

**Jackson/Teton County Housing Authority  
Meeting Minutes  
February 5, 2020  
Teton County Old Library**

**1. Call to Order**

The regular meeting of the Jackson/Teton County Housing Authority Board was called to Order on February 5, 2019 at 2:00pm in the Conference Room of the Teton County Old Library building at 320 S. King Street, Jackson, Wyoming. Attendees were Amy Robinson, Estela Torres, Annie Kent Droppert, staff Stacy Stoker, Lisa Potzernitz and Julia Johari, and members of the public.

**2. Swearing in of New Board Members**

Board members Annie Kent Droppert and Estela Torres were sworn in by Notary Public, Lisa Potzernitz.

**3. Pronouncement of Quorum**

Amy Robinson, Annie Kent Droppert, and Estella Torres were present. Amy Robinson declared a quorum.

**4. Public Comment**

Relating to item 7, Katherine Mannen reviewed sections of the tenant's lease with the Board. Please see item 7.

**5. Approval of Regular Meeting Minutes for December 4, 2019, and Special Meeting Minutes for December 23, 2019 and January 21, 2020.**

Matt Faupel is no longer on the Board and was not able to approve minutes. Amy Robinson motioned to approve the Regular Meeting Minutes for December 4, 2019, and Special Meeting Minutes for December 23, 2019 and January 21, 2020. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**6. Review of December Financials & Staff Update**

No questions, no action was taken.

**7. Grove Unit 203 – Tenant Grievance**

The Grove Lease requires tenants to pay for maintenance and repairs of appliances. Staff has been directed by the Board to pay for replacement of appliances when the costs of repair exceed the cost of replacing the appliance. The tenant of unit 203 has a dishwasher that needs repairs and is arguing that he should not be required to pay for the repairs. Katherine Mannen, an attorney retained by the tenant of unit 203, reviewed sections of the tenant's lease with the Board. A discussion occurred.

**Motion:**

Annie Kent Droppert moved to have the Housing Authority Board pay to replace Colby Sandoval's dishwasher with no cost owed by Mr. Sandoval. Estela Torres seconded the motion. The motion was approved unanimously.

**8. Meeting Schedule for 2020**

The 2020 Board meeting schedule was reviewed. All meetings are scheduled for the 1<sup>st</sup> Wednesday of every month at 2:00pm.

**Motion:**

Amy Robinson moved to approve the meeting schedule as presented by staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**9. Election of Officers**

Amy Robinson was elected as Housing Authority Board Chair. Annie Kent Droppert was elected as Housing Authority Board Vice Chair. Estela Torres was elected as Housing Authority Board Clerk.

**10. Grove Lease Revisions**

The Board and Staff reviewed and discussed a several possible revisions to the Grove lease template. All agreed to revisit revisions at the next Board meeting. No action was taken.

**11. First Amendment to the Amended and Restated Condominium Declaration for The Grove Condominium Owner's Association.**

This is a unilateral amendment made by the Declarant (HAB) to comply with the requirements of the Town of Jackson to annex in additional property into the development governed by the Declaration. Habitat for Humanity is building 24 housing units on The Grove 3 property. Teton County has provided funding for the infrastructure, and the Housing Department is managing the project. The Housing Authority owns the land.

When the first 8 units were completed, the portion of land containing the units was conveyed to the Homeowner's Association (HOA). This was required because the units are condominiums and the HOA owns the common are collectively. The language in the Condo Declaration needs to be amended to clarify that the Housing Authority still owns the land where units are still being constructed to give the Housing Authority the ability to build the infrastructure.

**Motion:**

Annie Kent Droppert moved to approve the First Amendment to the Amended and Restated Condominium Declaration for the Grove Condominium Owner's Association as presented by staff with a correction of the word "WITHNESS" to "WITNESS". Amy Robinson seconded the motion. The motion was approved unanimously.

**12. Grove Phase 2 of Phase 3 Plat**

The plate for Phase 2 or Phase 3 is required to be signed by the Housing Authority as property owner. It must be approved by the Board for the Chair to sign. It has been reviewed by John Graham, Deputy County Attorney, Lea Colasuonno, Town Attorney, the Town Planning Department, and Housing Department staff. The plat as presented contains Matthew Faupel's name in the Owner's signature and notary block. This needs to be changed as Matt Faupel is no longer on the Board.

**Motion:**

Estela Torres moved to approve the Phase 2 of the Phase 3 Plate with the removal of Matthew Faupel's name on the owner's signature line and in the notary block and replacing it with Amy Robinson's name. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**13. Grove Phase 2 of Phase 3 Warranty Deeds**

Habitat has completed the 8 units in the Grove Phase 2 of Phase 3 and is ready to sell the units. The Housing Authority needs to convey the land. The Warranty Deeds need to be approved by the Housing Authority Board and signed by the chair.

**Motion:**

Estela Torres moved to approve the Grove 2 of Phase 3 Warranty Deed Template as presented by staff. Annie Kent Droppert seconded the motion. The motion was approved unanimously.

**14. Matters from Staff**

No matters from Staff.

**15. Matters from the Board**

The Board asked some questions about the employment-based deed restricted units in Teton Village. A short discussion occurred. No action was taken.

**16. Executive Session**

**17. Adjourn**

Amy Robinson motioned to adjourn at 2:16pm. Annie Kent Droppert seconded. The motion passed unanimously.

Respectfully Submitted:

Estela Torres, Clerk

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

Amy Robinson  
  
Chair

Date 3/4/2020 \_\_\_\_\_

Annie Kent Droppert  
  
Vice Chair

Date 3/4/20 \_\_\_\_\_

Estela Torres  
  
Clerk

Date 3/4/2020 \_\_\_\_\_