

### **Estes Park Housing Authority (EPHA) Board Meeting**

Date	June 14, 2006
Members Present	Eric Blackhurst, CJ Jensen, Bill Pinkham
Members Absent	Jack Dinsmoor, Karla Porter
Staff members	Rita Kurelja, Jeri Frederick, Rich Ekwall, Sharlet Lee
Media	Robin Ferruggia
Guests	Joe Wise

The June 14 meeting of the Board of Commissioners was called to order by Chairperson Eric Blackhurst at 8:30a.m. in room 203 of the Estes Park Municipal Building.

**\*\*** The meeting began without a quorum so the agenda was rearranged to allow discussion items up front while waiting for a third board member.

#### **1. Development Updates**

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

###### **i. Phase 3 Sales Update**

Joe Wise reported that Vista Ridge Phase 3 is sold out. There is a closing on Friday, June 16<sup>th</sup> and the last one is under contract. Joe Wise has sent out at least a dozen information packets on phase 4. Discussion on the possibility of a privacy fence between phase 4 and Salud Family Health Clinic.

###### **ii. Phase 4 Construction Update**

Rich Ekwall reported that Drahota is on target. Drywall on the first building will be finished the first of August. Infrastructure took longer to complete due to the amount of dirt that had to be cleared. Rich has people interested in the dirt and will sell it.

#### **2. Complex Updates**

##### **A. Talons Pointe**

###### **i. Occupancy and Delinquency**

Rita reported for Mariann who is on vacation, that there were zero vacancies in May. Delinquency is no more than 60 days old.

##### **B. Cleave Street**

###### **i. Occupancy and Delinquency**

Rita reported no vacancies in May. The one delinquency over the past few months is from one tenant and we are working with.

###### **ii. CHFA is coming on 6/28 to inspect Cleave Street**

**\*\*At 8:40, a third board member joined the meeting and a quorum was formed. The Board went back to the approval of minutes then jumped back to The Complex Update for Pine Knoll.\*\***

#### **3. Reading and Approval of Meeting Minutes of May 10, 2006**

Motion was made by Bill Pinkham to approve the minutes of the 5/10/2006 meeting and seconded by CJ Jensen. All voted Aye. **Motion to approve the May 10, 2006 meeting of the EPHA was passed**

**4. No Financial report.**

**2. Complex Updates (continued)**

**C. Pine Knoll**

**i. Operating Budget/Rent Options**

Rita passed out Rent Options for Pine Knoll Apartments. Discussion ensued on all options. Option 4 with 6 apartments renting at \$324 or 30% average median income (AMI), 5 apartments renting at \$454 at 40% AMI and 13 apartments renting at \$583 at 50% AMI was discussed. Currently 5 of the tenants qualify at 30%. Motion to accept option 4 (6 @ \$324, 5 @ 454 and 13 @ 583) was made by Bill Pinkham and seconded by CJ Jensen. All Ayes. **Motion Passed.**

**ii. Development Budget**

Pine Knoll preliminary Development Budget was presented. Many items are still unknown at this time until bids are returned.

**iii. Tenant Status**

Rita reports there are 8 tenants at Pine Knoll. Moving Connections will move residents for about \$1680.00 for an 8 hour day. Rita reminds Board members that she will need an HOA Board and that some of them need to step up to the plate and volunteer when it is formed.

**v. Other Related Issues**

Ada MacCracken, a neighbor to the west of Pine Knoll feels that her property will be encroached upon and requests that EPFA build a fence between her and the Pine Knoll's Property. She brought a picture of the requested fence along with an estimated for \$12,390. Rita reports that the covenants will not allow for a fence. The Board's recommendation is that if it becomes a problem it will be dealt with at that time.

**5. Reports, Updates, and Other Miscellaneous Items**

**A. Request for increase on hours for Administrative Assistant**

Motion to increase the hours of the Administrative Assistant from 20 hours per week to 28 to take on some Pine Knoll work was made by Bill Pinkham and seconded by CL Jensen. All voted Aye. **Motion passed to increase work hours (to 28 per week)for Administrative Assistant.**

**B. Policies: Procurement**

Rita passed out Loveland Housing Authority procurement policy and suggests we write our own. Eric recommends that we have our own in place by fall.

**6. Any other business**

Comments: Rita-Closing went smoothly on June 1<sup>st</sup> for the Pine Knoll Complex. Rita thanked Greg White for all of his help.

**7. Adjournment**

Meeting Adjourned at 9:48 a.m.

Respectively Submitted,



Jeri Frederick  
Administrative Assistant