

Date: May 10, 2017

Staff Present: Rita Kurelja, Jessica McGee and Naomi Hawf

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

Guests Present: Travis Machalek, Sharlet Lee and John Cutler

1. Call to Order: Eric Blackhurst called the Estes Park Housing Authority Board of Commissioners meeting to order at 8:29AM in Room 203 of The Town Hall in Estes Park, Colorado.
2. Public Comments: None
3. Reading and Approval of Meeting Minutes for March 15, 2017. **Minutes stand approved as submitted.**
4. Financials: John Cutler 2016 Audit Report: To meet state requirements, the annual report has been completed and submitted. John provided an overview. There were no concerns/issues submitted. There were clarifying questions regarding the PERA liability. Each organization carries a prorated portion of their liability. . **Eric Blackhurst entertained a motion to approve the report. Phil moved. Bill Pinkham seconded. All voted AYE and the motion passed unanimously. ??.**
5. Complex and Development Updates:
  - A. Talons Pointe
    - i. Refinance Update: at 844a the EPHA Board was in recess and the EPDC board convened. This meeting adjourned at 849a and the EPHA Board reconvened.
    - ii. Resolution: Board of Directors for EPHA agreed to the refinance option for Talons Pointe (aka Dry Gulch LLLP). **Eric Blackhurst entertained a motion to approve the refinance option and resolution for the EPHA partnership agreement. Bill moved. Pete Smith seconded and Phil abstained. All others voted AYE and the motion passed unanimously**
    - iii. Loan Fees: Rita shared the refinance fees are approximately \$13500 and would like the authorization to pay out from Talons Pointe cash. This newloan would save the property approximately \$35k a year. . Consensus was received.
      - 1.
    - iv. Occupancy and Delinquency: Jessica McGee :Two reports were provided, March and April. At the end of March there was 1 vacancy, with a loss of \$817 and \$50 delinquent. In April we had 1 vacancy with \$905 and \$515 in delinquency.
    - v. Cash Distributions: Sharlet Lee: Previously we could not distribute excess cash. Now that the investor has exited the deal, we can do so and currently Talons has \$13,928 in excess cash flow for 2016 There are 3 options 1) distribute current cash flow only 2) Distribute the \$40,000 as budgeted in 2017 for the EPHA 3) Pay off the partnership management fee. Rita suggested option #2 which provides the EPHA with \$40,000 in revenue. If additional actions are warranted in the future the Board can address. There was discussion around the target \$ figure to have in reserves. This is really based from results and findings from a study, which are typically done every 5 years externally. **Eric Blackhurst entertained a motion to transfer \$40k to the EPHA operating account Phil moved. Bill Pinkham seconded. All voted AYE and the motion passed unanimously.** At this point Sharlet Lee left the meeting.
  - B. Child Care Assessment Donation: Travis Machalek is requesting a donation to the Child Care Needs Assessment. Travis reported they have received \$35k and with the EPHA contributing \$5000 they would achieve their goal of \$40k. . The goal is to have the study begin in June and be completed by December. They would like to stay focused on obtaining what the real needs are versus jumping to problem solving. If the study is less than the anticipated \$40k, they will offer pro rata rebate, **Eric Blackhurst entertained a motion to contribute the \$5k donation. Pete moved. Julie seconded. All voted AYE and the motion passed unanimously.**
  - C. The Pines
    - i. Occupancy & Delinquency: Jessica McGee: In March there were 0 vacancies, 0 loss and no delinquencies. In April there were no vacancies or loss, although \$100 in delinquency.
  - D. Cleave Street
    - i. Occupancy and Delinquency: Jessica McGee in March there were 0 vacancies, 0 loss and \$179 in delinquency. In April there were no vacancies or loss, although \$944 in delinquency.

