



AGENDA
ANNUAL BOARD MEETING

HISTORIC CITY HALL
and via Zoom teleconference

Thursday, February 12, 2026

4:00 pm

Board Members:

**Michelle Miller (Chair), Dave Rose (Vice Chair), Theresa Bowen,
Peter Padilla (City Mem.), Tom Green (City Alt.), Michael Martinez (City Mgr), Doug Lambert**

1. Call to Order – (Michelle Miller)

Board Chair... *"I will now call the February 12, 2026 Board Meeting to order at ___P.M. Please rise for the Pledge of Allegiance."*

2. Pledge of Allegiance – (Michelle Miller)

When Pledge is completed... *Board Chair announces..." We will now have roll call."*

3. Roll Call – (Sofia Martinez)

When roll call is completed... *Board Chair announces... "We will now move to the next item."*

4. Seating of Alternate(s) – (Michelle Miller)

If need to seat alternate(s)... *"We will now seat the following alternate(s) ..."*

If no need to seat alternate(s)... *"It appears we do not need to seat any alternates today. We will now move on to the next item."*

5. Consent Agenda – (Michelle Miller)

A. Approval of Minutes for January 22, 2026 Board Meeting

B. Approval of December Financial Reports

C. Approval of December Occupancy Reports

Board Chair... *"Does any Board Commissioner desire to pull any item off the consent agenda for separate discussion and vote?"*

Board Chair... *"I will entertain a motion to approve the Consent Agenda as presented."*

Recommended motion... *"I move to approve the Consent Agenda as presented."*

Board Chair... *"Can I get a second?"* (Wait for second.)

6. Approval of Regular Agenda – (Michelle Miller)

Board Chair... *"I will entertain a motion to approve the February 12, 2026 Board Meeting Agenda as presented."* Recommended motion... *"I move to approve the February 12, 2026 Board Meeting Agenda as presented."*

Board Chair... *"Can I get a second?"* (Wait for second.)

Board Chair... *"All in favor say 'aye'."* (Wait for response.)

Board Chair... *"Those opposed say 'nay'."* (Wait for response.)

Board Chair... *"The motion passes/fails and the Regular Agenda is approved/disapproved. We will now move on to the next item."*

7. Public Comment – (Michelle Miller)

If no public comment... *"It appears we do not have any public comment today. We will now move on to the next item."*

8. Interview of Potential Board Candidate – (Michelle Miller)

When Interviews are completed... "We will now move to the next item."

9. Executive Director Update – (Debra Bristol) When Executive Director Update is completed...

Board Chair... *"We will now move on to the next item."*

10. Staff Memos and Resolutions – (Michelle Miller)

Resolution 26-02-01- Ravenfield Senior Apartments Development Activities

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO, TO AUTHORIZE THE FORMATION OF ENTITIES, CONVEYANCE OF PROPERTY, LOANING OF FUNDS, AND THE FINANCING OF RAVENFIELD SENIOR APARTMENTS.

Board Chair... *"If there are no further questions, I will entertain a motion to approve Resolution 26-02-01 as read."*

Recommended motion... *"I move to approve Resolution 26-02-01 as read."*

Board Chair... *"Can I get a second?"* (Wait for second.)

Board Chair... *"All in favor say 'aye'."* (Wait for response.)

Board Chair... *"Those opposed say 'nay'."* (Wait for response.)

Board Chair... *"The motion passes/fails and Resolution 26-02-01 is approved/disapproved."*

11. Adjournment – (Michelle Miller)

Board Chair... *"There being nothing further that appears on the Agenda, this February 12, 2026 Board meeting is hereby adjourned."*

Brighton Housing Authority's next Board Meeting is scheduled for March 5, 2026, at 4 PM at Historic City Hall.

Notice of Non-Discrimination

It is the policy of the Brighton Housing Authority to provide equal services, programs and activities without regard to race, color, national origin, creed, religion, sex, sexual orientation, disability, or age and without regard to the exercise of rights guaranteed by state or federal law. The Brighton Housing Authority has a policy to provide language access services at no charge to persons with limited English proficiency (LEP) and persons with a disability who are served by the Authority.

For more information on non-discrimination or interpretation, please contact the Brighton Housing Authority at info@brightonhousing.org or 303-655-2160. The Brighton Housing Authority will make reasonable accommodations for citizens in accordance with the Americans with Disabilities Act (ADA) or will arrange for an interpreter in accordance with Title VI of the Civil Rights Act. Any request for an interpreter must be made by 9:00 a.m. on the Thursday prior to the Brighton Housing Authority's board meeting.

Aviso de No Discriminación

Es política de la Autoridad de Vivienda de Brighton proporcionar servicios, programas y actividades iguales sin importar la raza, el color, el origen nacional, la creencia, la religión, el sexo, la orientación sexual, la discapacidad o la edad, y sin tener en cuenta el ejercicio de los derechos garantizados por la ley estatal o federal. La Autoridad de Vivienda de Brighton tiene una política para proporcionar servicios de acceso al idioma sin cargo a personas con dominio limitado del inglés (LEP) y personas con discapacidades que son atendidas por la Autoridad.

Para obtener más información sobre la no discriminación o la interpretación, comuníquese con la Autoridad de Vivienda de Brighton en info@brightonhousing.org o al 303-655-2160. La Autoridad de Vivienda de Brighton hará adaptaciones razonables para los ciudadanos de acuerdo con la Ley de Estadounidenses con Discapacidades (ADA) o proporcionará un intérprete de acuerdo con el Título VI de la Ley de Derechos Civiles. Cualquier solicitud de un intérprete debe hacerse antes de las 9:00 a.m. del jueves anterior a la reunión de la Junta de la Autoridad de Vivienda de Brighton.



22 South 4th Avenue, Brighton CO 80601

Board Meeting Minutes – March 5, 2026

1. CALL TO ORDER:

Board Chair Michelle Miller called the meeting to order at 4:03 pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Commissioners Present: Michelle Miller, Dave Rose, Doug Lambert (Joined at 4:05pm), Theresa Bowen, Michael Martinez, Peter Padilla.

Commissioners Not Present: Tom Green.

BHA Staff & Consultants Present: Debra Bristol, Andrew Dall, Charlene Montoya, Anneli Berube, Alex Gano

4. SEATING OF ALTERNATES:

None.

5. APPROVAL OF CONSENT AGENDA:

Commissioner Martinez moved, seconded by Commissioner Rose, to approve the February 12, 2026 Consent Agenda.

Vote: Approved by all present.

6. APPROVAL OF AGENDA:

Commissioner Bowen moved, seconded by Commissioner Padilla, to approve the February 12, 2026 Board Meeting Agenda.

Vote: Approved by all present.

7. PUBLIC COMMENT:

Maria Blea, who is a tenant, gave a public comment over zoom. She had comment that she has a HOME application that was given to her in October, and no one has gotten back to her on why she needs to fill it out and what it is for. She mentioned she is having some issues with her door lock, her dishwasher is not working and Appfolio is not working as well.

8. INTERVIEW OF POTENTIAL BOARD CANDIDATE:

The Board members asked Barb Baca a series of questions provided by BHA staff. Barb shared that she has many years of experience with Section 8, CDBG, GAP funding and HOME. She has also learned a lot from meeting with Debra Bristol specifically about the work of BHA. She shared that she is a resident of Brighton and is familiar with the work BHA does. She explained that she is wanting to join the BHA Board because she wants to see her community grow and wants to see more development. Barb wants to be a part of the solution and help in order to see the City of Brighton house more people. She shared that she believes the role of the Brighton Housing Authority is to mainly listen to the needs and concerns of the community as well as making informed decisions based on the data that shows what those needs are and

how many people are looking for affordable housing and resources. She was hoping to gain insight on the ideal candidate that the BHA Board is looking for to join the Board. The Commissioners shared that they are hoping for someone who would bring in new ideas and bring in a strategic approach to maintaining and creating those resources for the community.

