

Date: July 12, 2017

Staff Present: Rita Kurelja and Naomi Hawf

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

Guests Present: none

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:30AM in Room 203 of The Town Hall in Estes Park, Colorado.
2. Public Comments: None
3. Reading and Approval of Meeting Minutes for June 21, 2017. **Minutes stand approved as submitted.**
4. Financials: none to report
5. Complex and Development Updates:
 - A. Talons Pointe
 - i. Occupancy and Delinquency: Naomi Hawf: June there was one vacancy, with a loss of \$932.00 on that unit. Delinquency is \$1120.00.
 - ii. Seal Coating – Estimated cost is \$12,000.00, will use reserves to pay. **Abel motioned to approve the amount and decision to pay from reserves. Smith seconded. All others voted AYE and the motion passed unanimously with one absence.**
 - B. The Pines
 - i. Occupancy & Delinquency: Naomi Hawf: In June, The Pines experienced no vacancies, loss or delinquencies.
 - ii. Re surfacing– Received two quotes from Estes Valley Asphalt; one for a 3” overlay the other for 5”. \$56,187.50. Kurelja shared previous quotes have been \$80,000-\$90,000. Due to the HOA’s needing to pay this cost; Kurelja will take to the quote to the Pines HOA board as well as provide information for a possible Special Assessment. Kurelja will speak to Sharlet at LHA for options and bring back to the EPHA board next month.
 - C. Cleave Street
 - i. Occupancy and Delinquency: Naomi Hawf: In June Cleave Street has 1 vacancy with a \$675 vacancy loss. We are working to fill the unit promptly. There were no delinquencies.
 - D. Falcon Ridge
 - i. Occupancy and Delinquency: Naomi Hawf: At the end of June, Falcon Ridge had 1 vacancy with vacancy loss of \$1200. Delinquency was at \$2754, although this is down to approximately \$400.00 Other information:
 1. Friday July 7, the fire system experienced a short. Kurelja addressed the situation at the time which was rectified by contractor. Unit 1601 experienced a leak in the ceiling, determine to be from the Fire Sprinkler system. There was no connection with the previous incident and was corrected by Front Range Fire on July 14th. CIRSA completed a site visit and needs wood chipping brought in to playground area.
 2. July 18, Falcon Ridge will undergo an audit by Wells Fargo
 3. July 13, a landscape walk will be conducted with Dohn, to assess brush and tree conditions on the property
 - E. Peak View Apartments
 - i. Occupancy and Delinquency: Naomi Hawf: At the close of June, there were no vacancies, a loss of \$433 for the month and no delinquency.
 - ii. Development: A few new site plans were provided by Steve Lane. A2b seemed to be most ideal to Smith, Abel and Blackhurst. The site will get credit for 4 sewer and 4 water taps. Blackhurst would like individual meters for gas and electricity. Kurelja indicated EPHA typically pays water and sewer at all other properties. Trash will probably be through Waste Management. Kurelja will complete a proforma and construction estimates. She will also look for any CHFA funding that may be available for workforce housing.
6. Reports, Updates, and Other Miscellaneous Items
 - A. Unit Turnover Report: Naomi Hawf: Falcon Ridge had three units vacant in June, all but 1 is filled. We have a tenant planned, we are waiting final approvals. Talons Pointe had one unit, although it was filled

as of July 5th. Cleave Street remains to have 1 vacancy and Pines has turned over 1 unit, but was filled mid-June.

- B. Hiring/Search Process and Consultant: The Board (with the exception of Pinkham) will meet with a consultant, Jim Mercer at Falcon Ridge tomorrow at noon.
- C. Job Descriptions – Staff Update: We have posted Housing Community Manager Vacancy for Falcon Ridge, the position will also manage the S8 vouchers and some administrative work. The other position, Housing Supervisor will maintain management of Pines, Cleave and Peakview. These properties have no federal financing. The position will have supervisory responsibilities over the remaining housing staff, to shift this responsibility from the Executive Director. Staff is comprised of 3.5 FTE (full time equivalent) 1 FTE at Falcon Ridge, 1 FTE at Lone Tree/Talons Pointe, 1 FTE maintenance at Lone Tree/Talons Pointe and a ½ FTE at Pines/Cleave/Peakview. Falcon Ridge maintenance is currently contracted out.
Blackhurst entertained a motion to approve the two new job descriptions. Smith moved, Frank seconded, all others voted AYE and the motion passed unanimously with one absence.
- D. Town Strategic Planning and Housing – Kurelja sat through some of the session, . EPHA Board response to the plan differed from the Town's. More communication is to come.

7. Old Business:

- A. Lone Tree Purchase: The loan is in process and is set to close August 31. The appraisal is not back yet. Kurelja will get a price on an inspector today. She has not seen the appraisal as yet. . . EPHA has no plans to raise the rents immediately however may plan to do so gradually or through attrition. . Blackhurst had an idea to use unrestricted donated funds of \$100,000 and use a contractor out of Glen Haven (that the Town has used). Abel suggested possibly obtaining a corporate grant to split costs.
- B. Code Amendments: Community Development has been working on these. Monday the County Commissioners approved the height restrictions for workforce and income restricted housing. Randy Hunt continues to work on the code amendments.

8. Any additional business: Kurelja has been asked to attend the Planning Commission and speak on the Needs Assessment. She will learn more today, about what they would like her present. Kurelja has also asked to sit in on the Fish Hatchery selection committee. She anticipates there will be a lot of collaboration in bids.

9. Executive Director Report: No report

10. Adjourn to enter into Executive Session

I move to go into Executive Session for discussion of a personnel matter under C.R.S. Section 24-6-402(4)(f).

- 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

Blackhurst entertained a motion to adjourn into Executive Session. Smith moved, Frank seconded, all others voted AYE and the motion passed unanimously with one absence at 9:17AM.

11. Reconvene at 9:21AM

12. Adjourn 9:22AM

Completed and Submitted by Naomi Hawf on 7.14.17