

Date	June 13, 2007
Board Present	Eric Blackhurst, Bill Pinkham, CJ Jensen, Jack Dinsmoor
Staff Present	Rita Kurelja, Mariann Pugh, Jeri Frederick
Guests	Joe Wise

The June 13, 2007 meeting of the Estes Park Housing Authority Board of Commissioners was called to order by Eric Blackhurst at 8:30 a.m. in Room 203 of the Estes Park Town Hall.

APPROVAL OF MINUTES

Motion was made and seconded to approve May 9, 2007 minutes of the Estes Park Housing Authority Board of Commissioners meeting as corrected.

FINANCIAL REPORT

A. Rita presented for approval reimbursement of her cell phone and mileage Expenses.

Motion was made to approve reimbursement of cell phone and mileage expenses to Rita Kurelja by Bill Pinkham and seconded by CJ Jensen. All Ayes. Motions Passes.

DEVELOPMENT UPDATES

A. Vista Ridge-Phase 4

- i. Construction Update-The only remaining item (as related to Certificate of Occupancy) is the ditch along Dry Gulch. It needs to be reshaped so as to allow for proper water flow. Kitchen excavating is going to re-dig.
- ii. Sales Update- Joe Wise report one condo per month is being sold. There is a contract on the 4 bedroom market rate unit which appraised at \$341,000. A 1/8 of a page ad in the newspaper generated a flurry of interest. All six town affordable homes are under contract, there are 6 stacked units remaining.

COMPLEX UPDATES

A. Talons Pointe

- i. Occupancy and Delinquency-There was one vacancy in May. The delinquency was \$3729.64.
Spring clean up was a success sponsored by HACOL.
Talons Pointe now has its own ozone generator to rid odors in apartments..

B. Cleave Street

1. Occupancy and Delinquency-No vacancies in May.
Delinquencies at \$1456.00 all from one tenant.
It will be going to collections. Laundry room is renovated.

C. The Pines

- i. Occupancy and Delinquency-There were 6 vacancies in May. No Delinquencies. Duncan is doing a fine job and the residents seem to be very satisfied.
- ii. Sales Status-Joe Wise reports that the closing of the first unit is on schedule. He feels that there is always a hurdle to sell the first unit of a development. He feels other offers will start to come in. Joe does not recommend lowering the price for those first few. A new sign for the Pines is in the works to replace the old Pine Knoll sign. Rita is working with Duncan to paint the doors and window trim to give the condos a fresh look.

REPORTS, UPDATES, AND OTHER MISCELLANEOUS ITEMS

A. CIRSA Items

- i. Safety Policy-Rita will be bringing a completed Safety Policy for Board approval in the next month or two.
- ii. Harassment Policy-Harassment policy is presented by Rita. It takes into account Age, Disability, Gender, Martial, and Nation Origin harassment.

Motion was made to pass the harassment policy as presented by CJ Jensen and seconded by Bill Pinkham. All Ayes. Motion Passes.

- iii. Seat Belt Policy-Rita reports that the seat belt policy simply states that while on the job, seat belts will be worn.
- iv. Other Policies-These will be developed over the next few months. They will include procedures of reporting accidents. Some will require Board approval, some can be instituted by the Safety Coordinator, Rita Kurelja.

OTHER BUSINESS

A. Needs Assessment Update-There was a public hearing as required for the application to DOH for funding for the Needs Assessment for Housing. The application to the state has been sent. RRC has been chosen as the consultant. It is anticipated that the final report will be a valuable tool for the entire community.

B. Vacation-Rita is out of the office on vacation 6/17-6/23.

Adjournment : 9:49 a.m.