9. EXECUTIVE DIRECTOR UPDATE:

The Commissioners participated in a BHA slide quiz on facts related to the work of BHA. The Executive Director Debra Bristol and each department head gave an overview of their accomplishments from 2025 and their goals for 2026. Debra Bristol began with some of BHA's metrics of high performance. She shared that BHA has increased the operational budget by 20% over the last four years which has been instrumental in being able to do the work BHA has done in development. BHA is one of 135 PHAs in the country with MTW Designation and 28 action items have been completed from the Strategic Plan. She then moved on to the impact of BHA regarding housing development specifically and she highlighted that BHA is ranked 8th out of 35 Housing Authorities for PBV utilization.

10. RESOLUTIONS/ STAFF MEMOS:

Resolution No.26-02-01

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO, TO AUTHORIZE THE FORMATION OF ENTITIES, CONVEYANCE OF PROPERTY, LOANING OF FUNDS, AND THE FINANCING OF RAVENFIELD SENIOR APARTMENTS. Commissioner Martinez moved, seconded by Commissioner Padilla to approve Resolution No.26-02-01 as presented.

Vote: Approved by all except Michelle Miller as she recused herself from the voting.

11. ADJOURNMENT:

Michelle Miller adjourned the February 12, 2026, Board Meeting at 6:14 pm.

12. NEXT BRIGHTON HOUSING AUTHORITY BOARD MEETING:

Scheduled for March 5, 2026, at 4 pm.

**Approved:
March 5, 2026.**

Brighton Housing Authority

Financial Reports Synopsis

December

2025

Combined Programs

- Cash on hand is \$3,693,148,
 - \$186,294 less than last month
 - Due to a combination of the below listed items
 - Current Month
 - - Paid \$120,000 for MTW Local Non-Traditional expenditures
 - - Payroll funded from existing cash and not new receipts
 - - Ravens field predevelopment costs \$15,545

- Total Assets decreased from last month by \$170,259
 - Decrease in Cash
 - Increase in Accounts Receivable
- Total Liabilities increased from last month by \$29,286
 - Increase in accounts payable
 - Increase in security deposits liability
- ENTITY WIDE - Year to Date Increase in Reserves \$999,579
 - Decrease from last month by \$188,463
 - Decrease in revenue earned as compared to the prior month
 - - Paid \$120,000 for MTW Local Non-Traditional expenditures
 - - Ravens Field predevelopment costs \$15,545

- Section 8 (HCV)
 - YTD Increase in Reserves \$11,114
 - Last year for the same period the program had a loss
 - Current Month
 - Paid \$120,000 for MTW Local Non-Traditional expenditures
 - Cash on hand at the end of the month was \$5,251

Development

- YTD increase in Reserves of \$952,956
 - Last year for same period the program had a loss
 - Current Month
 - There were no significant one-time revenues as there was in the prior month
 - Cash on hand at the end of the month was \$3,546,210

Jessup

- YTD Increase in Reserves of \$36,022
 - Last year for the same period, there was an increase of \$19,699
- Current month,
 - Maintenance costs about \$1.5k more than budget this month
 - Repairs contracts expenses
- Cash on hand at the end of the month was \$141,687

Budget v. Actual

- Items of Note:
 - Total revenue over budget by \$1,120,602 year to date
 - Dwelling rent more than anticipated - \$264k
 - Sale of property more than anticipated - \$181K
 - LNT Funds received from HUD not expecting - \$195k
 - Insurance proceeds \$312k
 - Current month
 - Dwelling Rents \$6.4k over budget
 - HAP Revenue over budget \$24k
 - Total Expenses over budget by - \$76,882 or less than 1 %
 - Current month
 - Other general expenses over budget \$120k for MTW Local Non-Traditional expenditures
 - Employee benefits \$15k over budget
 - Training \$4.8k over budget
 - Consulting \$7.5k over budget

ENTITY WIDE Balance Sheet

Period = Dec 2025

Book = Accrual ; Tree = ysi_bs

	Current Balance
ASSETS	
CURRENT ASSETS	
CASH	3,693,148.27
Tenant Accounts Receivable	94,836.67
Loan Receivable	3,549,000.00
Prepaid Expenses	571,524.88
TOTAL CURRENT ASSETS	7,908,509.82
FIXED ASSETS	
TOTAL FIXED ASSETS	5,894,866.65
TOTAL ASSETS	13,803,376.47
LIABILITIES AND NET ASSETS	
LIABILITIES	
CURRENT LIABILITIES	
Accounts Payable	17,401.20
Accrued Liabilities	36,786.66
Tenants Security Deposit Liability	99,478.00
Prepaid Tenant Rents & Unearned Revenue	245,921.11
Mortgage Payable Current	30,354.52
TOTAL CURRENT LIABILITIES	429,941.49
LONG-TERM LIABILITIES	
Loan Payable	4,040,915.78
Accrued Liabilities Non Current	64,659.12
TOTAL LONG-TERM LIABILITIES	4,105,574.90
TOTAL LIABILITES	4,535,516.39
NET ASSETS	
Capital Assets Net of Related Debt	7,649,096.01
Restricted Net Assets	82,108.04
Unrestricted Net Assets	1,536,656.03
TOTAL NET ASSETS	9,267,860.08
TOTAL LIABILITIES AND NET ASSETS	13,803,376.47
TOTAL OF ALL	0.00

ENTITY WIDE Budget Comparison

Period = Dec 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
Net Income							
REVENUE							
RENTAL REVENUE							
Dwelling Rental Income	81,953.00	109,114.25	-27,161.25	1,602,800.76	1,309,371.00	236,641.76	1,309,371.00
LIHTC Yr End Distributions	0.00	0.00	0.00	449,581.15	476,568.00	-26,986.85	476,568.00
TOTAL RENTAL REVENUE	115,550.00	109,114.25	6,435.75	2,052,381.91	1,785,939.00	266,442.91	1,785,939.00
OTHER REVENUE							
Interest	1,726.99	1,019.14	707.85	21,114.46	12,231.00	8,883.46	12,231.00
Fraud Recovery	0.00	0.00	0.00	50.00	0.00	50.00	0.00
Portable Admin Fee Earned	3,750.50	3,794.00	-43.50	44,579.94	45,528.00	-948.06	45,528.00
Port-In HAP & URP	84,571.00	82,726.13	1,844.87	981,757.00	992,714.00	-10,957.00	992,714.00
Other Income	267.02	44,449.21	-44,182.19	1,944,396.76	1,273,215.00	671,695.76	1,273,215.00
TOTAL OTHER REVENUE	90,315.51	131,988.48	-41,672.97	2,991,898.16	2,323,688.00	668,724.16	2,323,688.00
GRANT REVENUE							
HAP Revenue	325,453.00	301,568.88	23,884.12	3,381,978.00	3,618,827.00	-236,849.00	3,618,827.00
HAP Revenue - LNT (MTW)	0.00	0.00	0.00	292,337.00	0.00	292,337.00	0.00
MTW Supplemental Funds Transfer	0.00	0.00	0.00	75,000.00	0.00	75,000.00	0.00
Admin Fee Revenue	19,736.00	20,547.00	-811.00	260,005.00	246,564.00	13,441.00	246,564.00
TBRA 1 Program Funding	9,642.00	5,916.63	3,725.37	73,191.00	71,000.00	2,191.00	71,000.00
TBRA 2 Admin Fee Funding	0.00	349.00	-349.00	14,194.24	4,188.00	10,006.24	4,188.00
TBRA 2 Program Funding	0.00	4,265.37	-4,265.37	50,492.93	51,184.00	-691.07	51,184.00
CHIP Grant #2	0.00	0.00	0.00	30,000.00	0.00	30,000.00	0.00
ARPA Stimulus Funds	0.00	950.63	-950.63	0.00	11,408.00	-11,408.00	11,408.00
ARPA Admin Program Funding	0.00	0.00	0.00	11,407.52	0.00	11,407.52	0.00
TOTAL GRANT REVENUE	354,831.00	333,597.51	21,233.49	4,188,605.69	4,003,171.00	185,434.69	4,003,171.00
TOTAL REVENUE	560,696.51	574,700.24	-14,003.73	9,232,885.76	8,112,798.00	1,120,601.76	8,112,798.00
ADMINISTRATIVE EXPENSE							
Admin. Salaries	94,345.35	107,312.74	12,967.39	1,308,785.82	1,287,752.00	-21,033.82	1,287,752.00
Legal Expense	7,861.37	9,681.50	1,820.13	86,752.16	120,740.00	33,987.84	120,740.00

