

Estes Park Housing Authority (EPHA) Board Meeting

Date	May 10, 2006
Member Present	Eric Blackhurst, Karla Porter, Jack Dinsmore, Bill Pinkham
Members Absent	CJ Jensen
Staff Members	Rita Kurleja, Jeri Frederick, Mariann Pugh
Guests	Wendy Swanhorst, Joe Wise

The May 10, 2006 meeting of the Board of Commissioners was called to order by Chairperson Eric Blackhurst at 8:30 in room 203 of the Estes Park Municipal Building.

1. APPROVAL OF THE MINUTES

Motion was made and seconded to approve April 12, 2006 minutes of the EPHA Board of Commissioners meeting. Motion was made by Bill Pinkham, seconded by Jack Dinsmoor and all voted aye. **Motion to approve the April 12, 2006 minutes of the Estes Park Housing Authority passed.**

2. FINANCIAL REPORT

Wendy Swanhorst, auditor, reported on the EPHA 2005 audit. She commented that some money was spent on investments but nothing was significantly different from 2004. She praised EPHA Cleave Street Apartments since it always covers their costs. She said Loveland does a good job keeping all of the Housing Authority's records. She suggested that we implement a procurement policy for everyone's protection.

3. DEVELOPMENT UPDATES

A. Vista Ridge

i. Phase 3 Sales Update: Two affordable units remaining in phase 3 and there is activity. One family is already interested in a unit in phase 4 and wants to write a contract now. Rita recommends that we plow ahead and get the units listed before June 1st if possible. All agreed.

a. Housing Fair: Rita recommends a housing fair this summer to jump start sales on phase 4. The idea is to get realtors, financiers, home inspectors together to introduce tentative home buyers to the process. Loveland has had success in getting sales this way.

ii. Phase 4

a. Construction Update

In Rick Ekwall's absence Rita informed EPHA that Phase 4 is two weeks behind due to the blasting that had to be done. However, some units are going vertical. Rita, Joe and the Board gave accolades for the job Drahotka is doing. They get complements in many mountain communities.

4. COMPLEX UPDATES

A. Talons Pointe

i. Occupancy and Delinquency: Vacancy loss was more than budgeted due to two vacancies at the end of April. As of May 13th, Talons Pointe will be back up to 100%. Last 5 move-outs left the apartments in marvelous condition. Mariann is getting money back from collection agency that will help the budget. She had Rick Spowart, Wildlife Agent, in to talk about wildlife threats at Talons Pointe.

There have been coyote, elk, mountain lion and bear sightings at Talons Pointe. On May 21st is a security meeting or social hour called Know Your Neighbor so folks can get to know each other and feel safer at Talons Pointe.

B. Cleave Street: Rita reported Cleave Street remains full.

i. Some tenants are complaining of noise but with a full building there is bound to be more noise than what some are use too. Loss at Cleave Street is less than budgeted for. Rita wants to get Greg Seivers to put in a cluster box. Rich donated a bike rack. A tenant Tammy is working on fixing up the back yard. They want to put in a picnic table.

C. Pine Knoll

i. **Status Report:** Pine Knoll is under contract. Sollenberger is being agreeable to sending reports to Rita now that they are under contract.

ii. **Development Budget:** Rita presented a preliminary Development Budget for the rehab of Pine Knoll. Costs are estimated at to \$757,225. A concern is furnace replacement. Mr. Sollenberger was contacted and asked to pay for the 6 defective furnaces. He declined. The inspector has shut down 6 of the furnaces due to carbon monoxide levels being too high. But because of the age of all but four, all furnaces in the complex need to be replaced before the sale at a cost of \$1648 per unit. Many of the costs are estimates at this time however the project was always estimated between \$700,000-\$800,000.

iii. **Pro-Forma:** Rita presented a preliminary project pro forma based on:

6 units at 30% AMI- \$324.00 per month

1 unit at 35% AMI- \$420.00 per month

5 units at 40% AMI- \$454.00 per month

12 units at 50% AMI-\$550.00 per month

The mix would result in about \$3000 per year in cash flow for the HA plus the management fee. The Board would like to see a little more cash flow. Rita will work up a few different scenarios on rents and unit mix and present next month. The Town of Estes has been kept informed with regard to the financial limitations of this project in relationship to serving lower income households. A market study was done and is due to be complete on May 15th.

iv. **Tenant Status:** It is proposed that the EPHA rent to people 55 years and older. EPHA can age restrict if the policy is set from the beginning and adhered to. Everyone agreed to that. Rita will research the subject and get a consensus from all Board members.

Rita suggested non-smoking and all agreed. We need to define household, Rita will work on that. The Board also agreed on a no pets policy except in the case of a working animal. Rita will research the age restriction requirements and get a consensus from the Board via email.

v. **Other Pine Knoll issues:**

a. Property manager is retiring after 8 years so he will have to be replaced. We need to study how their services will be replaced. They are willing to stay through the transition.

b. EPHA will keep rents at current rate through July. Rita will meet individually with all tenants to work out rental agreement.

Currently there are 11 tenants at Pine Knoll

- c. More parking is being planned as the neighbors are concerned about parking on the narrow street. There appears to be plenty of marketability for the for sale units. EPHA will have 23 units for sale and 25 kept for rentals. .

vi. Resolutions:

1. Resolution #44-The EPHA Board of Commissioners authorizes a resolution approving the acquisition and purchase of 1155 South Saint Vrain, Estes Park, Colorado, Pine Knoll Apartments.
2. Resolution #45- The EPHA Board of Commissioners authorize a resolution approving the expenditure of funds.
3. Resolution #46- The EPHA Board of Commissioners authorizes a resolution approving the amendment for the management services agreement.
4. Resolution #47- A resolution approving the EPHA to open bank accounts with assigned signators for the Pine Knoll apartments.

Motion made to pass these resolutions was made by Jack Dinsmoor and seconded by Bill Pinkham. All Ayes. Motion Passed.

5. REPORTS, UPDATES, AND OTHER MISCELLANEOUS ITEMS

A. School District

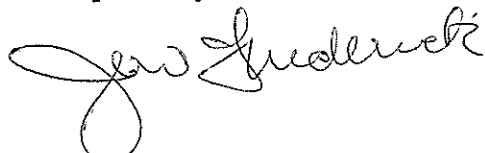
Rita has met with Doug Frisbie regarding the school housing survey. She would like to present the survey to the school board in June before the survey hits the papers.

B. Policies: Procurements

This was already discussed in Item 2-under the audit report

Meeting adjourned 11:08

Respectfully Submitted



**Jeri Frederick
Administrative Assistant
Estes Park Housing Authority**