

Date	December 10, 2008
Members Present	Eric Blackhurst, Jack Dinsmoor, Matthew Heiser
Members Absent	Karla Porter, CJ Jensen
Staff Present	Rita Kurelja, Erin Tice, Mariann Pugh
Guests	Joe Wise, Christian Collinet, Greg White

The December 10, 2008 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:31 am in Room 203 of Town Hall.

### **APPROVAL OF MINUTES**

**1. Minutes of the November 12, 2008 meeting were approved as submitted with no objections by Eric Blackhurst.**

### **2. Development Updates**

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

1. Sales Update – Joe Wise gave the sales report. Very little activity since last month. Overall Market: November condo sales 7 units sold compared to 11 last year. November down this year compared to last. Rita has had some inquiries on Vista Ridge but nothing came of them yet.

2. The Town Board (and Public Safety committee ) discussed the staff recommendation that Crabapple Lane be no parking. The HOA members attended both meetings and asked that parking be allowed due to the limited parking on site. The Trustees agreed with the homeowners and voted to allow parking in some fashion, i.e. allowing on one side of the street and making it a snow route

### **3. Complex Update**

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

1. Sales status: Christian reported that 3 additional units had been put under contract; 2 with Rural Development funding. That sells out bldg 1 and 3 units in building # 2. There has been additional interest from one other Pines tenant. Rural Development funding is again tight with more applications than funds .

Open houses will be again held every Saturday

The Pines sign has crack and the manufacturer has agreed to take care of it.

#### **2. The Pines rentals**

Occupancy and Delinquency: 2 vacancies in bldg 3 (Market Rate). The intent is to lease through July 31, 2009 provided sales continue. Senior rentals have had one unit turned due to tenant purchasing one of the condos. We have a new, but former tenant ready to move in this month

3. Cost per Units analysis. Rita presented a chart showing an estimated cost per unit for rentals and homeownership. This is estimated through completion. It is estimated that the project at completion will need between \$400,000-\$600,000 in permanent debt. This is more than was originally thought, however it has cost more and taken longer than originally expected. The project still works.

PARKING –An additional 18 spaces would be needed to allow 2 spaces per unit.

Greg White joined the meeting at 9:03

## B. Talons Pointe

Occupancy and Delinquency November had no vacancies. Vacancy loss for October was \$1311.43. Delinquency is \$3872.52 with large majority of that from vacated tenant. Have received a judgment and will be garnishing wages from this tenant.

## C. Cleave Street

Occupancy and Delinquency. Currently full with one unit turned in November. We had to invest a little money in to. Will attempt to re-coup from tenant.

i. **2009 Budget** – board had asked for additional analysis of rents and utilities. Rita presented a spreadsheet outlining total cost of gas and electric as it relates to total square footage. The applicable percentage was then applied to each unit (less common areas). The proposed rent increase are substantial but necessary in order to avoid huge losses for the EPHA. We will offer the tenants a chance for some return if utilities are less than expected on a quarterly basis if possible.

We have spoken with several different agencies regarding possible grants to cover the costs of individually metering. There are currently no funds available until next summer. Karl Ertl has looked at the system & boiler and will be giving us a system renovation proposal. We could hope to complete such a project in 2009, but it might go into 2010. In the mean time if rents are not raised, the EPHA stands to lose upwards of \$5000 next year. Have discussed with DOH & CHFA they both suggested we raise rents to cover utilities.

Usage has not changed much over the last 3 years so prices are the culprit.

**Motion was made to accept the 2009 Cleave Street budget as presented by Matthew Heiser and seconded by Jack Dinsmoor. All voted aye and motion passed.**

## 5. Financials

No financials to report –

Rita presented a reimbursement request for her cell phone, 140.13 for October, November, December.

**Motion to approve this reimbursement was made by Jack Dinsmoor and seconded by Matthew Heiser. All voted Aye. Motion passes.**

## 6. Reports Updates & Other Miscellaneous Items

A. DOH – conflict of interest – Have asked Greg White to speak to board regarding this issue.

Eric Blackhurst reported that he has again been approached by someone who wants to purchase a re-sale unit at Vista Ridge and disclosed this potential conflict of interest to the Board. The Colorado State Division of Housing views this as a conflict of interest and in order to obtain an exception the Board will need to discuss and vote on. Mr. Blackhurst left the room at this point.

Eric left room 9:27

Attorney White reported that Eric Blackhurst is prohibited from selling EPHA properties and thereby earning money on any transaction and that a possible conflict of interest could exist. Mr. White does not believe that any state statute is being violated and as this is a re-sale and EPHA is not the owner of the unit that an exception would be appropriate. Discussion ensued with the Board members. It was asked if there was a liability to the EPHA; Attorney White felt under these circumstance there was not. Original sale versus a re-sale was explained and discussed. Greg White would be willing to write a letter stating his position on this and the Estes Park Housing Authority will submit a request for a waiver to allow for Eric to sell and receive commission from a re-sale of any unit owned by someone other than the EPHA.

**Motion was made by Matthew Heiser, commissioner, to apply to the Colorado State Division of Housing for an exception to the conflict of interest policy to allow Mr. Blackhurst to sell, and therefore receive compensation, units at Vista Ridge that are re-sales (only) and NOT owned by the Estes Park Housing Authority. Said motion also gives Rita Kurelja, Executive Director the approval to request this waiver from the Colorado State Division of Housing. Motion was seconded by Jack Dinsmoor. All voted Aye and Motion passed.**

Eric Blackhurst was invited to return to the meeting at 9:40 am.

A. Section 8 Admin Plan – The Board had been provided a copy of the Draft Section 8 Administration Plan. It was requested that the Board members read and comment prior to next meeting in January.

B. HERA act/consortium – Rita reported on the Housing and Economic Recovery Act/Neighborhood Stabilization Program. The EPHA is working with the Loveland Housing Authority to obtain funding on this project. Will keep the Board informed as this progresses.

C. Executive Director report

- January 23, 2009 – strategic planning session with the Town, The EPHA and community leaders. Will be in room 202/203. Invitations will be going to next week.
- Appreciation for everyone attending the Holiday celebration.
- Needs assessment presentations have finished up.
- Instituting a recycling program at The Pines. If successful we will look at other projects as well.
- Annual employee reviews are set for the 1<sup>st</sup> week of January. – Rita, Erin & Duncan

D. Any other business – Holiday office hours: Closed the 24<sup>th</sup> and 25<sup>th</sup> with limited hours on the 26<sup>th</sup>. Also closed on the 1<sup>st</sup>.

Motion to adjourn was made by chairperson Eric Blackhurst at 9:58 am.

Respectfully submitted

Erin Tice  
Estes Park Housing Authority