- ii. Fire Inspection: The inspection resulted A short list of items for correction. One is water seeping into the boiler room. Kingswood will be correcting through a new ditch and waterproofing.
- E. Falcon Ridge
- i. Occupancy and Delinquency: Jessica McGee: In March there were 3 vacancies, loss of \$1905 with \$50 in delinquency. In April there was 1 vacancy, loss of \$750 and \$31 delinquency. Naomi shared, 1 unit will be filled May 15, the other two by June 1. There will also be two additional vacancies; there are letters out at this time looking for applicants.
  - ii. Other information: Handicap parking will be painted at the end of the week (May 12) as well as walk-thru with Dohn (the contractor). Annual maintenance of filters and batteries in CO2/fire alarms will be completed May 18 and 19. Estes Park Central will complete this work. Lastly, Cirsa completed a site visit and needs wood chipping brought in to playground area.
- F. Peak View Apartments
- i. Occupancy and Delinquency: Jessica McGee For both March and April there were no vacancies or loss, and no delinquency.
  - ii. Conceptual Options for new development: Three options were provided. Water lines will need researching. Mix would look similar to 6x 1-bedrooms, 14x 2-bedrooms, and 6x 3-bedrooms.
    - 1. Leave existing building, remove garage. North entrance abandoned. Possibly 2 or 3 stories with a total of 26 units. Fire Marshall approved.
    - 2. Remove existing building and garage. Existing units could remain until near end of project. Loop road. More open space available.
    - 3. 3 story buildings, most open space. Mostly likely most economical to develop.
- Rita has sent letters to neighbors. There has been no response – as yet. She has also requested a (2 person) building committee be developed.  
Steve Lane with Bas1s will try to attend our June board meeting.
6. Reports, Updates, and Other Miscellaneous Items
- A. Cirsa Visit and Review: Slides were displayed to communicate outstanding issues at Lone Tree Playground. There were a number of large safety issues that need to be addressed. At this time they would not insure any issues that arose from the playground. To remove and replace the estimated cost would be \$50k.
- i. Needs a wheelchair ramp
  - ii. Sand or some shock absorbing material needs to be placed
  - iii. Bottom of slide is not attached, cinder blocks hold it up currently
  - iv. Gaps are too large in a number of areas (where body parts could get stuck)
  - v. Tube that children climb through is cracked and broken
  - vi. An age appropriate sticker needs to be posted
  - vii. Plywood is covering an opening in the play structure (where clear Plexiglas should be)
- B. Unit Turnover Report: Rita Kurelja
- C. Board Officers and Committees ( Building and Executive Director Search):
- i. Need a Vice Chair: **Eric Blackhurst entertained a motion to have Phil Frank take this position. Bill moved. Pete seconded. All voted AYE and the motion passed unanimously.**
  - ii. Need Building Committee to review Concepts for Peakview, oversee renovations, and construction needs. Pete and Phil will be on this committee.
  - iii. Need Executive Director Search Committee: This committee will be comprised of Eric and Bill.
7. YMCA: Rita Kurelja: The YMCA approached Rita about a partnership for the development of a YMCA property. The property is located across from Thunder Mountain it is 15 acres. It would be rental workforce property (not tax credit). They are looking at 40-50 units. The Board is interested and Rita will convey that
8. Hiring/Search Process and Consultant: Ex Dir Search Committee (Eric and Bill) Rita has met with Shellie Tressell. She led the search for the EVCA (Estes Valley Crisis Advocates) search for a Director. . A job description should be developed, time frames, and hold a retreat to discuss the direction of the agency. Rita has contacted 4 hiring consultants (1 in-state) and 3 responded. Members of the community should also be involved. Bill would like names of the recruiters we have reached out to. Rita suggested the group plan to meet for a retreat to discuss these items. It was suggested that the retreat be immediately following the next Board meeting.

9. Waitlist Purge: Occurring May 15- June 26, while we close the list to clean up our lists. This process will be completed by LHA. It has been posted in local papers. Applicants are to return post cards, if interested in staying on the waitlist.  
June Meeting: Rita will not be in attendance, as she is off. She would like to push the June meeting back a week and suggested June 21. Possibly have the EPHA board meeting first, followed by discussion on the Executive Director Search. Rita will send an email to confirm with everyone. Rita will schedule a tour for Pete and Julie to tour properties. Scheduled for May 23 at 10a.
10. Old Business:
  - A. Lone Tree Purchase: A cash flow of \$26343 plus \$32334 in management fees is possible There will be a maintenance fee (for salary and benefits). LHA loan will be interest only. Changes since the EPHA Board approved:
  - B. Bank loan of \$1.9 million, interest only carry back from LHA of \$00K at 5%. EPHA cash investment of \$600K. LHA has approved the revised terms. Playground issues brought from Cirsa's visit will be provided with inspection results. **Eric Blackhurst entertained a motion to accept the revised purchase agreement for Love Tree as the Executive Director has indicated. Rita will bring a detailed budget to the board. Bill moved. Pete seconded and Phil abstained. All voted AYE and the motion passed unanimously.**
  - C. Town RFP on Fish Hatchery Property: Eric, Matt and Rita met with Town and suggested changes. Flood plan maps are being re-worked although the Town will move forward without final copies. There is 75 acres, approximately 20 acres will be developed for workforce housing. EPHA would likely play a partner/management/compliance role not a developer Unsure if the all will be rentals or if will be mix use. Town will do a 2 phase RFP and will review the top 3-4 then make a decision. They have asked Rita to sit in on interviews. They plan to have the RFP out mid-summer.
  - D. Code Amendments: The Town has passed the changed density bonus. Enforcement has not been worked out. Height limits have been discussed, but no decisions have been made. May 16 there will be a Study Session and Rita has been asked to speak.
11. Any additional business: None
12. Executive Director Report:
  - A. Down Payment Assistance Had a loan paid off and made a new one.
  - B. EP Economic Development Council met on Monday, Rita was asked to open with some housing needs assessment statistics. Rita was also invited to tour the National Park Village open house which is for seasonal housing. Rita passed on the invite
  - C. Jessica McGee has resigned. Friday May 19<sup>th</sup> will be her last day. She will be missed and we all wish her luck. Eric appreciated her work and reminded her how much she will be missed.
  - D. Jack update: Rita had lunch with him and Ann.
13. Adjourned at 10:49AM.

Completed and Submitted by Naomi Hawf on 5.16.17