

Date	November 8, 2006
Members Present	Eric Blackhurst, Bill Pinkham, Karla Porter CJ Jensen
Staff Present	Rita Kurelja, Jeri Frederick, Duncan Riley,
Member Absent	Jack Dinsmoor
Guests	Joe Wise, Robin Ferruggia , Mariann Pugh

The November 8, 2006 meeting of the Board of Commissioners was called to order by Chairperson Eric Blackhurst at 8:30 a.m. in the Pine Knoll Club House, 1155 S. St. Vrain, Estes Park, CO.

**1. APPROVAL OF THE MINUTES**

Motion to approve the October 11<sup>th</sup> minutes of the Estes Park Housing Authority was made by Bill Pinkham and all members voted Aye.

**Motion Passed.**

**2. FINANCIALS**

No Financials to report

**3. DEVELOPMENT UPDATES**

**A. Vista Ridge Phase IV**

**1. Construction Updates**

a. Vista Ridge Buildings are on schedule however no Certificates of Occupancy have been issued. Cracked sidewalks and other deficiencies are being worked out with building department.

**2. Sales Updates**

One affordable unit is under contract. Joe Wise is talking to two more potential buyers. Rita has income qualified 5 people for affordables and is talking to one more.

**4. COMPLEX UPDATES**

**A. Talons Pointe**

1. Accounts receivable has improved. Mariann has collected several past due accounts and is working with other tenants to get their accounts up to date. There is one three bedroom vacancy. Mariann also presented a vacancy report for Talons Pointe YTD- at 1.2%.

Bill Pinkham asked to add the number of tenants that the delinquency numbers represent to the next reports.

**B. Cleave Street**

1. The apartments are 100% occupied. 2 vacancies are anticipated for December.

**C. Pine Knoll**

1. The rehabilitation (For sale units) is nearing completion. Contractor is on schedule or very close.

2. Lease-up is at 15 units. We are advertising in a broader market in newspapers in Loveland and Boulder.

3. RFP went out to all local Realtors. Their proposals are due Monday. The Realtors were excited about the condos and thought they would sell within 18 months. They feel like it fills a niche in our community. An appraisal has been donated to the EPHA for the Pines.

**5. REPORTS, UPDATES, AND OTHER**

**A. Section 8 status**

1. We finished a section 8 waiting list purge. Our list started with 45 and we ended up with 7. We have opened the Section 8 list and are taking applications on Thursdays.

**B. Procurement Policy**

1. The procurement policy is complete with your approval.  
**Motion is made to adopt the Procurement Policy dated November 8, 2006. Bill Pinkham made the motion and was seconded by Karla Porter. All Ayes. Motion Passed.**

**6. ANY OTHER BUSINESS**

- A. The EPHA budget was presented to the Town Board and is awaiting their approval.
- B. Rita is designating some funds from the EPHA web site to design a logo for EPHA.
- C. We are looking into sponsoring a Bright Christmas family.

**Adjourned to Executive Session at 9:50**

**Reconvened and Adjourned at 10:45 am.**

**Respectfully submitted,**



**Jeri Frederick  
Administrative Assistant**