

Date: June 21, 2017

Staff Present: Rita Kurelja and Naomi Hawf

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

Guests Present: Steve Lane

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:33AM in Community Room of Falcon Ridge Apartments in Estes Park, Colorado.
2. Public Comments: None
3. Reading and Approval of Meeting Minutes for May 10, 2017. Blackhurst entertained a motion to approve minutes with 2 (highlighted) corrections noted below. Smith moved. Pinkham seconded. All approved with one absence. **Minutes approved with following correction to Section 10 B Old Business: Bank loan of \$1.9 million, interest only payments carry back from LHA of \$500,000 at 5%. EPHA cash investment of \$600,000. Blackhurst entertained a motion to approve minutes with corrections. Pinkham moved. Smith seconded. All voted AYE and the motion passed unanimously.**
4. Financials: 1st Quarter Financials
EPHA
Received \$100,000 in additional development fees for Falcon Ridge because units were occupied ahead of deadlines and met all incentives. Additionally, received \$10,000 of the \$40,000 from the Town. The budget is right on track, with a cash balance of \$2.1 million dollars.
CLEAVE STREET
Income is right on budget. Budgeted for 4 units to turn for the year; AT the end of the 1st quarter there were none. Cash flow is over budget. YTD Expenses are in line The 2nd quarter we will likely see more expenses due to building improvements. Only loan on this property is with Bank of Colorado at a balance of \$53,278. We will not pay off due pre-payment penalties. CHFA loans are paid in full and CIRSA estimates the value at \$920,000.
THE PINES
Rental income is on budget. There were 6 budgeted vacancies. Only 1 at the end of the first quarter. The property is under budget slightly because of \$8,000 cash flow paid to the EPHA at the close of 2016 and wasn't paid out until 2017. This property is debt-free. . TALONS POINTE
Budgeted 15 vacancies, there were 3 in the first quarter. Cash flow is off 7% and Rental income is right on budget. The property just completed re-financing, which will save \$20,000-\$30,000 annually. Maintenance expenses are over budget mostly due to snow removal We will be working to seal coat the parking lot this year.
FALCON RIDGE
Permanent mortgage was just set up in March. Cash flow is \$64,000 as the permanent mortgage had not yet been established. . We budgeted 12 vacancies, with 5 in the first quarter. . Maintenance is under budget as much is still under warranty, but most maintenance costs are due to snow removal.
PEAKVIEW
Rental income is under budget. We had vacancies which were lengthy while we did some remodeling. Budgeted 2 out of 4 vacancies and we had 2 in the first quarter. . Unit #1 filled in June. Expenses are high and EPHA loaned Peakview \$20,000 for the remodel/update work.
Blackhurst entertained a motion to approve financials for 1st quarter. Pinkham moved. Frank seconded. All voted AYE and the motion was passed unanimously.
5. Complex and Development Updates:
 - A. Talons Pointe
 - i. Occupancy and Delinquency: Naomi Hawf: One vacancy in May with vacancy loss of \$1779 and \$766 in delinquency.
 - B. Pines Street
 - i. Occupancy and Delinquency: Naomi Hawf: In May there were 0 vacancies, 0 loss and \$100 in delinquency.
 - C. Cleave Street
 - i. Occupancy and Delinquency: Naomi Hawf: In May there was 1 vacancy with \$283 in vacancy loss and \$944 delinquent.
 - D. Falcon Ridge
 - i. Occupancy and Delinquency: Naomi Hawf: In May, 2 vacancies and \$2093 in loss. \$1567 delinquent.
 - E. Peak View Apartments

- i. Occupancy and Delinquency: Naomi Hawf: In May there were no vacancies, vacancy loss, or delinquency.
 - ii. Development: Next Steps, Kurelja discussed 3 stories ... Steve Lane was present and stated the following: The lot size is 7,000 sqft, allowing for 26 units on property. At this time there is not unit layout detail. The mix will likely be 2-bedrooms, with a quarter each for 1- and 3-bedrooms. 56 parking spots will be needed. The challenge is to find a workable configuration. The 3 options presented are:
 - 1. A1: Steve Lane met with Fire Chief and it would be acceptable to have only 1 entrance. this frees up some space. The NE drive would be abandoned. This could mean unit on west side would be the biggest building and a 3 story would have potentially 12 units. One building on the NE corner would have 6 units as a 2 story or 12 units as a 3 story. We will try to keep 3 stories from any view corridor . Blackhurst suggested 10 units along the fence, this would free up the view. Kurelja also communicated if we went 3 stories the 4 existing units would not be needed. Blackhurst asked about credits for taps and building if we leave the existing building. Lane will follow up with the town. Sewer lines would require upgrades. Lane learned there is water on the property: 6" lines, 4" fire lines and sprinkler lines.
 - 2. In A2, a circular drive would exist, and the Fire Dept likes this. If we went 3 stories, there would be a decreased footprint. These would be stacked flats with a maximum of 26 units. Setbacks would be 25' on highway, 15' on NW and 10' at church.
 - 3. Recap: Consensus is to remove the existing structure and focus on the A2 option utilizing 3 stories if and where possible Blackhurst would like to see A2 with 10 units along North side. . We will need more detail before we can estimate project costs.
6. Reports, Updates, and Other Miscellaneous Items
- A. Unit Turnover Report: Rita Kurelja: Falcon Ridge had 4 units turn. The report lists when the unit was ready and how long each were vacant. Talons Pointe had 3 units turn will 1 still vacant. Cleave also has 1 currently vacant.
 - B. Hiring/Search process and Consultant – this discussion was part of the Strategic Planning Session that followed at 10:00AM
 - C. Open Staff Positions: Kurelja stated the intent to restructure. Hawf will become a Housing Supervisor, which will be responsible to manage tenant issues, instead of the Director position. We will hire for Section 8 and Falcon Ridge management. Erin Tice has been assisting us in the meantime, for the summer only. Kurelja will circulate the 2 job descriptions for comment to the Board when they are complete.
 - D. Section 8 Vouchers: Loveland will help us maintain until we hire someone. We have less than 50 vouchers.
 - E. Town Strategic Planning and Housing: During the Housing Needs Assessment, there were eleven (11) recommendations. The Town the EPHA to weigh in. The Town is going to hire a Senior Planner that will take on a Housing role As Kurelja has more to share, she will distribute to the Board.
7. Old Business:
- A. Lone Tree Purchase: We are currently under contract. An appraisal has been ordered and the bank will decide if survey is required. Closing is scheduled for August 31st.
 - B. Town RFP on Fish Hatchery Property is on their website. A mandatory Site Visit was last Friday (June 16th). Twenty-one (21) people attended. Some included Lane, VanHorn, Cornerstone, Ascent, Shirk. It is an expansive RFP., The first is due July 15th where the selection will be narrowed to three (3). Kurelja will participate in the selection process. EPHA will likely be involved in the compliance and qualification.
 - C. Code Amendments: Randy Hunt is doing a great job looking at the Code and is an ally for EPHA.
8. Any additional business: None
9. Executive Director Report:
- A. Kurelja scheduled to speak to Planning Commission study session in July regarding housing. Duck Race/Board of Realtors donated \$628 for the Down Payment Assistance Program
 - B. Urban Renewal – Economic Development Council taking on campaign for Urban Renewal for Workforce Housing Fund.
 - C. Naomi Hawf did a great job covering the office while Kurelja was out.
10. Adjourned at 10:09AM.