

Date	November 12, 2014
Members Present	Eric Blackhurst, Jack Dinsmoor, Sandy Good, Matthew Heiser
Member Absent	CJ Jensen
Staff Present	Rita Kurelja, Erin Tice
Guests Present	Paul Fishman, Christian Collinet

The November 12, 2014 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:35 am in room 203 in the Municipal Building of the Town of Estes Park.

PUBLIC COMMENTS

None

APPROVAL OF MINUTES

For clarification, Good and Heiser asked that we add what time Dinsmoor arrived to October meeting. **Minutes of the October 15, 2014 meeting were approved as corrected with no objections by Eric Blackhurst.**

FINANCIALS:

- A. IRS Powers of Attorney: Requested by Loveland Housing Authority that we sign Powers of Attorney for the IRS – three of them; LHA does our accounting and cannot talk to IRS without these documents.

Motion to allow Blackhurst and Kurelja to sign Powers of Attorney made by Dinsmoor; Good seconds the motion; passes unanimously with one absent.

COMPLEX AND DEVELOPMENT UPDATES

A. Talons Pointe

1. Occupancy and delinquency: End of October 3 vacancies; 1 as of today. Vacancy loss at \$2,637. Delinquency down for current tenants to \$100; rest from vacated tenants at \$3257. Some vacated tenants still making payments.
2. Change of General Partner Update: John Hancock's legal department is still reviewing; have been in negotiations for about 6 months. Sticking point is that they want Loveland to stay in the deal in regards to tax credit guarantees. Investors receive tax credits for 10 years, compliance through 15 years. Original agreement does not state this even though it was always the plan to have LHA exit the deal.

B. The Pines

1. The Pines Sales: Collinet reported that 2-8 closed. Waiting for new unit to be available for model unit; furniture is being stored in the clubhouse. Town received \$90,000 from the sale. Blackhurst would like to go to Town Board meeting November 25th and present \$105,000 payoff check for Town note.
2. Pines Rentals:
 - a. Occupancy Delinquency: Kurelja reported 1 vacancy, model unit which has now been sold; 0 delinquency.
 - b. 2015 Operating Budget: Highlights:
 - a.No Rental Increases
 - b.Budgeting for (two fewer than last year):
 1. 24 Senior Rentals

- 2. 1 Managers Unit
- 3. 4 Market Rate units
- c. Less Income but also fewer expenses
- d. Budgeted Vacancy Loss: Senior \$3192; Market \$4200
- e. EPHA to receive \$12000 in Admin Salary Fee and \$18000 in Management Fee
- f. Interest Rate on Bank of Colorado loan adjusted Downward to 2.35% from 4.35%
- g. HOA fees: Estimating no changes
- h. Town to be paid off before end of the year

Motion to approve 2015 operating budget for The Pines made by Matthew Heiser; Jack Dinsmoor seconds the motion; passes unanimously with one absence.

- c. Pay off Town note

Motion to pay off The Pines Town of Estes Park note, approximate balance of \$105,000 made by Sandy Good; Matthew Heiser seconds the motion; passes unanimously with one absence.

D. Cleave Street

- 1. Occupancy and delinquency: No vacancies; zero delinquency. No smoking policy goes into effect January 1, 2015.
- 2. 2015 Budget: Highlights:
 - a. No Rental Increase
 - b. Stable Budget
 - c. All utilities expected/budgeted to increase including sewer
 - d. Maintenance fees to be estimated at \$5000
 - e. Management fee \$6500
 - f. Reserve balance approx \$60,000
 - g. Looking to paint hallways after the first of the year

Motion to approve 2015 Cleave Street budget made by Matthew Heiser; Jack Dinsmoor seconds the motion; passes unanimously with one absence.

