

Date April 13, 2016
Members Present Matthew Heiser, Joanna Riffelmacher, Jack Dinsmoor, Phil Frank
Members Absent Eric Blackhurst
Staff Present Rita Kurelja, Jessica McGee, Jeff Feines
Guests Present John Cutler, Christian Collinet

CALL TO ORDER

Meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Matthew Heiser at 8:30am in Room 203 of the Town Hall, Estes Park, CO.

PUBLIC COMMENTS

No comments.

APPROVAL OF MINUTES

March 9, 2016 meeting minutes are approved with no corrections and no objections.

FINANCIALS

Audit report, John Cutler. The audit went well and is ready to approve. PERA liability was discussed. **Phil Frank motioned to approve the 2015 audit. Jack Dinsmoor seconded. Motion passes unanimously with one absent.**

COMPLEX AND DEVELOPMENT UPDATES

A. Talons Pointe

1. Occupancy and Delinquency – Rita Kurelja .Zero vacancies and \$0 delinquent

B. The Pines

1. Occupancy & Delinquency- Rita Kurelja – Zero vacancy loss and \$304 vacancy loss. There were some delinquencies, but they are all cleared up now.
2. Sales: Collinet reported that a resale was under contract. Interest is high.

C. Cleave Street

3. Occupancy and Delinquency- Rita Kurelja – Zero vacancies. \$313.87 vacancy loss loss. No delinquencies.

D. Falcon Ridge

1. Development Updates: Rita Kurelja, Jeff Feneis: Buildings A and B are fully leased. Building C is ready to punch. D should be ready by the 21st. Working through the TCO process. Wiring in the complex is being addressed to accommodate residents who want satellite TV and internet. Will require additional modifications.
2. Xcel rebate discussed.

Jeff Feneis reported that the EPHA has the potential to obtain up to \$37,000 in rebates from Xcel dependent on the blower door tests. Will require a cash outlay.

Motion was made by Phil Frank and seconded by Joanna Riffelmacher to approve the expenditure of up to \$15,000 (remaining to be covered by Energy Logic) for additional blower door tests. All voted Aye. Motion passes unanimously with one absent.

3. Leasing update: Jessica McGee reports leasing is going well. We should have twelve more units rented by April 1st.

E. Peak View Apartments

1. There is one 3-bedroom unit for rent at Peak View. Income restrictions and other leasing criteria were discussed. The Board agreed to :

1. Income range of 60%-150% of the AMI
2. Lawful presence required by Head of Household. A policy to be adopted at a future time.
3. One household member to be employed in the Estes Valley. Development discussed: we will require a density exception to develop more housing on the land. Lawful presence discussed – EPHA will develop a policy. For now we will require Head of Household to Have lawful presence.

REPORTS, UPDATES, AND OTHER MISCELLANEOUS ITEMS

A. Unit Turnover Report - Rita Kurelja: 2 units turned at The Pines: One was vacant 9 days, the other 10 days. There was one unit that turned over at Cleave Street vacant for 14 days. Vacancy loss \$313.87.

B. New Hire – Naomi Hawf was hired as the new Falcon Ridge Community Manager and Admin Assistant. She will begin May 2nd, and training with Jessica for Falcon Ridge will start immediately.

C. Exception to the waitlist preference – Discussion about allowing local Chapin Dr. fire victims to have a preference on waitlists. Discussion ensued.

Motion to allow fire victims a preference was made. All voted Nay. Motion failed

D. Vista Ridge HOA Board Member assignment discussed. Jack Dinsmoor will continue to represent EPHA.

E. EPHA received a \$500.00 donation for the Down Payment Assistance program from Mike Richardson.

OLD BUSINESS

None.

EXECUTIVE DIRECTOR REPORT

Director discussed a proposed Housing Summit with Town and local agencies to address the 11 recommendations from the Assessment. Save the date of May 26 for now. New hire will have LIHTC training in June as well as other miscellaneous training. Jessica McGee may go for Section 8 training in late-July. The Kearney property on Fish Creek is up for sale; it is 5.8 acres. It is currently zoned for industrial use, which is a concern, as well as the asking price.

ANY ADDITIONAL BUSINESS

None.

There being no further business, Matthew Heiser adjourned the meeting at 9:42 am.

Respectfully submitted by Jessica McGee


