

Date	January 13, 2010
Members Present	Eric Blackhurst, Karla Porter, Jack Dinsmoor, Matthew Heiser
Members Absent	CJ Jensen
Staff Present	Rita Kurelja, Erin Tice
Guests	Christian Collinet

The January 13, 2010 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:33 am in Room 203 of Town Hall.

### **APPROVAL OF MINUTES**

**Minutes of the December 9, 2009 meeting were approved as submitted with no objections by Eric Blackhurst.**

### **FINANCIALS**

No financials to report

### **DEVELOPMENT UPDATES**

#### A. Vista Ridge

1. Sales update: Christian Collinet provided handouts of new marketing ads for the remaining four units. Christian to take down old billboard style sign and will put smaller signage off the road. Sold one unit in 2009; optimistic that the units will get noticed – new pictures and signage, marketing, new listings on MLS.
2. Rentals: No luck renting the market rate units. Will readjust ads and add pictures; would rent for less than a year.

### **COMPLEX UPDATE**

#### A. Talons Pointe

1. Occupancy and delinquency: Mariann Pugh absent. Rita Kurelja presented report; Six vacancies due to several recent move outs. Mariann is advertising. Looking into one Project Based Voucher. Delinquency at \$4522; high for vacated tenants at \$3471.

#### B. The Pines

1. Sales Status: Christian Collinet reported sparse showings but consistent. Closing on unit 1-7 on January 14, 2010. Buyer has already signed off, just finalizing. We have officially sold out building one. Will go shopping in next couple weeks for hallway furniture; showing traffic to continue to go through building two for now. Rural Development has money; option to rent while in process of buying still available.
2. Pines Rentals/Occupancy Delinquency: Six market rate vacancies; two units vacated in senior portion, one filled and one spoken for. No delinquency.

#### C. Cleave Street

1. Occupancy and delinquency: Two vacant units; one lease ended and one moved out abruptly. The delinquency of \$75 is the difference between rent and deposit.
2. Grant issue: Once the guidelines change we did not make the cut and Cleave Street was not funded. Can reapply and look at other options.
3. Sewer Issue: Sewer backed up early December. Tenants had to stay a night in hotel. Working on the pipe today, street needs to be dug up (trying to avoid new sidewalk. Responsible for line down Cleave Street until it meets up with main line at Big Horn. Estes Park Sanitation District may help with this issue. Unit in front has damage; needed environmental cleanup and restoration. No asbestos found, some mold found but fixed.

Money will come from Cleave Street reserves. Filed claim with CIRSA and they will cover the unit. Cleave Street closed and water shut off January 13, 2010, 9-5.

**REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

A. Lot 4 Study Session: Session scheduled for Wednesday, February 3, 2010; Room 203 at 2:00 pm. To examine/discuss options for Lot 4; Sam Betters will attend. Larimer County conducted a full needs assessment which may be of interest.

B. Executive Director Report:

1. Status of administrative position: Paula Rozyla began 12 week medical leave December 18, 2009. Erin Tice will work M-F; 8-4.
2. Public Works – Reuben Bergsten offering help with energy needs. CFL light bulbs for all Cleave Street and Pines units. Only cost is Duncan’s time for installation.
3. Rita will be out of town week of February 15, 2010.

C. Any other business:

**Motion to go into executive session, CRS Section 24-6-402 (4)(e) and CRS Section 24-6-402 (4)(f) made by Jack Dinsmoor; Matthew Heiser seconds the motion; passes unanimously.**

Adjourned to Executive Session 10:24 a.m.

**Executive Session: CRS Section 24-6-402 (4)(e)** For the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and/or instructing negotiators.

**Executive Session: CRS Section 24-6-402 (4)(f)** For discussion of a personnel matter 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.

Reconvened meeting at 10:56 a.m.

Matthew Heiser and Karla Porter Performance review for Rita Kurelja. Went over performance and goals; establish volunteer network (maybe down payment assistance program) as an additional source of outreach, bonus, look into Lone Tree property (tax credit will expire soon).

**There being no further business, Eric Blackhurst adjourned the meeting at 11:09 a.m.**

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Erin Tice, Administrative Assistant