

Estes Park Housing Authority
Minutes of The Board of Commissioners Meeting
December 9, 2020 via Teleconference Call

Staff Present: Naomi Hawf, Scott Moulton, Cynthia Thate

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 December 9, 2020.
- b) **Approval of meeting minutes from November 11 and December 1, 2020:** Minutes stand approved as submitted, with the exception of December 1 remove Phil Frank as present member.

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

- a) Hawf provided update on the construction progress and site activity. Framing, storm drains, water and sewer taps, retaining wall, and trusses to be installed. A few delays but overall progressing. Some work is being conducted on weekends. We will not work Fri, Sat, and Sun of both Christmas and New Year's.
- b) Easement work for water issue to 1555 S St Vrain will be permanently corrected within next 7-10 days. The actual legal documentation needs to be completed. Hawf will need to involve another engineer, due to capacity limitation of Cornerstone at this time.
- c) Financing is going smoothly.

3. **Staff Update:** Hawf Reporting

- a) Interviewed 5 candidates. Had great candidates and selection was challenging. Job offers were made and accepted by Jessica Moffett and Kaleigh Smith. Longtime locals in the community.
- b) Mariann Pugh will be out for 4-6 weeks. We hired temporary staffing person, Cynthia Thate from November 9-December 1.
- c) Provided highlights on medical coverage. Hawf outlined employee coverage is 100% provided by EPHA. Although for those with dependents (spouse and children) the out of pocket costs can be high. Hawf suggested this be an item we keep in our minds, if we want to consider offering different benefit support in the future.

4. **2021 Budgets:** Hawf Reporting

- a) EPHA, Cleave Street, Peak View, Pines, Talons Pointe, and Lone Tree draft budgets were provided.
 1. EPHA budgeted review highlighted income and expense changes:
 - i. Request from Town to provide \$30,000 to operation and \$10,000 to down payment assistance.
 - ii. Housing Choice Vouchers is decreased because of 'port outs.' There is room to increase our offering of vouchers. Need to get staff trained.
 - iii. Increase from Peak View Management (due to occupancy for part of year) and decrease from Pines (due to loan)
 - iv. Expenses include new auditor cost total \$9400, \$750 per HOA and \$500 for EPHA. \$4,000 of cost was shift to Lone Tree as they can afford it.
 2. Cleave budget minimal change from Board's last look, with the exception of laundry cost. We have shifted to the machines being owned and maintained by separate entity, alleviating us from that cost, time and headache. We will share the proceeds from coin operated laundry. Savings from not purchasing new laundry machines will be directed to painting interior of Cleave. We will also increase reserves due to pay off of mortgage with Bank of Colorado.
 3. Other properties no change since last view of budgets, except Pines will see a ~\$200 change due to an adjustment of the HOA dues.
 4. Pines N HOA budget will be provided during HOA annual meeting in January.
- b) Centurione motioned the approval of the budgets, Abel seconded. The vote 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, \$755 in delinquencies
 - ii. Cleave: 1 vacancy, \$786 vacancy loss, \$3,622 is from one tenant who vacated the unit
 - iii. Talons Pointe: 0 vacancy, \$0 vacancy loss, \$6,988 in delinquencies
 - iv. Lone Tree: 2 vacancies, \$1,627 vacancy loss, \$26,992 in delinquencies
 - v. Falcon Ridge: 7 vacancies, \$5,805 vacancy loss, \$27,570 in delinquencies
2. Turnover Report
- i. Falcon Ridge: 1 turnover: 261 days (move-out to move-in)
 - ii. Blackhurst inquired into the length of time to fill vacated units. Moulton responded with a perfect storm of events: time needed to verify, impacts of COVID to work and obtain information, change in staffing, and capacity.
6. **Old Business / Additional Business:** Blackhurst reporting
- a) EPHA closed Thursday, December 24th, Friday December 25th, 2020 and Friday January 1, 2021.
 - b) 2021 Board Schedule was provided
 - c) Update on Chrisman (Trail Ridge, Park Ridge) – did not obtain tax credits. They were asked for additional rehab. Chrisman will return for tax credit review process in 2021
7. **Executive Session:**
- a) Board entered into Executive Session at 9:34 am.
 - b) Board adjourned Executive Session at 9:50 am
 - c) The Board returned to normal session and approved salary increases for 2021 and additional salary benefit as proposed by the Executive Director. Motion was made by Pinkham and seconded by Centurione.
8. **Adjourn:** Meeting was adjourned at 9:57a