ENTITY WIDE Budget Comparison

Period = Dec 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
Staff Training	6,000.00	1,171.75	-4,828.25	16,056.94	14,061.00	-1,995.94	14,061.00
Staff Travel	0.00	1,201.49	1,201.49	8,649.73	14,417.00	5,767.27	14,417.00
Computer Expense	3,039.14	4,429.10	1,389.96	40,225.97	54,208.00	13,982.03	54,208.00
Auditing Fees	0.00	1,430.75	1,430.75	38,500.00	29,170.00	-9,330.00	29,170.00
Misc Admin Expense	4,096.83	6,939.33	2,842.50	72,395.85	83,552.00	11,156.15	83,552.00
TOTAL ADMINISTRATIVE EXPENSES	115,342.69	132,166.66	16,823.97	1,571,366.47	1,603,900.00	32,533.53	1,603,900.00
DEV Program Admin Exps	97,546.17	107,143.94	9,597.77	1,261,075.44	1,296,482.00	35,406.56	1,296,482.00
JESSUP Program Admin Exps	2,504.24	5,464.98	2,960.74	50,133.66	65,862.00	15,728.34	65,862.00
HCV Program Admin Exps	15,292.28	19,557.74	4,265.46	260,157.37	241,556.00	-18,601.37	241,556.00
TOTAL UTILITY COSTS	16,631.18	13,028.33	-3,602.85	166,015.89	156,336.00	-9,679.89	156,336.00
TOTAL MAINTENANCE COSTS	30,588.48	20,201.89	-10,386.59	271,528.51	242,424.00	-29,104.51	242,424.00
TOTAL INSURANCE	1,291.00	13,048.38	11,757.38	120,043.45	156,581.00	36,537.55	156,581.00
GENERAL EXPENSES							
Employee Benefits	51,359.81	35,978.74	-15,381.07	417,970.26	431,744.00	13,773.74	431,744.00
Other Taxes	0.00	106.75	106.75	1,281.00	1,281.00	0.00	1,281.00
Other General Expense	120,000.00	2,098.75	-117,901.25	381,498.62	25,185.00	-356,313.62	25,185.00
Consulting Expense	28,140.13	20,591.40	-7,548.73	188,488.95	247,099.00	58,610.05	247,099.00
Loan Fees & Closing Costs	0.00	375.00	375.00	3,000.00	4,500.00	1,500.00	4,500.00
Replacement Reserve Expense	0.00	2,916.63	2,916.63	0.00	35,000.00	35,000.00	35,000.00
TOTAL GENERAL EXPENSES	199,499.94	62,067.27	-137,432.67	992,238.83	744,809.00	-247,429.83	744,809.00
EXTRAORDINARY MAINTENANCE							
Extraordinary Maintenance	0.00	50.62	50.62	75,527.83	100,607.00	25,079.17	100,607.00
Hughes Station - Extra ordinary Maintenance costs	0.00	2,434.50	2,434.50	58,153.74	29,214.00	-28,939.74	29,214.00
HS Operating Exps	0.00	0.00	0.00	187,521.52	200,000.00	12,478.48	200,000.00
TOTAL EXTRAORDINARY MAINTENANCE	0.00	2,485.12	2,485.12	321,203.09	329,821.00	8,617.91	329,821.00
GRANT EXPENSES							
Port HAP/URP Expense	20,536.00	92,291.62	71,755.62	153,102.00	1,107,499.00	954,397.00	1,107,499.00
Port Admin. Fee Expense	847.28	464.00	-383.28	6,851.72	5,568.00	-1,283.72	5,568.00

ENTITY WIDE Budget Comparison

Period = Dec 2025

Book = Accrual ; Tree = ysi_is

	PTD Actual	PTD Budget	Variance	YTD Actual	YTD Budget	Variance	Annual
HAP Expense-Occupied Units	353,819.00	279,503.62	-74,315.38	4,131,288.00	3,354,043.00	-777,245.00	3,354,043.00
Port Out HAP	0.00	0.00	0.00	162,613.00	0.00	-162,613.00	0.00
TBRA 1 Admin Expense	0.00	0.00	0.00	800.00	0.00	-800.00	0.00
TBRA 1 Program Expense	9,642.00	5,916.63	-3,725.37	9,642.00	71,000.00	61,358.00	71,000.00
ARPA Program Expense	0.00	2,500.00	2,500.00	28,767.01	30,000.00	1,232.99	30,000.00
CHIP Grant #5 Expense	0.00	1,829.62	1,829.62	16,614.27	21,955.00	5,340.73	21,955.00
CHIP Grant #6 Expense	2,032.00	0.00	-2,032.00	2,032.00	0.00	-2,032.00	0.00
TOTAL GRANT EXPENSES	386,876.28	382,505.49	-4,370.79	4,511,710.00	4,590,065.00	78,355.00	4,590,065.00
FINANCIAL EXPENSES							
Interest Mortgage	2,338.46	3,998.13	1,659.67	57,518.32	47,978.00	-9,540.32	47,978.00
Interest Expense - RAD II Closing Cost Loan	8,024.53	8,853.13	828.60	104,319.25	106,238.00	1,918.75	106,238.00
Misc Financial Expense	0.00	5,075.87	5,075.87	0.00	60,910.00	60,910.00	60,910.00
TOTAL FINANCIAL EXPENSES	10,362.99	17,927.13	7,564.14	161,837.57	215,126.00	53,288.43	215,126.00
TOTAL EXPENSES	760,592.56	643,430.27	(117,162.29)	8,115,943.81	8,039,062.00	(76,881.81)	8,039,062.00
NET INCOME	-199,896.05	-68,730.03	-131,166.02	1,116,941.95	373,736.00	626,356.94	373,736.00

FEBRUARY 2026 OCCUPANCY REPORT

<u>HCV (SECTION 8)</u>	July	August	September	October	November	December
Total Units	255	255	255	255	255	255
Vouchers Utilized	228	224	221	224	222	222
Vouchers Outstanding	28	30	34	31	33	33
Utilization %	89%	88%	87%	88%	87%	87%
Port-outs	9	9	11	11	13	13
Port-ins	58	58	57	59	58	59
HAP Spent (Port-ins Excluded)	\$290,995	\$292,400	\$291,435	\$292,835	\$288,288	\$289,784
HUD Allocation	\$297,358	\$291,237	\$228,171	\$294,753	\$179,452	\$325,453
HAP Utilized %	98%	100%	128%	99%	161%	89%
Issued (Searching for Unit)	2	3	5	4	4	4
Local Non-Traditional (LNT)	\$6,250	\$6,250	\$6,250	\$6,250	\$6,250	\$126,250

<u>RAD</u>	July	August	September	October	November	December
Total Units	12	12	12	12	12	12
Units Under Lease	12	12	12	12	12	12
Units Vacant	0	0	0	0	0	0
Unit Utilization %	100%	100%	100%	100%	100%	100%
Total Rental Income	\$13,152	\$13,381	\$13,590	\$13,590	\$13,610	\$13,610

