

YAMPA VALLEY HOUSING AUTHORITY BOARD MEETING
July 9, 2015

Kathi Meyer, Yampa Valley Housing Authority Board President, called the regular monthly meeting of the Yampa Valley Housing Authority to order at 12:05 p.m.

Board members present included: Kathi Meyer, Catherine Carson, Trish Sullivan, Scott Myller, Roger Ashton, John Spezia and Cole Hewitt. Dillon Fulcher and John St. Pierre joined the meeting in progress. Craig Melchow and Doug Monger were absent.

Others present included: Jason Peasley, Yampa Valley Housing Authority Executive Director; Byrne Powers, resident of Fish Creek Mobile Home Park; and C. J. Berg, Fox Creek Village HOA president. Sarah Katherman recorded the meeting and prepared the minutes.

EN RE: PUBLIC COMMENT

Byrne Powers, resident of lot #44 at Fish Creek Mobile Home Park, said that he had spoken to Bob, the project manager for the infrastructure project at Fish Creek, about the drainage problems in front of his unit and elsewhere in the park. He reported that the project manager has received no direction to address the drainage problems, although the engineer for the City had previously told Mr. Powers that this issue would be addressed during the current construction. Byrne reported that Bob had said that he may be able to improve the situation somewhat. Kathi asked Mr. Powers to discuss the issue with Jason.

Jason stated that the mobile home park is very flat, and acknowledged that it does not drain well. He said that the installation of curbs, gutters and storm drains is not included in the infrastructure project, which is focused on the water and sewer. He added that there are not sufficient funds in the project budget to address the drainage concerns. Jason said that he would discuss the issue with the engineers to determine if some improvements could be made to the drainage when the roads are re-paved.

EN RE: FOX CREEK VILLAGE RENTAL RESTRICTIONS

Jason stated that he and Roger had met with C. J. Berg, president of the Fox Creek HOA, and property manager Michelle Matthews to discuss the process and rules for rentals at Fox Creek. He said that the process will be very similar to what had been discussed at the last meeting, with owners submitting a joint application to the HOA and YVHA. YVHA will approve the term of the lease and verify that the proposed tenant is employed in Routt County. The HOA will provide the rules for tenants and will assess fees of up to \$100/day for non-compliance. If the fees are not sufficient to persuade owners to comply, YVHA will send a series of nasty letters, followed by forced sale, if necessary. The policy is to take effect October 1st. Roger said that the outstanding issue is the length of time fees will be assessed prior to YVHA taking action to enforce the one-year term.

Jason stated that some of the renting owners have now moved back in. He suggested allowing 6 months for those currently in violation to come into compliance or put their units up for sale. He suggested that those owners currently not in compliance could be handled on a case-by-case basis by the YVHA executive committee. In response to a question from Catherine, Jason suggested that friendly reminders of the policy would be sent out to owners annually.

C.J. stated that while there had been progress, some details of the policy were yet to be worked out. She agreed that how long fees would be assessed needs to be determined and asked how many letters YVHA would send before taking action toward forced sale. She stated that the details are important, noting that any units that go into foreclosure will lose their deed restrictions, which would benefit neither the owners nor the YVHA. Cole noted that outstanding fees are often up for negotiation at the time of sale, and offered that fees should be

assessed from the point of non-compliance up until the property sells or comes into compliance. Kathi said that the goal is return the development into an owner-occupied neighborhood. Jason offered that the forced sale would only have to be done once. He suggested that extensions could be offered under extraordinary hardship. C.J. expressed concern with case-by-case extensions and with allowing an additional 6 months for those currently in violation. Kathi noted that the extensions would be *up to* 6 months. Catherine suggested that simply having the rules clarified would improve the situation. Cole suggested that the HOA should be represented on the committee evaluating hardship cases. Roger emphasized that extensions should not be automatic.

C.J. said that only one owner currently renting has submitted documentation of the lease with their tenant. Catherine suggested that those who do not supply documentation by a certain date should be assumed to be out of compliance, and fees should begin to be assessed. Roger noted that all owners are aware of the rules, which are included in the covenants, with the exception of the term, which is in the deed restrictions. He offered that the HOA could begin assessing fees for other violations immediately. Regarding the hardship clause, owners would have to request a review by the committee. Kathi noted that only three owners are currently out of compliance. She offered that YVHA could have its attorney draft a letter that would describe the enforcement of the policy for distribution to all owners.

EN RE: YVHA STRATEGIC PLAN

Kathi proposed that the discussion focus on what is included in the current plan and then move toward ideas for what might be lacking. She reviewed that YVHA's first strategic plan was written in 2006 and was based on input from community outreach. That plan remained in place until 2009 – 10, when the focus shifted from building new affordable units to the survival of the organization. Kathi stated that the organization down-sized and began to focus on its two assets: Fish Creek Mobile Home Park and Hillside Village. She stated that dissolution was avoided, and when Jason joined YVHA he implemented a new two-part format for the Strategic Plan.