E. Falcon Ridge

- 1. Development Updates:
 - a) Entitlement Process:
 - Planning Commission approved Development Plan
 - Town Board to approve the Amended Plat on November 25th
 - Fee Waivers and Update to Town Board on November 25th; Town Board has asked EPHA to begin quarterly updates.
 - b) Funding:
 - Did not receive grant from FHLB (most of the reason where due to the changes in the project and votes from Town Board). They take applications in April with answer in October.
 - Updated #'s from contractor:
 - a. 3 additional units
 - b. Time delay (breaking ground March 2015; originally October 2014)

- c. \$1,000,000 increase in budget (\$600,000 is from the additional units/all subs first of the year want extra fee to come to Estes)
- d. Increase in deferred developer fee. Additional tax credits will hope to cover \$200,000.
- e. CHFA loan application: CHFA gave us letter of intent on 2 million permanent loan; Kurelja working on application. Hope to have complete and submitted next week. Program is backed by HUD, will bring to Board for signature.
- f. HUD Environment Assessment: Completed, hard copy is in our office. Public notified in the newspaper if anyone would like to review November 17th; then release funds. No findings. One Native American tribe said that if something was found during construction need to halt and review.

c) Legal:

- Formed Falcon Ridge LLLP ownership entity: Wells Fargo required a single purpose entity to be the GP so the EPDC could not fill that role. Created Estes Park Development Corporation Falcon Ridge LLC which will be managing general partner with Estes Park Development Corporation as their sole owner. Partnership agreement lists Estes Park Housing Authority as temporary partner; once partnership is finalized Housing Authority exits.
- Formed EPDC Falcon Ridge LLC
- Resolutions Falcon Ridge LLLP:
 - a. Resolution to form the original limited partnership and to form Estes Park Development Corporation Falcon Ridge LLC. EPHA will be the only partner and EPDC Falcon Ridge will be managing general partner; additionally EPHA will sell the land to the partnership. Blackhurst read Resolution.

Motion to sign and adopt Resolution as submitted with one correction made by Matthew Heiser; Sandy Good seconds the motion; passes unanimously with one absence.

- b. Resolution for Estes Park Development Corporation to approve will be addressed at EPDC meeting after we adjourn.

d) Miscellaneous:

- Additional Staff: Will need to add additional staff as we move forward with Falcon Ridge; part time Falcon Ridge and part time other EPHA duties. Maintenance will be a separate position. May contract out initial lease up duties and potentially the maintenance.
- Rich Ekwall – Retiring as of June 1, 2014; Jeff Feneis will be taking his place and will begin shadowing Ekwall January 1, 2015.

REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS

- A. Unit Turnover Report: Tice reported four units at Talons Pointe turned; one leased up which was a transfer from one unit to another and three vacant as of this report.
- B. Request from Vista Ridge Homeowner: Letter in packet to Board. Unit is on the market, she is requesting an exception to this being her primary residence. Letter states she needs to move to be with family and will be gone from unit for longer than deed restriction permits.

Motion to allow exception to deed restriction as stated in letter; exception applies to the primary residence requirement only and will only be permitted during 2014 and 2015 made by Matthew Heiser; Sandy Good seconds the motion; passes unanimously with one absence.

C. Holiday Party: December 4th at The View Restaurant.

OLD BUSINESS

- A. Any additional old business: Viewed some properties in Town as possibilities for workforce and/or seasonal housing. Want to engage business community; would need their support in looking at seasonal rental options. Looking into ideas; could be difficult to finance.
- B. Dissolving Estes Investors: Estes Investors will be dissolved with Secretary of State; Attorney White has been notified.

EXECUTIVE DIRECTOR REPORT

- EPHA buys health insurance from Town; effective 2015 no longer allowing coverage for spouses.
- Visit with Frank: Town will be getting an appraisal on Fish Hatchery property.
- Town reducing all request by 5%; plead our case that we already reduced by 6% plus the additional expense for IT services. They reconsidered and EPHA will receive full amount of request.
- Housing Expo with the Board of Realtors; few people came, mostly Town employees. EPHA representing Down Payment Assistance programs. Want DPA program to work with Town's homeownership savings program; may need to raise asset limit so the two work together.
- Kurelja attended CHFA tax credit compliance class; also met lending crew.
- Estes Park Economic Development Council has formed a housing committee, Kurelja to participate.
- Kurelja met with Dave Shirk regarding the density bonus in the code; want to increase income limits.
- Town Board to bring in members from Colorado Association of Ski Towns (CAST) to assess housing situation in Estes Park; look to come up with some solutions, Housing Authority to be involved.

ANY ADDITIONAL BUSINESS

There being no further business, Eric Blackhurst adjourned the meeting at 10:02 a.m.

Erin Tice
Housing Operations Manager