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<u>UNRESTRICTED*</u>	July	August	September	October	November	December
Total Units	6	6	6	6	6	6
Units Under Lease	5	4	4	3	2	2
Units Vacant	1	2	2	3	4	4
Unit Utilization %	83%	67%	67%	50%	33%	33%
Total Rental Income	\$4,748	\$8,680	\$8,680	\$5,230	\$2,051	\$5,105

*Formerly DEVELOPMENT (includes 49 South 5th LLC)

<u>RAD2</u>		July		August		September		October		November		December
Total Units		13		13		13		13		13		13
Units Under Lease		13		13		13		11		10		10
Units Vacant		0		0		0		2		3		3
Unit Utilization %		100%		100%		100%		85%		77%		77%
Total Rental Income		\$20,514		\$20,514		\$20,514		\$34,055		\$16,478		\$16,245

<u>ECLT</u>		July		August		September		October		November		December
Total Units		8		8		8		8		8		8
Offline for Rehab		5		5		5		5		6		6
Units Under Lease		3		3		3		3		2		2
Units Vacant		0		0		0		0		0		0
Unit Utilization %		100%		100%		100%		100%		100%		100%
Total Rental Income		\$4,200		\$4,200		\$4,200		\$3,415		\$2,190		\$2,190
Total BHA Income		\$695		\$695		\$695		\$685		\$610		\$610

TBRA	July	August	September	October	November	December
Total Assisted Families	5	5	5	5	5	5
Total Subsidy Paid	\$13,628	\$9,409	\$9,642	\$9,642	\$9,642	\$9,642

Occupancy Rates*	July	August	September	October	November	December
Brighton Village I**	92%	87%	90%	95%	95%	95%
Brighton Village II**	97%	100%	100%	100%	100%	100%
Libretto I**	100%	100%	100%	100%	100%	100%
Libretto II**	98%	100%	100%	100%	100%	100%
Windmill Ranch**	93%	93%	93%	94%	94%	95%
Hughes Station***	61%	61%	56%	52%	56%	57%

* Please note that occupancy rates change from month to month and are impacted by several factors

**Tax Credit Properties (Ownership Interest not BHA-Managed)

*** Hughes Station's occupancy is lower due to major rehabilitation



Brighton Housing Authority

22 South 4th Avenue, Suite 202

Bright on, Colorado 80601

303.655.2160 office

303.655.2164 fax

Memo

To: Michelle Miller, Board Chair; Dave Rose, Board Vice-Chair; BHA Commissioners

Prepared By: Debra Bristol, BHA Executive Director

cc: Mark Berry, Attorney to BHA

Date: 2/10/2026

Re: Staff Memo #1: Ravenfield Senior Apartments Development Activities (RESO #26-02-01)

Purpose:

The purpose is to approve and authorize the Brighton Housing Authority ("BHA") to engage and affirm certain development activities in anticipation of a April 2026 closing of Ravenfield Senior Apartments. a 46-unit multifamily affordable housing rental project for seniors ("Ravenfield" or the "Project"). The Project is a age-qualifying (62+) community which will include 46 units (41 1BR and 5 2BR) at a mix of 30%, 50% and 60% AMI. The Project is expected to start construction following Project closing. Construction duration is estimated to occur over a period of fifteen (15) months.

Previous Board approved Resolution 25-09-02 ratified the following necessary development activities required for the Project:

- Conveyance of the property of the Project (the "Property") to the Partnership at the time of financial closing
- The formation of or partnership with an unaffiliated nonprofit corporation to serve as a limited partner in the Partnership
- Execute Letters of Intent for both debt and equity financing
- Execute and record the Project's final Plat Map with the City of Brighton
- Execute both a Development Agreement and Fee Reduction Agreement with the City of Brighton
- Proceed with applying for and the execution of gap financing grants/loans with relevant partners, such as the State of Colorado, Department of Local Affairs, Division of Housing
- Enter into a Memorandum of Understanding with Adams County outlining environmental review responsibilities for BHA projects that receive federal funds
- Engage in procurement activities up to \$600,000 prior to the execution of a construction contract
- Execute contracts with the Project Partners listed below and other necessary Project contractors

Project Partners

Role	Name
Development Consultant	GL Development Advisors
General Contractor	I-Kota
Architect	JLA Architects
LIHTC Underwriter	RCH Jones Consulting
Tax Credit Attorney	New Communities Law

Additional development activities necessary for an April 2026 closing for Board review and consideration are as follows:

- Conveyance of the property of the Project (the “Property”) to the Partnership for a purchase price of \$1,100,000
- The formation of PHA Partnership Inc., a non-profit entity
- Execution of the Amended and Restated Agreement of the Limited Liability Limited Partnership
- Loans to be made to the Partnership at closing and execution of all related documents
- Execution of an AHAP and HAP for the Project’s project-based vouchers
- Execution of a construction contract for the Project

Conveyance of Land:

In December 2023, BHA was awarded America Rescue Plan Act Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) from Adams County to purchase and land bank approximately 5 acres of land for sale by the First Presbyterian Church in Brighton. At Project closing, BHA will sale and convey the land to the Partnership for a purchase price of \$1,100,000.

Partnership Structure:

Following the award of a 9% low-income housing tax credit (“LIHTC”) reservation and an allocation of Colorado Housing Tax Credits (“HTC”) in June 2025 from the Colorado Housing Finance Authority (“CHFA”), BHA formed two entities. The first entity is a limited liability limited partnership known as Ravenfield LLLP (“Owner” or the “Partnership”) that is to be the owner of the Project. The second entity formed, known as Ravenfield GP, LLC (“General Partner”), will act as the general partner of the Owner, with BHA as its sole member and manager. At closing and detailed in the Amended and Restated Agreement of the Limited Liability Limited Partnership, BHA will withdraw as the limited partner.

In addition, and as ratified by the Board in September 2025, BHA formed a Colorado nonprofit known as PHA Housing Partnership Inc. (“PHAHP”), to serve as the sole member and manager of Ravenfield ALP LLC. An entity, upon formation, will fill the role of the Partnership’s Administrative Limited Partner.

Role	Entity Name	Ownership Interest
Partnership Name	Ravenfield, LLLP	100.00%
General Partner	Ravenfield GP, LLC	0.010%
Limited Partner	Syndicator/Investor	99.99%

Construction Contract:

I-kota LLC has provided an estimate for construction costs and has proposed a guaranteed maximum price not to exceed (“GMP”) contract of \$14,000,000. BHA seeks approval to enter into the final and negotiated contract prior to closing. The following is the Project’s estimated major construction budget line items, sources, and uses.

Construction Budget

Category	Amount
Acquisition Costs	\$1,100,000.00
Site Work and Landscaping	\$983,231.00
Owner Contingency	\$2,464,438.00
Architect	\$383,800.00
Engineering	\$168,800.00
GC Contingency	\$1,135,339.00
Soft Cost Contingency	\$100,000.00

Project Sources and Uses:

Sources

Category	Amount
Permanent Loan	\$5,250,000.00
DOH Grant	\$700,000.00
BHA Seller Carry	\$1,045,000.00
BHA Moving To Work	\$150,000.00
9% Federal Tax Credit Equity (\$0.820)	\$13,117,376.00
Federal HTC (\$0.680)	\$2,651,470.00
Deferred Developer Fee	\$881,347.00
COB Waived Fees	\$854,495.00
Total	\$24,668,239.00

Uses

Category	Amount
Acquisition/land	\$1,100,000.00
Professional Fees	\$2,155,900.00
Construction Contract	\$13,210,944.00
Owner Contingency	\$660,547.00
Construction Finance	\$4,948,469.00
Reserves	\$393,379.00
Developer Fee	\$2,199,000.00
Reserves	\$857,669.00
Total	\$24,668,239.00

All numbers are subject to change.