Jason stated that the Strategic Plan includes both mission-based strategies and organizational strategies. The mission strategies address the down-payment assistance program, property management, keeping the units affordable, creating new affordable housing and working on the City's housing policy. The organizational strategies address the financial stability of YVHA, reduction of the dependence on contributions from the City and County, increasing the visibility of the organization in the community and board recruitment. He reviewed the successes in several of these categories. Jason said that many of the existing strategies remain relevant and offered that the discussion should focus on how to implement them.

Regarding property management, Kathi stated that the sub-committee for Hillside Village meets regularly and suggested that the sub-committee providing oversight on Fish Creek should do the same once the construction project is finished. Catherine added that the focus of oversight is ensuring that the projects are financially sustainable in the short and long term and that capital improvements are done to upgrade the area. She stated that maintaining the affordability of Fish Creek is also important. Catherine suggested that in the future, YVHA should work toward ways to ensure that all units at Fish Creek are owner-occupied. In response to a question from John St. Pierre, Kathi said that reserve funds are maintained at both projects. Jason added that both projects are financially healthy and self-supporting.

Kathi reviewed that the Down Payment Assistance program (DPA) has been stagnant. She suggested using some of the funds for a home-buyer seminar. There was discussion of what type of class is needed and how to attract potential buyers early in the process. Kathi said that another way that the unrestricted DPA funds could be re-purposed would be to use them to provide micro-loans to YVHA tenants for home improvement. There was also discussion of modifying the DPA program. Cole agreed to look into ways that the program might be made more effective.

Regarding the creation of new affordable housing, Kathi said that the City and County will be discussing the possibility of the County allowing new urban-density development outside the City limit but within the UGB west of town. She encouraged YVHA members to attend, if possible. Jason offered that YVHA should figure out how to get involved in any new project to ensure it includes an affordable component. He emphasized the importance of YVHA's ability to leverage land and funding through state programs and local expertise for the benefit of affordable projects. He stated that YVHA is in the position to be the expert on what is needed in the community and how to get it built. John Spezia suggested that YVHA should find ways to increase potential developers' awareness of the organization and what it can do. Jason suggested that the best way for YVHA to increase the stock of affordable housing is for it to be a facilitator for developers, either as a consultant or as a partner, rather than as a developer on its own. Cole suggested that if the Elk River Village project goes through, it will increase YVHA's profile. Catherine asked if it would be possible to insert a consultation with YVHA into the planning and permitting process. Jason suggested that YVHA would need to be involved much earlier in the process than when a project goes through planning. There was discussion of the future of the Iron Horse and the City-owned parcel near the hospital.

Kathi noted that the website needs to be updated, and that there is money in the budget to do this. Roger said he would look into this project. Catherine said that she would like YVHA to consider setting up some type of retirement benefit for its employees. John Spezia suggested reviving the public relations sub-committee. Jason suggested that the YVHA Board hold a retreat to work on the Strategic Plan and the budget.

EN RE: RESOLUTION 2015-008: 2015 FIRST SUPPLEMENTAL BUDGET AMENDMENT

Jason reviewed that the proposed resolution would increase the budget to match the increased loan/grant amounts for the Fish Creek Mobile Home Park infrastructure project. He stated that budget will also cover contingencies. The executive committee will review and approve all change orders.

MOTION

Trish moved to approve Resolution 2015-008 to defray expenditures in excess of amounts budgeted for the Fish Creek Enterprise Fund. Roger seconded the motion. **The motion carried unanimously.**

EN RE: YVHA HOME STORE

Jason said that he had provided all the information regarding the Home Store to the Skate Church, but had not received a response. He stated that the lease on the Home Store is up at the end of August and that he would recommend closing it. He stated that the store is not making money and that he does not have the time to properly manage it. Jason said that he would be meeting with the landlord to discuss the possibility of a radically reduced rent. Kathi asked that he share the results of that meeting with the Board via email. The Board discussed how the disposal of the inventory would be handled. Jason noted the Home Store broke even for the first time in June.

EN RE: CONSENT AGENDA

The following items were presented on the consent agenda:

- a. Review and approval of June 11, 2015 minutes
- b. Review and approval of balance write-offs for May 2015
- c. Review and approval of May 2015 financial statements

MOTION

Catherine moved to approve the consent agenda, as presented. John Spezia seconded the motion. **The motion carried unanimously.**

EN RE: STAFF REPORTS

Fish Creek Mobile Home Park

Jason stated that construction begin on Monday. He said that he had secured the Sundance North lot for overflow parking and is working with Connell to ensure that proper communication with the tenants is maintained throughout the construction.

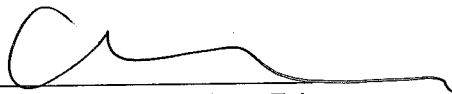
Jason reported that he would be taking some time off in August and suggested that in lieu of the regular August meeting, the YVHA Board could hold a retreat to work on the Strategic Plan and the budget. He said that Chris, the engineer for the project, and Kate would act as the contacts on the Fish Creek project in his absence. Jason added that the results of the tax credit decision should be available in August.

EN RE: ADJOURNMENT

MOTION

Roger moved to adjourn the regular meeting of the Housing Authority. John Spezia seconded; the motion carried unanimously. The meeting was adjourned at 2:10 p.m.

No further business coming before the Board, same adjourned sine die.



Sarah Katherman, Minute Taker



Kathi Meyer, President