

# Estes Park Housing Authority Monthly Board Meeting

Date: August 10, 2022

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

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

Guests Present: Longs Peak Masonic Lodge; Timothy Sanks and Marvin Hart

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30 AM on August 10, 2022.
  - a. **Public Comment:** None.
  - b. **Reading and Approval of Meeting Minutes for July 13th, 2022:** Minutes stand approved as submitted with no objection.
  
2. **Long's Peak Masonic Lodge Guest Presentation:**
  - a. Marvin Hart discussed the availability of 2 ¾ acre land adjacent to the Masonic Lodge in Estes Park for a term of 30-year lease to develop the land for either season or year-round workforce housing.
  - b. The Masonic Lodge does not need all 2 ¾ acres. There would need to be re-zoning of the land.
  - c. Tim discussed the need for housing within the Estes Valley and the funds would go back to the community in various forms: Scholarships for EPHS and the possibility of having symposiums at the Masonic Lodge.
  - d. Open invitation to visit the site on August 27<sup>th</sup>, 2022 during the Estes Park community garage sale.
  - e. Blackhurst commented on the possibility of purchasing the land outright and leasing back the Lodge building to the Masonic Lodge. Blackhurst also presented to the group Housing Needs versus Construction.
  - f. Moulton is to reach out to Masonic Lodge representatives.
  
3. **Complex Updates & Reports:** Moulton
  - a. Unit Turnover Report
    - i. Pines: 1 vacancy, \$1120 vacancy loss
    - ii. Talons Pointe: 1 vacancy, \$1968 vacancy loss
    - iii. Peak View: 1 vacancy, \$789 vacancy loss
  
  - b. Anticipated Vacancies: New Report due to potential Wildfire Closing and residents advanced warning or upcoming vacancies.
    - i. Cleave Street: 1 vacancy
    - ii. Falcon Ridge: 2 vacancies
    - iii. Lone Tree: 2 vacancies
    - iv. Peak View: 3 vacancies
    - v. Blackhurst would like to add the # of bedrooms to report. Pinkham would like the color added across by location.

## Estes Park Housing Authority Monthly Board Meeting

- c. Delinquency Trends Report:
  - i. Uptick in delinquencies mainly due to 1 individual resident needing assistance from N2N. The July \$28,574 due to 2 residents and have been sent to collections and write off.
  - ii. Delinquencies overall nothing outside the norm. The trend YTD have had good numbers due to a new resident checklist of items to be done before move-out and also once a resident gives 30 days' notice, the property manager is setting up a pre-move out check of the unit for necessary repairs or needs. The checklist has helped the turn over of a unit to speed up.
  - iii. Approximately 50% of the Covid relief funds have been spent for help with rent/utilities for residents.
  
- d. Preferred Compliance Audit: Moulton
  - i. Audit happened in August. An audit happens twice yearly; once with Wells Fargo and once with CHFA.
  - ii. Overview of LIHTC program and funding.
  - iii. Audit-Pick 10 files and look at new move-ins and re-certifications.
  - iv. We had one high risk finding in the audit that started out as a qualifying risk.
  - v. One file that was chosen was over-income. The error happened in the calculation of the households' tips received.
  - vi. Resolution: 3 options 1; move to another unit. 2 households must leave the unit or 3 move a Housing Choice Voucher holder currently living in Falcon Ridge with exact same sq ft and size of unit and change to 50% AMI and change over income unit to a 60% AMI. The unit was brought back into compliance using option number 3.
  
- 4. **HB22-1117**: Blackhurst/Moulton
  - a. Open Letter Solution Narrative/Matrix Discussion
    - i. Brief discussion regarding the potential use of funds, level of detail in the plan, and distribution timing from TOEP.
  - b. VEP/TOEP/County Commissioner Meeting Update
    - i. Update on schedule of Lodging Tax Extension action items.
  - c. Marketing/Campaign Discussion (Board Only)
  - d. Housing Authority Community Education Articles Discussion
  
- 5. **Housing Opportunities**: Moulton
  - a. Castle Ridge-ALTA Survey Update
    - i. Seventy-Five % done with fieldwork and 25% done with office work. Estimate of final delivery of ALTA survey 15<sup>th</sup>-17<sup>th</sup> of August.
  - b. Mary's Lake -Town Board Meeting Recap –
    - i. Blackhurst stated that Scott did an excellent job representing the housing authority. Good conversation around Housing, trying to be nimble with use of funds to take advantage of housing development opportunities.
    - ii. The town board directed town staff to develop a framework allowing them to be nimble around these opportunities.
    - iii. Travis backed up Scott on the value of land banking opportunities take advantage of the limited opportunities in land purchase.
    - iv. Town Administrator is limited to \$100,00 as the cap to move on without town board approval. Possibility of special town board meeting for land acquisitions.

## Estes Park Housing Authority Monthly Board Meeting

6. **Lone Tree Rehab:** Moulton/Blackhurst
  - a. Estimate from construction company 6 ½ million dollars to rehab whole property.
  - b. We, EPHA do not have 6.5 million dollars. We do not have any vacancies at Lone Tree currently. We do not have a place to put 6 or 7 families at a time or a dozen families to a building. Blackhurst start with one family at a time.
  - c. Will take 3-4 years to rehab Lone Tree. We will not have to recertify each family moving back into their homes. It will avoid the recertification of people that might be over income after the Lone Tree Rehab.
  - d. Hire a moving company to move the families' belongings into a pod until time to move back in. Exodus would be a good resource for moving people's belongings.
  - e. To rehab one unit at a time would also eliminate the need to do new sprinkler system in each building to focus our money on the exterior work that needs to be done, drainage issues, roofing, windows, and plumbing issues with freezing pipes. On the inside of the units: change the cabinets, countertops, and flooring.
  - f. Possibly hire another handyman in-house.
  - g. There may be LIHTC implications & restrictions. Once you take a unit offline, it has implications under LURA even outside it compliance period. If we do a large-scale rehab it will displace families and possibly put them out for a longer period of time.
  - h. Moffett suggested that we reach out to Trail Ridge and Park Ridge to see how they are handling the Rehab of their units. They are requiring the tenant to find housing on their own. The rehab is a scattered LIHTC deal that also includes a few complexes in the valley.
  - i. We only have \$80,00 in replacement reserves. There are supply chain issues as well. Research some possibilities for the September board meeting.
  
7. **EPHA Staffing/Policy:** Moulton
  - a. FAMLI-Quick Update/Timeline Discussion-No real decisions have been made. Loveland is still working on it. We hopefully will have an update at the September board meeting.
  - b. Housing Supervisor Update- Welcome Jessica Moffett into her new role at EPHA
  - c. Property Manager Position-Scott and Jessica will get the job posted and start the process of screening applicants
  
8. **Old Business/Additional Business:** Moulton
  - a. Housing Now Conference Attendance-Board Virtual-Scott and Jessica will attend in October. The board can attend virtually if interested. They record the sessions and put that out for a \$125.00 fee.
  - b. Road Show – Other Housing Agencies (Moulton)
  - c. Bid Update-Only received one bid for housekeeping, snow removal. \$1,800 per property per occurrence
  - d. Talons Pointe Parking and Sign Update
  - e. PV Loan Conversion-Closing on the 17<sup>th</sup> of August

## Estes Park Housing Authority Monthly Board Meeting

f. Housing Opportunity Fund (501c3) – No update from IRS filing

9. **Adjourn**: 10:30am

Minutes Submitted by Wendy Fisher and Scott Mouton on August 11, 2022