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| Date | September 9, 2015 | |
| Members Present | Eric Blackhurst, Jack Dinsmoor CJ Jensen, Sandy Good | |
| Member Absent | Matthew Heiser | |
| Staff Present | Rita Kurelja, Shannon Faith |
| Guests Present | Jeff Feneis, Christian Collinett |

The September 9th, 2015 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Chairman Blackhurst at 8:30 am in room 203 of the Town Hall.

1. **PUBLIC COMMENTS**

No comments

1. **APPROVAL OF MINUTES**

Minutes of the Aug. 12, 2015 meeting stand approved with no corrections and no objections by Chairman Blackhurst.

**3. FINANCIALS**

2016 Preliminary EPHA budget- Budget is contingent upon finalizing other budgets and approval of the Town . Budget will be submitted to Town with funding application.

* Overall reduction of 50% in Town of Estes Park funding request from $100,000 to $50,000
* Rents: Talons Pointe 2-3% increase; Other properties TBD
* Estimated Management Fees:
  + Cleave Street: $6800
* Talons Pointe: $28,026
* The Pines: $17,396
* Budgeted for The Pines Cash Flow and Talons Pointe Partnership Management Fee:

$32,000 for Talons Pointe( occurs in 2015 and realized in 2016)and $8000 for The Pines

* Maintenance Fee Income: Hourly rate small increase in Dan’s rate from $55 to $56.
* Admin Fees from Rentals partially covers staff time : $6500(TP), $5500(CS), $13000(Pines)
* Expenses:
* Salaries: Budgeted for 3% increases and some positions to be adjusted as positions are scoped. Actuals may vary.
* Included additional ½ time administrative position
* Estimating a 10% increase in health insurance rates
* Removed Development expenses
* Included an investment from the EPHA of $25,547
* Included *ESTIMATED* management fee and from Falcon Ridge $18000 partial year

**Motion was made by Blackhurst to approve proposed budget. Good seconded motion. Motion passes unanimously.**

**4. COMPLEX AND DEVELOPMENT UPDATES**

**A**. **Talons Pointe**

**i**. Occupancy and delinquency: Kurelja reported no vacancies at the end of August. $0 vacancy loss.

**ii.** 2016 Budget

1. 1-3% Rent increase
2. Utilities:

* Electric 5% increase
* Water 10% increase
* Sewer 8.5% increase

Budget is fairly stable year over year. EPHA will send budget to John Hancock by October 1. For approval

**Motion was made by Blackhurst to approve proposed budget. Jensen seconded motion. All voted Aye and motion passes.**

**iii .** John Hancock inspection. A few items were noted including landscaping. CHFA inspection September 9th, Mariann preparing for visit.

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

**i. The Pines Sales**:

* 1. Christian Collinett reported both remaining units are under contract, with 3-4 to close on Friday, 9/11

One unit is at risk of foreclosure. Kurelja and Collinett attempting to purchase unit for EPHA. Utilities have been shut off to unit due to nonpayment. The EPHA will put utilities in our name to avoid freezing pipes.

**ii**. The Pines Rentals

1. Occupancy & Delinquency: Currently 1 vacancy - no vacancy loss
2. Duct work began in building A with estimated 2 days per building. Bldg. A completed 9/8/15
3. Landscaping replacements have been completed with repairs needed to irrigation system in some places- New shrubs are in place

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

1. Occupancy & Delinquency: Kurelja reported one vacancy; Delinquency $600.00 with tenant making payments toward rent.

**ii.** Central drain line backing up in to sinks in units – Being worked on by Duncan and plumber.

**D. Falcon Ridge** **Development Updates**

**1**. Development Updates: Jeff Feneis and Rita Kurelja

**a.** Feneis reported a new Project Manager from Dohn Construction has taken over project. Dohn still feels project is on target. Feneis reported the Estes Park building department has concerns regarding the construction quality and will be looking more in depth to this matter.

**b.** Feneis reported on the Contingency and Allowances report; the budget was adjusted due to the Use tax change and the remaining allowances. EPHA is required by Wells Fargo to post $80,000.00 line of credit as a result of the $160,000 Use Tax change order.

**c**. Kurelja reported the Town Board agreed the Use Tax was revenue neutral and will rebate back to the EPHA.

**d.** Kurelja reported advertising for the Falcon Ridge Development as well as the combined position for the

Falcon Ridge Housing Community Manager and Administrative Assistant

**5. REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

1. Unit Turnover Report: Faith reported one turnover at both the Pines and Cleave Street. Both units have tenants ready to move in
2. New Staff position is intended to be two part time positions to make one full time position. Salary to be at $20,000 for administrative portion. . The Housing Authority has permission from the Visitor Center to acquire the office space across the hall which Blackhurst suggested would be beneficial.
3. Kurelja requested moving the October meeting of the EPHA Board. Either 10-7 or 10/21/2015 as she will be

attending the Housing Colorado conference. Board agreed on 10-21-15

**6. OLD BUSINESS**

1. Any additional old business
2. Needs Assessment kick off meeting set for September 16th at 2p.m

1. Town agreed to put funding in their 2016 budget for needs assessment

2. Focus groups meeting on October 30th.One for Home ownership (Realtors and Lenders) and one for rentals (Property Managers)

1. Rent collection change will begin with December 1, 2015 rents. Tenants will have the option of ACH or delivering rent to the Bank of Colorado

**EXECUTIVE DIRECTOR REPORT:**

* Kurelja and Faith out September 24th and 25th for CMHC conference
* EPHA Board position posted.
* Rita to speak to the League of Women Voters . regarding housing in the Estes Valley
* Kurelja, Blackhurst and Collinett will be looking at property

**ANY ADDITIONAL BUSINESS:**

There being no further business, Blackhurst adjourned the meeting at 9:46a.m.

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| Shannon Faith  Housing Operations Manager |