|  |  |  |
| --- | --- | --- |
| Date | June 10, 2015 | |
| Members Present | Matthew Heiser, CJ Jensen, Sandy Good, Eric Blackhurst, Jack Dinsmoor | |
| Member Absent |  | |
| Staff Present | Rita Kurelja, Shannon Faith |
| Guests Present | Jeff Feneis, Christian Collinet |

The June 10, 2015 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Chairman Blackhurst at 8:30 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 May 13, 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 1 vacancy at the end of May; $674 vacancy loss and $1547 delinquency. Held Emergency Preparedness class at Talons Pointe for all properties. 7 residents attended

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

1. The Pines Sales: Unit 3-3 is under contract. Christian Collinet reported 2 sales in progress.

During the inspection of this unit it was reported that there is an issue with the flue installation from the original install. The lower level flue connects in the upper apartment and joins in to one and out of the building. This must be corrected at the expense of the EPHA and Kurelja is collecting bids for the job from companies to move forward with the correction in the condos and also the Pines North. Funding for this was discussed and the Pines Operating account has enough to fund the repair. Blackhurst made a motion to allow Kurelja and Heiser to move forward on the process if the bids came in under $50,000.00. Motion approved by Jensen and seconded by Good.

1. The Pines Rentals
   1. Occupancy & Delinquency: 3 vacancies including model unit and $130.00 in delinquency. Vacancy loss $1680

Shannon is working with this individual to get caught up by the end of this month.

one death of tenant, unit should be rented 7/1/15

* 1. Duncan would like to keep his method of bear-proofing for the season and see how it works

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

1. Occupancy & Delinquency: Kurelja reported zero vacancies; Delinquency & vacancy loss both zero
2. Death of resident at Cleave Street and mitigation of unit 8 will hold up rental of this unit. Duncan and Dan working to remove tenant’s items. Carpet will need replacing
3. Duncan has built and installed the garden box for tenants use in back of building

**D. Falcon Ridge- Jeff Feneis reported:**

1. The carryover application was submitted to CHFA and awarded the tax credits

2. Progress report from Feneis stated we should be back on track at the end of June. Building A

will be the first building completed and the clubhouse second- the clubhouse will be utilized for lease-ups and the use of Wi-Fi.

3. Feneis talked about placement change and ADA requirements for cluster mailboxes

4. Feneis and Kurelja talked about loss of tax exemption for project except a contingency may be made for materials. Kurelja trying to get the town to separate out the two.

5. FR dirt is being removed by Fairbanks to be used by them on projects including the Stanley Hotels wellness project.

**REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

1. Unit Turnover Report: Faith reported one turnover at Talons Pointe; unit vacant 26 days.  Only one vacancy since February; maintenance hours 4.5, unit occupied 6/1/15. Faith reported The Pines has two vacancies. C-6 occupied and A-8 will be occupied July 3rd.

**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.

**EXECUTIVE DIRECTOR REPORT:**

Kurelja and Faith are registering for additional training planning to attend CMHC in September.

**ANY ADDITIONAL BUSINESS**

**No additional business**

There being no further business, Blackhurst adjourned the meeting at 9:28 a.m.

|  |
| --- |
| Shannon Faith  Housing Operations Manager |