

# Estes Park Housing Authority

## Monthly Board Meeting

Date: January 12, 2022

Staff Present: Naomi Hawf, Scott Moulton, Lori Bucci, Jessica Moffett and Joe Switzer

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

Members Absent:

Guests Present: None

1. **Call to Order:** Dan Centurione called the Estes Park Housing Board of Commissioners meeting to order at 8:36AM on January 12, 2022.
  - a. **Public Comment:** None.
  - b. **Reading and Approval of Meeting Minutes for December 10, 2021:** Minutes stand approved as submitted with no objection. An additional item was discussed as follow up from the December meeting: a 2021 Capital Improvement Reserve Withdrawal for Pines in the amount of \$21,860. This is a total comprised of \$11,800 for flooring, \$1,900 for cabinets, \$3,418 for window replacement and \$4,742 for appliances. The reserve balance is \$104,000. Smith made the motion and Blackhurst seconded. Approved by all present (Pinkham had lost momentary connection).
2. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
  - a. The Pines – 1 Vacancy, \$35 vacancy loss, \$111 in delinquencies
  - b. Cleave – 0 Vacancies, \$0 vacancy loss, \$ 1023 delinquencies
  - c. Talons Pointe – 2 Vacancies, \$957 Vacancy loss, \$5,610 in delinquencies. At this property we are installing a ‘roll-in’ type of shower for a 504 request.
  - d. Lone Tree – 0 Vacancies, \$0 Vacancy loss, \$9,622 in delinquencies- due to an eviction
  - e. Falcon Ridge – 0 Vacancies, \$331 Vacancy loss, \$1,276 delinquencies. 4 tenants, all are on payment plans.
  - f. Peak View – 1 vacancy, \$0 Vacancy loss, \$0 delinquency. Unit filled on Jan 10th
  - g. Unit turnover
    - i. Falcon Ridge turned one unit; It was vacant for 140 days. The length was due to an issue with the heating system. We replaced it entirely.
    - ii. Additionally, a unit was turned at Peak View. Vacant at the close of November and was filled in December.
  - h. Monday.com is a program staff has begun using. Its consistent use could allow for opportunities to enhance reporting; such as annual recertifications and resident communication and actions. As well it could provide an opportunity to create a dashboard for the Board to access and view the status of our work. Moulton provided an overview of the program’s capabilities.
  - i. Resident Survey has been translated in Spanish and will go out via email today, followed by a paper copy option. The survey will close on Feb 4. The goal is to share the information with Residents, Staff and the Board. Moulton will provide an update in February and final report in March.
3. **Board Terms: Hawf**
  - a. Discussed current terms and expiration. Smith and Pinkham would like to continue. Abel will focus her time on her business and will not renew her terms. Board would like the vacancy posted. Hawf to follow up on action needed if member would like to extend their term.

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### **4. Old Business/Additional Business: Blackhurst**

- a. Graves Consultant Proposal – Board discussed the anticipated timeline for the ED Search being 3 to 6 months. Would like to have someone in place in June or July to allow overlap with current ED. A committee was arranged (Blackhurst and Centurione) to review the job description and work with Graves Consulting. The committee will also review the qualifications, benefits, and potential housing allowance. Hawf will send the current job description to the Board.
- b. Workforce Verification Update- Hawf discussed the MOU with the Town, for EPHA to complete verifications. The Wildfire Development's first building will be complete and Hawf is meeting with each owner. They are holding an Open House on Saturday January 15<sup>th</sup>; the public is invited.
- c. Pines Capital Improvement Withdrawal Request – Discussed previously.
- d. Employee Manual has been updated and with the Attorney
- e. EPHA main office staff have temporarily moved to Vert Coworking location until Feb 4 due to unstable internet. Trailblazer will be installed on Feb 3 and the staff will return. Hawf will request reduction of cost to US Bank and TDS due to the poor service. Trailblazer service will provide for enhanced reliability, lower cost, and ability to obtain better performing VoIP phones and enhanced phone system abilities.
- f. EPHA will move forward with 3-year term lease ending June 2021 with slight decrease in costs. Current rent is \$1782. Lease renews annually in July. As of July 2022, and over the next 3 years monthly rent will be \$1730, \$1782 and \$1825 monthly.
- g. American Rescue Funds Act –
- h. Pines 3-1 will be occupied by EPHA staff, David Orr, as of February
- i. No funding will be received from SBClark/Chrisman (Trail Ridge and Park Ridge properties) but there is potential for income with Fish Hatchery
- j. No updates on 501c3 or Lone Tree Rehab at this time.
- k. EPHA will be closed January 17 for Martin Luther King Jr Day.
- l. Town Board is discussing April Ballot issues 1) no longer posting bills in the papers, 2) listing notices to be on ToEP website (versus the papers), and 3) authority to manage funds. The 3<sup>rd</sup> item is one which allows the Town to support individual organizations like EPHA with community funding options. EPHA would be a supporter of the 3<sup>rd</sup> item.

### **5. Adjourn: Meeting adjourned at 9:43am**

Minutes Submitted by Lori Bucci on January 12, 2022.