

## Regular Board Meeting

Jackson/Teton County Housing Authority

Friday, February 12, 2021

Virtual Meeting (Instructions below)



1. Call to Order
2. Pronouncement of Quorum
3. Public Comment
4. Approval of Regular Meeting Minutes for January 6, 2021.
5. New Board Member Introduction
6. Election of Officers
7. Preservation Program
  - a. Vincent/DiPrisco
  - b. Swentosky
  - c. Gurney
8. Matters from Staff
9. Matters from Board
10. Adjourn

BCC Chambers is inviting you to a scheduled Zoom meeting.

Topic: Housing Authority Board Meeting

Time: Feb 12, 2021 03:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/91256832662?pwd=SVIIaXJKM3JZT3FmMFhQMlh6Vm0wQT09>

Meeting ID: 912 5683 2662

Passcode: 053932

One tap mobile

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MEMO

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Stacy Stoker, Housing Manager  
**DATE:** February 12, 2021  
**SUBJECT:** February 12, 2021 Housing Authority Board Agenda

**Items 1 – 4 Attachments**

- Meeting minutes for January 6, 2021

**Item 5. New Board Member Introduction**

Justin Henry was appointed by the Board of County Commissioners on February 9, 2021. Justin will serve a 5-year term ending January 31, 2026.

**Item 6. Election of Officers**

- Chair – runs the meetings.
- Vice Chair – runs the meetings in case chair is not in attendance.
- Clerk – Attests to board approval of documents signed by the Chair or Vice Chair.

**Item 7. Preservation Program**

The Preservation Program was launched on February 1. This is a program funded by SPET funds to keep existing housing stock from becoming second homes. Households can receive down payment assistance when purchasing a home for 16.5% of the purchase price or \$150,000, whichever is less. Owners of existing homes can receive a grant for \$150,000. The homes will be restricted as Workforce Housing. The Housing Department has received the following applications for Prequalification for down payment assistance to purchase:

**Anthony and Jennie Swentosky**

Anthony is employed full time as the Director of Educational Services for the Teton County School District. He has held this job since 2013

Jennie is employed full time with Jackson Workforce Center. She has held this job since 2013.

They are a household of 4 (2 adults and 2 children)

**Ben Vincent and Charlotte DiPrisco**

Ben is employed as a part time Paraprofessional for Teton County School District. He has held this job since 2018.

Charlotte is employed as a full time Teacher/Guidance Counselor for Teton County School District. She has held this job since 2014.

They are a household of 2 (2 adults)

**Morgan Gurney**

Morgan is employed full time with Saint John's Health as an Executive Assistant.  
She is a household of 1 (1 adult)

**Staff Recommendation:** Staff has reviewed Employment Affidavits, Tax Returns, Proof of Citizenship/Lawful Permanent Residency, and credit reports for all three households. Based on this documentation, staff finds them qualified and recommends approval.

**Motion:**

I move to approve Anthony and Jennie Swentosky as a Pre-Qualified Household under the Preservation Program. I further move to approve Ben Vincent and Charlotte DiPrisco as a Pre-Qualified Household under the Preservation Program. I further move to approve Morgan Gurney as a Pre-Qualified Household.

Jackson/Teton County Housing Authority  
Meeting Minutes  
January 6, 2021  
Zoom Virtual Meeting

1. Call to order

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on January 6, 2021 at 2:01 pm via ZOOM. Attendees were Estela Torres, Annie Kent Droppert, Amy Robinson, housing staff April Norton, Stacy Stoker and Brandon Hernandez. And TOJ attorney Lea Colasuonno.

2. Pronouncement of Quorum

Amy Robinson Vice Chair, Annie Kent Droppert and Clerk, Estella Torres were present

3. Public Comment

There was no Public Comment for items not on the agenda.

4. Approval of Minutes for December 2<sup>nd</sup>, 2020

Estella Torres made a motion to approve the regular meeting minutes from December 2<sup>nd</sup> 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

5. Review of November 2020 Financials and Staff Update

Stacy Pointed out Rains property was removed on the balance sheet. No further Commentary.

6. Covid-19 Update

a. Staffing, level of Service the County is in the Red phase of reopening. Staff are back on the A-B schedule. Brandon is in the office every day. Billi and Lisa are in the office every other day. April and Stacy will be in the office one or two days a week staggered.

b. Requests for reduced Rent / Rent Assistance

No new requests have been received, and rent is paid in full by all tenants through December.

7. Preservation Program

Housing Director, April Norton, shared with the Board that the Preservation program was to go Infront of Board and Counsel for pilot approval. The Housing Authority Board will be responsible for receiving and approving Applications.