Project Financing:

Construction and Permanent Loans:

Following tax credit award in 2025, BHA provided a Request for Proposals to qualifying lenders for the Project and received six (6) proposals, with the Bank of Colorado (“BOC”) providing the most favorable terms for the Project. BHA executed a

letter of purposed terms dated July 22, 2025 following Board approval in September that outlined BOC's construction and permanent financing terms.

Construction Loan Terms:

- Loan Amount: up to \$19,000,000.00
- Loan Term: 24-months
- Loan to Value: 80%
- Interest rate: 6.29%
- Repayment: Monthly interest payments with principal due at maturity
- Estimated Closing Fees: \$197,750 (Loan Origination Fee 0.5% of Loan Amount)
- Secured and evidenced by a deed of trust, promissory note, assignment of leases and rents

Construction to Permanent Loan Terms:

- Loan Amount: up to \$6,000,000.00
- Loan Type: Real Estate Term Loan with Balloon
- Loan to Value: 75%
- Loan Term: Sixteen (16) years, 40 year amortization
- Interest rate: 16 years fixed at 6.54%
- Estimated Closing Fees: \$6,750.00

Tax Credit Equity:

BHA provided a Request for Proposals to qualifying investors for the Project and following Board approval in September 2025 awarded RBC Community Investments based on their full investment terms outlined in a letter of intent dated August 6, 2025.. BHA and RBC have engaged in negotiations solidifying the long-term obligations, project milestones, compliance and disbursement of equity installments. Which will be formalized in the Project's Amended and Restated Agreement of the Limited Liability Limited Partnership.

Investment Terms:

- Credit Pricing: \$0.82 for Fed LIHTC and \$0.68 for STC
- Reserves: Operating (\$367,103), Replacement (\$300 per unit), Lease-up (\$25,000)
- Developer Fee: Paid out in four (4) contributions, deferred paid from cash flow
- LIHTC Adjusters:
 - Downward Capital Adjustment - \$0.82
 - Upward Capital Adjustment - \$0.82
 - Late Delivery Adjustment - \$0.60
 - Early Deliver Adjustment - \$0.45
- STC Adjusters:
 - Downward Capital Adjustment - \$0.68
 - Upward Capital Adjustment - \$0.68
 - Late Delivery Adjustment - \$0.40
- Estimated Building Placed in Service: July 2027

Additional Financing Sources:

- **State of Colorado, Department of Local Affairs:** the development team submitted for Division of Housing's ("DOH's") August application round for gap financing. BHA was awarded \$700,000 in Housing Development Grant (HDG) funds and loan the proceeds to the Partnership.

- **BHA Moving to Work Gap Financing** of up to \$190,000 (“MTW Loan”) from BHA to the Owner to be evidenced by a promissory note and secured by deed of trust recorded against the Property or paid back at closing.
- **Project-Based Vouchers** This will also be the first LIHTC development in the market area to offer Project-Based Vouchers (“PBVs”) in a senior project. PBVs will be attached to all 9 30% AMI units and 2 50% AMI units, creating accessibility to high-quality age-qualified housing for very low-income seniors and formalized through the execution of an AHAP and HAP contract.
- **BHA Sellers Loan** by BHA to the Owner of approximately \$1,045,000 of the sales proceeds from the purchase of the Property to be evidenced by a promissory note and deed of trust recorded against the Property (“Seller Loan”).
- **City of Brighton Fee Reduction Agreement** approved by Brighton City Council in December 2025 waiving approximately \$870,244 in City impact fees and structured as a carry back loan to the Partnership.

Attachment:

Attachment A - Resolution 25-09-02

Attachment B – Resolution 26-02-01

Recommendation:

Authorize the Brighton Housing Authority to form the necessary entities, convey the Property to the Partnership, and execute all necessary documents related to the Project Partners, financing and development of the Project.

RESOLUTION NUMBER 25-09-02

A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF BRIGHTON, COLORADO TO AUTHORIZE CERTAIN ACTIVITIES RELATED TO THE DEVELOPMENT AND FINANCING OF RAVENFIELD APARTMENTS

WHEREAS, the Board of Commissioners (“Board”) of the Housing Authority of the City of Brighton, Colorado, a body corporate and politic created and existing under the Housing Authorities Law of the State of Colorado (aka the Brighton Housing Authority, “Authority”), takes the following actions.

WHEREAS, the Authority owns real property in the City of Brighton, Adams County, Colorado, described as Lot 2, Administrative Plat of Brighton Church of Christ Subdivision (“Property”) and desires to develop and operate the Property as a 46-unit multifamily affordable housing rental project for seniors known as Ravenfield Apartments (“Project”).

WHEREAS, the Authority formed two subsidiaries — Ravenfield GP LLC, a Colorado limited liability company (“General Partner”) in which the Authority is its sole member and Ravenfield LLLP, a Colorado limited liability limited partnership (“Partnership”) in which the Authority is the temporary limited partner until the investor is substituted in at financial closing. At the Project’s financial closing, the Authority will convey a portion of the Property to the Partnership and the General Partner will serve as the Partnership’s general partner.

WHEREAS, the Authority may desire to form an unaffiliated nonprofit corporation (“Nonprofit”) to serve as a limited partner in the Partnership or partner with an existing unaffiliated nonprofit corporation for tax and other purposes.

WHEREAS, the Authority desires to obtain debt and equity financing for the Project and desires to execute a letter of intent with the Bank of Colorado for construction-to-permanent loan financing of the Project (“Bank of Colorado LOI”) and a letter of intent with RBC Community Investments for equity investment in the Project (“RBC LOI”) that list the Authority as a guarantor and developer of the Project.

WHEREAS, the Authority submitted an Administrative Plat titled Brighton Church of Christ Subdivision Second Amendment (“Plat Map”) to the City of Brighton, Colorado (“City”) and desires to execute and record the Plat Map.

WHEREAS, the Authority desires to enter into a Development Agreement (“Development Agreement”) with the City that will obligate the Authority to construct public improvements and stormwater facilities required under the City’s regulations related to the Project.

WHEREAS, the City’s regulations allow the City to reduce or otherwise subsidize certain development impact fees, use taxes, and land dedication requirements (“Fees”) in connection with the development of affordable housing, and the Authority desires to enter into an agreement with the City for the reduction of Fees related to the Project (“City Fee Reduction Agreement”).

WHEREAS, the Authority desires to apply for grant or loan funds from the State of Colorado, acting by and through the Department of Local Affairs, for the benefit of the Division of Housing (“CDOH”) for the acquisition, construction, development, and financing of the Project (“CDOH Funds”).

WHEREAS, Adams County, Colorado (“County”), preliminarily awarded the Authority up to \$450,000 in HOME Investment Partnership Program funds (“HOME”) and up to \$168,551.14 in

Community Development Block Grant funds (“CDBG”) for the acquisition, construction, development, and financing of the Project, and the Authority desires to accept the HOME and CDBG funds for the Project.

WHEREAS, the Authority desires to enter into a Memorandum of Understanding to engage the County to serve as the Responsible Entity (“Responsible Entity MOU”) for purposes of the environmental reviews required in connection with any receipt of federal financial assistance the Authority receives for projects, including this Project, and outline the responsibilities of the Authority and the County with respect to such environmental review processes.

WHEREAS, the Authority may desire to procure certain building materials for the Project before signing a construction contract and procure other items and contractors for the Project (collectively, “Procurement Activities”).

