

Date	May 19, 2010
Members Present	Eric Blackhurst, Jack Dinsmoor, Matthew Heiser, Karla Porter, CJ Jensen
Staff Present	Rita Kurelja, Erin Tice, Moofie Miller

The May 19, 2010 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 April 14, 2010 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 unable to attend meeting; Rita Kurelja presented sales report. No new activity. Rita has spoken with Rural Development and they have money and very little waitlist, will put together an advertisement highlighting this.

### **COMPLEX UPDATE**

#### A. The Pines

1. Sales Status: Christian Collinet unable to attend meeting; Rita Kurelja presented sales report. Recent interest in unit 3-8 may go under contract soon. Housing Authority office has received two Rural Development loan applications. Possible warranty issue on the most recent unit sold, Rita to meet with homeowners to resolve.
2. Pines Rentals:  
Occupancy Delinquency: Five vacant units at the end of April; no delinquencies. The two vacant senior units will be occupied by the first of June, rented another market rate for the summer months.

#### B. Talons Pointe

1. Occupancy and delinquency: Moofie Miller reported 3 vacancies at end of April with 2 of those now leased. 1 additional should be filled in June. Delinquency \$904.35 from vacated tenants has been sent to collections. Susan Symington from John Hancock, Bill Rumley from HACOL and Rita Kurelja met and visited the property May 18<sup>th</sup>. Anticipate a positive response from John Hancock regarding the visit. The property was in order and looked good. CHFA recently posted the 2010 income limit guidelines; limits went down minimally. Sherri Ness resigned from HACOL. Interest in reviewing the comprehensive needs assessment for the property, Rita will ask Bill Rumley to present this information at the next meeting.
2. Transition Update: Rita Kurelja visited with Susan Symington from John Hancock. Even though this has always been the plan; partners may not feel timing is right. Rita Kurelja, Susan Symington and Sam Betters have discussed some other possibilities, such as keeping HACOL as

the guarantor or leaving partnership as is and EPHA would be managing agent. Rita will begin to look at the 2011 budget and projection for 2012. The full transition may take a little longer than anticipated. Should hear from Susan Symington next week.

C. Cleave Street

1. Occupancy and delinquency: Rita Kurelja reported one vacancy at the end of April. Have advertised with incentives including 1<sup>st</sup> month free and now to the current tenants a Safeway gift card and \$100 off rent for one month. Office has recently been notified that a tenant will be breaking her lease end of June. No delinquencies.

**REPORTS, UPDATES AND OTHER MISCELLANEOUS ITEMS**

A. Estes Investors: Deal is complete. Check in the amount of \$95,000 has been delivered.

B. Down Payment Assistance: Closed first loan. Currently have about \$4800 in the fund; earned about \$580 through Duck Race ticket sales. Future fundraising events include a bowling tournament May 21<sup>st</sup>, a concert July 31<sup>st</sup> in Performance Park and a pig roast/beer sales event in Bond Park. Rita Kurelja has submitted paperwork and will be applying for the liquor license as well. Rita will attend the Community Development meeting May 27<sup>th</sup> and the Town Board meeting June 8<sup>th</sup> to get approval for Bond Park event. Donations made between February and August 2<sup>nd</sup> will be matched by a CARHOF grant through Estes Park Board of REALTORS. Rita would like to see an internal agreement put in place between EPHA and Board of REALTORS for the loan program.

C. Executive Director Report:

1. CIRSA annual audit went smoothly, no findings; participated in required trainings. Need to put together a Lockout/Tagout policy.

**Old Business**

A. Tabled from April meeting - Town Note extension: Attorney Greg White has rewritten the extension to document past extension dates of the Promissory Note.

**Motion to accept Promissory Note extension and to have Eric Blackhurst sign once current figures are entered made by Matthew Heiser; CJ Jensen seconds the motion; passes unanimously.**

D. Any other business:

**There being no further business, Eric Blackhurst adjourned the meeting at 9:48 a.m.**

Annual viewing of Board Liability Training

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Erin Tice  
Administrative Housing Coordinator