

EPHA Board Meeting Minutes: March 14, 2018

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

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

Guests Present: Tim Schiller.

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:30 AM on March 14, 2018 at the Town of Estes Park meeting room 203.
2. Public Comments: No comment, guest introduction: Tim Schiller
3. Reading and Approval of Meeting Minutes for February 14, 2018: Minutes from February 2018 approved as submitted.
4. Complex and Development Updates:
 - A. Falcon Ridge: Naomi Hawf reporting
 - i. Occupancy and Delinquency: No vacancy, no loss. Delinquency of \$822 from four current tenants.
 - B. The Pines: Carrie Brown reporting
 - i. Occupancy and Delinquency: One vacancy, \$635 loss and no delinquency.
 - C. Cleave Street: Carrie Brown reporting
 - i. Occupancy and Delinquency: Two vacancies, \$1,170 loss and no delinquency.
 - D. Peak View: Carrie Brown reporting
 - i. Occupancy and Delinquency: One vacancy, \$1,100 loss. No delinquency.
 - E. Talons Pointe: Naomi Hawf reporting
 - i. Occupancy and Delinquency: One vacancy, loss of \$1,421 and \$1,579 in delinquency from three tenants. \$2,799 sent to collections and \$800 recaptured to date.
 - F. Lone Tree: Naomi Hawf reporting
 - i. Occupancy and Delinquency: Four vacancies, \$3,662 loss from three current tenants. Delinquency of \$15,661 from four units left in poor condition.
5. Reports, Update, and Other Miscellaneous Items: Hawf reporting
 - A. Unit Turnover Report:
 - i. Falcon Ridge- No vacancies, no units turned.
 - ii. Lone Tree- One unit filled 3/2/2018 after 50 days vacant, the other three remain vacant.
 - iii. Cleave Street- Two units vacant, both are ready for occupancy.
 - iv. Pines- No units were turned, although one unit was vacant 31 days and is ready for occupancy.
 - v. Talons Pointe- Filled one unit on 2/12/2018 that was vacant for 56 days, the other remains vacant.
 - vi. Peak View- No units were turned, one unit vacant for 56 days.
 - B. CIRSA Training video: "In the Scope of Your Authority: Preventing Public Officials' Liability" watched by all board members.
6. Old Business:
 - A. Resolution 71: will have attorney review prior to a motion.
 - B. Blackhurst recommended a motion to set a reserve of six months operating expense. Smith made that motion and Pinkham seconded, and the motion passed.
 - C. YMCA UPDATE: See attached timeline.
7. Additional Business:
 - A. Circulated a card for Ann Dinsmoor. A \$100 donation will go to Mountain View Bible Fellowship in Jack Dinsmoor's memory.
8. Executive Director Report:
 - A. Cleave Street boiler is an anticipated purchase. We are looking at Green options with Green rehab.
 - B. Falcon Ridge continues to have issues with the heat systems.
 - C. Hawf presented at the Noon Rotary in February and will be presenting at the Long's Peak Rotary on March 28.

- D. Hawf will be speaking at the Board of Realtors meeting on April 19.
- E. DOH audit at Cleave Street is complete, all went well.
- F. Hawf is preparing for upcoming staff reviews.
- G. Hawf recommended using EMS Consulting Services for salary scope and the board chose to move forward with that recommendation.
- H. Hawf will invite former Executive Director Rita Kurelja to April board meeting to discuss Peak View project.
- 9. Adjourn to Executive Session: Move to Executive Session at 8:37 AM. Order changed to accommodate schedule conflict for Smith.
- 10. Reconvene: Meeting resumed at 8:58 AM.
 - A. Blackhurst asked for a motion to approve the executive director's recommendations for staff salary increases. Abel made that motion and with a second by Pinkham the motion passed.
- 11. Adjourn: 10:06 AM- Blackhurst closed the meeting.

Minutes submitted by Carrie Brown 3/26/2018