WHEREAS, the Authority desires to authorize the Executive Director or Deputy Executive Director (each an “Authorized Official”) to execute all documents associated with the Project and these resolutions.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board ratifies all actions taken by the Authority in connection with the formation of the General Partner and the Partnership and the negotiation of the Bank of Colorado LOI, the RBC LOI, Plat Map, Development Agreement, City Fee Reduction Agreement, applications for CDOH Funds, the award of County HOME and CDBG funds, Responsible Entity MOU, and Procurement Activities.
2. The Board authorizes each Authorized Official to negotiate the terms of and execute the Bank of Colorado LOI, the RBC LOI, Plat Map, Development Agreement, City Fee Reduction Agreement, applications for CDOH Funds, the award of County HOME and CDBG funds, and the Responsible Entity MOU, on terms and conditions they deem reasonable and necessary to develop the Project.
3. The Board authorizes each Authorized Official to form the Nonprofit or enter into negotiations with an existing unaffiliated nonprofit corporation to serve as a limited partner in the Partnership.
4. The Board authorizes each Authorized Official to engage in Procurement Activities up to \$600,000 that the Authority deems reasonable and necessary for the Project and enter into agreements to carry out the Procurement Activities.
5. The Board authorizes each Authorized Official to enter into and perform all the Authority’s obligations under any additional agreements associated with the Project and take any additional actions and execute all documents associated with the Project that the Authorized Official deems necessary or desirable to carry out the intent of these resolutions.
6. The Board, acting for the Authority in its own capacity, in its capacity as the manager of General Partner, and in the General Partner’s capacity as the general partner of the Partnership, authorizes each Authorized Official to execute and deliver notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, contracts, supplements, amendments, guarantees, further assurances, and any other document or agreement associated with the Project the Authorized Official deems necessary or desirable to carry out the intent of these resolutions or to comply with the requirements of the contracts ratified, confirmed or authorized by these resolutions.

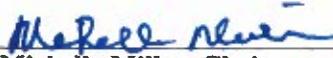
RESOLVED AND ADOPTED this 12 day of September 2025 by the Commissioners of the Brighton Housing Authority.

ATTEST:

HOUSING AUTHORITY FOR THE
CITY OF BRIGHTON, COLORADO



Debra Bristol, Secretary



Michelle Miller, Chairperson

RESOLUTION NUMBER 26-02-01

**A RESOLUTION OF THE COMMISSIONERS OF THE HOUSING AUTHORITY
OF THE CITY OF BRIGHTON, COLORADO TO AUTHORIZE THE
FORMATION OF ENTITIES, CONVEYANCE OF PROPERTY, LOANING OF
FUNDS, AND THE FINANCING OF RAVENFIELD SENIOR APARTMENTS**

WHEREAS, the Board of Commissioners of the Housing Authority of the City of Brighton, Colorado (a/k/a Brighton Housing Authority), a body corporate and politic created and existing under the Housing Authorities Law of the State of Colorado (“Authority”), does hereby take the actions below set forth as follows.

WHEREAS, the Authority owns real property in Brighton, Colorado located at 590 South 27th Avenue, Brighton, Colorado 80601 (“Property”).

WHEREAS, the Authority, intends to develop the Property into affordable housing called Ravenfield Senior Apartments. It is anticipated that 46 units of affordable senior housing will be created as part of this project (“Project”).

WHEREAS, the Authority formed and serves as the sole member and manager of Ravenfield GP LLC, a Colorado limited liability company (“General Partner”), and the General Partner then formed and serves as the general partner of Ravenfield LLLP, a Colorado limited liability limited partnership (“Partnership”). The Authority serves as the initial limited partner of the Partnership.

WHEREAS, the formation of the General Partner and the Partnership were previously ratified by Board Resolution Number 25-09-02.

WHEREAS, for tax and other purposes, the Authority formed a nonprofit corporation, PHA Housing Partnership Inc., a Colorado nonprofit corporation (“PHAHP”), pursuant to the filing of articles of incorporation with the Colorado Secretary of State. PHAHP will serve as the sole member and manager of a to-be-formed entity, Ravenfield ALP LLC, a Colorado limited liability company (“Administrative Limited Partner”), pursuant to articles of organization filed with the Colorado Secretary of State and the execution of an operating agreement. The Administrative Limited Partner will be administrative limited partner of the Partnership.

WHEREAS, the Authority desires to sell the Property to the Partnership for the purchase price of \$1,100,000 through the execution of a purchase and sale agreement.

WHEREAS, the Authority desires the Partnership to obtain debt financing for the Project through a construction loan from Bank of Colorado (“Construction Lender”) with a principal amount of up to \$19,000,000 (“Construction Loan”) and a permanent loan of up to \$6,000,000 (“Permanent Loan”). The Construction Loan and Permanent Loan will be evidenced by various documents including a loan agreement, promissory note, deed of trust, security agreement, assignment of leases and rents, and other similar agreements as may be required.

WHEREAS, the Authority desires to loan the Partnership approximately \$1,045,000 to be evidenced by a promissory note and deed of trust recorded against the Property (“Seller Loan”).

WHEREAS, the Authority also desires to loan the Partnership up to \$190,000 sourced from the Authority's Moving to Work program, which may be structured as a short-term predevelopment loan or construction loan or a long-term permanent loan, and which will be evidenced by a promissory note and secured deed of trust recorded against the Property ("MTW Loan").

WHEREAS, the Authority desires to enter into a grant agreement with and cause the Partnership to grant a use covenant to the State of Colorado, acting by and through the Department of Local Affairs, for the benefit of the Division of Housing ("CDOH"), for \$700,000 ("CDOH Grant"). The Authority desires to lend the proceeds of the CDOH Grant to the Partnership, which will be evidenced by a promissory note and secured by deed of trust recorded against the Property ("Authority CDOH Loan").

WHEREAS, the Authority has entered into a fee reduction agreement with the City of Brighton ("City") resulting in approximately \$870,244 in fee waivers ("City Fee Waiver") for the Project. The Authority desires to charge the Partnership for the City Fee Waiver and carry back a loan in an amount equal to the City Fee Waiver, which will be evidenced by a promissory note and secured deed of trust recorded against the Property ("Authority City Loan").

WHEREAS, the Authority applied for and received a preliminary reservation of federal nine percent Low-Income Housing Tax Credits ("LIHTC") and an allocation of Colorado Housing Tax Credits ("HTC"). To secure equity investment in the Project, the Authority desires to assign the determination of LIHTC, HTC, and other development rights it acquired in connection with the Project to the Partnership. The Authority desires to cause the General Partner to enter into an Amended and Restated Agreement of Limited Liability Limited Partnership ("Amended Partnership Agreement") with RBC Community Investments, LLC, an Illinois limited liability company ("Limited Partner") and RBC Community Investments Manager II, Inc. a Delaware corporation ("Special Limited Partner"), pursuant to which the Authority will withdraw as the limited partner. In accordance with the Amended Partnership Agreement, the Limited Partner and Special Limited Partner may contribute approximately \$16,000,000 ("Equity Investment"). The Authority will guaranty the performance of certain obligations of the Partnership.

WHEREAS, the Authority desires to commit eleven Project Based Vouchers ("PBV") to the Project to be available for eligible families. The Authority and Partnership desire to enter into an Agreement to Enter into a Housing Assistance Payments ("AHAP") contract and eventually a Housing Assistance Payments ("HAP") contract with the Partnership for the eleven contract units.

WHEREAS, the Authority desires to enter into a construction contract with I-kota, LLC ("Contractor") with a guaranteed maximum price not to exceed \$14,000,000 pursuant to which the Contractor will construct the Project.

WHEREAS, the Authority, in its own capacity and in its capacity as the manager of the General Partner of the Partnership on behalf of the Partnership, desires to enter other agreements as the Authority's Authorized Official (defined below) deems necessary or appropriate for the development, financing, operation, and management of the Project, including insurance policies, a property management agreement, easements, assignments, and certificates.

WHEREAS, the Authority desires to authorize the Executive Director or Chairperson of the Board (each an "Authorized Official") to execute all documents associated with the Project and these Resolutions.

