

Date	January 14, 2009
Members Present	Eric Blackhurst, Karla Porter, Jack Dinsmoor, CJ Jensen, Matthew Heiser
Staff Present	Rita Kurelja, Erin Tice, Mariann Pugh
Guests	Joe Wise, Christian Collinet

The January 14, 2009 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:35 am in Room 203 of Town Hall.

### **APPROVAL OF MINUTES**

**Minutes of the December 10, 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; annual report – seven units sold (one as a resale). Current activity is on a resale; consider possible incentives for 2009 market unit sales. On January 13, 2009 the Town Board approved on street parking for Crabapple Lane; fifteen spaces (some on either side of the road) and it is a snow route. Rita is meeting with Countrywide Mortgage regarding an owner looking into a reverse mortgage. Need to ensure unit does not lose affordability.

### **COMPLEX UPDATE**

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

1. Sales Status: Christian Collinet provided sales report; four units currently under contract; Starting back up with Saturday open houses. One under contract buyer will be renting her unit until closing (did put a lease end date in case sale falls through).

#### **B. The Pines Rentals**

1. Occupancy and delinquency: No delinquency; two vacancies at the end of December; vacancy loss higher than we like (combination of market and senior units). Turned a senior unit and filled it right away. Currently two market rate units are vacant.
2. Market Rate Rentals Building #3: The last lease expires August 1, 2009 – the intent is not to renew. Karla Porter, Matthew Heiser and Rita Kurelja met and discussed some possibilities. Highlights include the possibility for a current renter to renew for a month to month lease and short term/vacation rentals over the summer. It would be a detriment to have renters in the building while units are being sold. Costs would go up if adding decks/patios while units are occupied. Currently offering vacant units for 6 month lease; and offering \$100 off first month's rent. Start getting people lined up to work on building #3; will revisit next month.

3. Voting Rights at the Pines: Per Attorney Greg White's suggestion, a homeowner membership meeting will be held. Housing Authority maintains 25 votes.

**Motion made to authorize Rita Kurelja to represent the 25 votes at the Pines membership meeting, Matthew Heiser seconds the motion; passes unanimously.**

**B. Talons Pointe**

1. Occupancy and delinquency: No vacancies in December; November had some vacancy loss at \$454.47. Delinquency is \$2669.84. The majority of this is from one tenant; Rita and Mariann will take a closer look at this situation.

**C. Cleave Street**

1. Occupancy and delinquency: No vacancies; one lease coming up to expire, tenant is deciding if they want to stay.
2. Rita will meet with Karl Ertl to go over his system renovation proposal.
3. Utility incentive for the tenants.

**FINANCIALS**

No financials to report

**REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

- A. DOH – Conflict of interest – Rita submitted paperwork to DOH and they are in the process of writing a letter to HUD.
- B. Section 8 Admin Plan

**Motion to adopt the Section 8 Admin Plan made by Jack Dinsmoor, Karla Porter seconds the motion; passes unanimously.**

- C. Executive Director Report – Minutes will be sent electronically and won't be printed for the meetings. Strategic Planning Session currently has 28 attendees. Rita will present the Needs Assessment report and look at other municipalities. Staff hours increased to 32 hours a week for Erin Tice. Office will begin a Section 8 purge in the next couple weeks.
- D. Any other business – Matthew Heiser discussed ADUs (Accessory Dwelling Units); Eric Blackhurst excused himself from this discussion. Matthew presented some background information on ADUs and suggested that a letter be submitted to the Planning Commission Board stating an official position from the EPHA Board. Matthew offered to draft the letter; Board not sure if possible since we are associated with the Town. Rita will look into it with Attorney Greg White. Eric returned after discussion.

**Executive Session:** For discussion of a personnel matter – 24-6-402(4)(f), C.R.S. and not involving: any specific employees who have requested discussion of the matter in open session; any member of the Board (or body); the appointment of any person to fill an office of the Board (or body); or personnel policies that do not require discussion of matters personal to particular employees.

**Motion to go into executive session made by Jack Dinsmoor; Matthew Heiser seconds the motion; passes unānimosly.**

Adjourned to Executive session 10:11 a.m.  
Reconvened meeting at 10:48 a.m.

**Motion to accept Rita’s recommended salary & bonus made by Jack Dinsmoor; CJ Jensen seconds the motion; passes unānimosly.**

**Motion to accept Rita’s recommendation for staff bonus and salary increase made by Matthew Heiser; Karla Porter seconds the motion; passes unānimosly.**

**There being no further business, Eric Blackhurst adjourned the meeting at 10:52 a.m.**

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Erin Tice, Administrative Assistant