

Date	December 13, 2006
Members Present	Eric Blackhurst, Bill Pinkham, CJ Jensen, Jack Dinsmoor
Staff Present	Rita Kurelja, Jeri Frederick, Duncan Riley
Member's Absent	Karla Porter
Guests	Mariann Pugh, Robin Ferruggia

The December 13, 2006 meeting of the Board of Commissioners was called to order by Chairperson Eric Blackhurst at 8:30 a.m. in room 203 of the Town Hall.

1. APPROVAL OF THE MINUTES

Motion to approve the November 8, 2006 meeting minutes of the Estes Park Housing Authority was made by Bill Pinkham. All voted AYE. Motion Passed.

2. PARKING AT PINE KNOLL

A Discussion of a request of Olena Buczacka to allow Madeleine Framson to park in her parking space ensued.

Motion made to implement a placard system for parking at Pine Knoll that assigns each resident one parking space. That placard is then used by the tenant as each tenant sees fit. Bill made the motion and Jack seconded it. All Ayes. Motion Passed.

3. FINANCIALS

A. Cleave Street Budget

i. Highlights

1. No rent increases this year
2. Vacancy loss is projected at 5%
3. Increased staff time, management fees and deposit for reserve
4. Maintenance fees have been increased

Motion made to approve the Cleave Street Budget for 2007. Jack made the Motion and was seconded by CJ Jensen. All Ayes. Motion Passed.

4. DEVELOPMENT UPDATES

A. Vista Ridge Phase 4

- i. Construction Update reported by Rita-Drahota is working through the last minute punch sheet before release of one building.
- ii. Sales Update reported by Rita-Two units are under contract and due to close late January and early February. The condo market is currently very slow.

5. COMPLEX UPDATE

A. Talons Pointe

- i. Occupancy/Delinquency-One unit vacant. A new feature is the reporting of how many tenants are responsible for delinquencies. Two past tenants are responsible for \$2,914.00 and they are in collections. The report shows 11 current tenants responsible for \$4,383.00, most of which has been collected since the report was made.

B. Cleave Street

- i. Occupancy/Delinquency-No vacancies in November, one currently. November had \$434.00 in delinquencies from one tenant.

C. Pine Knoll

- i. Rehabilitation Status-waiting for small punch list to be completed soon.
- ii. Lease-Up-Goal is to be down to 4 vacancies by mid-year. Currently seven are vacant.
- iii. Sales listing status- Listing the Pines units at \$149,900 and two at \$147,900. Christian is setting up a model unit at his expense. He will have a sales office that he will man at least part time. Christian and others suggest that the ranges and refrigerators in The Pines be replaced. Christian thinks he can sell all 23 condos in 18 months. He is working with the Blind Man on packages to offer buyers on window treatments.

Motion made to expend funds to purchase and install ranges and refrigerators in The Pines. Jack made motion and Bill seconded. All Ayes. Motion Passed.

Rita handed out a Loan and Interest Analysis that she went over. It outlined the timeline of repayment and the interest payments. Interest expense has potential to go over budget depending on the actual sales timeline.

6. REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS

1. Rita is working on performance evaluations for employees and has used the Towns as a preliminary one. She will update it and adjust it to EPHA needs.
2. Rita passed out the new EPHA logo that was designed by Dick Orleans to great compliments.
3. Lee Lassen is working on the new web site. Our domain name is esteshousing.org.
4. Rita will attend training on the new immigration laws Friday.

**Adjourned to Executive session 9:56 am
Reconvened and Adjourned at 10:25 am**

Respectfully Submitted,



Jeri Frederick

Administrative Assistant

Estes Park Housing Authority