

# Estes Park Housing Authority Monthly Board Meeting

Date: January 13, 2021

Staff Present: Naomi Hawf, Scott Moulton, Kaleigh Smith, Jessica Moffett and Joe Switzer

Members Present: Eric Blackhurst, Dan Centurione, Pete Smith, and Julie Abel

Members Absent: Bill Pinkham

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:46AM on January 13, 2021.
  - a. **Public Comment:** None.
  - b. **Reading and Approval of Meeting Minutes for December 9, 2020:** Minutes stand approved as submitted with no objection.
2. **Peak View Update: Hawf**
  - a. Hawf provided a review of the finances. We have consumed 50% of our funding sources and the December pay application will consume all of CHFA's funds.
  - b. Our general contractor is working to install town Trailblazer to the Peak View site. This will be installed along with Century Link and other cable options.
  - c. Board discussed neighbors lack of privacy. EPHA has agreed to strategically place trees to provide privacy. Regarding the request for a pergola or coverings on windows; the board agreed that we have accommodated neighbors and completed our due diligence. No other accommodations were agreed upon at this time. Hawf agreed to share the link to the recent newspaper article to all board members.
  - d. An easement will be drafted Wednesday, January 13<sup>th</sup>, 2021. We are ensuring the location of the line prior to sending to our legal team and Mountain View Bible Fellowship for review. Board would like the GC and/or the excavation company to explore the costs directly with the Town.
3. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
  - a. The Pines – 0 Vacancies, \$0 vacancy loss, \$675 in delinquencies, as a result of a NSF, we are confident this will be recaptured. We anticipate a vacancy this month due to the passing of a resident.
  - b. Cleave – 0 Vacancies, \$155 vacancy loss, \$3,622 delinquencies, is a result of a vacated tenant who abandoned the unit; the amount will be written off.
  - c. Talons Pointe – 2 Vacancies, \$713 Vacancy loss, \$6,694 in delinquencies, all current delinquent accounts are being addressed individually.
  - d. Lone Tree – 2 Vacancies, \$1,627 Vacancy loss, \$36,823 in delinquencies, we anticipate a reduction in these delinquencies as a result of our approved POP application.
  - e. Falcon Ridge – 6 vacancy, \$5,343 Vacancy loss, \$19,321 in delinquencies. We anticipate a reduction in these delinquencies as a result of our approved POP application. Board chair Blackhurst expressed concern over the number of vacant units. Moulton indicated ongoing work to fill units.
  - f. Unit turnover
    - i. Cleave turned one unit; It was vacant for 98 days.
    - ii. Falcon Ridge turned one unit; It was vacant for 87 days.
4. **Old Business/Additional Business: Blackhurst**

**Objective:**

  - a. MOU Draft Workforce Covenant Compliance -Hawf provided an overview of the document. The Board had no additional comments. Hawf will present to the Town on January 15<sup>th</sup>, 2021.
  - b. COVID-19 Sick Leave Program – Board agreed to revisit this policy in January of 2022. No expiration was set at this time.

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- c. Lone Tree Rehab Needs – Board would like us to spend time arranging logistics, and obtaining staff input. Hawf will pursue a critical needs analysis.
- d. New Staff Member Training Update
  - i. Jessica Moffett and Kaleigh Smith Completed LIHTC online training Jan 6 and 7
  - ii. Kaleigh Smith completed Notary training and EPHA will have a notary in house again.
  - iii. Section 8 training will occur weekly and monthly for Kaleigh Smith and LHA, Smith will also be enrolled in an online course in March.
  - iv. Hawf would like to identify the holidays that are designated as the 4 floating days. She will present a proposal next month.
- e. Wind River has a new owner. The development will now be called The Teddy; after Theodore Roosevelt.
- f. Fish Hatchery RFP should be posted in January or February. Board would like for EPHA to be involved.

### **5. Adjourn at 10:00am**

Minutes Submitted by Kaleigh Smith on January 13<sup>th</sup>, 2021.