

Estes Park Housing Authority

Monthly Board Meeting

Date: October 12, 2021

Staff Present: Naomi Hawf, Scott Moulton, David Orr

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

Members Absent: Julie Abel

Guests Present: none

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:31AM on October 12, 2021.

- a. Public Comment: none
- b. Reading and Approval of Meeting Minutes for September 8, 13, and 14, 2021: The September 14th meeting needs adjustment to show Pinkham in attendance. All Minutes stand approved as submitted with no objection with this one change to the September 14th meeting.

2. **Complex Updates and Reports: Moulton**

Objective:

- a. Payments for rental assistance are taking longer to receive but are still being processed. We are working to bring residents current, with 3 troublesome residents. We have all tools (10-day notices) back in our toolbelt. Therefore, we are posting notices and restoring our normal rhythm of actions for delinquent rent.
- b. A Summary was provided for all properties. Moulton highlighted the work and activity by the team to vacate Pines A1 following the eviction action. Additionally, Peak View has one vacant unit that is anticipated to be filled this month. Notice has been given on a one-bedroom unit in the south building (of Peak View) for December. We have started our plan to communicate to fill this vacancy. Board congratulated the team on their hard work to fill all property vacancies. This is a marketable change and is appreciated.

3. **Resident Survey Discussion: Moulton**

Objective:

- a. Moulton brought a draft for review and comment. Pinkham will provide comments in person. Centurione will send his comments via email. Blackhurst wants to be sure we provide this in Spanish and add a grid for areas with a spectrum of responses. Final Draft will be presented to the board in November.

4. **2022 Draft Budgets: Hawf**

Objectives:

- a. Discussion and Review for the Draft Budgets for Cleave, Lone Tree, Talons Pointe and Pines.
 - i. Board suggested we use 'vacancy forecasting' (vs vacancy planning, as we do not have control of this action)
 - ii. The Board would like Hawf to explore are target goal for reserves for Cleave. (This is a result of withdrawing most reserves in 2020 due to rehab and remodel.)
 - iii. Lone Tree rehab is to remain a focus for EPHA staff. Capital Improvements should be careful considered to not overlap any actions that may be completed by a rehab. EPHA staff will bring an inventory forward in December as well as plan to rehab and reimburse the LHDC the loan.
 - iv. All four draft budgets were approved with a motion by Pinkham and second by Smith. All in favor with one absence.

Estes Park Housing Authority Monthly Board Meeting

- b. Discuss and Review Final Budget for Falcon Ridge. DSCR is at 1.15 as maintenance fees were increased due to allotting more EPHA staff hours to this property. Budget approved with the motion made by Smith and seconded by Centurione. All in favor with one absence.
- c. Peak View, Pines HOA's and EPHA draft budgets will come in November

5. Old Business/Additional Business: Blackhurst

Objective: Additional discussion items

- a. Vaccination Update – All employees will be vaccinated, or will complete weekly testing (at no cost). The results will be shared with EPHA.
- b. Pines Apartment 3-1 updates – Town of Estes Park has expressed interest and EPHA will stay in communication with Town staff and hopes to rent 3-1 in November.
- c. Peak View Update – Last item for completion install of grates on drainage. We have 24 months to stabilize (Sept 2022). Anticipate stabilization at first of year. Board's goal is to stabilize as soon as possible to begin paying the mortgage on all debt. Interest only loans is not preferred by the board.
- d. Signature on update to Peak View Management Agreement to update our contact information was completed by Blackhurst and Hawf.
- e. Finalist for Colorado Association of Realtors (CAR) 2021 Diversity & Inclusion Award. Announcements will be made during the CAR conference Sunday, October 17th.

6. Adjourn at 9:55am

Minutes Submitted by Naomi Hawf on October 12, 2021