

# Estes Park Housing Authority Monthly Board Meeting

Date: July 14, 2021

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

Members Present: Eric Blackhurst, Bill Pinkham, Julie Abel,

Members Absent: Dan Centurione 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 July 14, 2021.
  - a. **Public Comment:** None.
  - b. **Reading and Approval of Meeting Minutes for June 9, 2021:** Minutes stand approved as submitted with no objection.
2. **Complex Updates and Reports:** Moulton reporting (Included in Board packet).
  - a. Discussion on 2021 Delinquency Trends- Delinquencies show a small drop from May to June, \$76,457 to \$ 73,127. We did receive ERAP funds in July for the amount of \$19,447. With residents completing applications through Neighbor to Neighbor directly, we have zero visibility into the status of each request.
  - b. Update on Delinquency and Turnover
    - i. Delinquency
      1. The Pines – 3 Vacancies, \$2,450 vacancy loss, \$6,084 in delinquencies.
      2. Cleave – 1 Vacancy, \$780 vacancy loss, \$3,460 delinquency. Delinquency is from one resident.
      3. Talons Pointe – 2 Vacancies, \$2,505 Vacancy loss, \$8,391 in delinquencies.
      4. Lone Tree – 2 Vacancies, \$1,503 Vacancy loss, \$44,003 in delinquencies.
      5. Falcon Ridge – 4 Vacancies, \$3,815 Vacancy loss, \$11,489 in delinquencies.
    - ii. Turnover
      1. Cleave- 1 turnover
      2. Lone Tree- 2 turnovers. 1 vacancy to be filled by an internal transfer.
      3. Pines- 1 pre-lease signed for a 7/24 move in and another is awaiting a reasonable accommodation.
      4. Talons Pointe- 1 turnover and 1 pre-lease signed for 7/19 move in.
      5. Falcon Ridge- 1 turnover and 2 pre-leases planned for 7/23 and 8/12 move in. Screening for the other two vacancies. Board inquired about issue with dishwasher. Staff communicated a delay with supplier delivery. Board suggested a local home improvement store vs. incurring the vacancy loss over a \$400 appliance. Staff will follow up.
  - c. Resident issue discussed. Concerns of using public resources and staff time. Additional concerns for the community and the individual. Hawf requested resources from the Board to include mental health resources. Board expressed concern about appropriate egress and resident safety. Recommended involving the Fire Marshall.
3. **Peak View Update:**
  - a. Lease Up Update
    - i. 14 leased up.
    - ii. 3 units rented with move in at end of July
    - iii. 9 units in screening residents to fill vacant units

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- iv. Currently we have temporary certificates of occupancy and those will be finalized in August when we install the correct GFI breakers and fan coil covers and filters. These items are on backorder. Hawf also touched on fiber install logistics, other providers (Dish, Directv and Century Link not wired in), and creating a dog run.
- b. Project Finances Update- Hawf provided a financial overview and communicated that the allowances in contractor contingency balanced to zero including the air conditioner add. Owner contingency was unused (\$100,000). Project will come in at budget. Pinkham commends Hawf for a job well done. The Board inquired about the fence to be placed along the church parking lot. Hawf believes it is occurring next week and should take approximately two days.
- c. Grand Opening Update- Invitations were sent. Response is good. Blackhurst suggests the he and the Mayor speak at the ribbon cutting.

#### 4. Old Business/Additional Business: Blackhurst

- a. Falcon Ridge Audit-Preferred Compliance began their audit on 10 files. The results at this time include two minor findings and 5 findings which require follow up. EPHA is completing the follow up. A final document should be issued within 30 days. Additionally, the auditor will conduct a physical audit on July 27<sup>th</sup> mid- day. Moulton comments that CHFA will conduct an audit in August. Moulton commends Jessica Moffett for her work to compile accurate and compliant files.
- b. Development and Partnership opportunities
  - i. Blackhurst cancelled executive session today.
  - ii. The Board discussed a variety of opportunities that were presented to EPHA for partnerships. **The Board is interested in collaborating with other community organizations on future housing opportunities that align with our mission to provide housing that meets the needs of the entire community, rather than those housing needs of a singular employer.**
- c. Abel shared that The Abel Team has an open house today at their new location from 3:00pm to 6:00pm at 1692 Big Thompson Ave.
- d. Blackhurst requests a Lone Tree update in August or September board meeting.

#### 5. Adjourn at 9:50 am

Minutes Submitted by Lori Bucci on July 14, 2021