NOW, THEREFORE, BE IT RESOLVED:

1. The Board ratifies the formation of PHAHP.
2. The Board authorizes each Authorized Official to execute a purchase and sale agreement, conveyance deed, and any other documents necessary for the sale and conveyance of the Property to the Partnership.
3. The Board, acting for the Authority in its own capacity and in its capacity as the manager of General Partner on behalf of the Partnership, authorizes each Authorized Official to negotiate the terms of and documents relating Amended Partnership Agreement and to take all other actions and to execute and deliver all documents required by the Limited Partner or Special Limited Partner, which may include a Development Agreement, Guaranty Agreement, Incentive Management Agreement, Purchase Option and Right of First Refusal Agreement, and a Post-Closing Agreement.
4. The Board, acting for the Authority in its own capacity and in its capacity as the manager of General Partner on behalf of the Partnership, authorizes each Authorized Official to negotiate the terms of and documents relating to the Construction Loan, Permanent Loan, Seller Loan, MTW Loan, CDOH Grant, Authority CDOH Loan, City Fee Waiver, Authority City Loan, and Amended Partnership Agreement and to take all other actions and to execute and deliver all documents required by Construction Lender, Authority, CDOH, City, the Limited Partner, or Special Limited Partner, which may include loan agreements, promissory notes, deeds of trust, use covenants, security agreements, financing statements, subordinations, assignments, indemnities, and guaranties.
5. The Board authorizes the Authority to negotiate the terms of and execute and deliver the Construction Contract.
6. The Board, acting for the Authority in its own capacity and in its capacity as the manager of General Partner on behalf of the Partnership, authorizes each Authorized Official to enter into development agreements and all other contracts and documents necessary or appropriate to carry out the acquisition and development of the Property and the Project.
7. The Board authorizes the Authority to commit up to eleven PBVs for use at the Project, and, in its capacity as the manager of the General Partner on behalf of the Partnership, authorizes the Authority and Partnership to execute the AHAP and HAP contracts and any related or ancillary documents necessary for the establishment of the PBV contract units at the Project.
8. The Board, acting for the Authority in its own capacity, in its capacity as the manager of General Partner, and in the General Partner's capacity as the general partner of the Partnership, authorizes each Authorized Official to enter into and perform all the Authority, General Partner, or Partnership obligations under any additional agreements and take any additional actions that the Authorized Official deems necessary or desirable to carry out the development of the Project and the intent of these resolutions.
9. The Board, acting for the Authority in its own capacity, in its capacity as the manager of General Partner, and in the General Partner's capacity as the general partner of the Partnership, authorizes each Authorized Official, to execute and deliver notices, requests, demands, directions, consents, approvals, waivers, acceptances, appointments, applications, certificates, contracts, supplements, amendments, further assurances, and any other document or agreement the Authorized Official deems necessary or desirable to carry out the intent of these resolutions or to comply with the requirements of the contracts or agreements ratified or authorized by these resolutions.

10. The execution and delivery by an Authorized Official of any agreement, document, contract, or instrument authorized by these resolutions is conclusive evidence of the Board's approval of its form and substance.

11. The Board ratifies the actions previously taken by each Authorized Official and any other officer of the Authority to carry out the acquisition, development, and financing of the Property and the Project.

12. Third parties may rely on these resolutions and any certificate executed by each Authorized Official.

13. In adopting these resolutions, the Commissioners acknowledge they received due notice and hereby consent to the holding of the meeting at which the Board adopted these resolutions.

14. The Secretary or her designee shall retain a copy of this resolution in the Authority's records.

RESOLVED AND ADOPTED this ____ day of February, 2026 by the Commissioners of the Brighton Housing Authority.

ATTEST:

**HOUSING AUTHORITY FOR THE
CITY OF BRIGHTON, COLORADO**

Debra Bristol, Secretary

Michelle Miller, Chairperson

Application Form**Profile**

The City of Brighton **Code of Ethics** is found at *Article 2-10* of the *Brighton Municipal Code*. By accepting the appointment to serve on a board or commission, you are acknowledging the requirements set forth in the **Code of Ethics** and agreeing to comply with all of its provisions, including, without limitation, immediate disclosure of any conflict as well as the completion of an annual Conflict of Interest Disclosure form.

Barb

First Name

Baca

Last Name

Middle
Initial

coachbarbbaca@gmail.com

Email Address

Mobile: (720) 933-0886

Primary Phone

Alternate Phone

4604 Crestone Peak St

Home Address

Suite or Apt

Brighton

City

CO

State

80601

Postal Code

What ward do you live in? * Ward 1State of Colorado, Division of
Housing

Employer

Portfolio Manager

Job Title

Do you have any financial interest OR are you employed by a business that would be a conflict of interest if you were to be appointed to this board or commission?

 Yes No**Prior Work Experience****Education**

High School Diploma, graduated in 2005. Associates in Criminal Justice, graduated in 2020
Bachelor in Information Technology, graduated 2025 with honors

Which Boards would you like to apply for?

Brighton Housing Authority: Submitted

City Council requires all applicants to attend a meeting of the board or commission that you are applying to, prior to your interview.

Barb Baca

Have you attended a meeting of the board or commission that you are applying for?

Yes No

If so, what date did you attend the meeting?

How many years have you lived in the city of Brighton?

4 years

Are you currently serving on a City of Brighton volunteer board or commission?

Yes No

If so, what board or commission and time served?

Have you previously served on any City of Brighton board or commission?

Yes No

Do you have any relatives employed by the City of Brighton?

Yes No

Do you have any relatives serving on the board or commission that you are applying for?

Yes No

Please list any training, experience, education, skills, etc. that you believe would enhance your ability to serve on the board or commission that you are interested in:

Over 18 years of experience in affordable housing and community development, including federal housing programs such as Section 8, CDBG, and HOME. Extensive expertise in program management, regulatory compliance, stakeholder collaboration, and project leadership. Current role as Housing Portfolio Manager for the State of Colorado, leading statewide affordable housing assets, supervising teams, managing grants, and developing housing policies. Previous experience as Housing Project Manager for the City of Boulder, managing complex affordable housing projects, compliance with federal regulations, community outreach, and stakeholder engagement. Experience as Community Safety Well-Being Coordinator and Community Development Coordinator with responsibilities including community outreach, organizing community events, managing federal funding programs, and affordable housing compliance. Strong skills in federal housing regulations, program monitoring, environmental reviews, procurement, and minority/women outreach. Proficiency in project management, communication, customer service, Microsoft Office, data management tools, and multitasking under tight deadlines. Education credentials include an Associate Degree in Criminal Justice from Community College of Aurora and a Bachelor's Degree in Information Technology from CSU Global (graduated July 2025). Training on Fair Housing rules, federal regulations, and compliance through regular HUD training and professional development.

Barb Baca

Explain why you are seeking appointment to the board or commission that you have applied for:

I'm seeking appointment to the Brighton Housing Authority Board because I'm deeply committed to advancing affordable housing solutions within the community I serve. My extensive professional experience in affordable housing programs, federal compliance, and community development uniquely positions me to contribute meaningfully to the board's mission of providing safe, quality, and affordable housing to Brighton residents. Additionally, my lived experience of being homeless and living in my car gives me a personal and profound understanding of the challenges faced by individuals in housing insecurity. This perspective fuels my passion to help shape housing policies, ensure effective program implementation, and foster partnerships that benefit vulnerable populations in Brighton. Serving on the board aligns with my dedication to promoting equitable housing access and improving community well-being through collaborative and innovative approaches.

[Barb_Baca_Resume.docx](#)

Upload a Resume

Referred By:

Deb Bristol

PC - Questions

PRAB - Questions

HPC - Questions

DPC - Questions

BURA - Questions

Barb Baca

coachbarbbaca@gmail.com • 720-933-0886 • 4604 Crestone Peak Street, Brighton, CO 80601

OBJECTIVE

Experienced affordable housing and community development professional with over 18 years of expertise in federal housing programs, project management, and stakeholder collaboration. Seeking to leverage my leadership, regulatory compliance, and program implementation skills to drive positive client outcomes and support organizational mission at an innovative company. Committed to advancing affordable housing solutions, building strong partnerships, and delivering exceptional service through technology and community engagement.