8. Restriction for 931 Sandcherry Way

Golf and Tennis affordable development unit. As directed by the Town Council and Board of County Commissioners, staff is replacing the existing restriction with a new updated, approved template. Estella Torres motioned to approve the Amendment and Restatement Special Restriction for Affordable Ownership Housing Located at 931 Sandcherry Way Teton County, Wyoming. Annie Kent Droppert seconded the motion. Motion was approved unanimously.

9. Special Restriction for 765 W Windriver Lane

Melody Ranch Townhome that needs roof repair. Selling price of unit was increased by cost to fix roof. Estella Torres motions to approve the Amendment and Restatement Special Restriction for Workforce Ownership Housing located at 765 W Windriver Lane. Annie Kent Droppert Seconded the motion. Motion was approved unanimously.

10. Escrow Agreement 45 Pine Glades unit A

Sellers of the unit have requested to occupy the unit until the day after closing date. Buyers have agreed, so long as \$500 is held in Escrow in case there is additional cleaning required. Annie Kent Droppert motioned to approve the Escrow Agreement between the Housing Authority, Buyer, and Seller of 45 Pine Glade unit A. Estella Torres seconded the motion. Motion was approved unanimously.

11. Matters from Staff

Housing Manager, Stacy Stoker, informed the board that the reammortization was taken care of for re-finance of Grove. Requirements was that Housing Department moves our bank account to First Republic Bank. Additionally, Stacy informed the board that eventually all accounts will be moved to First Republic Bank. Stacy Stoker introduces and informs the board that TOJ attorney Lea Colasuonno will be regularly attending Housing Authority Board meetings moving forward.

Adjourn

Amy Robinson moved to adjourn the meeting, Estella Torres seconded. Motion passed. HAB meeting adjourned 2:17P.M.

Respectfully Submitted:

Brandon Hernandez, Administrative Assistant



Approved by the Board of Housing Authority Commissioners as evidenced by their signatures below:

\_\_\_\_\_  
Annie Kent Droppert, Vice Chair

Date

\_\_\_\_\_  
Estela Torres, Clerk

Date



MEMO

**TO:** Jackson/Teton County Housing Authority Board  
**FROM:** Housing Department Staff  
**DATE:** February 10, 2021  
**SUBJECT:** Monthly Staff Update

**SALES AND RENTALS**

The chart below shows the rental and ownership units either closed or in the process of being rented or sold since January 1, 2021.

Unit	Bedrooms	Total Applicants	Average Points	Selected Household Entries	Status
45 Pine Glades	2	10	5	6 entries picked on 4	Closed
Grove Unit 210 Phase 1 Rental	2	5	4	5 entries picked on 1	Moved in
765 Wind River Lane	2	31	7	7 entries picked on 5	Qualified, closing 4/30/2021
931 Sandcherry Way	2	5	6	9 entries picked on 4	Qualified, closing 2/18/21

Jessica and Jason Moore

- Jessica works at TCSD, and Jason is a fishing guide, they have 1 child.

Ilya Rosikhin and Jessica Rush

- Ilya works at Four Seasons, and Jessica works at Broulims in Alpine, they have 3 children.

Brian McGeogh and Vanessa Sulzer - purchase

- Brian works at St. Johns and Vanessa is a self-employed Yoga Instructor.

Cristina Briones - rental

- Cristina is a self-employed housekeeper; she has 3 children.

**Town of Jackson Employee Rentals 1/1/2021 to present** –2 units have been rented to Town employees since January 1<sup>st</sup>.

**Teton County Employee Rentals 1/1/2021 to present** –2 units have been rented to County employees since January 1, 2021.

**Grove Phase 2 Warrantees** –Four of the units are still leaking. Staff is working with GE Johnson as to next steps.

**Grove Phase 3 Partnership with Habitat** –The Grove Phase 3 units are on schedule to be completed end of May 2021. The plan for a community garden is still underway. Habitat is working with the Grove HOA and the Town of Jackson to make this happen. This will be the completion of a 4 ½ year partnership with Habitat to complete The Grove Development.

**COMPLIANCE:**

	Since Last HAB Meeting	Since January 1, 2021
<b>Affordable/Workforce Rental Housing Added to Inventory</b>	12	10 to add to Database
<b>Requests to Rent/Leave of Absence</b>	1 pending for both	0
<b>Requests for Exception</b>	1 pending approval	0
<b>Qualified Mortgage Request</b>	6 approved/ 1 pending	6
<b>Transfer of Title</b>	1 approved/1 pending	1
<b>Occupancy Agreement</b>	2 pending	0
<b>Transfer on Death Deed</b>	1 pending	0
<b>Workforce Ownership Requalification's – Total – 57</b>	2021 requalification's will be sent Sept of 2021.	55 have requalified. 1 – EB and 1 – WF remain.
<b>Affordable Check-ins</b>	15 Verified for 2020	21 due in 2021
<b>Proof of Insurance</b>	Millward sent 11/23	Ongoing
<b>Violations</b>	1-Owner/2-Employee	1-Owner/2-Employee

