

EPHA Board Meeting Minutes: May 9, 2018

Staff Present: Naomi Hawf, Carrie Brown and Joe Switzer

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

Guests Present: Eric Marburger, Laurie Graves, Tracie Thompson, John Cutler, Tim Schiller

1. Call to Order: Phil Frank called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:35 AM on May 9, 2018 at the Town of Estes Park meeting room 203.
2. Public Comments: No comment.
3. Reading and Approval of Meeting Minutes for April 11, 2018: Minutes from April 2018 meeting approved as submitted.
4. Scoping: Eric Marburger and Laurie Graves. Laurie reported on salary scope. Report attached.
5. Audit: John Cutler reporting. Audit was very thorough and stated that EPHA needs no corrective action. Report attached.
6. 1<sup>st</sup> Quarter Financials: Naomi Hawf reporting. Report attached. Motion made to accept as submitted made by Smith and seconded by Frank. Information to be posted on EPHA website.
7. Complex and Development Updates:
  - A. Falcon Ridge: Naomi Hawf reporting
    - i. Occupancy and Delinquency: One vacancy for a loss of \$705. Delinquency of \$1,419 from five tenants.
  - B. The Pines: Carrie Brown reporting
    - i. Occupancy and Delinquency: No vacancy, no loss and no delinquency.
  - C. Cleave Street: Carrie Brown reporting
    - i. Occupancy and Delinquency: No vacancy, \$87 loss as tenants moved in early April. Delinquency of \$313 from two tenants, \$245 of that has been paid.
  - D. Peak View: Carrie Brown reporting
    - i. Occupancy and Delinquency: No vacancy, no loss, and no delinquency.
  - E. Talons Pointe: Naomi Hawf reporting
    - i. Occupancy and Delinquency: One vacancy, loss of \$149. Delinquency of \$2,699 from one vacated tenant.
  - F. Lone Tree: Naomi Hawf reporting
    - i. Occupancy and Delinquency: Four vacancies, \$1,585 loss. Delinquency of \$3,022, most from vacated tenants, \$881 of that from three current tenants.
8. Reports, Update, and Other Miscellaneous Items: Hawf reporting
  - A. Unit Turnover Report:
    - i. Falcon Ridge- No units turned.
    - ii. Lone Tree- Three units turned. One remains vacant.
    - iii. Cleave Street- Two units were turned.
    - iv. Pines- No units were turned.
    - v. Talons Pointe- One vacant unit.
    - vi. Peak View- No units were turned.
  - B. YMCA Update: Hawf reporting, Development Update attached. The board spoke about contacting YMCA for clarification of information including release of property from Wells Fargo, acquiring current survey and YMCA contribution.
  - C. Peak View update: Working to close gap. RFI's have been sent to 11 banks, three have responded. EPHA is searching for funds to close the gap although selling managers unit is not being considered. Raising Pines rents being considered, those increases are not to exceed \$25 per unit. Modular or pre-fab construction being explored.
9. Old Business: Habitat for Humanity spoke with EPHA about a mixed property project in development at 242 Virginia Avenue. Habitat has asked EPHA about interest in owning a portion of these units and in addition asking EPHA to manage the rental portion of the units.

10. Additional Business:

CHFA 2018 rents were released in April. Rents were increased approximately \$100 and are to be in place by May 14, 2018. EPHA staff has decided to increase rents 3% not exceed \$35. The Pines rents shall not increase more than \$25.

Down payment assistance closing on 5/15/2018. The loan is for \$10,500 with 2% interest. Those funds are provided through donations from Board of Realtors. The board proposed that EPHA let the public know that this is an opportunity for giving.

A motion to pay off special assessment for parking lot replacement was made by Smith and a second by Pinkham and the motion passed with one absence. (Julie Abel left the meeting early)

11. Executive Director Report:

- A. Hawf and an interview panel comprised of local business owner Shellie Tressel and Housing Supervisor from LHA Deborah Callies, has interviewed four candidates for the housing supervisor position and four more interviews are scheduled for 5/11/2018.
- B. Guests for June meeting will include Sam Betters, Rita Kurleja and Jeff Feneis. Topic of discussion Peak View and YMCA.  
Randy Hunt, Eric Blackhurst, Naomi Hawf and Greg White have met to discuss Work Force Housing Guidelines.
- C. Child care and EDC have met to discuss how housing and childcare go together and creating future funding.
- D. Town of Estes Park wants to incorporate Work Force Housing into their Strategic Plan.
- E. Hawf thanked the board for their support and involvement in the organization.

12. Adjourn: 10:58 AM Blackhurst dismissed the meeting.