SKILLS AND ABILITIES

- Extensive experience in Section 8 Housing Programs and Federal Housing Programs (CDBG, HOME).
- Strong project management and team leadership.
- I am proficient in Windows, Microsoft Office, Internet management, email, and data management tools.
- Strong communication and customer service expertise.
- Proven ability to manage multiple projects under tight deadlines.
- Knowledgeable in federal housing regulations and compliance.

PROFESSIONAL EXPERIENCE

Housing Portfolio Manager | State of Colorado, Division of Local Affairs

August 2025 – Present

- Lead statewide portfolio of state and federally funded affordable housing assets, ensuring compliance and long-term performance.
- Supervise and mentor multiple Asset Management teams; set strategic priorities, performance goals, and training plans.
- Oversee development, implementation, and monitoring of grant, loan, and revolving loan fund (RLF) programs.
- Design and refine policies, procedures, and compliance frameworks for housing development and funding programs.
- Assess statewide housing needs and recommend program and legislative changes to enhance affordability and access.
- Collaborate with local governments, housing authorities, nonprofits, and developers to expand affordable housing opportunities.

- Prepare and present program performance reports to HUD, state agencies, and legislative stakeholders.

Housing Project Manager | City of Boulder

March 2023 – July 2025

- Lead complex and high-profile housing projects to achieve the city's affordable housing goals.
- Provided regulatory analysis, technical assistance, and coaching to other project managers for federal housing programs.
- Ensured compliance with federal regulations (HOME, CDBG, Davis-Bacon) across multiple projects.
- Managed project budgets and coordinated disbursement requests, collaborating with Finance to ensure appropriate use of funds.
- Conducted high-level environmental reviews, collaborating with stakeholders like the State Historic Preservation and Native American Tribes.
- Facilitated federal procurement processes and monitored contractor compliance.
- Conducted community outreach, engaged stakeholders, and prepared reports for city leadership and federal agencies.
- Specialized in areas like Uniform Relocation Act compliance and outreach to minorities and women-owned businesses.

Community Safety & Well-Being Coordinator | Adams County

October 2021 – March 2023

- Led community outreach and represented the department on various boards and committees.
- Partnered with other departments within Adams County and other non-profit agencies to bring events to the community. The first successful event I led and successfully put together was Neighbors Connect in April 2022 at Rotella Park.
- Worked with Neighborhoods within Adams County to listen to their concerns, provide resources, and promote Adams County meetings.

Community Development Coordinator | Adams County

August 2019 – October 2021

- Administered Community Development Block Grants (CDBG) and HOME Investment Partnerships Program funds.
- Managed affordable housing projects and ensured compliance with federal regulations.
- Performed high-level project management tasks, from planning to monitoring and compliance, and final reporting.

- Ran the Adams County Minor Home Rehab Program.

Monitoring and Compliance Specialist | City of Aurora

April 2018 – July 2019

- Managed compliance for housing projects funded by CDBG and HOME programs.
- Conducted Housing Quality Standards (HQS) inspections, ensuring compliance with housing regulations.
- Worked with Planner to review CDBG and HOME new applications for compliance.

Section 8 Housing Specialist | Aurora Housing Authority

July 2016 – April 2018

- Managed a caseload of 300+ Section 8 and Portability Participants, ensuring program compliance and eligibility.
- Conducted new Participant orientation.
- Main point of contact for Portability for (T-Z)
- Conduct annual recertifications, interims, and moves.

Case Management Coordinator (Colorado Child Care Assistance Program CCCAP) |

City of Denver

February 2015 – July 2016

- Processed eligibility for public assistance benefit programs, particularly CCCAP.
- Conducted extensive interviews to determine initial and ongoing financial eligibility for public assistance programs.
- Entered and analyzed client information in multiple complex databases against numerous public assistance program regulations.
- Referred clients to a variety of internal and external resources and services.
- Maintained current information on county and community programs and resources.
- Supported case team and responded to complex or time-consuming case situations and programmatic issues.
- Developed expertise in applicable federal and state laws, county rules, and regulations for financial eligibility of public assistance programs.

Housing Specialist | Adams County Housing Authority

March 2012 – February 2015

- Determined initial participant eligibility and performed subsidy calculations for the Housing Choice Voucher program.
- Conducted annual and interim re-examinations to ensure ongoing program compliance.
- Negotiated leases and dispensed program information to inquire property managers and owners.

- Applied Housing and Urban Development (HUD) and Public Housing Authority (PHA) policies and procedures.
- Utilized working knowledge of HUD-established performance standards for Housing Choice Voucher (HCV) and Section 8 Management Assessment Program (SEMAP) indicators.
- Managed a caseload of approximately 281 participants.
- Conducted weekly Fair Market Rent comparisons to ensure the Housing Authority had comparable units at all times in the Yardi system.

Program Assistant III | Bernalillo County Housing Authority
August 2007 – June 2011

- Educated landlords about the Bernalillo County Housing Department program and its requirements to provide participants with decent, safe, and sanitary affordable housing.
- Managed a caseload of approximately 300 participants annually, providing current and updated program changes in accordance with the Administrative Plan and Federal, State, and Local Laws.
- Conducted annual screenings of Section 8 participants to ensure continued eligibility, updated family compositions, and sent third-party verification requests.
- Processed recertifications within regulated deadline requirements and arranged appointments for existing tenants with changes in family composition.
- Issued Housing Choice Vouchers to new participants qualifying from the waiting list and existing Section 8 voucher holders.
- Performed annual background checks on existing participants and sent termination letters when necessary due to failed checks or program non-compliance.
- Participated in quarterly Housing and Urban Development (HUD) training on Fair Housing rules and updated Federal Regulations.
- Provided reasonable accommodation home visits for participants with special needs unable to physically make their appointments.

Eastside Sports Coordinator (Part-Time) | YMCA of Central New Mexico
September 2008 – June 2011

- This position was a part-time position I worked after my full-time job with Bernalillo County.
- Coordinated and maintained responsibility for successfully developing, organizing, supervising, and administering all Youth Sports Programs.
- Supervised staff conducted staff training, and managed program development and operation.
- Served as a liaison between the YMCA and participants' parents, staff, and volunteers to develop and maintain positive relations.
- Implemented successful Youth Development Programs, including "Character Counts," a YMCA Core Value.

- Achieved excellent ratings on visits and evaluations by Association standards.
- Served as Lead Official/Lead Itty Bitty Instructor while providing continued support to all other officials.
- Assisted the Sports Director with data entry, rosters, contact lists, and registration process.
- Maintained game facilities, meeting requirements set by facility stewards.
- Ensured programs were safe and conducted professionally, verifying proper equipment at each game site/practice location.

EDUCATION

Community College of Aurora – Aurora, CO

Associate Degree in Criminal Justice (Graduated December 2020)

CSU Global – Greenwood Village, CO

Bachelor's Degree in Information Technology (Graduation date July 6, 2025)

PROFESSIONAL REFERENCES

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BRIGHTON HOUSING AUTHORITY

Potential Board Member Interview Questions

1. What do you know about the Brighton Housing Authority (the Authority)? (**Michelle Miller**)
2. Why do you want to serve on the Authority board? (**Dave Rose**)
3. What is your background and/or qualifications that would assist in moving the mission of the Authority forward through your service? (**Doug Lambert**)
4. This is an uncompensated, volunteer position that requires a time commitment of around 2 hours per month; are you able to meet this commitment? (**Theresa Bowen**)
5. What, do you believe, is the role of the Authority to its citizens and community? (**Michael Martinez**)

