

Estes Park Housing Authority, Board Meeting Minutes: October 2, 2019
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, Pete Smith, Bill Pinkham, Phil Frank, Julie Abel

Guests: Rita Kurelja

1. **Call to Order:** Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:30 AM on October 2, 2019.
2. **Public Comment:** None.
3. **Reading and Approval of Meeting Minutes for September 11, 2019:**
 - A. One correction in 7a1a, on the third line, to strike through the word 'vacation' where it reads, "Blackhurst shared that property management companies charge 10% - 12% for management fees on market rate ~~vacation~~ rentals, and 25% - 45% of gross revenue for short-term rentals ..."
 - B. Motion was made and seconded to approve minutes with correction. Minutes stand approved as corrected.
4. **Complex and Development September Update:** Moulton reporting (Report included in Board packet) – Referring to update on the question raised in September regarding trends for vacancies by quarter: 21% of vacancies occur in first quarter, 24% in second quarter, 27% in third quarter, and 28% in fourth quarter.
 - A. The Pines – 0 vacancies, 0 vacancy loss, delinquency of \$55
 - B. Peak View – 1 vacancy, 0 vacancy loss, 0 delinquency
 - C. Cleave Street – 0 vacancies, 0 vacancy loss, delinquencies of \$1,253 (majority of delinquency represents one tenant who has fallen behind on the stipulation agreement so will be proceeding with an eviction)
 - D. Talons Pointe – 2 vacancies, \$1,704 vacancy loss, delinquencies of \$7,226 (increased from prior month: one from non-lease renewal and one from new eviction)
 - E. Lone Tree – 0 vacancies, \$2,251 vacancy loss, delinquencies of \$2,113 (\$10,561 written off from balance owed from two former tenants)
 - F. Falcon Ridge – 0 vacancies, \$796 vacancy loss, delinquencies of \$4,274 (due to one resident who is no longer residing at Falcon Ridge)
5. **Reports, Update, and Other Miscellaneous Items:**
 - A. **Unit Turnover Report:** Moulton reporting (Report included in Board packet)
 - i. Lone Tree – 2 units turned; Move-out to Move-in: 59 & 105 days
 - ii. Talons Pointe – 3 units turned; Move-out to Move-in: 29 days one unit, 30 days for other two
 - iii. Peak View – 0 units turned
 - iv. Falcon Ridge – 1 unit turned; Move-out to Move-in: 27 days
 - B. **Housing Strategic Plan Update:** Hawf reporting (Workforce within Your Organization Survey and Infographic included in Board packet) Hawf's action item was to have a meeting with the districts by October to get input on: 1) what is their current housing needs are; 2) funds that they may be able to contribute to housing; 3) benefits they may want in return for those contributions. In preparation for that meeting, Hawf distributed survey on 9/30 to the Districts and employers with 100 or more employees. The District meeting has been set for October 31 from 1-4pm. A maximum of two Board members will attend the meeting.
 - i. Hawf's next steps:
 1. Reach out to Hospital, School, and National Park for response
 2. Set up meeting with EDC and Town Administrator to talk about the results of Survey & next steps
 - C. **Peak View Update:** Hawf reporting (Timeline included in Board packet) At this time, the proforma has been set with the following unit mix & rent amounts: Six 1-bdrm units, \$1200 rent / Twelve 2-bdrm units, \$1570 rent / Eight 3-bdrm units, \$1850 rent. Financing is the next key step although having solid numbers in the proforma is crucial therefore action items for Hawf are:
 1. Finalize contract with architect contingent on financing to confirm scope of services which includes structural, mechanical, and civil engineering.
 2. Prepare RFQ for General Contractor

3. Identify interest in partnerships including Master Lease with Town; Committee Board members Frank and Smith will be available to be part of the conversation
4. Hawf meeting with Town Administrator on Oct. 2 to discuss the Town's interest and commitment for funding
- ii. Additional Comments:
 1. Board resolved they are open to offering partial ownership in exchange for funding; ownership percentages to be determined
 2. Board agreed to rely on Committee to make decisions in the interim for purpose of moving forward with projected goal of having architect in place within next two weeks.
- D. **Dissolution of Dry Gulch:** Hawf Reporting – Discussed pros and cons of keeping partnership in place. Loveland Housing Authority (LHA) is planning to vacate partnership regardless of EPHA decision. EPHA could keep the partnership by purchasing LHA's ownership and then complete dissolution later.
 - i. Decision by the Board was to take no action to dissolve, keeping partnership in place without LHA as member.
6. **Old Business:**
 - A. **Partnership Response:** No updates from YMCA
 - B. **Resident Survey Update:** Moulton Reporting – Changes made and goal is to distribute this week
 - C. **2020 Falcon Ridge Draft Budget:** (Budget draft Included in Board packet) Blackhurst requested a motion to approve the draft budget for 2020. Frank moved, Smith seconded, motion passed unanimously.
7. **Additional Business:**
 - A. **Draft Budgets 2020:** (Draft Budgets included in Board packet) Blackhurst requested Board members review budget drafts prior to next Board meeting.
 - B. **Legal Services Proposal:** No update available
 - C. **Housing Authority Brochure:** Hawf Reporting (Draft of Brochure included in Board packet) EPHA Brochure is being developed to provide an overview of the properties. Blackhurst requested Board members to review the brochure and give suggestions for changes to Hawf
 - D. **Estes Early Childhood Education (ECE)** ECE is working on building a child-care facility. ECE is currently looking for land, financing, builders, to form a special taxing district that would encompass the school district minus Boulder County. Plans for the facility: First Floor – child-care with infants on one side and toddlers on the other; Second Floor – meeting space for non-profits; Third Floor – workforce housing which provides an income source for the project.
 - i. Board Chair Michael Moon approached Hawf with possibility for EPHA to manage the workforce housing units; Hawf expressed that EPHA would look to charge 7%-10% on gross revenue potential to manage the housing.
 - E. **Larimer County:** Hawf Reporting (Copy of Letter from Larimer County included in Board Packet)
 - i. Larimer County is planning to create a housing authority; Larimer County is scheduling meetings with Executive Directors of Housing Authorities individually. EPHA's meeting is scheduled for November 15th.
 - F. **Annual Fall Back Beer Festival:** Hawf Reporting – Scheduled for Nov. 2 from 1-5 pm at the Event Center
 - i. The Estes Valley Board of Realtors (EVBOR) participates each year; proceeds go toward the Down Payment Assistance program which EPHA manages on behalf of EVBOR; EPHA will have a presence this year , as a booth has been provided for EPHA by EVBOR.
8. **Executive Director Report:** Hawf reporting
 - A. **Estes Valley Crisis Advocates (EVCA) Fundraiser** – Scheduled for Oct. 17 at 5pm at the Community Center. Hawf invited Board to attend
 - B. **Holiday Party Discussion** – Board would like to have the Holiday Party. The decision was made to hold the Holiday Party after the first of the year.
 - C. **Additional Comments**

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- i. Phil Frank announced his retirement in December from The Bank of Colorado, although will continue his position as Board member with EPHA.
- ii. Moulton and Hawf are out Tuesday through Friday at the Housing Conference in Keystone, CO

9. **Adjourn:** Adjourned at 10:21am

Submitted by Nancy McLemore on October 18, 2019.