

Date: January 11, 2017

Staff Present: Rita Kurelja, Jessica McGee, Naomi Hawf

Members Present: Eric Blackhurst, Matthew Heiser, Phil Frank, Bill Pinkham

Members Absent: Jack Dinsmoor

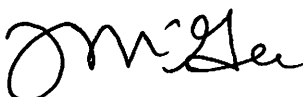
Guests Present: None

1. The January 11, 2017 meeting of the Estes Park Housing Authority Board of Directors was called to order by Eric Blackhurst at 8:39AM in Room 203 of Town Hall, Estes Park, Colorado.
2. Public Comments: None
3. Reading and approval of the December 14, 2016 minutes: **Minutes stand approved as corrected.**
4. Financials: None to report at this time. Year-end financials will be ready for the next meeting.
5. Complex and Development Updates
 - a. Talons Pointe
 - i. Occupancy and Delinquency: 0 vacancies at the end of December, 0 vacancy loss, no delinquency. We wrote off \$2,311 from one vacated tenant; it now goes to collections.
 - ii. Refinance Update: Packet contains two proposals from local banks: The Bank of Colorado and the Bank of Estes. Key Bank and US Bank opted not to submit proposals. Sam Betters had made some additional inquiries and would like some more time to look further. Matthew Heiser expressed concern over waiting too long, as interest rates are rising fast and suggested we call a special meeting in the upcoming weeks to make a decision as soon as possible.
 - b. The Pines
 - i. Occupancy and Delinquency: 1 vacancy at the end of December, vacancy loss of \$1,140, 0 delinquent.
 - ii. Revised 2017 Budget: HOA fee increased. Kurelja presented a revised 2017 budget due to an increase in the HOA fees. Heiser questioned why we had to have both an HOA budget and Operating budget. Kurelja will check with Greg White.
Eric Blackhurst entertained a motion to approve the revised 2017 Pines proposed budget. Matthew Heiser moved. Phil Frank seconded. All voted AYE. Motion passes with one absent.
 - iii. Clubhouse Remodel: Rita Kurelja suggests looking into a clubhouse remodel as the clubhouse has never been touched since it was built. There was some discussion as to whether the building would be better used as housing. Discussion to continue.
 - c. Cleave Street
 - i. Occupancy and Delinquency: 0 vacancies, 0 vacancy loss, and \$724 in delinquency. Verizon Proposal: Rita Kurelja: Verizon would like to put up an antenna on the building and will pay the EPHA \$300/month. They will pay several years' worth up front. Some discussion about what their obligations are in terms of maintenance. Rita Kurelja will get some more information.
 - d. Falcon Ridge
 - i. Leasing Update: Naomi Hawf: There was 1 2-bedroom vacancy at the end of December. We have sent out 25 letters and more going out tomorrow. Heat and hot water issues continue. The manufacturer will be on site next week to try to reprogram the units. . There was one resident with a medical issue last month, and emergency personnel came out and went through the door, ignoring the Knox Box. Eric Blackhurst recommends we send the fire department a bill and a complaint. It's also recertification time for some residents, and that process is well underway. The lighting issue along the sidewalks is a \$6,500 project t with winter here we will revisit in the spring.
 - ii. Permanent Loan Update: Loan product had changed to take advantage of lower interest rate. Interest rate went up, we are back to original loan. Eric Blackhurst believes this is another reason to move quickly on the Talons Pointe refinance.

- e. Peak View Apartments
 - i. Leasing and Renovation update: Rita Kurelja: There are currently two units open, and both are being worked on. The lower unit is close to being completed, and the upstairs unit #3 has some issues with galvanized pipes in the kitchen causing very low water pressure. We are waiting to hear from Mountain Valley about a repair. We transferred \$5,000 as a loan from the EPHA to assist with cash flow.
6. Reports, Updates and Other Miscellaneous Items
 - a. Unit Turnover Report: Rita Kurelja: Board was also given a 2016 summary.
 - b. Scoping: Kurelja gave the Board an updated scoping of all of our positions using the best possible comparable. Suggested the Board outsource this in the future.
7. Old Business
 - a. Dunraven Property Update: A survey, including topographical has been completed and received. Matthew Heiser points out that there are discrepancies in the survey that need clarification. Matthew Heiser will draft a letter recommending a solution and explaining what our needs are as they relate to the property and parking.
 - b. Code Amendments: This did make it to the consent agenda for County and it passed.
 - c. Lone Tree purchase: Rita Kurelja would like some direction. It was discussed getting this done 1st quarter 2017 which is probably unlikely. Board suggested the EPHA make an offer based on the current rental structure. Greg White will likely represent the EPHA. Discussion ensued regarding the sales price, what we may offer, and interest rates.
 - d. Eric Blackhurst would like to correct himself from the last meeting: It was the 1st Inn, not 1st American Inn, due to be sold.
 - e. Rita Kurelja: Another \$5K donation was received before the end of 2016.
8. Any Additional Business
 - a. Rita Kurelja is the only person on the HOA Board for the Pines, and she is non-voting. We have sent a letter asking people to be on the board.
 - b. Fish Hatchery RFP: Matthew Heiser: Discussion over what our role is in this project. Matthew Heiser and Rita Kurelja talked about meeting with Frank and Jon to get some clarification. Rita Kurelja will set up a meeting.
 - c. Peak View Development. Matthew Heiser: EPHA Should start seeking conceptual services for Peak View project that would maximize the density and minimize the effects on neighbors. Discussion over best course of action with regards to development services. Eric Blackhurst would like to obtain bids from local providers if possible. Kurelja will send out an informal RFP for conceptual site and building layout
9. Executive Director Report: Rita Kurelja: We are implementing a written work order system for maintenance.
10. Eric Blackhurst entertained a motion to adjourn into Executive Session for the discussion of a personnel matter under CRS Section 24-6-402(4)(f) at 10:26AM. Phil Frank motioned. Bill Pinkham seconded. All voted AYE with one absent.
11. Reconvene: Eric Blackhurst entertained a motion to approve bonuses and salaries as suggested by the Executive Director and the Board of Directors. Matthew Heiser motioned to approve including amendments suggested by the Board Bill Pinkham seconded. All voted AYE with one absent.

With no further business Eric Blackhurst adjourned the meeting at 11:26 am

Respectfully submitted



Jessica Mills McGee