

El Paso County Housing Authority

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Housing Authority Commissioners
Jack Beuse, Chair
Martie Stott, Vice Chair
Beth Diana
Greg Basham
Steve Posey

EL PASO COUNTY HOUSING AUTHORITY Meeting Minutes *January 12, 2022*

I. CALL TO ORDER

The Board of Commissioners of the El Paso County Housing Authority (the “Authority”) met on January 12, 2022, at 12:00 P.M., via a hybrid model including in-person and the virtual Teams Meeting platform. **Commissioner Beuse called the meeting to order at 12:02 P.M.**

II. ROLL CALL

The El Paso County Housing Authority Board of Commissioners **present** were:

- Jack Beuse
- Greg Basham
- Steve Posey
- Beth Diana
- Martie Stott

The El Paso County Housing Authority Board of Commissioners **absent** were:

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Other persons present at the meeting were:

- Crystal LaTier, Eric Leonard, and Kayla Huthoefer Nelson – El Paso County Economic Development Department
- John Bales – Kutak Rock
- Mark O’Brien, Misty Dalke, Bob Coleman and Stacy Houston – Raymond James
- Commissioner Cami Bremer – El Paso County
- Katie Sunderland and Holly Robertson – City of Colorado Springs

III. APPROVAL OF MINUTES

Approval of Meeting Minutes of December 8, 2021

- *Commissioner Posey moved approval of the minutes from December 8, 2021, and, upon a second by Commissioner Diana, the motion passed unanimously.*

IV. FINANCIAL ITEMS

A. Housing Trust Fund Commitments

Ms. LaTier provided an update on the Housing Trust Fund commitments. As of December 31, 2021, the Authority's Housing Trust Fund cumulative balance is approximately \$4,822,470 with outstanding commitments of \$1,600,000, leaving an available balance of \$1,421,670 for future funding requests if a \$1.8M corpus is maintained. The outstanding conditional loan commitment is currently Commonwealth DC's Village at Solid Rock for \$300,000, Volunteers of America's Paloma Gardens for \$500,000, Artspace Projects' Artspace for \$300,000, and GRP Properties' Bentley Commons for \$500,000.

B. Turnkey Plus Program Update

Mr. Leonard provided an update on the Turnkey Plus Program for November. Four (4) second mortgages were provided through the Turnkey Plus Program totaling \$55,039 in assistance. Two (2) second mortgages were also sold with a total of \$30,223 coming back to the program at a profit return rate of 0.816%. There were 8 payoffs received in December totaling \$105,115. This brings the estimated Turnkey income for December to \$80,300 and an estimated year-to-date income of \$787,932.

V. SUNSHINE LAW CONFIRMATION

On an annual basis, the Housing Authority votes to continue to use the Sunshine Law agenda suite as the location for Housing Authority agendas and public notices. They also vote to continue to use El Paso County's Economic Development Department as the custodian of meeting minutes, posting and retaining all meeting minutes for the Housing Authority.

- *Commissioner Stott moved approval of continuing to post Housing Authority agendas and public notices at <https://www.agendasuite.org/iip/el Paso> and to continue to use El Paso County's Economic Development Department as the custodian and retainer of the Housing Authority's meeting minutes, and, upon a second by Commissioner Basham, the motion passed unanimously.*

VI. EPCHA TO EPC ADMINISTRATION FEE

El Paso County Housing Authority is staffed and operated by El Paso County employees. This includes staff from the El Paso County Economic Development Department, the El Paso County Finance Department and the El Paso County Legal Department. To defray the cost to the county for the services that they provide to the Housing Authority, EPCHA pays El Paso County a fee on a quarterly basis. At the beginning of most years, that annual fee amount is updated to reflect salary increases and other cost increases. For 2022, the annual administration fee was increased by about 4.1%, from \$87,733 (\$21,933.25 quarterly) to \$91,303 (\$22,825.75). This works out to an increase of \$3,570 a year or \$892.50 quarterly. The 4.1% increase comes from a 3.5% COLA and a 0.6% increase to county benefits costs.

Discussion was had about the transparency of this number and the Housing Authority Board stated that they would like to further understand what County resources are being utilized by the Housing Authority.

- *Commissioner Diana moved approval of a \$3,570 annual increase to the EPCHA administration fee paid to El Paso County on a quarterly basis for the use of their staff, and, upon a second by Commissioner Basham, the motion passed unanimously.*

VII. RAYMOND JAMES TURNKEY UPDATE

Mr. O'Brien shared with the Authority the data that Raymond James has as to the current state of the Turnkey Plus Mortgage Origination Program. The program has been available for 9 years and is almost 3 years into a redesign of the program. 55 lenders participate in helping to bring \$567 million in mortgage funds and over \$23 million in down payment assistance funds into the El Paso County housing market. This has resulted in \$4.17 million in net revenue for the Authority. In total, the program has assisted 2,827 homebuyer families achieve their dreams of owning a home.

Even in the face of COVID-19, rising single family home prices and increased competition with CHFA, Turnkey Plus Program has remained a viable option for homebuyers who are in need of down payment assistance. Over the last 12 months, the program loan averages are \$320,558, which is a significant increase over the last few years that follows in line with the increasing prices within the housing market.

Other statistics that Mr. O'Brien noted were that 84% of loans are FHA, 79% are for single family detached homes, 86% are existing structures and 96% are first time homebuyers (even though there is no first-time homebuyer requirement).

VIII. OTHER BUSINESS

A. NALHFA Membership and Conference

The El Paso County Housing Authority has been a long standing member of NALHFA. Their annual membership is due in February, totaling \$1,710.00. They are also planning on having an in-person conference in New York City during the last week of April. Information about the event is currently limited, but EPCHA staff will keep the Board informed about the developments of the conference as it approaches.

- *Commissioner Basham moved approval of maintaining the El Paso County Housing Authority's membership in NALHFA by paying \$1,710 to continue their membership through 2022, and, upon a second by Commissioner Diana, the motion passed unanimously.*

B. FHA Change Update

Commissioner Stott requested that the FHA Change Update be tabled until next meeting.

C. CHFA Letters of Intent Update

The Colorado Housing and Finance Authority provides a list of all of the projects that have sent in letters of intent to apply for their competitive LIHTC rounds. This list was shared with the Board for their situational awareness of developments happening in El Paso County. There were 6 projects submitting LOI's within the County: Comcor Inc., The Place and Cohen-Esrey Development Group, MEJansen Development, Greccio Housing Unlimited, Silver Key Senior Services and CS Pike Senior II LP.

D. Annual Audit Engagement with Hawkins Ash

Ms. LaTier informed the Board that the engagement letter with Hawkins Ash had been signed earlier this month and that they could expect an audit of their financials to be started in February, completed in April and presented in the summer of 2022.

E. February 2022 Meeting Canceled

IX. ADJOURNMENT

The meeting was adjourned by Commissioner Beuse at 12:51 P.M.

Jack Beuse, *Chair of El Paso County Housing Authority*

Public notice for meeting posted online via the El Paso County Agenda Suite, January 7, 2021.