

Estes Park Housing Authority Monthly Board Meeting

Date: June 8, 2022

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

Members Present: Eric Blackhurst, Pete Smith, Julia Daley, and Bill Pinkham

Members Absent: Dan Centurione

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 June 8, 2022.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for April 13, 2022:** Minutes stand approved as submitted with no objection.
2. **Welcome New Board Member-Julia Daley:** Blackhurst
 - a. Blackhurst welcomed Julia Daley as a Commissioner to the Estes Park Housing Authority Board.
 - b. Hawf will order a name badge for Ms. Daley
3. **VEP Task Force Update:** Centurione
 - a. Centurione was unfortunately absent from today's meeting. He did provide some highlights from the discussions up to June 1st. There is a meeting today June 8, that Dan will be unable to attend.
 - i. The timing of the ballot measure is a concern for some and will be discussed at a later time.
 - ii. Generally speaking, the group is in support of a 2-4% increase. Some people on the call would also like for an additional sales tax to be explored for housing and childcare funding.
 - b. Centurione provided two links
 - i. Trail Gazette Article www.eptail.com/2022/06/02/lodging-tax-exploration-task-force-update-percentage-increase-discussion.
 - ii. New York Times Article on NIMBY-ism www.nytimes.com/2022/06/05/business/economy/california-housing-crisis-nimby.html
4. **Rent Discussion and Complex Updates & Reports:** Moulton
 - a. Moulton provided detail on CHFA's increased 2022 Rent and Income Limits. The increase was 11%. LHA will move to 8% increase. Moulton presented details on proposed rent increases between 1% and 5%. Board agreed to increase all rents by 3%. The decision passed unanimously with 1 absence.
 - b. Property Vacancy, Delinquency, and Turnover. Both April and May stats were shared. Below is data through May:
 - i. The Pines- 0 Vacancy, \$0 vacancy loss, \$0 in delinquency
 - ii. Cleave- 1 Vacancy, \$786 Vacancy loss, \$798 in delinquency
 - iii. Talons Pointe- 2 Vacancy, \$2,425 vacancy loss, \$9,079 in delinquency
 - iv. Lone Tree- 0 Vacancy, \$0 vacancy loss, \$13,215 in delinquency
 - v. Falcon Ridge- 0 Vacancy, \$351 Vacancy loss, \$2,651 in delinquency
 - vi. Peak View- 0 Vacancy, \$0 vacancy loss, \$711 delinquency
 - vii. Talons Pointe had two units turn in May (turned within 36 days). Two additional remain (as of end of May, 18 days vacant). Falcon Ridge turned one unit within 14 days. Cleave has had a vacancy over 2 months. Moulton shared the challenges with screenings.
 - c. Resident and/or Property Updates-
 - i. Talons Pointe is in need of sealcoating of the parking lot. Moulton received two bids one (from down valley) at \$11,000. The other a local vendor that we have used before, \$16,500. Board requested 1) Ask Town about their selected contractor for parking lot work that is currently being conducted around Town and obtain a quote from that contractor; 2) Share with the local vendor that a lesser quote was received and if there are any modifications to their quote that may decrease the cost.

