

Date: September 14, 2016  
Members Present: Jack Dinsmoor, Eric Blackhurst, Phil Frank, Matthew Heiser  
Members Absent: Joanna Riffelmacher  
Staff Present: Rita Kurelja, Jeff Feines, Jessica McGee, Naomi Hawf  
Guests Present: Christian Collinet

1. Call to Order: The September 14, 2016 meeting of the Estes Park Housing Authority Board of Directors was called to order by Eric Blackhurst at 8:30AM in Room 203 of Estes Park Town Hall.
2. Public Comments: Christian Collinet: Wanted to remind us that he is always on the lookout for our next project/opportunity.
3. Reading and Approval of minutes: **Minutes stand approved.**
4. Financials: None to report.
5. Complex and Development Updates
  - a. Talons Pointe
    - i. Occupancy and Delinquency: 2 vacancies, vacancy loss \$1352. Delinquency this period is \$1157.00 and is from one vacated tenant.
    - ii. Permanent Loan: CHFA has some good refinancing products, so we are looking into pursuing options. Could significantly reduce the interest rate.
  - b. The Pines
    - i. Occupancy and Delinquency: 0 vacancies, \$524 vacancy loss, \$0 delinquent.
    - ii. Maintenance: Venting inspections going well with only a few remaining. Getting access to all units has been challenging.
  - c. Cleave Street
    - i. Occupancy and Delinquency: \$0 vacancies and \$0 vacancy loss and \$0 delinquency
    - ii. Maintenance: Drainage issue involving the leaking foundation. In discussion with Kingswood..
    - iii. CHFA Loan Update: CHFA loan has been paid off.
  - d. Falcon Ridge:
    - i. Development Update: Jeff Feines:
      - 1 State agreed to refund approximately \$160,000 in taxes.
      - 2 Construction complete
      - 3 Certificate of Occupancy still pending.
      - 4 Entering a 3 month stabilization period.
    - ii. Occupancy and Delinquency: Naomi Hawf: 1 vacancy, and 1 more coming up. We are screening applicants. 0 delinquencies. Vacancy Loss is \$681 for the period and \$1230 total for the unit.
    - iii. Maintenance: Work Order Requests are going well, have been minor and quick to resolve. Pango is going well for TV service.
  - e. Peak View:
    - i. Occupancy and Delinquency: No vacancies as of the end of August. 1 unit being vacated now, and perhaps one more is leaving October 31. \$0 loss, \$0 delinquent.
    - ii. Financial Update: A 2017 budget will be presented to the Board.
    - iii. Development Update: To get the density bonus, it's required that 33% of the units serve 60% AMI or less. We have an opportunity to develop/move ahead without waiting for the Town . Chairperson Blackhurst and Heiser will proceed with investigation, talking to Community Development, and Kurelja will work on a pro forma.
6. Reports, Updates, and Other Misc
  - a. Unit Turnover Report: New column shows total vacancy loss per unit in addition to period vacancy loss.
  - b. Units turned at Falcon Ridge (1), The Pines (1) and Talons Pointe (2).

- c. Code Amendments: Planning commission to review ADUs on September 20. Other amendments will go as a package in March 2017
  - d. Strategic Plan: Sam Betters has suggested a few dates: Consensus among the Board is November 17<sup>th</sup>.
7. Old Business
- a. Any Old Business
    - i. Employee Handbook: Draft with edits was approved by Wes. Board has been provided with the Administrative Regulations. Board is asked to read and comment. Responses are appreciated even if there is no comment.
    - ii. Dunraven Property: Currently there is no legal access. Owners are completing another survey. We are in contact with the owners on how to best proceed. The EPHA needs a topo survey to determine number of units allowed.
8. Additional Business:
- a. The Lone Tree purchase has been discussed with Sam Betters. He's looking into financing.
  - b. There is an opportunity to purchase a 4-plex on Aspen Ave, the current owner would like to sell to us but hasn't named a price yet.
  - c. Chairperson Blackhurst is trying to get a meeting with the planning department relating to our discussion of old motel properties to look at as extended stay for seasonal employee housing. The Town planning department says there is nothing in the code about it – for or against. Chairperson Blackhurst will have a meeting on this on September 22<sup>nd</sup>.
9. Executive Director Report: We are going to purchase some new computers and equipment to upgrade old systems. Rita Kurelja is attending a conference in Glenwood Springs for two days. Housing Coalition meeting, which is specific to mountain towns. Rita Kurelja and Jessica McGee will attend a Management Conference on September 27.
10. Adjourn: Chairperson Eric Blackhurst adjourned the meeting at 9:45AM.

