

Date January 13, 2016
Members Present Matthew Heiser, Joanna Riffelmacher, Eric Blackhurst, Jack Dinsmoor, Phil Frank
Member Absent
Staff Present Rita Kurelja, Jessica McGee, Shannon Faith
Guests Present Christian Collinett, Jeff Feneis, Sam Betters

The January 13, 2016 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:36 am in Room 203 of the Municipal Building of the Town of Estes Park.

PUBLIC COMMENTS

No comments.

APPROVAL OF MINUTES

Minutes of the December 9, 2015 meeting were approved with no corrections and no objections by Eric Blackhurst

FINANCIALS:

None to report

COMPLEX AND DEVELOPMENT UPDATES

A. Talons Pointe

1. Occupancy and delinquency: Kurelja reported 0 vacancies and \$0 vacancy loss.
2. John Hancock Update: Sam Betters discussed options for partnership to. Betters primarily recommends the Estes Park Housing Authority and the Estes Park Development Corporation enter into a limited partnership, (99.9% to EPHA and .01% to EPDC) with the EPDC taking over the Loveland Housing Authority's .005% interest, to be accomplished prior to end of 2016. Dinsmoor motioned to transfer the Loveland Housing Authority's .005% managing General Partnership interest of Dry Gulch LLLP (Talons Pointe) to the Estes Park Development Corporation (currently owns .005%) as soon as is practical; Heiser seconded. Passed unanimously. Motion approved.

B. The Pines

1. The Pines Sales: EPHA has sold all units. Last unit closed on 12/28/2015
2. The Pines Rentals
 - a. Occupancy & Delinquency: 0 vacancies and \$0 vacancy loss with one tenant behind on rent.
 - b. Revised Budget. Item removed as did not need to revise budget already approved.

C. Cleave Street

1. Occupancy & Delinquency: Kurelja reported one vacancy; \$475 in delinquency and \$760 in vacancy loss.
2. Mountain Valley P&H replaced all gas cock valves on stoves and test all gas lines for leaks. None were discovered

D. Falcon Ridge

1. Development Updates: Jeff Feneis/Sam Betters
 - a. Feneis reported updated budget and contingency tight but holding steady at this point.
 - b. Schedule still on track for 10 units by April 1, 2016.
 - c. Weather delays may be a concern as well as subcontractors reluctant to work in Estes Park.
2. Leasing Update: Jessica McGee reported 135 applications received with more every day. 50 applicants dropped out, 35 interviews completed and 15 approved for pre lease agreements..
3. Tenant Selection Plan discussed. Changed to wording added to include "affected employment" as a preference. Frank motioned to add employment language to the preference; Dinsmoor seconded. Passed unanimously. Motion Approved.

REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS

- A. Unit Turnover Report: Faith reported one turnover at Cleave Street with unit still unoccupied. Work being completed in unit.
- B. Fish Hatchery Property: In initial discussion with the Town for 25 acres for Workforce Housing. Specifics to be determined. . Town Board was open to the idea and initial concept.
- C. Down Payment update: Down Payment assistance well utilized with 6 loans total. Program is down to approximately \$2800 in funds. Blackhurst would like to review protocol for program. Looking for fundraising ideas for this project.

OLD BUSINESS

- A. Needs Assessment Update: Presentation to be given February 10th, 2016. Public invited
- B. Highway 7 property purchase update: Collinett reported property cleared appraisal. Cornerstone Engineering gave options regarding additional units and parking on acreage.

EXECUTIVE DIRECTOR REPORT

- A. Kurelja speaking to Board of REALTORS on February 18.
- B. Employee reviews have been set
- C. Administrative staff to Loveland Housing Authority for training January 21st.
- D. Kurelja out week of January 25th, back February 1, 2016.
- E. Blackhurst term on Board is up April 2016. EPHA will advertise for a new board member though Blackhurst has agreed to remain. Heiser motioned to adjourn in to Executive Session, Frank seconded.

ADJOURN TO ENTER INTO EXECUTIVE SESSION

Executive Session: For discussion of a personnel matter under C.R.S. Section

24-6-402 (4)(f) NOT involving:

- Any specific employees who have requested discussion of the matter in open session;

- Any member of the Board (or body)

- The appointment of any person to fill an office of the Board (or body)

- Or personnel policies that do not require discussion of matters personal to particular employees

Meeting reconvened at 10:52 am with Board accepting all recommendations. Blackhurst emphasized focus for 2016 to be staff training for all as priority.

ANY ADDITIONAL BUSINESS

There being no further business, Eric Blackhurst adjourned the meeting at 10:55 a.m.



~~Shannon Faith~~

Housing Operations Manager