

EPHA Board Meeting Minutes: April 11, 2018

Staff Present: Naomi Hawf, Ginger Tackman, Carrie Brown, and Joe Switzer

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

Guests Present: Rita Kurelja. Tim Schiller and one additional gentleman.

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:30 AM on April 11, 2018 at the Town of Estes Park meeting room 203.
2. Public Comments: No comment.
3. Reading and Approval of Meeting Minutes for March 14, 2018: Minutes from March 2018 approved as submitted.
4. Complex and Development Updates:
 - A. Falcon Ridge: Ginger Tackman reporting
 - i. Occupancy and Delinquency: One vacancy for a loss of \$296. Delinquency of \$210 from six current tenants.
 - B. The Pines: Carrie Brown reporting
 - i. Occupancy and Delinquency: No vacancy, a loss of \$287 as tenant moved in mid-month. Delinquency of \$1 is an internal error.
 - C. Cleave Street: Carrie Brown reporting
 - i. Occupancy and Delinquency: Two vacancies, \$1,170 loss. Both vacancies have now been filled. Delinquency of \$775 from one tenant, that has been paid.
 - D. Peak View: Carrie Brown reporting
 - i. Occupancy and Delinquency: No vacancy, a loss of \$1,029 as tenant moved at the end of the month. Delinquency of \$1,100 is the security deposit that was not deposited until April.
 - E. Talons Pointe: Naomi Hawf reporting
 - i. Occupancy and Delinquency: No vacancy, loss of \$863. No delinquency.
 - F. Lone Tree: Naomi Hawf reporting
 - i. Occupancy and Delinquency: Three vacancies, \$3,887. Delinquency of \$6,074 all from vacated tenants.
5. Reports, Update, and Other Miscellaneous Items: Hawf reporting
 - A. Unit Turnover Report:
 - i. Falcon Ridge- No units turned.
 - ii. Lone Tree- Three units filled. Three remain vacant.
 - iii. Cleave Street- Two units were vacant, now been filled, vacant 59 days.
 - iv. Pines- One unit was filled mid-month, vacant 73 days.
 - v. Talons Pointe- One vacant unit, was filled late month, vacant 59 days.
 - vi. Peak View- One vacant unit, filled late month, vacant 87 days.
 - B. Resolution# 71: Motion to adopt made by Smith, second by Abel. Motion passes with Blackhurst and Frank as abstentions.
 - C. YMCA Update: Building committee scheduled to meet with YMCA to discuss ownership and EPHA's role in the project.
 - D. Peak View update: We continue to work on the Proforma and closing the gap with Consultant Rita Kurelja. LHA will be getting back to us regarding their development fee.
 - E. Other development opportunities: A number of other projects have reached out to EPHA about workforce housing guidelines.
6. Old Business: None

7. Additional Business:

- A. Blackhurst reported that HUD interviewed EPHA. Subject of interview was the impact of the 2013 flood, particularly the development of Falcon Ridge. The article is now ready for review.
- B. Rocky Mountain National Park is interested in housing of their own.

8. Executive Director Report:

- A. Vista Ridge condo for sale, max price \$246,000. Three completed applications received. There is an offer and a backup offer in place.
- B. Cleave street: Standing water under unit# 8, the result of a drain line leaking. Tenant has been relocated. Expect 4-6 weeks to complete project.
- C. Peak View: Tenants reported water coming from bathroom exhaust fan. Leak was in upstairs unit kitchen sink. Leak has been repaired and drywall will be repaired when water mitigation is complete.
- D. Housing Supervisor position being advertised in Estes Park, Boulder, Loveland and Longmont. To date 11 applications received, two internal and nine external. Ideas for office space for new employee being considered include splitting front office and making split location position full time at property office.

9. Adjourn to Executive Session: At 10:06 AM Blackhurst asked for a motion to adjourn to Executive Session, Pinkham made that motion and Smith seconded.

10. Reconvene: 10:20 AM

- A. EPHA will not be entering into further discussions about office space at 1692 Big Thompson Ave.
- B. Blackhurst asked for a motion to approve salary increases suggested by Hawf. Pinkham made that motion and Smith seconded.
- C. Cutler and Associates will review 2017 tax information during our May board meeting.
- D. EMS Consulting and Graves Consulting will be discussing salary scoping at the May board meeting.
- E. Jeff Feneis will be invited to discuss Peak View at June meeting.

11. Adjourn: 10:24 AM- Blackhurst closed the meeting.

