

Date: October 18, 2017

Staff Present: Naomi Hawf, Ginger Tackman, and Joe Switzer

Members Present: 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.
2. Public Comments- None
3. Reading and Approval of Meeting Minutes for September 13, 2017. **Minutes approved as submitted.**
4. Financials: No report. Third quarter financials will be available for our next meeting in November. 2018 Budgets will be provided over the next two meetings.
5. Complex and Development Updates
 - A. Talons Pointe
 - i. Occupancy and Delinquency - Naomi Hawf reported September ended with one vacancy and a vacancy loss of \$382. Delinquency in September was from 2 residents totaling \$850.
 - B. The Pines
 - i. Occupancy & Delinquency - Naomi Hawf reported no vacancy or loss. One unit vacant this month and we are working on screening a new resident.
 - C. Cleave Street
 - i. Occupancy and Delinquency - Naomi Hawf reported no vacancy. Is there a vacancy loss?? Delinquency is from one resident (\$1504) for more than two months. The eviction process has begun.
 - D. Falcon Ridge
 - i. Occupancy and Delinquency- Naomi Hawf reported one vacancy. Vacancy loss is \$997. One additional unit vacated and filled within the same week with a vacancy loss of \$62. Delinquency is \$1939 for 0-30 days from 5 current and one vacated resident. The \$3743 for 30-60 days is from another resident that is in the eviction process. The vacated tenants balance has been forwarded to a collection agency.
 - E. Peak View
 - i. Occupancy and Delinquency - Naomi Hawf reported one vacancy and \$1000 loss. Should be filled by month end.
 - ii. anticipating one vacancy at the end of December,.
 - ii. Development update: The Board would like to refine the three concepts and invite Steve Lane to the November meeting to talk over options.
6. Reports, Updates, and Other Miscellaneous Items
 - A. Unit Turnover Report: Naomi Hawf reported Falcon Ridge had two units turned. One unit remains vacant with letters out to applicants. The other unit was vacant 3 days for maintenance and cleaning, then a new resident moved in. Peak View has had one move out for the month. Anticipate having a qualified party in by month end. Talons Pointe had one unit turn. A new resident moving in next week.
 - B. YMCA: Agreement/Attorney: Director Kurelja and Eric Blackhurst met with YMCA representative to discuss next steps., The YMCA Board of Directors would like to develop an agreement by the end of the year. A meeting is set up on 10/31 with the YMCA, Loveland Housing Authority, EPHA staff and the EPHA building committee. discuss details and get questions answered.. EPHA will need to retain an attorney for assistance with the agreement.
 - C. Town Fish Hatchery RFP status: Developer Interviews occurring today. Kurelja is on the interview panel.
 - D. Vista Ridge Board of Directors – This Board is vacant a member due to Jack Dinsmoor leaving the Board. Vista Ridge Bylaws state a member from EPHA is to be on the Vista Ridge HOA Board. **Blackhurst motioned to ask the Vista Ridge HOA if they'd like to continue with an EPHA representative. EPHA is willing to opt out but it's their decision. Smith seconded and all approved with one absence.**

E. New Position - EPHA is seeking applicants for a Customer Service Specialist / Property Management position. The position will be the main contact for the public and manage Cleave, Pines and Peak View. Applications are being received and interviews will be planned and completed by Naomi Hawf. Rita Kurelja will be involved in second interviews.

F. Staff Holiday Party - traditionally we've had a party for staff in December. We are looking at the week of December 11th Ginger is checking different venues.

7. Old Business

A. Lone Tree Purchase was successfully closed on September 26th. Occupancy and delinquency reports will begin next month.

Joe Switzer shared all the outside GFI's have been replaced and playground equipment has been repaired. The inspection report made repairs easy and up to date with the sale of the complex. The long-term plan is in five years to refinance and do major renovations.

8. Any additional business

Julie Abel reported November 4th Fall Back Beer Festival. EP Board of Realtors has been chosen to fundraise for the Down Payment Assistance Program. They are currently looking for sponsorships of \$500 to \$5000. Welcomed Staff and Board to the event, which is held 11:00am to 4:00pm at the Event Center.

Bill Pinkham suggested that with office growth, EPHA may want to look into space at the Senior Center.

9. Executive Director Report:

- Ginger Tackman attended Section 8 training and will meet with Loveland Housing to learn the practical applications.
- Kurelja and Hawf attended the Housing Conference in Vail. Great conference offering a wide selection of housing training and networking.
- Kurelja was invited to St. Vrain Habitat for Humanity Board Strategic Planning Session as they make plans to build in Estes in 2018. Naomi will also attend. Saint Vrain Chapter has assumed Estes Park Chapter.
- October 12th, there was a gas odor reported at Cleave Street. Joe responded and shut off 3 burners. A letter to the resident was given and we are looking into safety devices.
- October 20th, EPHA will attend the Town's Budget session for annual funding. This year EPHA requested \$32,000.00.
- November 8th Kurelja and Hawf will attend court regarding the trash (bear) issues our properties have been ticketed for.
- November 9th, League of Women Voters have invited Kurelja to the Workforce Housing Panel from 6:00pm – 9:00pm.
- Pines parking lot has been completed and looks great. EPHA received the final invoice and is much higher than anticipated. Blackhurst suggested to pay the initial cost and negotiate the overage. Kurelja and Hawf have scheduled to meet with contractor.
- Estes Valley Crisis Advocates is have an annual fundraiser this Thursday. Hawf asked if the Board would like to contribute. Blackhurst motioned a \$250 contribution to Estes Valley Crisis Advocates. Smith seconded. All approved with one absence.

Blackhurst suggested to include a line item in the 2018 budget for community donations.

10. Adjourned at 9:52am

Completed and Submitted by Ginger Tackman on 10.26.17