

Date January 8, 2014  
Members Present Eric Blackhurst, Matthew Heiser, CJ Jensen, Sandy Good, Jack Dinsmoor  
Staff Present Rita Kurelja, Erin Tice

The January 8, 2014 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:37 am in Room 203 of the Municipal Building of the Town of Estes Park.

### **PUBLIC COMMENTS**

No members of the public in attendance.

### **APPROVAL OF MINUTES**

**Minutes of the December 11, 2013 meeting were approved as submitted with no objections by Eric Blackhurst.**

### **FINANCIALS:**

None to report at this time

### **COMPLEX AND DEVELOPMENT UPDATES**

#### A. Talons Pointe

1. Occupancy and delinquency: End of December 1 vacancy, delinquency of \$2770. Most of the delinquency is from vacated tenants will be written off. Don't like to cross month. Vacancy loss ended really well; total actual vacancy loss \$5355, budgeted at \$13273. No major maintenance issues, no frozen pipes during the freezing temperatures.

#### B. Vista Ridge

1. Sales Update: Sent tenant letter saying we will keep lease through end of March, however tenant will be moving out by the end of the month. Will then prepare unit to be put on the market. Heiser mentioned that the Vista Ridge HOA is discussing the housing authority's involvement and whether or not to continue with an EPHA board member. HOA put it out to the homeowners to survey how they feel. Kurelja to touch base with HOA president.

#### C. The Pines

1. The Pines Sales: Few showings, haven't seen any contracts or specific interest. Model looks nice. Another resale on the market.
2. Pines Rentals
  - a. Occupancy Delinquency: Senior units full; 2 market rate vacancies end of December. One is model unit, the other we have applicant ready to move in middle of January. 2014 will no longer count model unit in numbers. Last month at Pines HOA meeting it had been requested of a homeowner to have the EPHA subsidize fees. The HOA fees went up \$3. Board discussed last month, unanimously decided not to subsidize fees. North fees are already higher, paid for subdivision.

#### D. Cleave Street

1. Occupancy and delinquency: Property doing well. No vacancies; \$423 delinquency, have a promissory note with this tenant.

#### E. Falcon Ridge

1. Name: Moving full steam ahead on this. Decide on name. Confusing if we want to change in the future. Will stay with Falcon Ridge.
2. RFPs: LHA got right on it – RFPs went out for architect, gen contractor and civil engineer. Phase 1 is now through application process. Tax credit application due March 3, includes

letter of intent, rough sketches, architect drawings, footprints, general idea of floor plans, estimate from GC. Intent is that architect would do both phases. We received proposals from 5 architects, 6 general contractors and 3 civil engineers. They were due back yesterday at noon. Meeting on phone today for short to do list Kurelja, Sam Betters and Rich Ekwall. Interviews are on Friday in Loveland. Did not receive any proposals from local general contractors or architects. Phase 2 will be development.

3. Development Services with LHA: Intergovernmental agreement for phase 1 – to application, \$18000 to work with us. Do RFPs, interviews, help with pro-formas, etc. End date is when we receive tax credits.

**Motion to approve intergovernmental agreement with Loveland Housing Authority made by Sandy Good; Mathew Heiser seconds the motion; passes unanimously.**

4. Pre-development expenditures: Kurelja and Betters still negotiating. Costs for development services \$250,000 – 400,000 (fee to Loveland). If Loveland has to stay on as investor guarantor would be more expensive; LHA prefers not to. If they had to stay on then looking at 70/30 (LHA/EPHA). LHA's fee for services to application is \$18,000 to be signed today. Have contracted for Phase 1 Environmental (\$1700), Soils Test (\$6000) and tax credit consultant (\$50,000). Once firms chosen and under contract will begin design concept; to include building committee made of two EPHA board members. Funds will come from our reserves. Betters estimates it will cost \$70,000 - \$85,000 to get to application.

**Motion to grant Rita Kurelja the authority to negotiate contracts and not to exceed 10% of each maximum listed for specific contracts: \$60,000 for Architectural, \$40,000 for General Contractor, \$10,000 for Civil Engineering made by Matthew Heiser; CJ Jensen seconds the motion; passes unanimously.**

Kurelja has spoken with Town Administrator Lancaster. Need to look into what can be done regarding fee waivers; Town has helped other entities. May waive building permit fees; no to water tap fees; still waiting to see where we end up. Sewer fees are expensive. Would like to come up with something to help with water fees. Need to also check on process and review historical information. LHA is putting together information on what the Town has done for us in the past. Once market study done mid February we can see if there is a need; if there is truly no need than we could decide to stop and go a different direction. Kurelja this is a good time. Tax credits are good, lending is good. Couple things to keep in mind: EPHA will change employment base, manager/maintenance, clubhouse to house an office on property, clubhouse could potentially act as day care center and lease out to day care provider. Blackhurst – announced our development plans at Tuesday's Town Board meeting. Building Department has provided Kurelja with letters. Market study Melanie Rees was here last week; we have info to get to her. Our unit mix that we are looking at is: 1br 6; 2 br 18; 3br 19 – including 2 market rate units. Starting with this unit mix, can be tweaked if necessary.

5. Potential conflict of interest: Non issue

#### **REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

- A. Unit Turnover Report: Kurelja reported turnovers for last month. Have a move in at The Pines mid-January. Unit 3-2 is the model unit; will no longer report this in 2014. Two, 2 bedrooms turned over at Talons Pointe. Have hired a new local cleaning firm. Still battling with painters. Changed

carpet company this year. Try to stay consistent with Lone Tree if possible. Use local companies whenever we can. Electrician as needed.

### **OLD BUSINESS**

- A. Market Study and Tax Credit application: EPHA under contract for both the market study and tax credit consultant.
- B. The Neighborhood: Developer objected to homebuyer education, so still in discussion. Kurelja to attend meeting tomorrow for planning staff, deed restricted homeowners and developer.
- C. Any additional old business: None

### **EXECUTIVE DIRECTOR REPORT**

None

### **ANY ADDITIONAL BUSINESS**

Blackhurst in regards to the donation, looking for ideas on how to multiply the money; new savings account has been opened. Ideas so far: help with development, child care subsidy, challenge grant for down payment assistance program.

Down Payment Assistance program: Money to loan. Kurelja spoke to Board of Realtors to get the word out.

### **ADJOURN TO ENTER INTO EXECUTIVE SESSION**

**Motion to enter into executive session for discussion of a personnel matter under CRS Section 24-6-402 (4)(f) NOT involving:**

- **Any specific employees who have requested discussion of the matter in open session:**
- **Any member of the Board (or body)**
- **The appointment of any person to fill an office of the Board (or body)**
- **Or personnel policies that do not require discussion of matters personal to particular employees**

**Made by Jack Dinsmoor; Sandy Good seconds the motion; passes unanimously.**

Adjourn to Executive Session 9:59 a.m.

Reconvene meeting at: 10:20 a.m.

**Motion to consider compensation package as presented by Executive Director including \$1500 bonus made by CJ Jensen; Jack Dinsmoor seconds the motion; passes unanimously.**

**There being no further business, Eric Blackhurst adjourned the meeting at 10:22 a.m.**

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Erin Tice  
Housing Operations Manager