

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

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

Members Absent: Julie Abel

Guests: Rita Kurelja, Sam Betters, Steve Lane

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Board of Commissioners meeting to order at 8:30 am on November 13, 2019.
2. **Public Comment:** None.
3. **Reading and Approval of Meeting Minutes for October 2, 2019:** Minutes stand approved as submitted.
4. **Peak View Update:** Hawf Reporting (Included in discussion are guests Sam Betters and Rita Kurelja: Development Consultants, and Steve Lane: Development Architect)
 - a. **Overview** – Hawf brought Board up-to-date on status of Lane’s proposal, adding the estimated architectural design fees listed in the proforma were \$288,000. Lane’s proposal was in line with that. Lane added a milestone in the contract: in order to stay on target with the schedule proposed by EPHA, we’ll need to have design documents by December 19th.
 - b. **PreFab Construction** – Hawf suggested a decision first be made regarding use of prefab/modular construction. Discussion centered around pros and cons of prefab/modular construction. Pros: takes less time to build thereby potentially saving on construction costs. Cons: problem with storing 32 boxes; savings normally attributed to prefab construction will be substantially less due to the need to hire sub-contractors for tie-in work. Lane offered panelizing as an alternative to prefab, where the panelizing process is more flexible and more efficient. Blackhurst added that panelizing isn’t subjected to the delays caused by weather conditions the same way other building processes are.
 - i. Board agreed to not move forward with prefab or modular construction
 - c. **Condominiumizing** – Blackhurst stated he wanted the option to condominiumize and sell down the road; to make sure that when we build it, that we are building it as a condominium utility-wise in case we want to sell some as condos later.
 - d. **Sewer Line** – Further discussion centered around the service lines and sewer lines, suggesting we request a waiver for the South Building to put 13 units on a 6-inch line. Otherwise, question remains whether EPHA would have to go to 8-inch or provide two services.
 - e. **Motion for Approval** – Hawf requested the Board give her authorization to negotiate the final contract with the architect. Blackhurst requested a motion to authorize; motion seconded by Smith.
 - i. Lane suggested that before going to vote, that the motion include approval of the conceptual plans (floor plans provided by Lane subsequent to Board meeting) including the change to the unit mix originally proposed to the planning commission. Changes to the unit mix and building layout is as follows: Three 1-bedrooms, Six 2-bedroom units, and Four 3-bedrooms in each building: the middle unit is a 1-bedroom; on either side are 2-bedroom units; on the far wings will be two sets of 3-bedroom units which will be the three-story component. This is a change to the floor plan but the unit sizes stay approximately the same.
 - ii. Blackhurst recommended that we accept the plans as modified based on the discussion. Motion approved unanimously with one absence.
 - f. **Action Item** – Hawf requested approval from Board for Hawf to move forward with arranging for soil testing with Landmark. Board agreed.
 - g. **Next Steps** – Hawf stated the next steps would be to finalize the CMCG contract in conjunction with the development team. Questions posed to Lane: is that in line with the December timeframe or do we need to have bids out. Lane: if we are going to issue a set of drawings on Dec 19th, we would have a contractor selected by that point so we can hand them the drawings to work up an estimate.
 - h. **Motion for approval** – Hawf requested Board approval to authorize her to make financial decisions with the architectural agreement and any other expenditures associated with the initiations of contractual

obligations. Blackhurst requested to entertain a motion to authorize the ED to spend up to \$125,000 in initial contractual obligations. Pinkham made the motion; Smith seconded the motion; motion passed unanimously with one absence.

5. Third Quarter Financials: Hawf reporting (Highlights and Draft Budgets Included in Board packet)

- a. Cleave – Discussion of reserve withdrawal to cover additional capital expenses to repair/replace roof and repair damage to units due to leaks. Hawf requested approval for additional \$10,000 reserve withdrawal bringing total to \$26,000 being requested from reserves to cover roof repair, interior repairs from roof leak, and costs from vacancy turns this year. Motion made by Pinkham; seconded by Frank. Motion passed unanimously with one absence.
- b. Talons Pointe – Discussion centered on age of building and capital expenditures needed at each turn. Blackhurst suggested EPHA invest in appliances, flooring, and painting so as to stay ahead of depreciated value. Hawf requested \$15,000 reserve withdrawal. Frank made a motion to transfer \$15,000 from capital reserves to capital improvements. Smith seconded. Motion passed unanimously with one absence.
- c. Falcon Ridge – Hawf shared that a request to CHFA for a reserve withdrawal to cover the costs of damages stemming from a faulty sprinkler has been made.
- d. Peak View – Hawf reported that EPHA has restructured the lease for Peak View to reflect a six-month term instead of one-year due to the upcoming development, offering the tenants thereafter on a month-to-month basis. Blackhurst suggested giving the Peak View residents the first right of refusal for new units being built; Hawf acknowledge EPHA has already indicated this to the tenants.
- e. Pines – Hawf requested \$22,000 reserve withdrawal for the capital improvements associated with repairs to bathrooms stemming from failed wax rings along with the purchase of a new mower. Pinkham made a motion to transfer funds; Smith seconded; motion passed unanimously with one absence.

