

Estes Park Housing Authority Monthly Board Meeting

Date: February 9, 2022

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

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

Members Absent: None

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30AM on February 9, 2022.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for January 12, 2022:** Minutes stand approved as submitted with no objection.

2. **Executive Director Search Update:** Hawf/Blackhurst
 - a. An updated Job Description, Salary Information, and Organization Chart have been forwarded to Graves Consulting. We are awaiting follow up and next steps.
 - b. Blackhurst added that the Job Description was shared with EDC's Adam Shake and Suzanna Simpson who is an Organizational Analyst. Blackhurst understands that housing will be an issue that should be expected when filling this position, as there are currently 12 single-family homes available on the market and 8 condos where 5 of which are timeshares.

3. **Lone Tree Improvements & Funding (Payoff for LHA):** Hawf
 - a. Hawf presented four options to complete a rehab of Lone Tree and pay the LHA debt. The options were included in the packet. The Board is interested in exploring all mechanical, required, and aesthetic needs of the property and would like to discuss this in further depth. Additionally, interest only loans are not preferred (as that is the case in the \$500,000 owed to LHA) and thus would like to explore paying this in full.
 - b. The Board would like Hawf to explore rolling in the \$500,000 debt with the current BOC loan (\$1.7M) and pay LHA in full. Hawf will provide a priorities list based on information from property analysis (last fall) and information from property manager, Mariann Pugh and Maintenance staff, Joe Switzer.

4. **Board Vacancy:** Hawf
 - a. Pete Smith and Bill Pinkham would like to stay on for another term. Hawf will draft a letter for the Town to add to the Town of Estes Park's Consent Agenda. Julie Abel's vacancy will be posted in the local newspapers and applications will be available at the office and EPHA website.
 - b. A question was asked about term limits. Term limits are in place for elected positions. EPHA Board is not elected therefore do not have limits.

5. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
 - a. Property Delinquencies overall continues to decline.
 - i. The Pines – 0 Vacancy, \$0 vacancy loss, \$16 in delinquency
 - ii. Cleave – 0 Vacancy, \$0 vacancy loss, \$ 1023 delinquency, which has been paid in full
 - iii. Talons Pointe – 1 Vacancy, \$1,900 vacancy loss, \$6,701 in delinquency
 - iv. Lone Tree – 2 Vacancies, \$372 vacancy loss, \$6,796 in delinquency
 - v. Falcon Ridge – 0 Vacancy, \$0 vacancy loss, \$1,133 in delinquency
 - vi. Peak View – 0 Vacancy, \$355 vacancy loss, \$0 delinquency
 - b. Turnover – Pines 3-1 unit has been occupied by our staff, David Orr. Two units at Talons Pointe and Peak View were turned. The 11/22/2021 "Ready for Occupancy" date is an error.

Estes Park Housing Authority Monthly Board Meeting

Staff has discussed opportunities to turn units with greater efficiency; such as holding residents to move out schedule, holding vendors to a window to complete work and avenues to get ahead of the process (by ordering parts or scheduling work in advance).

- c. Resident Survey Response Analysis – Moulton provided a report on responses on the survey. There was value in translating to Spanish as we had 4 respondents use that avenue. The survey was open for a total of 3 weeks. The survey was first distributed electronically, followed by a paper version.
 - i. 16.5% response rate. This is currently a total of 71 respondents.
 - 1. Comments and responses were high in all areas at a ‘satisfied’ or better level
 - 2. Constructive feedback was helpful and mostly pertained to snow removal. Staff sees that linked to the timing of the survey and snow events.
 - 3. Knowledge about EPHA’s Down Payment Assistance Program as well as other community services was lower than anticipated.
 - ii. Moulton will provide a copy of the analysis and a consolidated version of comments.
 - iii. Board appreciated the work on survey. The Board’s suggestions:
 - 1. Distribute annually (versus twice a year) and at that time sharing the major projects that occurred in between surveys.
 - 2. Sharing this information as part of the ED Search process

6. Old Business/Additional Business: Blackhurst

- a. Housing Updates
 - i. Fish Hatchery – The Town has received a proforma for 190 units (10 units specific to the Town). The proforma includes 1- and 2-bedroom units with AMIs set between 70-120% AMI. The 10 Town units would be at 40% and 50% AMI. 2022 County AMI charts are expected between March and May.
 - ii. Workforce Housing Covenant Compliance Update (includes Wildfire Update) – EPHA is annually completing verifications. Some have been delayed due to late receipt by the mail system. Potentially, there are 44 units to be verified and the Town has agreed to pay \$150 each (totaling \$6,600). Additional funds will be available as Wildfire gets completed. The 44 units are derived from (4) 444 Stanley, (7) 262 Stanley, (9) Alarado, (16) Grand Estates, and the (8) already completed at Wildfire.
 - iii. YMCA at Glacier Lodge – open house on 2/4. Moulton attended. The Y may need all possible units, as many staff are interested in the opportunity. Most units will be immediately available, but a handful may need some winterizing.
- b. Mask Mandate – Board agrees to follow the Mask Mandate sunseting Saturday, February 12th and.
- c. COVID time (120hrs) bank renewal discussion – Board would like to maintain the policy and renew (refill) 120hrs for all staff in 2022. The Board would like to revisit this policy in December 2022.
- d. Employee Manual – Insurance carrier requested EPHA create safe driving policies; those were included in the packet. The Board reviewed and suggested a section be re-written (the last sentence in the 1st paragraph of page 1). Board had no other concerns with incorporating the policy to the Employee Manual.
- e. Land Updates
 - i. 000 Peak View Dr – The owners are not interested in a re-zone process.
 - ii. Lumber Yard – The Town has incorporated this parcel in their draft Facilities Master Plan document.
 - iii. Masonic Lodge – Hawf has reached out to ask if they would be interested in discussing the property with EPHA.

7. Adjourn: Meeting adjourned at 10:13am

Minutes Submitted by Naomi Hawf on February 9, 2022.