

EPHA Board Meeting Minutes- December 13, 2017

Staff Present: Rita Kurelja, Naomi Hawf, Ginger Tackman

Members Present: Eric Blackhurst, Phil Frank and Pete Smith

Guests Present: Debra VanTassel and Tim Shiller

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:35am on December 13, 2017 at the Town of Estes Park meeting room 203.
2. Public Comments. No Comments, guest introduction: Debra VanTassel and Tim Shiller
3. Reading and Approval of Meeting Minutes for November 8, 2017- **Minutes Approved as Submitted.**
4. Financials: EPHA revised 2018 budget:
 - A. Overall reduction of 20 % in Town of Estes Park grant request: from \$40,000 to \$32,000; approved by Town
 - B. Rents: overall minimal increases
 - C. Estimated Management Fees: * Cleave Street :\$ 6800 * Talons Pointe: \$28,286 * The Pines: \$20,000 * Falcon Ridge: \$30,848 * Lone Tree: \$38,969
 - D. Budgeted for The Pines, Talons Pointe, Lone Tree and Talons Pointe cash flow
 - E. Donations line added for \$1000
 - F. Admin Fees from Rentals: partially covers staff time
 - G. Expenses: Salaries: Added Housing Community Manager (½ time with EPHA and ½ time with Falcon Ridge)
 - H. Actual health insurance rates saw approximately 3% increase Removed Development Income
 - I. Removed Development Income
 - J. Pete Smith motioned to approve- Phil Frank seconded, all approved with two absences
5. Complex and Development Updates: Naomi Hawf reporting:
 - A. Talons Pointe
 - i. Occupancy and Delinquency: One vacancy- \$2374 loss with three vacancies that have been filled. \$4743 is being collected.
 - B. The Pines
 - i. Occupancy and Delinquency: No vacancy, no delinquency.
 - C. Cleave Street
 - i. Occupancy and Delinquency: 2 vacancies, \$1070 delinquency. Sent to collection and filing judgment.
 - D. Falcon Ridge:
 - i. Occupancy and Delinquency: 2 vacancies, \$5742 delinquency due to vacated residents. One eviction and another sent to collection.
 - E. Peak View
 - i. Occupancy and Delinquency: 1 day vacancy, no delinquency.
 - ii. Proposed 2018 Budget: Phil Frank motioned approval- Pete Smith seconded- motion passed with two absences.
 - iii. Financial Analysis for New Peak View Development: Estimating over 6 million dollars for this project. Looking into assets and what leverage is available. Report shall be ready for the February meeting.
 - F. Lone Tree
 - i. Occupancy and Delinquency: 3 vacancies, no current delinquencies. \$1814 loss with 2 evictions and judgments to be filed.
6. Reports, Update, and Other Miscellaneous Items: Naomi Hawf Reporting
 - A. Unit Turnover Report:
 - i. Falcon Ridge- 4 vacant, 3 have been filled.
 - ii. Lone Tree- 4 vacancies and one filled in November.
 - iii. Cleave Street- 2 vacancies and fill both.
 - iv. Pines- 1 vacancy which was filled.
 - v. Talons Pointe- 3 vacant units and 3rd being filled in December.

- B. YMCA Update: Guests present are neighbors of the YMCA, informing EPHA Board and staff that the neighboring homeowners were made aware of the development in September. The main objection is the location on the YMCA property and increased traffic to the area along with density plans do not meet the current comprehensive plan and not up to date with code. Neighboring homeowners would like to be kept up to date as they occur. Although in the preliminary stage and with proper zoning, a public meeting is to be set up and all invited to attend.
 - C. League Of Women Voters of Estes Park- Meeting January 10, 2018 to be held at Town Hall. Eric Blackhurst and Naomi Hawf to sit on a panel and talk about housing needs. This meeting is for strategies and solutions to address the situation.
 - D. New Staff Position: Carrie Brown has been selected to manage Cleave St- Pines and Peak View along with customer service specialist. She has housing experience and shall be a great addition-beginning December 18, 2017.
7. Old Business: None
8. Any Additional Business:
- A. Agreement with LHA
 - i. Change contact information to Naomi Hawf under roman numeral 10.
 - ii. Pete Smith motioned to approve- Phil Frank seconded, passed with two absences
 - B. Resolution #70 Approving the Authorized Access to Safety Deposit Box
 - i. Phil Frank motioned approval- Pete Smith seconded, all approved with two absences.
 - ii. Naomi Hawf has signed an employee contract effective 1/01/2018.
9. Executive Director Report:
- A. Rita Kurelja thanked the Board and staff for 15 years of great progress and support!
10. Adjourn to enter into Executive Session: 9:48am
11. Reconvene: Motion to approve bonuses as requested. Pete Smith motioned and Phil Frank seconded. All approved
- i. Next meeting January 10, 2018 at the Town of Estes Park.
12. Adjourn: 10:26am

Minutes submitted by Ginger Tackman 01/05/2018