6. Complex and Development Updates: Moulton reporting (Included in Board packet)

- a. The Pines – 0 vacancies, vacancy loss of \$0, delinquency of \$55.00.
- b. Peak View – 0 vacancies, vacancy loss of \$542, 0 delinquency
- c. Cleave – 1 vacancy, vacancy loss of \$168, delinquency of \$1,783 which will be turned over to collections
- d. Talons Pointe – 3 vacancies, vacancy loss of \$2,556, delinquencies of \$10,256 mostly due to damage related charges from two tenants.
- e. Lone Tree – 3 vacancies, vacancy loss of \$1,356, delinquencies of \$2,198
- f. Falcon Ridge – 0 vacancies, vacancy loss of \$25, delinquencies of \$4,830

7. Reports, Updates, and Other Miscellaneous Items

- a. Unit Turnover Report: Moulton reporting (Included in Board packet)
 - i. Cleave – No units turned.
 - ii. Lone Tree – No units turned.
 - iii. Falcon Ridge – One unit turned; Move-out to Move-in: 2 days.
 - iv. Talons Pointe – No units turned.
 - v. Peak View – One unit turned; Move-out to Move-in: 15 days.
- b. Housing Strategic Plan Update: Hawf reporting. Hawf provided an overview of the results from the meeting with the employers which took place on 10/31. Hawf stated that although only a few of the employers expressed an interest in contributing financially, all were ready to move forward in others ways to help be part of the solution. Hawf will be holding individual meetings beginning this week with stakeholders. EDC and the Town also plan to be present for those meetings

8. Old Business

- a. Property Draft Budgets Approval: Hawf reporting (Revised budget drafts and highlights included in Board packet). Hawf reviewed the changes to the budgets by property. EPHA budget will be presented at the December meeting. Smith made a motion for approval of the attached budgets; Frank seconded; motion passed unanimously with one absence.

9. Any Additional Business

- a. Legal Proposal – Hawf reported working on a legal proposal from Pearson/Freedman/Wollenweber and will have more information to provide at the next meeting. Areas being explored for representation include Peak View development, modifications to Pines HOA Articles of Declarations, and Deeds Restrictions.
- b. Vista Ridge Updates and Request for Rental – in reference to the sale currently pending at Vista Ridge, the sellers and buyers are making a request to rent back the property for five days. Board approved.
- c. St. Vrain Habitat for Humanity Partnership - Hawf reported Lyons/Longmont Habitat for Humanity are currently building two homes in Estes. They contacted Hawf, requesting EPHA consider managing the deed restrictions of the two properties similar to how EPHA manages Vista Ridge.
 - i. 2 Questions: 1) Is the Board agreeable to having EPHA manage deed restrictions for the 2 homes in Estes and if so, 2) does the Board want to stay with the ½% for the administration fee or does the Board wish to modify that fee?
 - ii. Board agreed to not raise fee; Board agreed to move forward, suggesting a lien be included.

10. Executive Director Report

- a. Received resignation from Ginger Tackman; last day is Friday, Nov. 22 – cake for her at 2pm on Thursday, Nov. 21 from 2pm – 3pm at the Falcon Ridge Clubhouse.
- b. Down Payment Assistance (DPA) program – Hawf provided an update on the program.
 - i. 2 loans were paid off. Potentially at year end, will have 3 loans we can offer.
 - ii. First year EPHA has had a presence at the Fall Back Beer Fest. A portion of the proceeds from the Festival benefit the DPA plus we received a \$20 donation.
 - iii. To date, DPA has issued 15 loans representing \$135,000 distributed. Nine loans have been repaid totaling \$80,000. Currently we have 6 loans outstanding.
- c. Learning Place – Hawf shared that the Learning Place would like to use Falcon Ridge and Talons Pointe as places where they can provide homework support. Hawf will continue to be in conversation with them and will report any further developments.
- d. Estes Park Schools – Hawf reports that that the school civics class is learning about poverty in Estes Park, and asked to learn about the process of applying for housing. The school reached out to Hawf to have her give an overview of what we do and who we serve.
- e. Next and final Board meeting for 2019 is scheduled for **Wednesday, December 4th**.

EPHA Board entered into Executive Session at 10:45am and returned at 10:49am

The Board approved the staff salary increase as suggested by the ED for the employee completing the 6-month probationary period. All in favor with one absence.

11. **Adjourn** – Meeting was Adjourned at 10:51am