be the "Wheat Ridge Housing Authority", hereinafter referred to as the Authority. The Authority shall consist of five (5) Commissioners as provided by Resolution 01-2001, Series 2001, of the Wheat Ridge City Council.

Section 2. Seal of Authority. The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The office of the Authority shall be in the municipal-building of the City of Wheat Ridge, Colorado, 7500 West 29th Avenue, Wheat Ridge, Colorado 80033.

**ARTICLE II  
OFFICERS AND PERSONNEL**

Section 1. Officers. The officers of the Authority shall be a Chairman, and a Vice Chairman.

Section 2. Chairman. The Chairman shall preside at all meetings of the Authority. Except as otherwise authorized by resolution of the Authority, the Chairman shall sign all contracts, deeds, checks for the payment of money and other instruments made by the Authority.

Section 3. Vice Chairman. The Vice Chairman shall perform the duties of the Chairman in the absence of the Chairman from the City or incapacity of the Chairman; and in case of a vacancy in the office of the Chairman, the Vice Chairman shall perform such duties as are imposed on the Chairman until such time as the Authority shall select a new Chairman from among its members.

Section 4. Executive Director. Such person also shall act as the Executive Director of the Authority. Until otherwise provided, the Wheat Ridge City Manager shall serve as the Executive Director of the Authority. The Authority shall be responsible for and shall pay the City for all time expended by the City employees on Authority matters. The Annual amount to be paid by the Authority shall be mutually agreed upon by the parties to this Agreement at the time of preparation of the annual budget based upon the percentage of time spent by the City employees for Authority related matters.

Section 5. Recording Secretary. The Recording Secretary for the Authority shall keep the records of the Authority, shall act as Secretary at the meetings of the Authority, and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to this office. He or she shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority. He or she shall designate in writing some person to perform his or her duties hereunder in his or her absence.

Section 6. Additional Duties. The Officers of the Authority shall perform such other duties and functions as may from time to time be required by the Authority, or by the By-Laws or the Rules and Regulations of the Authority, or pursuant to any cooperation agreement.

Section 7. Appointment of Officers. Subsequent to the appointment of the first Chairman of the Authority by the City Council, the Officers of the Authority shall be elected annually by the Authority at the first regular meeting in January and shall assume their duties upon election. Officers shall hold office for one year or until their successors are elected and qualified.

Section 8. Vacancies. Should the office of Vice Chairman become vacant, the Authority shall select a successor from its membership at the next regular meeting to serve for the unexpired term of said office.

Section 9. Personnel. The Authority may from time to time employ such personnel as it deems necessary to exercise its powers, duties and functions as prescribed by the Housing Authorities Law of the State of Colorado, and all other laws of the State of Colorado applicable thereto. The Authority is further expressly authorized to enter into a cooperation agreement with the City of Wheat Ridge for the provision of any such personnel.

### **ARTICLE III MEETINGS**

Section 1. Regular Meetings. A regular meeting shall be held at such time and place as may be prescribed by motion adopted by the Authority from time to time. All regular meetings of the Authority shall be advertised in a newspaper of general circulation within the City of Wheat Ridge no less than three days prior to the date of such scheduled meeting.

Section 2. Special meetings. The Chairman of the Authority may, when he or she deems it expedient, shall upon the written request of two members of the Authority, call a special meeting of the Authority for the purpose of transacting any business designated in the notice thereof. The notice for the special meeting must be delivered

to the business or home address of each member of the Authority at least twenty-four (24) hours prior to the date of such special meeting. Such notice shall designate the time and place of the special meeting. Any member may waive notice of any meeting and a member's presence shall constitute waiver of notice of that meeting unless the member's written objection to the transaction of any business at the meeting is filed with the Secretary on the ground that the meeting is unlawfully called or convened. At such special meeting no business shall be considered other than as designated in the notice, but if all of the members of the Authority are present at a special meeting, any or all business may be transacted at such special meeting.

Section 3. Quorum. The power of the Authority shall be vested in the Commissioners thereof in office from time to time. Three (3) of the Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon an affirmative vote of the majority of the Commissioners present.

Section 4. Attendance. Three (3) absences from the regular meetings of the Authority within a twelve-month period shall constitute grounds for automatic removal from membership, subject to confirmation of removal by the City Council.

Section 5. Order of Business. At the regular meeting of the Authority the following shall be the order of business:

- (1) Call the meeting to order.
- (2) Roll Call of members.
- (3) Approval of minutes.
- (4) Officers Reports.
- (5) Public forum.
- (6) Unfinished business.
- (7) New business.
- (8) Other
- (9) Adjournment and place and time of next meeting.

A contract with persons outside the Authority, with the United States and other public bodies shall be authorized by written resolution, a copy of which resolution and contract shall be kept with the journal of the proceedings of the Authority.

Section 6. Manner of Voting. The Commissioners affirmative and negative votes shall be entered upon the minutes of every meeting, except in the case of elections when the vote may be by ballot, and except where there is a unanimous vote.

Section 7. Open Meetings. The Authority shall make no final policy decisions, pass no resolution, adopt no rule or regulation, or take any action approving a contract calling for the payment of money at any meeting which is not open to the general public.

**ARTICLE IV  
AMENDMENTS AND -SUSPENSION OF BY-LAWS**

Section 1. Amendment of By-Laws. These By-Laws of the Authority shall be amended only if there has been a notice of motion duly seconded in the previous meeting.

Section 2. Suspension of By-Laws. Any requirement of these By-Laws may be waived by a written consent signed by all Commissioners.

**ARTICLE V  
MISCELLANEOUS**

Section 1. Removal from Authority. Notwithstanding the removal process described in Section 4 of Article III of these By-Laws, any Commissioner may be removed for any of the grounds enumerated in 29-4-208, C.R.S., subject to the notice and hearing requirements set forth therein.

Section 2. Uniform Standards for Sales. The Authority is authorized to adopt uniform standards for the approval of all sales of real property in the exercise of its duties. This section shall not affect the responsibility of the Authority to approve all purchases of real property by Authority action.

Section 3. Conflict of Interest. No Commissioner, other officer, or employee of the Authority, nor any immediate member of the family of any Commissioner, officer, or employee shall acquire, nor shall any Commissioner or officer retain any interest, direct or indirect, in any project or in any property included or planned to be included in any project, nor shall he or she have any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any project. If any Commissioner, other officer, or employee of the Authority owns or controls an interest, direct or indirect, in any property to be included or planned to be included in any project, he or she shall immediately disclose the same in writing to the Authority, and such disclosure shall be entered upon the minutes of the Authority. Acquisition or retention of any such interest or willful failure to disclose any such interest shall constitute misconduct in office.

Section 4. Written materials. Any written notice or other communication to or from the members may take the form of electronic communication or facsimile; provided, however, that all notices of Authority meetings and other materials posted at the Municipal Building or otherwise shall be posted in hard copy written form.

Section 5. Rules of Procedure. The Authority shall follow Roberts Rules of Order, Tenth Edition.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2001.

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Jerry DiTullio, Chair  
Wheat Ridge Housing Authority

Approved April 9, 2001  
Amended May 24, 2006