

EPHA Board Meeting Minutes: July 10, 2019
George Hix Room, US Bank Building, 363 E. Elkhorn Avenue

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners Meeting to order at 8:30 AM on July 10, 2019.
2. **Public Comments:** None
3. **Reading and Approval of Meeting minutes for June 12, 2019:** Minutes were approved as submitted
4. **Complex and Development:** Scott Moulton
 - a. Cleave: 1 vacancy, \$847 in delinquency from 3 current tenants, \$410 vacancy loss
 - b. Pines: 2 vacancies, 0 delinquencies, \$1,153 vacancy loss
 - i. Suggested changing currently vacant units to a 60% AMI; rent to be determined by the staff
 1. Motion was passed unanimously.
 - c. Peak View: 0 vacancies, 0 delinquencies, 0 vacancy loss
 - d. Lone Tree: 1 vacancy, \$11,755 in delinquency from both current and vacated tenants, \$1,299 vacancy loss
 - i. Had 2 active evictions in process but the residents left on their own accord. Another eviction notice served but they paid during this same timeframe.
 - e. Talons Pointe: 1 vacancy, \$857 in delinquency from one vacated and one current tenant, \$442 vacancy loss
 - f. Falcon Ridge: 0 vacancies, Delinquencies at \$5700 at month end; represents charges of damages at move-out from a vacated tenant and several current tenants, \$391 vacancy loss
5. **Reports, Update, and Other Miscellaneous Items:** Scott Moulton
 - a. Unit Turnover Report
 - i. Cleave: 0 turns
 1. Discussion of HOME restriction for Cleave – restriction compliance applies to maintaining one 50% AMI unit and one 30% AMI unit, but is not tied to unit number. The 30% and 50% can float between units as long as they are similar in size and # of bedrooms.
 - ii. Lone Tree: 1 turn – Move-out to move-in: 30 days
 - iii. Falcon Ridge: 2 turns – Move-out to move-in: 11 days and 6 days
 - iv. Talons Pointe: 1 turn – Move-out to move-in: 66 days
 - v. Pines: 0 turns
 1. Discussion: Units showing their age; anticipate the following with each turn: changing flooring and full painting with each unit; keeping eye on appliances for replacement; changing out toilets to full height and low flow.
 - b. Additional Data: Resident Demographic Statistics for Applicants
 - i. Current Wait List: 336 families representing 592 persons, 137 children; Average wait list time: 1.2 years.
 - ii. Point System:
 1. 0 Points: Don't live and don't work in Estes Valley (defined by school district boundaries)
 - a. 134 families, 241 persons
 2. 5 Points: either work here but don't live here, or live here but don't work here
 - a. 51 families, 77 persons
 3. 10 points: both live and work in Estes Valley
 - a. 151 families, 274 persons
 - iii. Age Demographics: Total application pool average age is 48.
 1. Avg age is 39: Lives and Works in Estes Valley
 2. Avg age is 47: Lives or Works in Estes Valley
 3. Avg age is 56: Neither Lives nor Works in Estes Valley
 - iv. Income statistics of Applicants:
 1. \$27,000: Lives & Works in Estes Valley
 2. \$24,000: Lives or Works in Estes Valley
 3. \$20,000: Neither Lives nor Works in Estes Valley
 - v. Supplemental information: 50 surveys taken
 1. Application Statistics
 - a. 87% are currently living and/or working in Estes Valley

