

Date	August 13, 2008
Members Present	Eric Blackhurst, Karla Porter, CJ Jensen, Matthew Heiser
Members Absent	Jack Dinsmoor
Staff Present	Rita Kurelja, Erin Tice, Mariann Pugh
Guests	Christian Collinet, Joe Wise, Tracie Thompson (HACOL)

The August 13, 2008 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:32 am in Room 130 of Town Hall.

### **APPROVAL OF MINUTES**

**Minutes of the July 9<sup>th</sup>, 2008 meeting were approved as submitted with no objections by Eric Blackhurst.**

### **DEVELOPMENT UPDATES**

#### **A. Vista Ridge**

1. Sales update: Joe Wise provided sales report. Closed one affordable unit this month and getting ready to close another one August 27<sup>th</sup>. The first Radon issue on market rate unit has come up. Since July 1<sup>st</sup>, have had fifteen Vista Ridge showings; thirteen of those have been in the triplex with continued showing activity. No showing activity on the North building; Joe has been focused on the triplex to get them sold. Down to two affordable units left and four market rate units left. Have 2 affordable unit re-sales coming up; one is under contract.

Very close to paying off Bank of Colorado; probably hold on to a small amount of debt to pay HOA and utilities on the unsold units and miscellaneous items. Will then begin paying off Division of Housing - \$900,000 at 1%.

### **COMPLEX UPDATE**

#### **A. The Pines**

1. Sales Status: Christian Collinet presented sales report. Have closed a total of six units and three under contract; Activity level has dropped off slightly. Currently 2 interested parties are working with Rural Development for potential funding; extended these contracts through mid October to accommodate Rural Development's funding schedule. Probably see another surge of interest as the decks on building 2 are completed.

First two units in building 2 are fully accessible and they are unappealing. Matthew Heiser is working on how we can update the units, while continuing to meet the standard level of accessibility. Rita Kurelja is also meeting with Vern, the contractor. Fully accessible units have lower sinks, full turning spaces (5 ft circle), open spaces, accommodating bars/handles, and removable or no cabinets. Will make one of the accessible units the model to warm it up. Not looking at a price increase at this point, maybe next year. Continue to have a mix of buyers, most recent sold was purchased as a second home.

*Joe Wise and Christian Collinet left 8:57 a.m.*

2. Occupancy and delinquency: End of July had a vacancy; as of today all units are leased. One person breaking his lease agreement at the end of August; potentially have someone to fill unit. Have had some vacancy loss and carried a large delinquency last month. Co-signer has taken care of all delinquencies and will pay monthly rent directly to EPHA on behalf of tenant. Senior rentals are full.
  3. Renovation update: Decks and patios for building 2 should be completed by mid September. Inquiry made regarding decks for building 3 and if they will be added while occupied with renters. Rita Kurelja will look at this issue once building 2 is half sold; also decide if market rate rental tenants will have the opportunity to renew leases. Cash flow is getting better as we gain rent and HOA money and decrease amount of utility bills EPHA covers for vacant units.
  4. Financial Projection/Summary: Pay The Town of Estes back when done selling building 2; pay Bank of Colorado back when we sell building 3. Anticipating having building 2 sold by April 2009. The EPHA nets approximately \$39,000 from each sale, allowing us to complete renovations and take care of ongoing expenses. Could possibly accelerate loan payments to Town from \$90,000 to \$125,000 by April 2009. Rentals will carry some debt service; look at market value of the senior rental units.
    - Nice project in town and good price range.
- B. Talons Pointe
1. Occupancy and delinquency: Mariann Pugh reported no vacancies in July; currently have a vacancy but working on filling it. The accounts receivable figure is high – couldn't get bad debt written off this month. This issue is in collections. Mariann presented YTD vacancy analysis report.
- C. Cleave Street
1. Occupancy and delinquency: No vacancies or delinquencies to report. Rita will be bringing a 2009 Cleave Street budget that will reflect rent increases and possibly a method of the tenant paying some portion of the utility costs. Rita has been in contact with a company about metering the building. Tenants need to have some responsibility to the utilities. Suggested options - allowances that would include utilities determined by square footage; and energy efficient compact florescent light bulbs to reduce electricity usage.

## **FINANCIALS**

- A. Second Quarter Financials were reported by Tracie Thompson from the Housing Authority City of Loveland. Highlights included:
1. List of long term debt – LaHIP (Larimer Home Improvement Plan) loan borrowed for Lot 4 has been extended to January 2009 but will need to be paid back at that time.
  2. Need to decide what to do with Lot 4 in 2009
  3. EPHA management cash flow – Expenses overall are under budget with a few lines being over budget; Travel and Training and Administrative Assistant salary lines will be over. Will be requesting funding from the town, due by 9/15 and will probably not reduce our request for 2009.
  4. Cleave Street is showing a small amount of loss due to higher than budgeted utilities. We will be looking at how to improve the financial picture of this property for 2009.
  5. The Pines- rental income under budget but improving.
  6. Talons Pointe. Rental income slightly under budget, but so are expenses.

7. Overall, the EPHA financial picture is looking good.

B. Resolution: Estes Park Housing Authority has been issued a credit card by Bank of Colorado. This has been approved by the board, but needs a signed Resolution #54. EPHA previously used Housing Authority City of Loveland's credit card. Resolution was read; Karla Porter questioned the wording in the resolution. Karla stated that the wording does not allow Rita to add or change signors without coming back to the Board for approval.

**Motion to approve Resolution #54, contingent on wording change to allow Rita Kurelja the authority to make changes in regards to the credit card without bringing it back to the Board, was made by Karla Porter. CJ Jenson seconds the motion; passes unanimously.**

#### **REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

A. Accessory Dwelling Units: An issue that the Town is currently discussing. Dave Shirk is coming to the Board meeting next month to present.

B. Executive Director Report:

1. Assistant position currently at 28 hours/wk; Rita is looking to increase hours and benefits will kick in once at 30 hours/wk. As the EPHA budget is put together, we may not reduce the annual contribution request from the Town to help us achieve the needed employee hours and benefits. It is the same scenario with the Pines and Duncan with his costs being allocated out to The Pines. Budget critical with Town this year;
2. Finally received \$4000 from Neighborhood for the income qualifying process.
3. Rita recently presented Needs Assessment to the Hospital Management Board; attendants were thrilled with the information and they asked a lot of questions. 11% of Estes Park employees commute – Hospital rate is at 25% of employees who commute.
4. Have asked Sam Betters to possibly facilitate the Strategic Planning session.
5. Needs Assessment has been posted on the website.
6. Rita met with the personnel committee for a mid year check in.
7. Rita will be out last week of August and first week of September. Erin will cover.

**There being no further business, Eric Blackhurst adjourned the meeting at 10:06 a.m.**

---

Erin Tice, Administrative Assistant