

EPHA Board Meeting Minutes- January 10, 2018

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

Absent: Julie Abel, Pete Smith

Members Present: Eric Blackhurst, Phil Frank and Bill Pinkham

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 8:38am on January 10, 2018 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 December 13, 2017- **Minutes Approved as Submitted.**
4. Complex and Development Updates:
  - A. Talons Pointe: Naomi Hawf reporting
    - i. Occupancy and Delinquency: One vacancy, \$1064 loss. No delinquency with current tenants.
  - B. The Pines: Naomi Hawf reporting
    - i. Occupancy and Delinquency: No vacancy, no loss and no delinquency.
  - C. Cleave Street: Naomi Hawf reporting
    - i. Occupancy and Delinquency: No vacancy, no loss and no delinquency.
  - D. Falcon Ridge: Ginger Tackman reporting
    - i. Occupancy and Delinquency: 1 vacancy, \$1625 loss due to vacancy filled late December. \$196 in current rents, repairs or late fees. \$1834 vacated tenant has been sent to collection.
  - E. Peak View: Naomi Hawf reporting
    - i. Occupancy and Delinquency: No vacancy, no loss and no delinquency.
  - F. Lone Tree: Naomi Hawf reporting
    - i. Occupancy and Delinquency: 5 vacancies, \$3247 loss. \$6032 delinquency from vacated units and includes \$1655 from one current resident. 3 evictions in December and left the units in bad condition.
    - ii. Insurance Claims: Claims have been filed for Building A and Building K
      - a. Building A- water coming from upper level toilet that affected the original unit and two side units. Only one household needed to be housed at Brynwood Motel until repairs are complete. Repair estimates \$13,000. All Phase Restoration is doing a phenomenal job in the process and repairs.
      - b. Building K- faulty washing machine caused leak flooding the upper unit and affected the lower unit. Repair estimates \$6500.
5. Reports, Update, and Other Miscellaneous Items: Naomi Hawf Reporting
  - A. Unit Turnover Report:
    - i. Falcon Ridge- 2 vacancies- one filled before months end
    - ii. Lone Tree- 5 vacancies, two being filled in January
    - iii. Cleave Street- no vacancies
    - iv. Pines- no vacancies
    - v. Talons Pointe- 2 vacancies, one filled in mid-December
  - B. YMCA Update: Conference call scheduled today at 10:30am with Loveland Housing Authority, Sam Betters to discuss the pre-development agreement and financing options.
  - C. LOWV- Meeting this evening January 10, 2018 at 6-8pm, Eric Blackhurst and Naomi Hawf are sitting on a panel to talk about housing needs, options and actions taken.
  - D. New Staff Position: Naomi Hawf introduced and welcomed Carrie Brown as our new Customer Service Specialist and Property Manager for Cleave Street, Peak View and The Pines.
6. Old Business: none
7. Any Additional Business:
  - A. Down Payment Loan Program:
    - i. Another loan was paid off, leaving approximately \$30,000 available for funding.

8. Executive Director Report:

- A. With the new staff training has been scheduled. LIHTC webinars for Ginger and Carrie- Post LIHTC webinars for Naomi and Mariann. Naomi will be in Seattle for Director Training February 5-9. Ginger is training every Thursday in Loveland for Section 8.
- B. Pines HOA meeting was held January 9, 2018. Looked over covenants and making sure copies are delivered to new home owners. Two outside lights not working, getting bids for a new connection.

9. Adjourn: 9:28am- Eric closed the meeting.

Minutes submitted by Ginger Tackman 01/24/2018