

Estes Park Housing Authority
Minutes of The Board of Commissioners Meeting
November 11, 2020 via Teleconference Call

Staff Present: Naomi Hawf, Scott Moulton

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

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 8:30 am on November 11, 2020.
- b) The Board **welcomed Dan Centurione** as a new member. Centurione's term is 5 years, expiring Oct. 2025.
- c) **Approval of meeting minutes from October 14, 2020:** Minutes stand approved as submitted.

2. **3rd Quarter Financials:** Hawf Reporting (Included in Board Packet)

- a) 3rd quarter financials were reviewed. Discussion was held regarding Cleave and the restoration of the building and impacts to reserve. Board had no additional questions.
 - i. Board unanimously approved 3rd Quarter Financials

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

- a) Hawf provided update on the construction progress and site activity.
 1. Concrete dust was a concern that involved Town inspectors. It has been corrected and Hawf reiterated the importance of safety compliance with the contractor.
 2. Communication and updates to neighbors is on an approximate 3 week schedule, with the next occurring the week of November 23rd.
 3. Change order has been discussed at an approximate of \$30,000 due to 3 weeks lost (2 weeks with closing and 1 week for evacuation). Obtaining permits timely and accomplishing what was needed, was the real concern. It was agreed by the contractor and development team to maintain a log and see if time can be made up. Any balance will be will be addressed (through contingency) at the close of the project.
- b) Hawf will include the Building Committee in the next meeting invite for the Nov 24 OAC meeting.

4. **Staff Update:** Hawf Reporting

- a) Main office has hired a temporary staff person, Cynthia Thate as of November 9th.
- b) Applicant interest is strong and 5 interviews are scheduled. Board Member Centurione will join in the interview process.
 1. The two new roles will be realigned
 - i. One role will be responsible for Falcon Ridge, Peak View and Pines (98 units)
 - ii. The other role will be responsible for Admin, Cleave Street and Section 8.
- c) Presented the possibility of LHA temporarily managing Section 8 vouchers. This would provide us time to train the new hire, as well it would create an income deficit of \$23,000 for EPHA. More information would be provided with next month in the EPHA budget discussion.

5. **2021 Draft Budgets:** Hawf Reporting

- a) Cleave Street, Peak View, Pines, Talons Pointe, and Lone Tree draft budgets were provided.

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

- a) Update on property delinquency and turnover
 1. Delinquency Report –
 - i. Pines: 0 vacancy, \$0 vacancy loss, \$130 in delinquencies
 - ii. Cleave: 1 vacancy, \$1,105 vacancy loss, \$3,622 is from one tenant who vacated the unit
 - iii. Talons Pointe: 0 vacancy, \$34 vacancy loss, \$3,260 in delinquencies
 - iv. Lone Tree: 1 vacancy, \$1,438 vacancy loss, \$15,555 in delinquencies
 - v. Falcon Ridge: 7 vacancies, \$5,494 vacancy loss, \$24,903 in delinquencies
 2. Turnover Report
 - i. Cleave Street: 1 turnover: 331 days (move-out to move-in)
 - ii. Lone Tree: 2 turnovers: 17 and 63 days (move-out to move-in)
 - iii. Talons Pointe: 1 turnover: 9 days (move-out to move-in)

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- iv. Falcon Ridge: 1 turnover: 46 days (move-out to move-in)
 - b) Delinquencies remained static, although the wildfire evacuation will compound the challenges our residents face to get current. A difficult winter is expected for rent collection.
7. **Old Business / Additional Business:** Blackhurst reporting
- a) Received notice of CAR Grant approval for \$15,000 to support Down Payment Assistance Loan Fund
 - b) Hawf asked board to complete Board member training online. The link will be emailed to all board members.
8. **Adjourn:** Meeting was adjourned at 9:43 am