Estes Park Housing Authority Monthly Board Meeting

5. **Fish Hatchery:** Blackhurst and Hawf
 - a. Conversations continue and the group is working on a Development Agreement. A pre-application meeting was held in May and a Public Meeting is scheduled for June 16 at 5:00pm on Fish Hatchery site.
6. **Annual Town Funding Request:** Hawf
 - a. Hawf suggested a 2023 Base Funding Request to the Town at \$75,000 to create a position. The Board had discussion if EPHA should ask for additional funds (greater than \$75,000). Ultimately it was decided to pursue the \$75,000 request. The request will be submitted by the deadline, July 1st.
7. **\$500,000 Loan with LHDC Response and Lone Tree Rehab Discussion:** Hawf
 - a. LHDC presented the following terms and EPHA agreed.
 - i. 5% annual interest rate
 - ii. 3-year term
 - iii. Interest only required for initial term
 - iv. Two one-year extensions possible with 10% principal pay down
 - v. No penalty for partial or full pay off
 - vi. The note remains secured as it is today
 - vii. EPHA board will decide at the end of the year what amount will be paid towards principal.
8. **Lone Tree Rehab Update:** Hawf and Moulton
 - a. Staff meet with Saunders to get an updated quote based on 'scope' as listed on attached document. The number of units 'available to turn' at a time, highlighted the variance in cost estimates. At 1 Building at a time (Lone Tree has 11 buildings) it would take 41 months to complete and cost approximately \$6.3MM. If 2 Buildings were available at one time, it would take 24 months to complete the rehab and cost approximately \$5.7MM
 - b. While many answers remain, it is clear logistics will be a factor that will need specific and detailed research. Families will need to re-qualify and finding locations for families to move are simply one aspect of the needs of this rehab.
9. **501c3 Housing Opportunity Fund:** Hawf
 - a. Hawf presented the Articles of Incorporation, Bylaws and Minutes. Present Board members signed all required forms. Hawf will obtain Centurione's signature.
 - b. Board voted roles as Eric Blackhurst Chair, Pete Smith as Treasurer and Hawf or Moulton as Secretary based on what is needed (at this stage of the request and ED transition).
 - c. Hawf will update the documents and forward to Attorney Matsunaka.
10. **Housing Opportunities:** Hawf and Moulton
 - a. Moulton has been working to get a quote from Van Horn Engineering to obtain an updated ALTA Survey. After repeated requests, Moulton asked Landmark for a quote. It was received in 3 days for \$6,200. Board requested to obtain a quote from Cornerstone and Trail Ridge Engineering. Once quotes are received, EPHA staff can proceed at their discretion with any of the vendors that provided a quote at an amount not to exceed \$6,200.
 - b. Salud Foundation has a small parcel 0.498ac and are curious if EPHA would be interested in pursuing. EPHA is interested and Hawf was instructed to explore the possibilities to rezone to Residential Multi-Family (RM).
11. **EPHA Policy:** Hawf
 - a. Jessica Moffett announced she is expecting a baby in November. EPHA is very excited for her!
 - b. Family Leave Policy – there is discussion occurring with Town HR and subsidiaries like ours regarding the State initiated program to create a Family Leave Bank and have it administered by the State. At this time, the Town may opt out and have employees work with the State directly. Town will present to Town Board in June. Overall entities must communicate their decision by Dec 31, 2022 and notify its employees 30-days prior. Board asked for more information on this matter.

Estes Park Housing Authority Monthly Board Meeting

- c. Additionally, the Town proposed to add Juneteenth and Veteran's Day. EPHA will follow this holiday schedule.
 - d. Lastly, the Town proposed changes to their PTO accrual. No change is suggested for EPHA, as its PTO accrual rate is greater (i.e., better) than the Town's proposed changes.
12. **1st Qtr. Financials:** Hawf. Conversation was postponed to next meeting due to timing.
13. **Old Business/Additional Business:** All
- a. Neguse Grants – Hawf completed requests for two grants; 1) \$200,000 for staff and 2) \$4MM for Castle Ridge. Our requests did move forward in the process.
 - b. CIRSA Audit – EPHA did great! Achieved a 103 score with bonus points
 - c. Blackhurst asked that staff look to freshen up the sign at Talons Pointe. The name is getting worn.
 - d. Peak View Conversion to Permanent Financing Update – We have begun the process with CHFA and Bank of Colorado. We will obtain a new Environmental Study and updated ALTA Survey and need to verify our insurance requirements meet the needs. We have instituted meeting on a regular basis and anticipate closing in August.
 - e. Hawf requested a Resolution to recognize Scott Moulton as new ED effective June 20th. This document can support information needed by vendors and contractors. Smith made motion to sign the Resolution presented. Pinkham seconded. Unanimously approved with one absence.
 - f. Moulton asked if discussion was needed regarding filling of the Housing Supervisor position. The Board left that with Moulton as the new ED.
 - g. Moulton added he is out of the office August 14 to September 4, a cruise to Iceland.
14. Executive Session was entered at 1021a. Motion was made by Smith and Seconded by Pinkham. Unanimously approved with one absence
15. Adjourn: 10:47am

Minutes Submitted by Naomi Hawf on June 10, 2022