

Estes Park Housing Authority

May 10, 2017 Meeting Agenda

This is the meeting confirmation and agenda for the Estes Park Housing Authority Board of Commissioners. The meeting will be held Wednesday **May 10 2017** at 8:30am in room 203 of the Town Hall, **Estes Park, Colorado**.

1. Call to Order
2. Public Comments
The Board will accept comments from the public on items not on the agenda.
3. Reading and Approval of Meeting Minutes for March 15, 2017.
4. Financials: John Cutler, 2016 audit report
5. Complex and Development Updates
 - A. Talons Pointe
 - i. Occupancy and Delinquency-Jessica McGee
 - ii. Refinance Update
 - a. Resolution
 - iii. Cash distributions: Sharlet Lee
 - B. The Pines
 - i. The Pines Rentals
 - a. Occupancy & Delinquency- Jessica McGee
 - C. Cleave Street
 - i. Occupancy and Delinquency- Jessica McGee
 - ii. Fire Inspection
 - D. Falcon Ridge
 - i. Occupancy and Delinquency: Jessica McGee
 - E. Peak View Apartments
 - i. Leasing and renovation update
 - ii. Conceptuals
6. Reports, Updates, and Other Miscellaneous Items
 - A. Unit Turnover Report.- Rita Kurelja
 - B. Board Officers
 - i. Committees: Building and Executive Director search
 - C. Child Care Assessment Donation
 - D. YMCA
 - E. Hiring/Search process and Consultant
 - F. Waitlist Purge
 - G. June Meeting
7. Old Business
 - A. Lone Tree Purchase:
 - i. Change in terms
 - ii. Motion to approve
 - B. Town RFP
 - C. Code Amendments
8. Any additional business
 - A. June meeting
9. Executive Director Report
10. Adjourn

Date: March 15, 2017

Staff Present: Rita Kurelja and Naomi Hawf

Members Present: Jack Dinsmoor, Phil Frank, Eric Blackhurst, Matthew Heiser, and 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 February 8, 2017. **Minutes stand approved as submitted.**
4. Financials: 4th quarter 2016 financials: None to report
5. Complex and Development Updates: Next month Jessica McGee will start delivering these reports.
 - A. Talons Pointe
 - i. Occupancy and Delinquency: Zero vacancies. Zero Vacancy Loss. \$1121 delinquency by three tenants at end of the February, current delinquency is \$200. Currently 1 vacancy (Dan's old unit #1865). Joe Switzer has been hired as new maintenance person for Talons and Lone Tree. He will not live on site.
 - ii. Refinance Update: Appraisal is in process. It was completed at the end of January, by Chris Ruff out of Windsor.
 - B. The Pines
 - i. Occupancy & Delinquency: 1 vacancy at the end of February, it is filled now. \$625 in vacancy loss. No delinquency. There have been some parking issues at the Pines, an unknown person parking in a reserved spot. After a note was left on the vehicle and then the entire building notified, the vehicle finally moved.
 - C. Cleave Street
 - i. Occupancy and Delinquency: Zero vacancies. Zero vacancy loss. Delinquency of \$1004 by one tenant. Crossroads has assisted to bring the tenant current. One tenant has been using stove as a means of heat. We have addressed the issue and Jessica will complete monthly inspections.
 - ii. Verizon Proposal update: No new news. Verizon is still deciding.
 - D. Falcon Ridge
 - i. Occupancy and Delinquency: At the close of February there was no vacancy, as it was filled mid-month, with a vacancy loss of \$336.00. As a heads up there will 4 vacancies noted for March. At this time two will be filled by the close of March. There was a delinquency of \$60, but has been brought current. Additionally on March 13th, a warranty walk was completed on the first 4 buildings. Overall it went well, there are some exterior façade issues and landscaping Dohn will need to address. The final 4 buildings warranty walk will occur sometime in June. On Monday, March 27th there will be cake and coffee in the clubhouse for residents (and the board is welcome to attend) to celebrate Falcon Ridge's first year of residency.
 - ii. Permanent Loan update: Closed at the end of February.
 - E. Peak View Apartments
 - i. Occupancy and Delinquency: Zero vacancies at end of February, with a \$300 vacancy loss and no delinquency.
 - ii. RFP: Three firms were interviewed on 3.14.17, and today will decide who to hire with the conceptual process. Discussed scope and time frames with each firm. All were excited and are capable. Lingle, Van Horn, Thorpe were not interviewed as their bids exceed the written scope
 1. Space into Place – Ginny McFarland with an Architect Kenny Lee from Longmont. Ginny works with Town staff frequently. They have a less design background of the three and multi-family did not seem to be their forte.
 2. Steve Lane from Basis – Resume includes Overlook condos, Good Sam and Harmony, he brought energy about 'living in Estes.' He would challenge the team on this project.
 3. Thomas Beck – Mid bid price. Took a utilitarian approach to the project.

Eric Blackhurst entertained a motion to authorize Basis to begin work on Peakview. Matthew moved. Bill Pinkham seconded. All voted AYE and the motion passed unanimously.
Rita will communicate with Basis, send letters to others and begin contact with neighbors.

6. Reports, Updates, and Other Miscellaneous Items
 - A. Unit Turnover Report: Correction needed for Falcon Ridge. With 43 days vacancy, the total should be \$1121 as noted on other reports.
 - B. Matthew's Board Position: Matthew has sadly resigned from the Board. While looking at the projects ahead and his current commitments, he has determined he does not have the time needed to fulfill all his commitments. Eric personally extended his *"thanks to both Jack and Matt for their service to the Board, the work they have done for Estes housing and for the citizens of Estes Park. It has been a pleasure to serve with you and argue our points together."* Matt challenged the Board to find others that will challenge you and bring varying opinions.
7. Old Business
 - A. Dunraven property update: Rita has sent an email to owners, explaining there is a pending access/parking issue and we do not have ownership, thus it is not our place to proceed. We will wait to hear from them. Lone Tree Purchase: Will discuss in Executive Session.
8. Any additional business:
 - A. April Meeting: Due to the possibility that Eric will be absent, coupled with Jack and Matt's vacancy, there will be no April Meeting. If there are issues we will call a meeting. Otherwise the next meeting is planned for May 10th.
9. Executive Director Report
 - A. Training
 - i. Rita and Naomi attended a 4-day Home Ownership course in Denver. This particular course was learning how you as a Developer finance a project, learned about construct interest, selling units and cash flow. Jessica is attending Section 8 training this week in Denver.
 - B. The Board has been asked to write a letter for Randy Hunt for the April Town meeting on RM Zoning. Board agreed we should support this.
Habitat for Humanity: At the Home Ownership course last week, we met David Emerson, Executive Director for HFH of the St Vrain Valley. They will take over EP Valley.
 - C. New Employee: Joe Switzer will maintain Talons and Lone Tree. We will be purchasing tools for his use.
 - D. Fish Hatchery RFP: Still on hold, until Flood plain maps are complete
 - E. Rita is on vacation a week from the 22nd until the 29th.
10. Adjourn into Executive Session at approximately 9:45AM and concluded at 9:57AM.
11. Reconvene with a motion by Eric Blackhurst to a counter proposal on Lone Tree in the amount of \$3M, subject to appraisal with owner carryback of \$500k at 5% on 20 year amortization and 5 year balloon. Phil Frank moved, Bill Pinkham seconded. **All voted AYE and the motion passes unanimously.** Rita will forward the counter to the Loveland Housing Authority
12. Adjourned at 10:04AM.

Completed and Submitted by Naomi Hawf on 3.17.17

