

Estes Park Housing Authority

Monthly Board Meeting

Date: March 10, 2021

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

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

Members Absent:

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:32AM on March 10, 2021.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for February 10, 2021:** Minutes stand approved as submitted with no objection.
2. **Peak View Update: Hawf**
 - a. Activity
 - i. Change in two staff persons with Saunders: Terry Been (Senior Project Manager) will be replaced by Gabe Dunbar and Mary Grebulanus (Project Engineer) will be replaced by Taylor Roth. Terry will leave the project as of the 12th, and Mary's departure will be gradual but expected by the end of the month.
 - ii. Project is on track for delivery July 1. Roofing will be completed and we will be dried by March 8th. Framing the trash enclosure, parking lot install and highway 7 improvements (sidewalk) will follow
 - iii. Finance review was provided. Project is on track with approximately 60% of the project complete. \$100,000 in owner contingency remains and \$72,000 GC contingency remains.
 - iv. Board discussed Air Conditioning and agreed to install A/C in all 26 units at a cost of ~\$46,000
 - b. Lease Up
 - i. EPHA (Hawf and Moffett) will be contacting respondents from our inquiry (purge) and begin qualifying and moving to lease up action.
 - ii. EPHA will need to make modifications to lease (Blackhurst provided feedback) and EPH needs to finalize the pet policy and community rules.
3. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
 - a. Property Owner Preservation (POP) will transition to a federally managed program ERAP (Emergency Rental Assistance Program). The program will have online portals and additional requirements for (owners and renters) to obtain funding.
 - b. The Pines – 1 Vacancy, \$713 vacancy loss, \$3,117 in delinquencies.
 - c. Cleave – 0 Vacancies, \$0 vacancy loss, \$1520 delinquency. Have requested assistance dollars from the Property Owner Preservation (POP) fund.
 - d. Talons Pointe – 1 Vacancy, \$1,346 Vacancy loss, \$12,364 in delinquencies.
 - e. Lone Tree – 2 Vacancies, \$2,316 Vacancy loss, \$45,864 in delinquencies.
 - f. Falcon Ridge – 5 Vacancies, \$4,265 Vacancy loss, \$16,799 in delinquencies.
 - g. Unit turnover
 - i. One unit each turned at Falcon Ridge and The Pines; two units turned at Lone Tree.
4. **Old Business/Additional Business: Blackhurst**
 - a. Maintenance Vacancy
 - i. Discussed making this a full-time position at a hiring range of \$40,500-\$42,500. Hawf provided a restructuring plan and salary change if housing is needed by the candidate.

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1. Of the two full-time maintenance positions; one would be in charge of Cleave, Talons and Falcon, the other Peak View Pines and Lone Tree. This supports proximity to each property and the one EPHA vehicle will be provided to the latter position.
 2. \$8,400 will be deducted from salary if candidate elects EPHA (Pines 3-1) unit (\$700 monthly, \$8,400 annually).
- b. Financial Audits by Novogradac going well.
 - c. Town of EP Workforce Housing/ Fish Hatchery RFP has posted. Board agreed EPHA would like to part in the development as a partner (to assist in the creation of affordable housing) but will not submit an RFP.
 - d. Housing Update: Hawf provided an overview of housing activity since the 2016 needs assessment
 - e. LT Rehab: Received contacts for 2 firms to complete an analysis on the property. Hawf will conduct PAB research.
 - f. Cleave Parking: Were provided notice by the Haber family as of 3/31 they do not wish to remain in contract with us for 10 parking spots on the west side of Cleave Street Apartments. This comes after requesting a current w9 for tax purposes from the Haber family for over a year and still did not receive one. EPHA did issue payment to bring the account current and paid in full, despite the IRS requirements that tax identification from that vendor (a w9) is obtained when payments exceed \$600.00(?). EPHA's agreement was for \$3600.00 annually for the 10 parking spaces. EPHA has begun discussions with the Town to obtain parking permits for its occupants. The cost is anticipated to be \$35 a year per resident (10) for a total annual cost of \$350.00.
- 5. Executive Session:** For discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f) not involving:
- Any specific employees who have requested discussion of the matter in open session
 - Any member of the Board (or body)
 - The appointment of any person to fill an office of the Board (or body)
 - Or personnel policies that do not require discussion of matters personal to particular employees
- a. Board entered into Executive Session Executive Session at 9:45 am. Motion was made by Pinkham and seconded by Centurione.
 - b. Board adjourned Executive Session at 10:04 am
 - c. The Board returned to normal session agreeing that a letter will be sent via certified mail and hand delivered regarding the employee matter.
- 6. Adjourn at 10:04am**

Minutes Submitted by Naomi Hawf on March 31, 2021.