

Estes Park Housing Authority Monthly Board Meeting

Date: June 9, 2021

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

Members Present: Eric Blackhurst, Bill Pinkham, Dan Centurione

Members Absent: Julie Abel, Pete Smith

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30AM on June 9, 2021.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for May 12, 2021:** Minutes stand approved as submitted with no objection.
2. **Staff Introduction:**
 - a. Hawf introduced Lori Bucci and David Orr
3. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
 - a. Discussion on 2021 Delinquency Trends-Moulton communicated an error on last month's report, correction has been made. Current delinquency total is \$66,249. This includes \$10,000 of funds received and nearly \$22,000 outstanding requested. Moulton also shared that the eviction moratorium expires at the end of June. It still requires 30-day notice. There is also a new Executive Order requiring Landlords to provide 14 pages of information to residents.
 - b. Update on current rent assistance status-
Current requests for assistance have stalled. Change from State to Federal funds may be one cause of delay. The second reason is the process now requires resident participation. Two thirds of residents have taken the required action. Moulton will be in contact with residents and the Program Administrators to get an update on assistance. Moving forward all future requests will need to be initiated by the resident.
Board asked how many delinquencies are a result of lost job or reduction in hours? Moulton replied there are a few hesitant to return to work, most have returned and are stable. The delinquencies are a result of previous months.
Board expressed concern with expediency of the process. Moulton believes that through collaboration with residents, turnaround should be more timely.
Hawf added that Neighbor to Neighbor is an additional resource in Larimer County.
 - c. Update on Delinquency and Turnover
 - i. The Pines – 2 Vacancy, \$1,504 vacancy loss, \$5,149 in delinquencies. Board member inquired if we have a lengthy waitlist. Moulton says yes, although our delays are due to accommodation requests. Hawf added two more vacancies are expected within 30 days.
 - ii. Cleave – 2 Vacancies, \$1,566 vacancy loss, \$3,251 delinquency.
 - iii. Talons Pointe – 3 Vacancies, \$2,209 Vacancy loss, \$13,373 in delinquencies. \$10,000 decrease expected due to rent assistance
 - iv. Lone Tree – 2 Vacancies, \$2,471 Vacancy loss, \$42,770 in delinquencies. \$5,000 decrease expected due to rent assistance. Lone Tree has had two
 - v. Falcon Ridge – 4 Vacancies, \$4,713 Vacancy loss, \$11,916 in delinquencies. Board inquired why vacancies are taking so long. Moulton elaborated on the complexities of income qualifying applicants for different income levels and bedroom sizes.

Estes Park Housing Authority Monthly Board Meeting

4. Peak View Update: Hawf

- a. Overview: Unit Mix, Rents, Requirements:
Hawf provided an overview of the unit mix and rents. She reviewed the requirements which include CHFA's requirement that 20% (6) of the rents are at 80% AMI. The balance, rents must not exceed 120% AMI of rents in Larimer County. Overall, rents are between 70%-75% AMI.
Activity on site: Asphalt poured, final punch list is 6/10, paint, trash enclosure and storage building, GFI update, inspections on MEP (mechanical, electrical and plumbing). Saunders targeting early July for CO's (Certificates of Occupancy).
- b. Hawf provided an overview of Peak View finances
 - i. Project Budget is on track.
 1. Contract Management Contingency balance is \$40,000
 2. Owner Contingency balance is \$21,000
 3. Allowance credit is \$80,000
 4. The Board would like to maintain any credits from the project and return to their bank balances.
 - ii. Hawf learned at the 6/08 OAC meeting projects are being estimated higher due to cost of supplies and supply chain issues. The Saunders team would estimate the Peak View Project to be 15%-25% greater had they estimated the project today.
 - iii. Utilities are being researched. Blackhurst suggested Rocky Mountain Dumpsters as an alternative vendor option.
 - iv. Church offered to donate a playground; the area is small. Hawf is exploring options.
- c. Update on Lease Up: 11 security deposits received, five 3bedrooms remaining.
- d. Board decided on Tuesday, July 27th at 3:00 pm for the Grand Opening. EPHA Board would like Hawf to arrange a tour for the Town Board prior to the Grand Opening.
- e. The Board would like to donate to Mountain View Bible Fellowship as a Thank You for allowing us to use their parking lot during construction.

5. Old Business/Additional Business: Blackhurst

- a. Board agreed to request the same amount of Town Funding as last year, \$30,000
- b. Housing Conference (in Breckenridge) Oct 13-15-Naomi and Scott will attend in person.
- c. Shepherd of the Mountains (Habitat Home)-Hawf is finalizing deed restrictions.
- d. Fish Hatchery Update-Exclusive right to Negotiate in progress.
- e. CIRSA Property and Admin Audit June 7- We will pass and have areas of focus moving forward
- f. Hawf is reviewing a draft document of Development Fee Amortization and/or Fee Subsidy. Hawf will send the Board the draft copy.
- g. Blackhurst inquired as to how we support residents with obtaining vaccinations. Moulton will follow up with the team.

6. Adjourn at 9:45am

Minutes Submitted by Lori Bucci on 06/10/2021