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- b. 45% have lived in Estes Valley for longer than 4 years
 - c. 70% has either 1 to 2 people in the household
 - 2. People are seeking housing due to
 - a. Change in family structure
 - b. Change in job
 - c. Want to improve their housing situation.
 - i. Currently living Situation: in their cars, couch surfing, with their parents or in sub-standard housing
 - 3. Desired Rent Range:
 - a. Applicants will spend more than 30% of their income on rent, as they have grown accustomed in paying
 - b. Applicants don't want to spend 30% of their income on rent.
 - c. Office Update: Hawf
 - i. Request for funding: Hawf
 - 1. There were two votes
 - a. \$40,000 in funding: the vote was split 50/50
 - b. \$20,000 in matching funds (which includes if EPHA provides those matching funds): the vote passed unanimously
 - ii. Status (See attached cost update provided in board packet)
 - 1. Electrical: monuments have been moved
 - 2. Deliveries: Furniture and partitions scheduled for July 11th
 - 3. Move: Movers scheduled to arrive at 6 AM on July 24th
 - 4. Advertisements & Notifications:
 - a. Ads of move to begin July 10th and run through Aug 2nd;
 - b. Postcards being mailed the week of July 10th
 - i. Indicates: new location of office, office closure dates of July 22nd through July 26th, mailing address is not changing, open house date to be announced
 - ii. Will be mailed to vendors, residents, homeowners at Pines and Vista Ridge, key contacts
 - ii. Status (See attached cost update provided in board packet)
- d. YMCA Update: Hawf – No Update
- e. Peak View Update: Hawf
 - i. Building Committee, Frank and Smith met with Hawf to discuss an action plan moving forward with Peak View.
 - 1. Create a development team by contacting Sam Betters and Rita Kurelja
 - 2. We will then work on the architect and Owners Rep, preferred Bas1s Architecture to remain as architect.
 - 3. The Board asked about Davis Bacon rules, these apply when using HUD financing.
 - 4. Frank asked Hawf to look at (raising) rents to assist with closing the gap. Hawf provided information (attached in the packet, Current Assumptions dated July 10, 2019)
 - 5. ANB Bank provided information on proposal for construction financing (attached)
- f. Land Opportunity Update: Hawf
 - i. Conversation with Masonic Lodge: they want to move forward and will want to meet with the EPHA board at some point
6. **Old Business**
 - a. Pines Roof
 - i. Roof at The Pines is currently being replaced on all 7 buildings and is being paid through an insurance claim; scheduled completion date is July 16th.
 - b. MOU (see attachment included in board packet)
 - i. Board approved sending the MOU to the Town for approval.

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- c. Charrettes: submitted on July 8th for the Castle Ridge project; we will know more in September
- 7. **Additional Business**
 - a. Falcon Ridge will have an admin audit July 11th from Wells Fargo
 - b. Donations
 - i. Restorative Justice: In the past, the Board has donated \$200 to Restorative Justice. Their annual golf tournament fundraiser is coming up. The Board agreed to contribute the same amount this year.
 - ii. Rotary tickets: \$100 per ticket for chance to win \$10,000.
 - 1. Board agreed to purchase ticket and take it out of donation fund.
 - c. Vista Ridge Homeowner request: Homeowner wants to enclose loft
 - i. Homeowner advised to obtain quote then Board will make a decision to allow or not. If yes, this will factor in to the maximum sales price.
 - d. Partnership with Talons Pointe (Dry Gulch, LLLP) – Needs to be dissolved
 - i. Hawf will follow up on questions asked
 - 1. Is there any benefit to maintaining that partnership?
 - 2. Is there a balance sheet that shows the equity of that partnership?
 - e. Housing Strategic Plan:
 - i. The Town is not interested in taking the lead. The Town would like to support EPHA in the process. We need to be thinking out our role and how we want to proceed. Travis Machalek, soon to be the Town Administrator, will be attending our August 14th Board Meeting
- 8. **Executive Director Report:** Hawf:
 - a. 2020 Budget: We will begin budget process with the goal to be completed sometime in October, 2019.
 - b. The Workforce Housing Committee is meeting July 11th with the EDC to address how to develop a strategic plan.
 - i. Messaging and news articles can assist with educating the community on the difference between affordable housing and work-force housing.
 - c. Annual Purge: Will not occur this year due to activity with the move. We will revisit next year.
- 9. **Adjourn:** 10:10 AM.

Submitted by Nancy McLemore August 9th, 2019
Delinquencies modified by Naomi Hawf on August 13th, 2019