

Estes Park Housing Authority

Monthly Board Meeting

Date: April 14, 2021

Staff Present: Naomi Hawf, Scott Moulton

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

Members Absent: Julie Abel

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:33AM on April 14, 2021.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for March 10, 2021:** Minutes stand approved as submitted with no objection.
2. **Peak View Update: Hawf**
 - a. Activity
 - i. Sidewalk is being poured along Highway 7. There are no new delays. Work is being indoors (cabinets & flooring). Over the next few weeks parking will be poured.
 - b. Lease Up
 - i. EPHA has mailed 30 applicants information to begin verification for qualified occupants. Responses are due to EPHA by April 30th.
 - ii. Pet Policy and Affidavit were discussed. Lease and Community Rules were also discussed. The fees associated with pets were compared to a (Fort Collins) LIHTC property (Lake View on the Rise, and social media private property managers. The monthly rent of \$30 per pet, \$200 security deposit, and \$200 pet fee (for cleaning and is non-refundable) was comparable. We will remain open to adjusting this as we hear from those that begin to lease Peak View.
3. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
 - a. The (now) federally managed program ERAP (Emergency Rental Assistance Program) is underway. EPHA has approximately \$32,000 outstanding and another \$17,500 submitted.
 - b. The Pines – 2 Vacancy, \$752 vacancy loss, \$3,792 in delinquencies.
 - c. Cleave – 0 Vacancies, \$0 vacancy loss, \$2,260 delinquency. Expect this to be obtained through resident payments and (ERAP) funds.
 - d. Talons Pointe – 2 Vacancy, \$1,075 Vacancy loss, \$9,361 in delinquencies.
 - e. Lone Tree – 3 Vacancies, \$1,891 Vacancy loss, \$45,382 in delinquencies.
 - f. Falcon Ridge – 4 Vacancies, \$4,186 Vacancy loss, \$12,420 in delinquencies.
 - g. Unit turnover :Two units each turned at Falcon Ridge and Lone Tree; and one at Talons Pointe
 - h. Lengthy and valuable conversation regarding our vacancy process, waitlists processes, challenges with reaching applicants, and alternative modes of contact EPHA has and is exploring.
 - i. Smith asked about our process when an applicant passes (in short applicants stay in the same position, they do not move to the bottom of the list. Blackhurst inquired about using texting as an option. EPHA staff agreed it was we have discussed and worth pursuing.
4. **Old Business/Additional Business: Blackhurst**
 - a. Staffing Vacancy Update
 1. Maintenance interviews (4) went well. We will have staff comment next week and make our selection the week of April 26.

Estes Park Housing Authority Monthly Board Meeting

2. Office/Property manager (8) interviews equally went well. Great interest. We will have staff comment and make a selection the week of April 26.

- b. Lone Tree Rehab Update - None
- c. WFH Covenant and MOU Update – EPHA and Town have updated the MOU and fee is \$150 per completed verification. EPHA will draft all annual letters to owners, follow up, verify, provide a verification to the Town, and store the documents for this fee. This MOU is expected to begin in September (with 32 units from Wildfire and bring in approximately \$4800). As we complete annual verifications on current developments, and other developments are occupied, the income could equate to \$27,000 annually.
- d. Town of EP Workforce Housing/ Fish Hatchery RFP has posted. Closes on Friday 4/17 and EPHA has been invited to participate in the review process of those that submit an RFP.
- e. EDC invite to EPHA Board on May 12
- f. Cleave Parking – still progress.
- g. Broadband for EPHA is hopeful this summer for the main office.

5. Adjourn at 9:52am

Hawf communicated she will be out 4/16 – 4/26.

Minutes Submitted by Naomi Hawf on April 16, 2021.