

Date: February 8, 2017

Staff Present: Rita Kurelja, Jessica McGee, and Naomi Hawf

Members Present: Jack Dinsmoor, Phil Frank, Eric Blackhurst, Matthew Heiser, Bill Pinkham

Guests Present: None

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:33AM in Room 203 of The Town Hall in Estes Park, Colorado.
2. Public Comments: None
3. Reading and Approval of Meeting Minutes for January 11, 2017 and for Special Meeting held on January 25, 2017. **Minutes stand approved as submitted for both meetings.**
4. Financials: 4th quarter 2016 financials: Director Kurelja went through the highlights for each property, then each property was discussed in more detail. The EPHA is in solid financial condition. Peak View apartments are requiring subsidy from the EPHA due to maintenance and upgrading issues. Falcon Ridge will have a more complete budget and financial picture beginning with 2017.
Eric Blackhurst entertained a motion to approve the fourth quarter 2016 financials. Bill Pinkham moved. Matthew Heiser seconded. All voted AYE and the motion passes unanimously.
5. Complex and Development Updates: Next month Jessica McGee will start delivering these reports.
 - a. Talons Pointe
 - i. Occupancy and Delinquency: Zero vacancies. Vacancy Loss of \$809. \$189 delinquent.
 - ii. Refinance Update: Appraisal is in process. Don't have a closing date as of yet.
 - b. The Pines
 - i. Occupancy & Delinquency: 1 vacancy. \$625 in vacancy loss. No delinquency. We may put an ad in the papers to build the wait list. Eric Blackhurst asked why this unit has stayed open so long; Jessica McGee explained that the two prospective tenants backed out for personal and/or medical reasons.
 - c. Cleave Street
 - i. Occupancy and Delinquency: Zero vacancies. Zero vacancy loss. Delinquency of \$759. One tenant is having a hard time paying rent. Eric Blackhurst recommended an this tenant contact Crossroads for assistance. Jessica McGee will follow up with Crossroads and the tenant. Eric Blackhurst asked if there is any projected maintenance anticipated. Rita Kurelja reports there is nothing anticipated.
 - ii. Verizon Proposal update: Director Kurelja is negotiating with Verizon for more rent for the roof space per month than they initially offered. They will consider the proposal. Eric Blackhurst found some legal phrasing for antennae placement for buildings that he will send along to Director Kurelja for review.
 - d. Falcon Ridge
 - i. Occupancy and Delinquency: 1 vacancy, \$785 vacancy loss. \$293 is delinquent. This vacancy will be filled shortly. The door that was broken down by the fire department will be paid for by the fire department. Eric Blackhurst reported that the fire chief was very responsive to our request that they pay for repairs. Naomi Hawf reported that there have been no heat or hot water issues since the units were reprogrammed. Naomi Hawf reports that it appears to have been a computer issue and reprogramming the software fixed it. Jeff Feneis is scheduling a warranty walk through. The first warranty ends in March.
 - ii. Permanent Loan update: Anticipating closing on February 20th Waiting on a document from Good Samaritan
 - e. Peak View Apartments
 - i. Leasing and renovation update: 2 vacancies at end of January. One is now filled, one about to be finished and filled in the next week or two. We have invested a fair amount of money, and we will have a detailed report as soon as possible.
 - ii. Conceptual RFP: We have one returned proposal so far. We plan on being proactive with the neighbors. Eric Blackhurst suggests that we give some thought as to how the Housing Authority will income-qualify people for tenancy in other projects.

6. Reports, Updates, and Other Miscellaneous Items

- a. Unit Turnover Report: Rita Kurelja: Two units at Peak View still vacant, Pines, one vacant unit, Falcon Ridge, one 2 BR unit and Talons Pointe, one vacant and one move in.
- b. Memorandum of Understanding (MOU): Town of Estes Park requested that we amend this document to make two corrections; one regarding the funding mechanism and the other IT services. We are working with Travis Machalek on this.
Eric Blackhurst entertained a motion to approve the MOU with recommended corrections. Bill Pinkham moved. Matthew Heiser seconded. All voted AYE and the motion passes unanimously.
- c. Landmark property: Rita Kurelja and Eric Blackhurst had a meeting with a local landowner who owns two pieces of property: one on Fish Hatchery Rd, and one is the Landmark Hotel, comprised of a few apartments, a single-family home, and 8 small cabins. The owner is interested in selling.. There was some discussion about this opportunity, and we will continue the discussion in weeks and months ahead.
- d. Strategic Planning Session: We will need to wait until Jack Dinsmoor's position is filled before we move forward with strategic planning.
- e. Jack's term: Rita Kurelja and Jack Dinsmoor discussed the ending of Jack Dinsmoor's appointment with the Board of Commissioners. Jack's term is up in April. Jack Dinsmoor would like complete his term to the end and then vacate. Eric Blackhurst notes that Jack Dinsmoor has served on this board for 15 years and was one of the original board members. We will need to advertise the position, and we will reach back out to previous applicants.

7. Old Business

- a. Dunraven property update: The survey that the owners had completed was distributed. The survey calls out many issues regarding road access and parking for tenants . Matthew Heiser will try to get a copy of the Van Horn survey performed in 2010 and do some research..
- b. Lone Tree Purchase: Meeting with Greg White next week to discuss details and process

8. Any additional business:

- a. Rita Kurelja: We would like to move next months meeting to March 15thas both Naomi Hawf and Rita Kurelja are attending a class that week.
- b. Rita Kurelja presented a timeline for her retirement. Will work full-time up to January 1, 2018. Matthew Heiser stated that the timeline seems aggressive. Rita Kurelja thinks that maybe a consultant will help with adjusting the timeline, if necessary. Eric Blackhurst suggested forming a hiring committee with town trustee and perhaps town member(s).

9. Executive Director Report

- a. Rita Kurelja will be speaking at Board of Realtors on February 16th.
- b. Naomi Hawf will be taking a tax credit class February 22nd, and Jessica McGee will attend a Section 8 rent calculation class in Denver, March 14-16 Rita Kurelja will be transitioning some items, for example, Naomi Hawf is going to be Fair Housing Coordinator to process 504 Reasonable Accommodation requests from tenants.
- c. Rita Kurelja will be interviewing candidates for the Maintenance Technician position.
- d. Pines HOA Board meeting, 4 people showed up, 3 people committed to serving on the HOA Board.
- e. Talons Pointe soft notes. The 1.9 million dollar entry is interest from grants the the EPFA received and the subsequently loaned back to the partnership. Interest accrued at 8% and has been accruing and compounding monthly. This has no effect on cash.

10. Adjourn: Eric Blackhurst adjourned the meeting at 10:04AM.

Respectfully submitted by Jessica McGee