Units with Sunset Clause	Sunset Clause Expired	Total Releases Recorded	Expirations Pending	Expire in 2021	Expire in 2022
98	48	29	0	2	4

**Livability Standards Review** – All deed restricted units must go through the Housing Department for a Livability Standards Review. The Livability Standards exist in the Housing Rules and Regulations. They have requirements for linear feet of cabinets and counter tops, sizes for appliances, storage, room sizes, etc. Each restricted unit must be approved by the Housing Department prior to issuance of a building permit. Once the units are built, staff inspects them, meets with the developer to review compliance with the deed restriction, and ensures the restriction gets recorded prior to issuance of Certificate of Occupancy. Since January 2021 staff has reviewed or is in process of reviewing 0 developments,.

**Online Systems** – Staff is working with Greenwood Mapping to revise the Intake form to allow for a shorter and easier version for households who are only interested in rentals. The new version will be in Spanish and English. The form is currently available for the public, however some translations are ongoing. The transfer of the Housing Department's database to a web-based system is also ongoing.

**Spanish-Language Outreach** – Staff now has the rental and ownership documents translated into Spanish on hand and available on the Housing Department's website. In recent weeks the Housing Department has seen an increase in phone calls and in-office visits from Spanish and Latinx applicants either looking for more information or to submit their application. Notification Emails/text are proving to be an efficient way to reach these applicants and alert them of new housing opportunities. Brandon

has been able to assist these applicants with questions and the application process over the phone and in person visits. This past month, he has been working on translating the Online Intake Form.

**Preservation Program** – The new Preservation Program was launched on February 1<sup>st</sup>. The office has received many phone calls from interested parties. We currently have received two applications for Prequalification. The board will approve/deny these applications at the February 12<sup>th</sup> board meeting.

**Annual Report** – The Housing Department’s Annual Report is currently being drafted. It is scheduled to be released by March 1.

**FY21/22 Budget** – Staff is currently working on the Housing Department’s FY21/22 Budget. It is due to the Town and County by February 26<sup>th</sup>. The Housing Authority’s proposed budget will be on the March Regular Meeting for approval by this board.

**Melody Ranch Townhomes** – The Melody Ranch Townhomes consisting of 24 townhomes suffered a complete roof failure in 2019 due to faulty materials used to construct the homes. These homes were generated by a requirement from the Melody Ranch Development and were constructed by the developer. The cost to repair the roofs is \$150,000 per townhome. Last summer, 12 townhomes received new roofs. This summer, the final 12 are scheduled to be done. The Town and County Elected Officials approved 0% interest 3-year loans in the amount of \$160,000 for the eight permanently restricted units. These loans will cover the assessment as well as \$10,000 to pay for relocation costs for each of the homeowners during the construction of the roofs. The value of these homes will be raised by \$160,000 and they will be reclassified as Workforce Housing. This will allow the owners to refinance once construction is complete and pay the Town and County back. Also approved was funding to pay homeowners who do not have permanently restricted homes \$160,000 to record an Affordable Restriction on their townhome or \$100,000 to record a Workforce restriction. The assessments for the next phase of the project were due to be paid to the HOA by February 1, 2021.

**2020:**

**795 Wind River:** Received a loan and has paid it back.

**758 Wind River:** Received a loan. It will come due on January 16, 2023

**763 Wind River:** Sold. Value raised and proceeds from the sale held in escrow by the Housing Authority.

**791 Wind River:** Sold. Value raised and proceeds from the sale were used to pay assessment.

**2021:**

**722 Wind River:** The Housing Authority paid the owner to record an Affordable restriction. It is classified in the 50% - 80% Income Range.

**765 Wind River:** Currently under contract for sale. A loan was given to pay the assessment. The loan will be paid back with sale proceeds at closing in April.

**763 Wind River:** Escrowed funds were used to pay the assessment.

**724 Wind River:** A loan was given. It is due to be paid back January of 2024.

**726 Wind River:** Owner obtained a second mortgage to pay the assessment.

**727 Wind River:** A loan was given. It is due to be paid back by January of 2024. The owner has enough equity in the home to be able to refinance without raising the value. This home will remain classified as Affordable at the request of the owner.



**COVID-19 UPDATE-**

- a) **Staffing, Level of Service** the County is in the Red phase of reopening. Staff are back on the A-B schedule. Brandon is in the office every day. Billi and Lisa are in the office every other day. April and Stacy will be in the office every other day.
- b) **Requests for Reduced Rent/Rent Assistance:**
  - a. Grove Phase 1 Residential: No new requests for rent assistance have been received. All tenants are paid through the month of January.