

Estes Park Housing Authority  
Minutes of The Board of Commissioners Meeting  
October 14, 2020 via Teleconference Call

Staff Present: Naomi Hawf, Scott Moulton, Nancy McLemore

Members Present: Eric Blackhurst, Julie Abel, Bill Pinkham, Phil Frank, Pete Smith

Member Elect Present: Dan Centurione

**1. Call to Order, Public Comments, Approval of Minutes:**

- a) **Call to Order:** Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:31 am on October 14, 2020.
- b) **Reading and Approval of meeting minutes from September 9, 2020:** Minutes stand approved as submitted.

**2. Peak View Update:** Hawf Reporting (Included in Board Packet)

- a) Hawf provided update on the construction progress and site activity. Framing is scheduled to begin by end of the week; trusses to go in next week.
  - 1. Challenges: 1) Permit – Hawf announced that they are still awaiting a permit from the Town for the retaining wall. Hawf doesn't anticipate this causing a delay, but it *will* cause difficulty in how the crew maneuvers around the space without the retaining wall in place. 2) Tax Exempt Certificate – Due to Peak View being set up as LLC separate and apart from EPHA, we have encountered a snag regarding the use of our tax exempt status. A tax exempt certificate for Peak View, LLC is in progress, but for the interim, we are looking into alternative approaches to purchasing while still remaining with the legal framework in order not to incur those additional taxes.
  - 2. Financial: 1) Balances – the four-unit loan is paid off; The Peak View, LLC construction account has a balance of \$275,000; 2) Project Reserves & Completion Assurances - Bank of Colorado holds \$141,000 in project reserves; CHFA holds \$145,000 in completion Assurances. The money market has an approximate balance of \$460,000 after moving funds to cover the reserves, Assurances, and the construction account.
  - 3. Marketing & Advertising: Hawf invited thoughts regarding a banner along the fence of the property with a cost estimate of \$600. Addressing the concern that it won't hold up to the wind in Estes, there was some discussion and suggestions made of how to navigate around this difficulty. Frank and Blackhurst suggested to seek contributions from the Town and other partners.
  - 4. Hawf shared that there is an OAC (Owner/Architect/Contractor) meeting being held every other week. The next scheduled meeting is on Tuesday, October 27<sup>th</sup> at 9:00am. She inquired if anyone would like to join the meetings which are held via zoom. Frank suggested including the building committee.
    - i. Action Item: Hawf is going to include Pete Smith and Dan Centurione on the OAC meetings.

**3. Staff Update:** Hawf Reporting (Included in Board packet)

- a) Hawf divulged the recent changes to the EPHA staff. Kellerhals, property manager of Falcon Ridge, had to move back to Iowa for personal reasons. Moulton will be taking over her property management duties in the interim while Hawf will continue to manage the Section 8 responsibilities. Additionally, Hawf shared the news of McLemore's departure for a position in Westminster. With that transition, Hawf will be taking over Pines and Cleave St; the admin, accounts payable, and accounts receivable will be taken over by both Moulton and Hawf. Hawf presented a proposal for the two staff positions currently vacant; rearranging responsibilities as detailed in the documents included in the Board packet.

**4. Falcon Ridge 2021 Budget:** Moulton reporting on behalf of Hawf (Included in Board packet)

- a) Moulton pointed out some of the revisions made to the budget,
- b) Blackhurst requested a motion to approve of the revised Falcon Ridge budget for submission to Wells Fargo; Frank made the motion, Pinkham seconded, motion passed unanimously.

**5. Complex Updates and Reports:** Moulton reporting (Reports included in Board packet)

- a) Update on property delinquency and turnover
  - 1. Delinquency Report –

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- i. Pines: 0 vacancy, \$0 vacancy loss, \$195 in delinquencies
  - ii. Cleave: 2 vacancies, \$1,271 vacancy loss, \$5,319 in delinquencies of which \$3,622 is from one tenant who ended up vacating the unit.
  - iii. Talons Pointe: 1 vacancy, \$601 vacancy loss, \$3,418 in delinquencies
  - iv. Lone Tree: 2 vacancies, \$2,198 vacancy loss, \$15,661 in delinquencies
  - v. Falcon Ridge: 6 vacancies, \$3,886 vacancy loss, \$21,998 in delinquencies
2. Turnover Report
- i. Lone Tree: 2 turnovers; 15 and 37 days respectively from move-out to move-in
  - ii. Talons Pointe: 1 turnover; 89 days from move-out to move-in
- b) Cleave St. #1 Renovation: Moulton covered the particularities and challenges being experienced with the renovation of Cleave St. #1. The unit has been pre-leased – as soon as it is complete, that resident will be moved in. The goal is for the unit to be completed and ready for move-in on Friday, October 16<sup>th</sup>.
- c) Audits: Any findings have already been addressed.
- 1. Falcon Ridge audits: Moulton reported that the CHFA audit on 9/25 went well.
  - 2. Property audit with CIRSA on 9/23 also went well.
- d) Property Owner Preservation Funds – Moulton announced our receipt of grant money to be used towards rent assistance which has subsequently resulted in a significant drop in our delinquencies which will be reflected in next month's figures.
6. **Old Business / Additional Business:** Blackhurst reporting
- a) Board Training and Board Member Contact information: Blackhurst reminded the Board members that Hawf has provided them with a list, stressing if there are any changes, to please contact Hawf or Moulton.
  - b) Habitat for Humanity (rental and home ownership) Partnership: Moulton provided an overview of the situation that recently arose resulting the 652 Halbach Lane being rented for a period of one year. EPHA drew up an agreement.
  - c) Suggest organizations to receive donations from EPHA: Blackhurst reiterated the request for suggestions of local agencies that would benefit from EPHA donations. Currently there is a line item on the budget of around \$1,000. Crossroads ministry was the main suggestion. Moulton will move forward with the information given.
7. **Adjourn:** Meeting was adjourned at 9:30 am