

EPHA Board Meeting Minutes: February 14, 2018

Staff Present: Naomi Hawf, Ginger Tackman, Carrie Brown, and Joe Switzer

Members Present: Eric Blackhurst, Phil Frank, Bill Pinkham, Julie Abel, and Pete Smith

Guests Present: Christian Collinet, Tim Shiller, John Vernon, and Ann Vernon

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:30 am on February 14, 2018 at the Town of Estes Park meeting room 203.
2. Public Comments: No comment, guest introduction: Christian Collinet, Tim Shiller, John Vernon, Ann Vernon
3. Reading and Approval of Meeting Minutes for January 10, 2018: Minutes from January 2018 reflect report of buildings A and K at Lone Tree, found in number F ii, is in reverse order. Approved with corrections noted.
4. Complex and Development Updates:
  - A. Talons Pointe: Naomi Hawf reporting
    - i. Occupancy and Delinquency: Two vacancies, \$2,045 loss. Delinquency of \$268 from two current tenants.
  - B. The Pines: Carrie Brown reporting
    - i. Occupancy and Delinquency: One vacancy, \$635.00 loss and no delinquency.
  - C. Cleave Street: Carrie Brown reporting
    - i. Occupancy and Delinquency: No vacancy, no loss and no delinquency.
  - D. Falcon Ridge: Ginger Tackman reporting
    - i. Occupancy and Delinquency: One vacancy, \$790 loss. Delinquency of \$1,477 which has been collected. Write off amount of \$1834.
  - E. Peak View: Carrie Brown reporting
    - i. Occupancy and Delinquency: One vacancy, \$994, repairs to furnace contributed to that loss, and no delinquency.
  - F. Lone Tree: Naomi Hawf reporting
    - i. Occupancy and Delinquency: Three vacancies, \$3,833 loss. \$13,000 delinquency which is being recovered.
    - ii. Insurance Claims:
      - a. Building A and K update: Residents of A-3 were temporarily housed at Brynwood on the River. Both projects have been finished, residents moved back in and insurance claims being completed.
5. Reports, Update, and Other Miscellaneous Items: Naomi Hawf reporting
  - A. Unit Turnover Report:
    - i. Falcon Ridge- One unit turned after 114 days vacant.
    - ii. Lone Tree- By 2/1/2018 four units turned with 27-142 days vacant.
    - iii. Cleave Street- No vacancies, no units turned.
    - iv. Pines- No units were turned, although one unit was vacant 31 days and is ready for occupancy.
    - v. Talons Pointe- Two vacancies, one unit filled 2/12/2018 vacant for 56 days, the other vacant for 31 days.
    - vi. Peak View- No units were turned, one unit vacant for 28 days.
  - B. Old Business: Meeting scheduled 2/28/2018 with YMCA to clarify a few items on the agreement.
6. Any Additional Business:
  - A. Christian Collinet and Hawf spoke about 1692 Big Thompson Ave as possible location for office space. The space would require minimum remodel. Frank asked for a budget including utilities and down payment before pursuing the possibility.
  - B. Frank stated that the Sunshine Law prohibits the board from making decisions via email alone.
  - C. Blackhurst asked the board to establish a reserve amount for EPHA funds, Hawf asked to get suggested amount from Loveland Housing Authority.
7. Executive Director Report:
  - A. Pre-application for EPHA is undergoing updates to include more preliminary information.

- B. CIRSA training is ongoing in an effort to meet criteria for insurance credits.
  - C. EPHA diligently working to ensure participants are reporting income.
  - D. EPHA updating and using current VAWA (Violence Against Women Act) policies and procedures for victims. VAWA is for both genders.
  - E. EPHA contributed to the recent Child Care Needs Assessment study, Hawf has attended meeting. The results of their study will be shared with the public soon.
  - F. Hawf continues to meet with Loveland Housing Authority.
  - G. We recently cleaned upstairs storage area.
  - H. EPHA invited to attend meetings with Town of Estes Park regarding the Fish Hatchery and Dry Gulch projects.
  - I. Hawf attended Rental Development training in Seattle which proved beneficial.
  - J. DOH audit at Cleave Street scheduled for February 20<sup>th</sup>
  - K. March 1<sup>st</sup>, Hawf will be presenting to the Noon Rotary meeting.
8. Adjourn: 9:55AM- Blackhurst closed the meeting.

Minutes submitted by Carrie Brown 2/28 /2018