

EPHA Board Meeting Minutes: January 9, 2019.

Staff Present: Naomi Hawf, Scott Moulton, and Carrie Brown.

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

Members Absent: None.

Guests Present: John Vernon.

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:40 AM on January 9, 2019 at the Town of Estes Park meeting room 203.
2. Public Comment: John Vernon asked the board if housing developments are or will be designed to be sustainable and the board stated that sustainability is always the goal.
3. Reading and Approval of Meeting Minutes for December 12, 2018: Minutes were approved with a correction to the due date for the first installment for Castle Ridge being April 1, 2019.
4. Complex and Development Updates:
 - A. Lone Tree: Scott Moulton reporting
 - i. Occupancy and Delinquency: Two vacancies, loss of \$1,721, delinquency of \$2,344 from two current tenants and one vacated tenant.
 - B. Talons Pointe: Scott Moulton reporting
 - i. Occupancy and Delinquency: Three vacancies, loss of \$1,300, delinquency of \$2,790 from seven current tenants and one vacated tenant.
 - C. The Pines: Scott Moulton reporting
 - i. Occupancy and Delinquency: No vacancy, no loss, no delinquency.
 - D. Cleave Street: Scott Moulton reporting
 - i. Occupancy and Delinquency: No vacancy, no loss, delinquency of \$635 from one current tenant.
 - E. Peak View: Scott Moulton reporting
 - i. Occupancy and Delinquency: One vacancy, loss of \$577, no delinquency.
 - F. Falcon Ridge: Scott Moulton reporting
 - i. Occupancy and Delinquency: One vacancy, loss of \$602, delinquency of \$5,435 from seven current tenants and one vacated tenant.
5. Reports, Update, and Other Miscellaneous Items: Scott Moulton reporting
 - A. Unit Turnover Report:
 - i. Lone Tree- No units 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- One unit turned.
 - B. YMCA Update: Naomi Hawf reporting
 - i. YMCA is finalizing an RFQ for a developer before the end of January.
 - C. Peak View Update:
 - i. Planning Commission meeting is scheduled for 1/15/2019 all issues with UTSD and CDOT have been resolved, Naomi will meet with Steve Lane prior to that meeting.
 - ii. A meeting with CHFA held on 12/20/2018 revealed possible funding sources.
 - iii. Naomi will meet with Rita Kurelja on 1/11/2019 to discuss funding sources.
 - iv. Naomi will contact LHA to clarify EPHA financial situation to better understand current loans, and balloon dates.

- D. Castle Ridge Update:
 - i. Closing took place on 12/27/2019.
 - ii. First installment due April 1, 2019 and will be pulled from EPHA reserves.
- 6. Old Business:
 - A. EPHA budget has a \$31K error.
 - B. The purchase of a new lawn mower for mowing and snow removal will be reviewed, to come from Pines North HOA reserves.
 - C. Waiting for third bid for roof replacement of all Pines building, work to begin April, 2019.
 - D. Work on Cleave Street roof is scheduled to take place in January, 2019.
- 7. Additional Business:
 - A. Town of Estes Park met with EPHA Executive Director to discuss the Town's need for office space and that the intergovernmental agreement states that EPHA is to receive six months' notice if EPHA is asked to vacate.
 - B. Dates for October 2019 and December 2019 monthly Board of Commissioners meetings will be moved from 10/9/2019 to 10/2/2019 and the December meeting from 12/11/2019 to 12/4/2019.
- 8. Executive Director Report:
 - A. Peak View water leak, caused by a burst pipe above units one and two will require filing an insurance claim with CIRSA, the deductible is \$500. Restoration work will be done by All Phase Restoration.
 - B. Falcon Ridge water leak, caused by a broken sprinkler head in the fire suppression system resulted in damage to one unit and will only require an insurance claim if the damages exceed the deductible amount of \$10K. The insurance carrier is State Farm. CHFA and Wells Fargo have been updated.
 - C. December 2018, resident fell on ice at Pines, no action by EPHA is required.
 - D. Pines homeowner units, EPHA will clean dryer vent system below building #1.
 - E. Cleave Street's leased parking area has debris from a small land slide, Scott will contact owner to initiate clean up.
 - F. EPHA is working to build relationships with EVICS and EPPD.
 - G. Naomi will serve as Board Chair for the EDC Workforce Housing Committee.
 - H. EPHA is completing annual staff reviews and establishing 2019 staff goals.
 - I. Naomi plans to attend training last week of January, 2019.
 - J. Naomi submitted her 2019 goals to the board.
- 9. Executive Session: Entered into executive session at 9:47 AM, returned at 9:57 AM. A motion to approve salary increases as proposed by Executive Director was made by Smith and seconded by Pinkham and the motion passed unanimously.
- 10. Adjourn: 9:58 AM

Submitted by Carrie Brown 1/9/2019