

Estes Park Housing Authority Monthly Board Meeting

Date: July 13, 2022

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

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

Members Absent: Dan Centurione, Julia Daley

Guests Present: None

** Blackhurst decided to not have an Executive Session for this meeting. **

"0" Mary's Lake Road: Blackhurst

- a. The land is 11 acres with no infrastructure with current zoning it will provide 22 parcels.
- b. Board Requested Abby Pontius to represent EPHA in purchase of "0" Mary's Lake Road.
- c. Moulton presented financing partnership options letter for Moulton to present to the TOEP during next Town Meeting July 26,2022.
- d. Board approved unanimously, with 2 absences, the purchase price of \$1,375,000 with \$20,000 earnest money. Smith made motion and seconded by Pinkham.

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30 AM on July 13, 2022.

- a. **Public Comment:** None.
- b. **Reading and Approval of Meeting Minutes for June 8 and July 5, 2022:** Minutes stand approved as submitted with no objection.

2. **Complex Updates & Reports:** Moulton

- a. Property Vacancy, Delinquency, and Turnover. June stats were shared. Below is data through June:
 - i. The Pines- 1 Vacancy, \$542 vacancy loss, \$0 in delinquency
 - ii. Cleave- 1 Vacancy, \$2,307 Vacancy loss, \$55 in delinquency
 - iii. Talons Pointe- 2 Vacancy, \$2,112 vacancy loss, \$7,778 in delinquency
 - iv. Lone Tree- 0 Vacancy, \$0 vacancy loss, \$13,195 in delinquency
 - v. Falcon Ridge- 0 Vacancy, \$351 Vacancy loss, \$4,151 in delinquency
 - vi. Peak View- 0 Vacancy, \$0 vacancy loss, \$498 delinquency
- b. Resident and/or Property Updates-
 - i. Talons Pointe sealcoating of the parking lot will be happening in July. Board requested Moulton received three bids (two from down valley) at \$11,500 and \$17,000. The other a local vendor that we have used before, \$16,800. Moulton selected the local Vendor to sealcoat the parking lot after analysis showed the low bid did not include the same amount of material for crack sealing nor prework cleaning.
 - ii. Smith Sign Company will be giving a quote for Talons Pointe sign and The Pines sign.
 - iii. Compliance Audit has begun at Falcon Ridge for Wells Fargo, the physical site inspection will occur on. August 17th. CHFA's is expected in September or October.
 - iv. Board commends staff and maintenance on controlling the vacancies.

3. **Housing Opportunities:** Moulton/Hawf

- a. Castle Ridge-ALTA survey will be done by Landmark. We have sent a retainer fee.
- b. Salud Foundation Lot- Is no longer an option at this time.

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4. **HB22-1117:** Blackhurst
 - a. VEP will collect the money from the marketing district that is more expansive than the school district boundaries excluding Boulder County. Funds will be administered by TOEP to EPHA for housing needs.
 - b. Moulton provided a Housing Strategy Fund Matrix with a plan for the next 3-5 Years. Discussion about details needed for the public and concise narrative of who will be involved and how to accomplish. Further discussion needed.
 - c. The money received from HB22-1117 would come from within the boundaries of VEP, but not including Boulder County
 - d. A 3.5% increase in Lodging tax would produce \$3.5 to \$5 Million dollars per year if passed by the voters.
 - e. Ballot language will be needed by mid-August to be put on November 2022 ballot.

5. **EPHA Policy/Staffing:** Moulton
 - a. Housing Supervisor Update: Two candidates will be interviewed by panel on July 13,2022. A decision for the Housing Supervisor position will be made by end of week.
 - b. Family Leave Policy update: EPHA Board will have to vote decide to either opt in or out of the FMLI program no later than December 1, 2022. The employer cost (0.45% of salary) would be approximately \$4,000 annually. Blackhurst requested Moulton to reach out the TOEP and LHA to see what they were doing for this program. Still need more information
 - c. The Board and Staff present were agreeable to current estimated cost (0.45% of salary) with equal contribution from EPHA and employees.

6. **1st Qtr. Financials:** Hawf
 - a. Board reviewed and approved unanimously 1st Quarter Financials with 2 absences. Smith made the motion and seconded by Pinkham.
 - b. Board requested more information about RR and other column and would like to see cash totals on financial summary each month.
 - c. Board requested totals on dollar amounts actually in Reserves at each location.

7. **Old Business/Additional Business:** Moulton/Hawf
 - a. Peak View Loan Conversion- Doing ALTA Survey and loan to be converted by September, 2022.
 - b. October and December Board Meeting Schedule: Move October to Oct 19th and keep December Board Meeting on December 14th.
 - c. Fish Hatchery Update: Public Meeting July 14th. In process of rezoning discussion
 - d. Annual TOEP Base Funding Request. Request has been submitted and timeline to receive response from TOEP with be late November/December 2022.
 - e. HOF 501c(3): EPHA has received EIN number for 501c(3) and final document was signed by Moulton and submitted to the attorney.
 - f. Rock Cut Brewery Fundraising Opportunity: EPHA has been selected to receive \$1.00 per pint , a percentage of the sales from Rock Cut for each beer sold during 3rd Quarter of 2022 in the total amount being \$2,000-\$3,000. Hawf added that this would be a good opportunity to have the funds go to HOF and also have an article place in the newspapers.
 - g. Staff Update: David Orr is back. Joe Switzer will be out effective July 19th.

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- h. TOEP Comprehensive Plan: Blackhurst sent an email to Town Board as to how EPHA was identified within the TOEP Comprehensive Plan. EPHA Board discussed the language and content of the Plan. Blackhurst will follow-up with the Town.
- i. Hawf announced her last board meeting today. Blackhurst wanted to thank Hawf for her service and hold a gathering for EPHA staff, boards members and guests at an unspecified location on 8/5/22 for a celebration of her service at 3:00pm.

8. **Adjourn:** 10:26am

Minutes Submitted by Wendy Fisher on July 15, 2022