

Estes Park Housing Authority, Board Meeting Minutes: January 8, 2020
George Hix Room, US Bank Building, 363 E. Elkhorn Ave., Estes Park, CO. 80517

Staff Present: Naomi Hawf, Scott Moulton, Nancy McLemore, and Joe Switzer

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

Members Absent: Julie Abel

Members Absent: Eric Blackhurst

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:38 AM on January 8, 2020.
2. **Public Comment:** None.
3. **Reading and Approval of Meeting Minutes for December 4, 2019:** Minutes stand approved as submitted with no objection.
4. **Complex and Development Updates:** Moulton reporting (Included in Board packet) Moulton summarized the on-going issues with the Noritz systems at Falcon Ridge of which 19 of the units needed the mixing valves replaced in 2019 (equal to 40% of the total number of units). Moulton is attempting to develop an inventory of the mixing valves that will be kept on hand continuously, thereby lessening the timeframe where the tenant has no heat or hot water.
 - a. Cleave – 2 Vacancies, \$1,145 vacancy loss, \$513 delinquencies.
 - b. Peak View – 0 Vacancies, \$796 vacancy loss, 0 delinquencies
 - c. The Pines – 0 Vacancies, \$178 vacancy loss, \$503 in delinquencies; The delinquency amount is not an actual delinquency but a time lag in transferring funds from one property to another due to a move.
 - d. Talons Pointe – 3 Vacancies, \$2,556 Vacancy loss, \$11,335 in delinquencies. Large portion of the delinquencies (\$9,598) is due to vacated tenants which are in the process of being written off and sent to collections.
 - e. Lone Tree – 2 Vacancies, \$2,643 Vacancy loss, \$4,686 in delinquencies.
 - f. Falcon Ridge – 0 vacancy, 0 Vacancy loss, \$5,632 in delinquencies
5. **Reports, Updates, and Other Miscellaneous Items**
 - a. Unit Turnover Report: Moulton reporting (Included in Board packet)
 - i. Cleave – 0 turnovers.
 - ii. Lone Tree – 1 turnover, 74 days between move-out and move-in
 - iii. Talons Pointe – 0 turnovers
 - iv. Peak View – 1 turnover, 42 days from move-out to move-in
 - v. The Pines – 1 turnover, 48 days from move-out to move-in
 - b. Falcon Ridge Community Manager Vacancy Update – Moulton reporting
 - i. The two front runners were given second interviews. Moulton is in the process of doing reference checks on one of the candidates. Once Moulton receives those references, he will be extending an offer to that individual. Timeline for beginning would be 3 weeks.
 - c. Budget Amendment Approval – Hawf reporting (Budget Amendment Highlights included in Board packet)
 - i. There were minor amendments to a few of the properties. Hawf highlighted the changes and what line items were affected. Blackhurst requested a motion to approve the 2020 amendments. Motion made by Phil Frank; Pete Smith seconded. Motion passes unanimously with one absence.
 - d. Peak View Update – Hawf reporting (Overview and highlights included in Board packet)
 - i. CMGC Action – Blackhurst entertained a motion to approach Saunders-Heath for Construction Management/General Contractor for the Peak View Apartment. Pete Smith made a motion; Phil Frank seconded. Motion passed unanimously with one absence.

- ii. Occupancy at Peak View: Hawf reporting – The next step in our timeline is to begin construction in June. Hawf shared the lease expiration dates of the residents currently in place at Peak View, 2 of which expire on May 31, one is leaving Feb 1, the other expires on Mar 31. With target date of construction beginning June 1, Hawf provided overview of what needs to take place prior, which in turn, pushes the date up to March when EPHA has to have them vacate. Hawf offered several scenarios of what that vacate process looks like.
 - 1. The Board decided to offer a portion of their moving costs along with any difference in rental rates through the date of when their lease with EPHA was scheduled to expire. The Board suggested we use the rates established by Grand Estates as a basis for determining the rate differential EPHA is willing to pay. Through the process, Frank recommended Hawf review status of process and costs involved with Frank and Smith if needed between Board meetings, reiterating that differential for a 2-bedroom would be based on \$1,500. Blackhurst recommended checking with Exodus Moving for a cost quote of moving the tenants.
 - 2. Hawf asked the Board for decision regarding the timeframe for the current residents to vacate. Blackhurst responded using March as a timeframe. Since this part of the process is administrative, no motion necessary.
- iii. Financing Piece: Hawf will be reaching out to the Town in reference to the financing piece previously offered. After the proforma is finalized, Betters will be taking the lead to explore financing options. Hawf added there could be Community Development Loan product becoming available through CHFA that could support a workforce development project with no AMI restrictions. Hawf will explore this option further.

6. Old Business

- a. Holiday Party – Hawf proposed the two dates of Tuesday, Feb 11th or Wednesday, Feb 12th
 - i. Determined Tuesday, Feb 11th, tentatively to be held from 6:00 to 8:00 PM.

7. Executive Director Report: Hawf Reporting

- a. Moulton out Jan 10 – Feb 2
- b. Building Better Places – No action needed. The town had researched a training program to help communities to work together to build a better place to live being held in Grand Junction. Received notice that the Estes Park team was not accepted for the training.
- c. SIPA (website/email platform) grant opportunity to afford internet service. Currently, our 7 staff members are on three different servers. Our goal is to all be on the same domain by the end of the year. This grant will allow us to separate ourselves from The Town of Estes Park, have our own connections to the esteshousing.org, and get us on our own domain, while allowing all 7 staff members to have a seat on the same server.
- d. Other opportunities
 - i. Misty Mountain Lodge approached EPHA to purchase their site. Site consists of 20 units on property for \$2.1 million. After viewing the property, it is a rehab project and more suitable for seasonal housing. Blackhurst commented that he sees this project as something that falls outside the scope of Estes Park Housing Authority's goals. The Board agreed, adding that it requires funding over and above what EPHA can afford.
 - ii. Masonic Lodge is still interested; doing more exploration on setbacks. No action needed.
 - iii. Grand Estates – Hawf talked to them about their units. At the close of the conversation, Hawf was asked if EPHA wants to purchase the project. They are asking \$3.6 Million for 20 units. Consensus is that the per unit cost is too high and with the Peak View project, taking on an additional purchase doesn't make sense at this time.

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- e. Board Member Search
 - i. Blackhurst's term expires April, 2020. Frank's expires October, 2020. Abel, Smith, and Pinkham are on the Board until 2022. Blackhurst made a recommendation that EPHA reach out to the Town Administrator since it is a Board appointment to confirm the process. Frank recommended EPHA do the process once for the two members whose terms are expiring.
 - f. Loveland Housing has partnered with an affordable housing corporation (NAHRO) to provide a commissioner training, Feb. 27-28th, 2020, and is open to EPHA Board members to attend. If any members interested in attending, please let Hawf know by the first week of February.
 - g. EPHA's Nancy McLemore is now commissioned as a Notary with supplies coming in this week.
 - h. Blackhurst announced that he will have limited availability the last half of February and all of March as he will be needing to live in Denver for this period.
- 8. **Adjourn** – Meeting was Adjourned at 10:11am

Minutes submitted by Nancy McLemore on January 16, 2020