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| Date | July 8, 2015 | |
| Members Present | Matthew Heiser, Eric Blackhurst, Jack Dinsmoor | |
| Member Absent | CJ Jensen, Sandy Good | |
| Staff Present | Rita Kurelja, Shannon Faith |
| Guests Present | Paul Fishman |

The July 8th, 2015 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Chairman Blackhurst at 8:34 am in the Board Room of the Municipal Building of the Town of Estes Park.

**PUBLIC COMMENTS**

No comments

**APPROVAL OF MINUTES**

**Minutes of the June 10, 2015** **meeting were approved with no corrections and no objections by Chairman Blackhurst**

**FINANCIALS:**

No Financials to report

**COMPLEX AND DEVELOPMENT UPDATES**

**A**. **Talons Pointe**

1. Occupancy and delinquency: Kurelja reported no vacancies at the end of June; $105.00 vacancy loss and $1501.00 delinquency.
2. Site visit and audit to be done in August by John Hancock and CHFA in September. Both will

include a physical inspection and audit of random files.

**B.** **The Pines**

1. The Pines Rentals
   1. Occupancy & Delinquency: 1 vacancy and $175.00 in delinquency. - This tenant is caught up. Vacancy loss $1065.00
2. The Pines Sales: Unit 3-3 sold. Will place 3-6 on market. Leaves 3-4 and 2-6. 3-4 was viewed by prospective buyer and agent and it was reported to be a hoarding situation. Kurelja and Faith to inspect and give a 30 or 60 day notice to quit and put this unit on market.
3. Duct issue. Three bids received. Currently evaluating and will choose the best suited.
4. Landscaping shrub removal will cause repairing of drip system so contractors will be coordinating to complete this process at the same time.

5.Cornerstone to look at parking lot resurfacing project.

**C.** **Cleave Street**

1. Occupancy & Delinquency: Kurelja reported one vacancy; Delinquency $760 with tenant making payments toward rent. Vacancy loss $725.00
2. Unit 8 has had personal items of former tenant removed, carpet and tile replaced, prospective tenant to move in 8/1/15.

**D. Falcon Ridge**

1. Progress report- Project mostly on schedule; Building A foundation poured and framing to

start 7/9/15.

a. Looking at fire alarm system wiring for a centrally managed system.

b. Dirt hauling continues. Damage on Redtail Hawk Dr; Unknown if caused by construction

or other issues.

c. Construction report- Jeff Feneis provided a report that tracked the finances to date including

contingency tracking. Also provided was a Field Observation Report.

2. DOH items- Flood victims will have preference for housing. Kurelja to bring copy of Tenant

Selection Plan when complete and approved by DOH. .

3. Lease up and Marketing: Estimated Timeline

Aug-Sept: Begin advertising for units

Sept- Oct: Begin taking applications; hope to have new staff on board with EPHA

October: Loveland Housing Authority begin meeting with Applicants- continue as needed (LHA proposes to be in Estes two days a week, will train EPHA staff)

January: First move-ins

**REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

1. Unit Turnover Report: Faith reported one turnover at Talons Pointe, unit vacant 5 days. Faith reported The Pines has one vacancy, unit vacant for 29 days. Cleave Street, one vacancy to report, unit vacant 32 days.

Heiser asked about Capital Needs schedule for Talon’s pointe.

**OLD BUSINESS**

1. Any additional old business
2. Needs Assessment; Sam and Rita are working on getting proposals and we will need to pick a consultant on our own. Blackhurst suggested interested parties to speak with after we have our proposals. Kurelja has extended the deadline for RFP, expects two responses.

**EXECUTIVE DIRECTOR REPORT:**

Kurelja read a Thank You card from Erin Tice to the board. Kurelja will be gone for training July 28th & 29th, and out the week of August 17th.

**ANY ADDITIONAL BUSINESS**

**No additional business**

There being no further business, Blackhurst adjourned the meeting at 9:25 a.m.

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| Shannon Faith  Housing Operations Manager |