

## Estes Park Housing Authority Monthly Board Meeting

Date: March 8, 2023

Staff Present: Scott Moulton, Jessica Moffett, and Wendy Fisher

Members Present: Eric Blackhurst, Pete Smith, Phil Frank, Julia Daley, Carissa Streib, and Rut Miller

Members Absent: Bill Pinkham

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30 AM on March 8, 2023.
  - a. **Public Comment:** None.
  - b. **Reading and Approval of Meeting Minutes for January 11, 2023:** Minutes stand approved as submitted with corrections.
  
2. **Complex Updates and Reports:** Moffett reporting (Included in Board packet).
  - a. The Pines – 0 Vacancy, \$0 vacancy loss, \$14 in delinquencies.
  - b. Cleave – 2 Vacancy, \$605 vacancy loss, \$1,695 in delinquencies.
  - c. Talons Pointe – 0 Vacancy, \$0 Vacancy loss, \$2,370 in delinquencies.
  - d. Lone Tree – 3 Vacancies, \$2506 Vacancy loss, \$4,304 in delinquencies
  - e. Falcon Ridge – 0 Vacancy, \$0 Vacancy loss, \$2,685 delinquencies.
  - f. Peak View – 0 Vacancy, \$0 Vacancy loss, \$2,063 delinquencies.
  - g. Unit turnover
    - i. Three vacancies at Lone Tree, in the process of screening potential tenants.
    - ii. Two Eviction Notice posted: One at the Pines due to disturbance and one at Falcon Ridge due to non-payment.
  - h. Board Decision on production of graphs to only be quarterly. Keep 2 reports for the monthly Board Meetings: Unit Turnover Report and Occupancy/Delinquency Report.
  - i. Sprinkler Damage at Falcon Ridge will need to file an insurance claim.
  - j. Falcon Ridge issues with heating units. Mouton will reach out to the investors to use Reserve Funds for future replacements of the heating units.
  
3. **6E Operating Plan and TOEP Agreement:** Discussion
  - a. Second Version of Draft Scope of Work to be presented to the town board.
  - b. Blackhurst explains to the board that Tabor limits to the town are 1 year for budgets.
  - c. EPHA/TOEP need to define the boundaries in how we operate under the new 6E funding. Funds are coming from the VEP marketing district minus Boulder County. Town and Larimer County need to approve the budget for VEP for marketing.
  - d. Town has \$900,000 seed money to use for workforce housing.
  - e. Formal MOU for both the Town Board and EPHA Board for approval, first meeting in April or May.
  - f. EPHA will have formal audits to account for fund usage of 6E funds.

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- g. 6E Funds are not available until there is an agreement between EPHA and the Town Board.
  - h. Money aligns with the estimates, numbers moved up more conservative STR linkage fee.
  - i. Potential expense 3-year plan, base level of funding. Funding 3-year map and then tier down after the initial ramp up of the program.
  - j. Review of the new job descriptions: Board to get back to Moulton with revisions. Use Indeed, recruiter, temp agency to help fill the positions.
  - k. Possible usage of funds to help with Public Relations, Websites, and social media content. Possible re-branding and updated mission statement.
4. **Housing Opportunities:** Moulton
- a. Castle Ridge
    - i. DOLA -Transformative Housing Application. 52pg application for funding.
      - 1. Application needs to be submitted by March for grant funding.
      - 2. Maximum of \$10,500,000 request for funding.
      - 3. After Development meeting with Steve Lane, Scott Moulton, and Phil Frank, 24-27 townhome style units. Infrastructure costs up to \$1 million.
      - 4. Pre-Application will be submitted to the town.
    - ii. Future Steps: Use Town of EP seed money \$900,000 for Castle Ridge balloon payment in October. Look into Solar and LEED options for building.
  - b. Masonic Lodge
    - i. Meeting between Masonic Lodge and Moulton scheduled for March 20<sup>th</sup>, at 1:00 pm. Updates to follow at the April EPHA Board meeting.
5. **Fish Hatchery:** Moulton/Blackhurst
- a. Equity Investor Search- America West and Consolidated
  - b. Rent Tables- originally were going to use the 2021 AMI Rent Tables and would like to use the 2022 AMI Rent Tables.
  - c. Affordability Options: The use of ARPA funds from the Town of EP \$2,000,000 towards lowering the rents for workforce.
6. **Old Business/Additional Business:** Moulton/Blackhurst
- a. Workforce Housing Verifications: Currently for 2023 we are at 50% compliant. The 39 units at Allarado will no longer be managed by PMI and will now be managed by Ponderosa Realty. Code Enforcement post notices to location that are non-compliant.
  - b. Board Emails-CORA Requests-Board agreed to sign up for town email. Moulton will coordinate with TOEP IT department to help with setting up each member.
  - c. Housing Opportunity Fund (501c3): No updates.
7. The Purchase, acquisition, lease, transfer, or sale of rea, personal, or other property interest under C.R.S. Section 24-6-402(4)(a)

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- a. -Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, developing strategy for negotiations, and or instructing negotiators, under C.R.S. Section 24-6-402(4)(e)

8. A Motion to execute Executive Session by Smith and seconded by all.

9. Executive Session:

10. Adjourn: Meeting adjourned at 10:15am

Minutes amended by Wendy Fisher and Scott Moulton on April 27, 2023.