

Date	January 14, 2015
Members Present	Eric Blackhurst, Sandy Good, Matthew Heiser, Jack Dinsmoor
Member Absent	CJ Jensen
Staff Present	Rita Kurelja
Guests Present	Christian Collinet

The January 14, 2015 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:33 am in room 203 in the Municipal Building of the Town of Estes Park.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

Minutes of the December 10, 2014 meeting were approved as submitted with no objections by Eric Blackhurst.

FINANCIALS:

None to report. Kurelja reported that next month we would have a 4th quarter 2014 report.

COMPLEX AND DEVELOPMENT UPDATES

A. Talons Pointe

1. Occupancy and Delinquency: Kurelja reported end of December there was 1 vacancy; Vacancy loss higher than we would like, but project still did well financially. Several units took extra time to get ready. Current tenants \$918 delinquency; vacated tenants \$4500 (still one making payments). \$3981 being written off.
2. Change of General Partner Update: Attorney Paul Smith is working with TCAM and the accountant to determine the feasibility of removing JH as the Limited Partner.

B. The Pines

1. The Pines Sales: Collinet reported that 2 units are under contract. Might be some financing issues with one as FHA will not approve the project due to the ability to rent short term. Addressing the inspection items.
2. Pines Rentals:
 - a. Occupancy Delinquency: 2 vacant units at end of December, both are Market Rate units. Both are currently under contract so will not be offered for rent.
 - b. No delinquency and \$1400 in vacancy loss

C. Cleave Street

1. Occupancy and delinquency: Zero vacancy and zero delinquency. Vacancy loss for all of 2014 is \$460.
2. No Smoking Policy: Not much push back to date.
3. Building: Cornerstone Engineering is looking at the settling/cracking issues

D. Falcon Ridge

Development Updates:

1. Construction Drawings have been submitted to planning department
There is discussion on whether we will obtain a site work permit first
2. Funding
 - Awaiting final CHFA approval
 - Weekly calls with Wells Fargo
 - Have informed CHFA of our intent to apply for additional credits.

- Water Taps. Have met with Town Administrator regarding tap fees. Have made a formal request. Could be tight due to economics.

REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS

- A. Unit Turnover Report: Kurelja reported, the two units vacated at The Pines. Talons Pointe; had 2 move ins in December. One additional unit leasing up this week.
There were a couple of questions on the Unit Turnover summary report. Will get back to the Board on these items.

OLD BUSINESS

- A. Fish Hatchery property: We again viewed and this time with Rich Ekwil. Gathering information to .
B. Section 8 waitlist. We are suggesting that we reopen the Section 8 waitlist. Number of people on list has been considerably reduced.

Motion to reopen the Section 8 waitlist was made and seconded. All voted Aye. Motion passes.

EXECUTIVE DIRECTOR REPORT

Kurelja on Vacation Jan. 23 returning on Feb. 2.
Employee reviews will occur in the next few week.

ANY ADDITIONAL BUSINESS

- i. Request from Partnership for Age Friendly communities in Larimer County. They are hoping to conduct a county wide senior housing study which would include Estes Park. Asking for a \$1000 donation. Town will be donating the remaining \$2500.

Motion to approve a \$1000 donation to PAFC was made by Jack Dinsmoor and seconded by Matthew Heiser. All voted Aye and motion passes.

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 Sandy Good; Jack Dinsmoor seconds the motion; passes unanimously.

Adjourn to Executive Session 9:40 a.m.

Reconvene meeting at: 10:08a.m.

Motion was made and seconded to approve the compensation and bonus package as requested for Kurelja. They also approved the recommendation for compensation for Mariann Pugh (\$44,026), Duncan Riley (\$18,480) and Dan Schroeder (\$44,800). For Erin Tice, they approved increasing salary to \$48,000 and asked that I design a training program for management and supervisory skills by 4/30/2015. All bonuses approved as requested.

All voted Aye. Motion passes.

There being no further business, Eric Blackhurst adjourned the meeting at 10.20 a.m.

Rita Kurelja
Executive Director