

EPHA Board Meeting Minutes: February 13, 2019.

Staff Present: Scott Moulton, Joe Switzer, and Carrie Brown.

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

Members Absent: None.

Guests Present: Tim Schiller.

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:33 AM on February 13, 2019 at the Town of Estes Park meeting room 203.
2. Public Comment: None.
3. Reading and Approval of Meeting Minutes for January 9, 2019: Minutes were approved as submitted.
4. 4<sup>th</sup> Quarter Financials: Scott Moulton reported the financial standings for all EPHA properties. Phil made a motion to approve 4<sup>th</sup> quarter financials, Pete seconded and the motion carried. See attached report.
5. Complex and Development Updates:
  - A. Lone Tree: Scott Moulton reporting
    - i. Occupancy and Delinquency: Three vacancies, loss of \$1,758, delinquency of \$11,938 from seventeen current tenants and one vacated tenant.
  - B. Talons Pointe: Scott Moulton reporting
    - i. Occupancy and Delinquency: Three vacancies, loss of \$2,391, delinquency of \$5,808 from eight current tenants and one vacated tenant.
  - C. Falcon Ridge: Scott Moulton reporting
    - i. Occupancy and Delinquency: One vacancy, loss of \$1,154, delinquency of \$10,984 from eleven current and three vacated tenants.
  - D. Pines: Scott Moulton reporting
    - i. Occupancy and Delinquency: No vacancy, no loss, no delinquency.
  - E. Cleave Street: Scott Moulton reporting
    - i. Occupancy and Delinquency: One vacancy, loss of \$148, delinquency of \$3,833 from one current tenant and one vacated tenant.
  - F. Peak View: Scott Moulton reporting
    - i. Occupancy and Delinquency: One vacancy, loss of \$1,121, no delinquency.
  - G. tenants and one vacated tenant.
6. Reports, Update, and Other Miscellaneous Items: Scott Moulton reporting
  - A. Unit Turnover Report:
    - i. Lone Tree- One unit turned.
    - ii. Talons Pointe - One unit turned.
    - iii. The Pines- No units turned.
    - iv. Cleave Street- No units turned.
    - v. Peak View- No units turned.
    - vi. Falcon Ridge- No units turned.
  - B. Peak View Update:
    - i. Naomi and Scott met with a representative from CHFA last week to discuss funding, CHFA suggested the property be restricted to 120% AMI and below.
    - ii. Naomi and Scott met with Steve Lane and a Peak View neighbor to discuss ways to keep upper level of new building from being able to see into his rental property. The best solution is to move a portion of the building forward seven to ten feet.

- iii. Board would like to further explore modular construction and possibly tour facilities using this construction method in the near future.
- iv. The board would like to explore refinancing Cleave Street property as a possible funding source for Peak View. Naomi and Scott will create a Pro-Forma to look at potential debt coverage ratio.

7. Old Business:

- A. All Phase Restoration did a fantastic job completing repairs to units at Peak View after water line leak. Total cost was approximately \$20,000. Claim was filed with CIRSA.
- B. Repairs to the Falcon Ridge unit that had a sprinkler head leak are also complete, repairs came to just under \$10,000.
- C. The board decided to move forward with the appraisal of The Pines, possibly through Bank of Colorado.
- D. Steve Lane is requesting a sanitation line variance request with Upper Thompson Sanitation District to permit 13 units on a line verses the UTSD standard of 12 units.

8. Additional Business:

- A. EPHA staff is involved in several Community boards Naomi serves on Estes Valley Crisis Advocates Board and the EDC Board, Carrie serves on the Family Advisory Board and the Salvation Army Board, and Scott is seeking a board position.
- B. EPHA will be needing new office space by June or July. The board is interested in looking at property for sale on Olympian Lane as a possible purchase. EPHA will need phone, email, and a server option. The board would like to evaluate space and budget.
- C. Training:
  - i. EPHA team members have recently attended Mental Health First Aide and Mental Health 101.
  - ii. Naomi has completed NDC training for certification.
  - iii. Scott is meeting with each employee to develop goals for the coming year.
- D. EPHA is in contract with Waste Management until 2021.
- E. Scott is complying data from HMS and using Survey monkey to learn trends around residents and area housing to better forecast housing needs.
- F. Scott asked the board to consider a social media presence for EPHA in the near future. The board will discuss this further during next months meeting.
- G. The board briefly discussed the Vista Ridge affordable unit lost to foreclosure being a possible purchase if the opportunity arises.

9. Executive Director Report: None.

10. Adjourn: 9:45

Submitted by Carrie Brown 2/13/2019