

Estes Park Housing Authority

Monthly Board Meeting

Date: August 11, 2021

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

Members Present: Eric Blackhurst, Julie Abel, Dan Centurione, Pete Smith

Members Absent: Bill Pinkham

Guests Present: None

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30AM on August 11, 2021.
 - a. **Public Comment:** None.
 - b. **Reading and Approval of Meeting Minutes for July 14, 2021:** Minutes stand approved as submitted with no objection.
2. **2nd Quarter Financials:** Hawf
 - a. **Review of Financials:** Hawf reviewed 2nd quarter financials.
 - i. EPHA- Management services are less than budgeted at this time due to Housing Choice Vouchers transitioning back to LHA, Pines hasn't paid management fee, and Peak View Management fee will come in as property stabilizes.
 - ii. Cleave- Vacancy loss is the largest hurdle. The 2020 expenses for the rehab of unit 1 was withdrawn from reserves in 2021. Finally, the debt service was paid in full as of March.
 - iii. Talons Pointe- Resident income at this property is less impacted by covid. While we are experiencing less water usage, we do have higher capital improvement expenses.
 - iv. Falcon Ridge- Vacancy loss is our greatest challenge along with flooring.
 - v. Lone Tree- Maintenance expenses are down but capital improvements are greater than budgeted.
 - vi. Pines- Vacancies are a challenge along with capital improvement expenses from unit turnover.
 - vii. Peak View- Reports will be available next quarter.
 - b. **Board approved Financials:** Smith made motion to approve, Abel seconded. All in favor, with one absence (Pinkham).
3. **Complex Updates and Reports:** Moulton reporting (Included in Board packet)
 - a. Discussion on 2021 Delinquency Trends- Moulton reports that delinquencies reduced due to assistance from ERAP, assistance flowing smoothly now. In two months, we have received \$45,425.00. This brings our total to \$175,000 in rent assistance received. (\$25,000 EPHA contribution, \$25,000 Community Relief funds from the Town, \$80,000 Property Owner Preservation funds, \$45,000 Emergency Rent Assistance Program). \$12,000 is outstanding in ERAP applications. All funds are issued directly to EPHA.
 - b. Update on Delinquency and Turnover
 - i. Delinquency
 1. Cleave – 1 Vacancy, \$780 vacancy loss, \$3,669 delinquency. Delinquency is from one resident. Parking issues discussed. Sending more letters for screening. Making progress
 2. Lone Tree – 5 Vacancies, \$3,364 Vacancy loss, \$27,831 in delinquencies.
 3. The Pines – 2 Vacancies, \$1,935 vacancy loss, \$7,321 in delinquencies. Due to 1 resident. Move ins in progress. 2 more expected vacancies within the next few weeks.

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Blackhurst inquired about length of the waitlist. While Moulton and Moffett did not have the exact number, they did confirm the list is lengthy. The challenge is matching the unit AMI with Resident income.

Blackhurst inquired about the occupancy of EPHA's owned condo (3-1). David Orr was interested in occupying the condo beginning October. Staff will confirm his interest. Abel added that we should revisit & take action on this condo no later than January. Condo sales prices would potentially be greater than \$200,000.

4. Talons Pointe – 2 Vacancies, \$1,991 Vacancy loss, \$8,898 in delinquencies. Due 2 residents
5. Falcon Ridge – 3 Vacancies, \$3,237 Vacancy loss, \$12,529 in delinquencies.

ii. Turnover

1. Lone Tree- 1 turnover as of 8/1/21-
2. Pines- 1 pre-lease signed for 8/13/21 move-in and another moved in 7/19/21
3. Talons Pointe- 1 turnover and 1 pre-lease signed for 7/19/21 move in.
4. Falcon Ridge- 1 turnover as of 7/21/21 and a pre-lease for 8/12/21 move in.
5. Moulton provided an overview. Of the 16 Vacancies, 5 are ready to move. Smith: questions waitlist communications and process with non-responsive people. Moulton explains that the letter received by applicants specifies property and unit size. When they are non-responsive, they are removed from that specific waitlist. They could be removed from other waitlists depending on their reason for non-response i.e., when letter or message is undeliverable.

- c. Moulton provided an update on Lone Tree C Building water damage.

4. Peak View Update:

- a. Lease Up Update
 - i. 17 leased up.
 - ii. 9 units in screening residents to fill vacant units
- b. Outstanding Items
 - i. Expect to receive and install GFI breakers and get final inspection for final Certificates of Occupancy. Additionally, the monument sign is awaiting lettering. Fan coil covers installed, fiber has been correct and set for multiple providers and fence installed.

5. Old Business/Additional Business: Blackhurst

- a. Lone Tree Rehab – Hawf has pursued an agency (Partner Engineering and Science, Inc) referred by LHA to complete a Property Condition Report. Cost \$2900 and we will have a report by August 31st.
- b. EPHA Employee Manual Updates – Hawf made changes to the employee manual to reflect current information. Requested Board review. The document will be shared with our legal for final review and then presented to the Board. Board agrees to follow Town of Estes Holiday schedule. Blackhurst requests the 2021 AMI chart be sent to the Board.
- c. Variable Hour Employment – Hawf is doing research on an opportunity for a variable hour employee. She will follow up with the Board as needed.
- d. Hawf also presented to the board
 - i. Interest in EPHA purchasing a vehicle
 - ii. Fish Hatchery Update- going smoothly with Town Hawf will be involved in pre-construction discussions.

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- iii. EPHA will follow Larimer County COVID 19 protocols. This includes office operations and board meetings.

6. **Adjourn** at 9:56 am

Minutes Submitted by Lori Bucci on August 16, 2021