



**MINUTES OF THE AUGUST 17, 2022  
REGULAR MEETING OF THE  
ASPEN/PITKIN COUNTY HOUSING AUTHORITY**

**CALL TO ORDER:** Chairperson Carson Schmitz called the APCHA Board Meeting of August 17, 2022, to order at 4:04 p.m. The APCHA Board Meeting was held in person and through Zoom Meetings.

**ROLL CALL:** Carson Schmitz, Skippy Mesirow, Kelly McNicholas-Kury, Alycin Bektesh and Rachael Richards were present. Francie Jacober and John Ward were absent. John Ward arrived five minutes later.

Staff Members in Attendance: Matthew Gillen, Executive Director; Diane Foster, Assistant City Manager; Cindy Christensen, Deputy Director Housing Operations and Property Management; Bethany Spitz, Deputy Director Housing and Compliance; Madelene Feder, Administrative Specialist.

**PUBLIC COMMENT:** Schmitz opened the regular meeting to Public Comment for items not on the agenda.

There being no more public comment, Schmitz closed the public comment section of the meeting.

**APCHA BOARD OF DIRECTOR'S COMMENTS:**

- Vice-Chairman Skippy Mesirow: No comments.
- Director Rachel Richards: No comments.
- Director Alycin Bektesh: Asked when the APCHA Board would be notified of who the newly appointed citizen member is on the Board.
  - Director McNicholas-Kury stated that the application period has been reopened since the alternate vacancy notification was after the sign up closed, so it is still in the early stages.
- Director Kelly McNicholas-Kury: No comment
- Chairman Carson Schmitz: Stated he was in Michigan on a lake, and it is beautiful.

**EXECUTIVE DIRECTOR COMMENTS:** Executive Director Gillen updated the Board on the following:

- Gillen stated that APCHA has received a few questions and comments on Burlingame. APCHA does not manage Burlingame seasonal and if someone has questions, please reach out via email at [help@burlingamehousing.com](mailto:help@burlingamehousing.com) or via phone at 970-920-0101.
  - Mesirow stated that he is on the Burlingame seasonal Board and if there were any issues people could contact him directly.
  - Bektesh asked if Royal American's properties were the same way. Gillen stated yes.
- The grant program that APCHA is working with CORE on has around 130 inquires, 67 completed or scheduled inspections and they have started to provide mini grants. The next project is approving larger projects. CORE has also received inquiries from 5 HOA's who are looking at the program.
- APCHA's Facebook has 600 followers which is up from February. The next Facebook live is scheduled to be held August 25, 2022, on HomeTrek.
- APCHA staff is going to go to the County Board in September.
- The initial stages of the new community side of HomeTrek has now begun.

- The fall newsletter has gone out to all owners and renters in the APCA system (as of the week of August 15).
- Foster stated that the Newsletter is a new and improved version that was already being sent out.
- Christensen stated that there are no new rentals but there were two ownership units that went up on the 17th.

John Ward joined the meeting at 4:13pm

**CONSENT CALENDAR:** Richards made a motion to approve the minutes of the July 20, 2022, Regular Meeting; McNicholas-Kury seconded the motion. **ROLL CALL VOTE:** McNicholas-Kury, Richards, Ward, Schmitz and Bektesh voted yes. Motion passed.

**DISCUSSION/REVIEW OF 2022 WORK PLAN AND 2023 WORK PLAN**

- Gillen started the presentation on the 2023 APCA Work Plan. Gillen went over the goal of community engagement, standards for sellers, HOA capital reserves that were listed in the APCA work plan for 2022. Listed in the new 2022-2023 APCA’s work plan includes items on APCA Team, HomeTrek, Compliance, Regulations, Community Engagement, Housing Stock Sustainability, and HOA Capital Reserves.
- The Board discussed the Work Plan and through and discussed they wanted more “meat” on some of the larger goals, in addition to more time and effort into communication. They discussed the possibility of a new communication’s position for APCA in the future. Foster stated that they will look at the communications budget.
- APCA Staff will be bring back the revised Work Plan at the September 7 meeting.

**DISCUSSION OF INCREASE OF AREA MEDIAN INCOMES (AMI) CATEGORIES:** This was tabled to the meeting on September 7, 2022.

Ward made a motion to go into Executive Session to obtain legal advice from APCA’s Attorney in accordance with CRS 24-6-402(4)(b), for a conference with the Authority’s attorney for the purpose of receiving legal advice on specific legal questions for the purchase of the property known as 16 Ajax. McNicholas-Kury seconded the motion. **ROLL CALL VOTE:** Richards, Bektesh, McNicholas-Kury, Ward and Schmitz voted yes. Motion passed. The Board went into executive session at 5:45 p.m. Ward made a motion to come out of Executive Session at 6:45 p.m. McNicholas-Kury seconded the motion. **ROLL CALL VOTE:** Richards, Bektesh, McNicholas-Kury, Ward and Schmitz voted yes. Motion passed.

Ward made a motion to approve Resolution No. 2022-04, Appropriating Funds up to \$305,000 from the 632 APCA Development Fund for the Purchase of 16 Ajax, Aspen, Colorado. Richards seconded the motion. **ROLL CALL VOTE:** McNicholas-Kury, Richards, Ward, Schmitz and Bektesh voted yes. Motion passed.

Richards made a motion to adjourn the meeting at 7:05 p.m.; Ward seconded the motion. **ROLL CALL VOTE:** Schmitz, Ward, Bektesh, McNicholas-Kury and Richards voted yes. Motion passed.

THE ASPEN/PITKIN COUNTY HOUSING AUTHORITY

  
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 Carson Schmitz, Chairperson

  
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 Matthew Gillen, Secretary