

Date July 8, 2009
Members Present Eric Blackhurst, Karla Porter, Jack Dinsmoor, CJ Jensen,
Matthew Heiser
Staff Present Rita Kurelja, Erin Tice, Mariann Pugh
Staff Absent
Guests Joe Wise, Sherri Ness, Paula Rozyla

The July 8, 2009 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:30 am in Room 203 of Town Hall.

APPROVAL OF MINUTES

Minutes of the May 13, 2009 meeting were approved as submitted with no objections by Eric Blackhurst.

FINANCIALS

No financials to report

- a. Signature Cards: Auditors requiring all new signature cards. Eric read:
“**Motion: I move that signature cards/authorizations for the following EPHA accounts at The Bank of Colorado be updated:**

**EPHA Operating
EPHA Money Market
EPHA Certificate of Deposit
Cleave Street Apartment Operating
Cleave Street Apartments Security Deposit
Cleave Street Apartments Operating Reserve
The Pines Operating
The Pines Development
The Pines Security Deposit
The Pines Operating Reserve Replacement
To reflect the following signors:**

**Rita Kurelja
Eric Blackhurst
Sharlet Lee
Moofie Miller
Samuel G. Betters
Richard Ekwall**

I further move that the following Dry Gulch LLLP (Talons Pointe) accounts will be updated

**Dry Gulch LLLP Operating
Dry Gulch LLLP Security Deposit
Dry Gulch LLLP Sweep
Dry Gulch LLLP Certificate of Deposit/Operating Deficit Reserve
To include the following signors:**

**Samuel G. Betters
Sharlet Lee
Rita Kurelja
Moofie Miller
Richard Ekwall”**

Karla Porter seconds the motion; passes unanimously.

Karla Porter mentioned the Positive Pay option and Rita Kurelja will look into it through Bank of Colorado.

DEVELOPMENT UPDATES

A. Vista Ridge

1. Sales update: Joe Wise reported no new activity. Last new affordable unit is under contract contingent on the sale of home. Rita looked into working with Lowes/Home Depot to offer incentives but they are not up to doing it in this market. Rita will look into the possibility of renting one or two of the units. Joe Wise will be partially retiring and this is his last meeting; Christian Collinet will take over the listing.

COMPLEX UPDATE

A. Talons Pointe

- a. Occupancy and delinquency: Zero occupancy and delinquency; 1 vacancy in June but zero vacancies as of today. Reviewed Vacancy Analysis Summary Report.
- b. Smoking Policy: Sherri Ness spoke in regards to the Housing Authority of Loveland's smoking policy. Rita has spoken with Attorney Greg White and a policy of this nature is within EPHA's rights. Tenants have had some advanced warning; it is important to not change or break a tenant's lease when putting this policy into effect; want lease to be specific as to effective date and definition of smoking (meaning tobacco). Eric Blackhurst maintains that is important that we have a way of enforcing this policy and would also like it to tie in to Colorado no smoking programs. Sherri Ness has taken over supervision of Talons Pointe from Moofie Miller.

Motion to revise the policies to institute a no smoking policy for Talons Pointe was made by Jack Dinsmoor; Matthew Heiser seconds the motion; passes with three in favor and one against.

B. The Pines

- a. Sales Status: Rita Kurelja spoke in lieu of Christian Collinet. One contract fell through but still working on it.

C. The Pines Rentals

- a. Occupancy and delinquency: No delinquency and 3 vacancies for June; one vacancy is a market rate unit – all current tenants in building #3 are month to month.
- b. Building #3: Decks and patios are up and when the doors are delivered next week they will go in. Building #3 tenants received a deal on their rent for the month of June.

D. Cleave Street

- a. Occupancy and delinquency: end of June no vacancies or delinquencies.
- b. Energy Outreach Colorado: Rita has signed and sent off a letter of intent to apply for a grant; energy audit was conducted; awaiting finalized report including recommendations. Rita is planning to have RFPs written by the end of the week. Grant applications are due August 14, 2009.

REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS

- A. Neighborhood – update: Sent Mr. Kochevar a letter stating the board's decision; he responded and no longer wants EPHA to hold the Note.
- B. Kearny Property – Rita Kurelja has been approached by an investor who wants to purchase the old concrete plant and put up a Woody Biomass plant to make pellets. Investor would like to sell 2 ½ acres to the Housing Authority for the development of rental units. Board decided not to pursue this proposal.
- C. Stanley Ave Property – Eric Blackhurst and Rita Kurelja walked the property; Rita put together a pro forma; it would be difficult to make this work financially
- D. Down Payment Assistance – approval of program guidelines: Guidelines presented to Board and to Board of Realtors; once approved program paperwork will be submitted to Attorney Greg White and then on to Bank of America. CJ Jensen and Jack Dinsmoor will be on the Fundraising Committee; Matthew Heiser and Karla Porter will be on the Advisory Committee.

Motion to approve EVWHA guidelines with corrections made by Eric Blackhurst; CJ Jenson seconds the motion; passes unanimously.

E. Lot 4 – After planning session the board decided to look into other options to buy; after looking at comparisons Lot 4 is still a deal; don't think EPHA can afford to sell it. Rita Kurelja would like to start focusing on a project; rental/ownership concept. Meeting to be arranged for Rita Kurelja, Matthew Heiser and Bob Joseph to go over some details.

F. Executive Director Report:

- Introduction of Paula Rozyla and she will start Monday July 13, 2009; Erin Tice's last day will be July 30, 2009.
- Colorado Association of Planners Conference is in October. Rita will do a session and tour the properties.
- Trees at The Pines were sprayed for pine beetles.
- Will be having a Section 8 orientation July 15, 2009 and lease up 5 vouchers.
- Director of State DOH has resigned and Director of CHFA retiring.
- New Blackberry working out well.

G. Any other business

There being no further business, Eric Blackhurst adjourned the meeting at 10:45 a.m.

Erin Tice, Administrative Assistant