



**PLANNING AND DEVELOPMENT SERVICES
DEPARTMENT**

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Item No. 19

TO: Town Council

FROM: Michelle Haynes, Planning and Development Services Director & Mark Carlson, Owners Representative

FOR: Meeting of December 12, 2019

DATE: December 3, 2019

RE: Village Court Apartments: VCA Resident Committee Framework Review, VCA Resident Community Survey Results and VCA Phase IV Next Steps

INTRODUCTION

At the November 21, 2019, Town Council meeting, the Town Council asked staff to bring back a Village Court Apartment (VCA) resident committee framework. That document is attached for your review and comment. The VCA [two town council members, staff and the Phase IV team] Committee met on December 3, 2019, to review the community survey results and discuss VCA Phase IV next steps in advance of the full Council's review today.

ATTACHMENTS

- VCA Resident Committee Framework Recommendations

VCA RESIDENT COMMITTEE FRAMEWORK

The draft VCA resident committee framework is attached. Once the Council reviews the framework and provides input and comment, staff can begin advertising for VCA resident applicants.

COMMUNITY SURVEY RESULTS

Here is a [link](#) to the community survey results. You can also copy and paste the following url into your web browser

<https://townofmountainvillage.typeform.com/report/vmEDex/y7mJmrMllrcfRial> to view the survey results.

Here are a few high points regarding the community survey:

242 Individuals Participated in the Survey

58% work in the Mountain Village who responded

41% live in the Mountain Village currently

43% of those that live in Mountain Village live at VCA currently

64% of the respondents' rent

37% have low interest in purchasing a deed-restricted condominium in the MV 26% have high interest
34% have low interest in renting in the MV and 36% have a high interest in renting
79% would live at Village Court of 189 respondents
94% would live at VCA for the right level of affordability
34% have low interest in purchasing a condominium at VCA, 21% high interest
40% had a high interest in renting at VCA and 16% low interest in renting at VCA
66% are interested in a two-bedroom and 35% interested in a one-bedroom, 33% interested in a three-bedroom

Optimal purchase prices ranged from \$200,000-\$300,000. No respondent answered in excess of \$300,000.

65% are interested in down payment assistance.

The survey results generally indicated that rental was preferred at the location of VCA over ownership.

VCA PHASE IV NEXT STEPS RECOMMENDATIONS AND TIMELINE

The VCA committee generally discussed the following topics:

- Timelines regarding for rent and for sale options
- Costs
- Revenues
- Modular versus stick frame
- Timing and sequencing
- Timing of selection of a contractor

RECOMMENDATIONS

The VCA Committee reviewed all the information provided; however, would like direction from Council if we should continue to pursue any of these options. If Council wishes to proceed, the Committee would then reconvene to prepare recommendations for Council consideration.

/mbh

Village Court Apartments (VCA) Resident Committee Framework – updated 12.2.19

VCA Resident Committee Mission Statement: VCA strives to provides a safe, clean, and friendly living environment for the residents of our community with a positive attitude. In furtherance to this goal, VCA is creating a VCA Resident Committee in order to receive feedback and input from VCA residents in order to maintain and improve the living environment at VCA.

VCA Resident Committee Composition

- Five VCA residents
- One staff person – A VCA administrator – Luke Adamson, Resident Manager
- One member of the San Miguel Regional Housing Authority -TBD

Form of Organization and Recommendations

The VCA Resident Committee will not be a decision-making body. Rather it will be a recommending committee that will provide recommendations to VCA management regarding maintaining and improving the living conditions at VCA. Recommendations will be made by a majority of the appointed committee including the staff member facilitator by motion and vote.

Meeting Procedures

1. Meetings would be held on a bi-monthly basis unless determined otherwise by the committee.
2. Agendas will be produced by staff and posted 48 hours prior to meetings.
3. The meetings are recorded on a hand-held recorder
4. The staff person facilitates the meeting.
5. The committee may decide internally whether to elect a chairperson who would then work with the staff person to set agendas each month (or bi-monthly).
6. Action minutes will be kept in accordance with the Town's records retention requirements.

Selection of the VCA resident committee

A VCA resident must submit an application, meet minimum criteria and answer a few important questions. Staff recommends the VCA committee select the VCA resident committee members after review of the applications.

Recommended application criteria and questions:

- 1) Must be a resident of VCA for at least 6 months
- 2) Must also answer the following questions:
 - a. Number of years you have lived at VCA
 - b. What is your interest in serving on the committee?
 - c. What is your contribution to the committee?
 - d. Can you meet monthly or bi-monthly? What is your preference?
 - e. What is the best way to communicate with you?
 - i. Email/Text/Phone Call
 - f. Are you willing to promote the best interests of VCA residents and the community?

VCA Resident Committee responsibilities

Given that the VCA work plan and budget is established by Town Council each year, the VCA resident committee responsibilities could include the following items:

- Make recommendations on desired priorities within the budget and workplan year to year
- Make recommendations regarding project priorities

- Express ideas and concerns
- Discuss day to day observations and or suggested improvements
- Discuss and make recommendations regarding the communication of information between residents and staff
- Volunteer outside of the VCA workplan (help plan VCA community events, lead VCA clean-up day, provide resident outreach, provide community building activities, compile VCA resident satisfaction survey questions (on the 2020 workplan))

Staff's role

- To establish a monthly agenda (can be changed to bi-monthly as needed).
- To facilitate the meeting and support the chairperson (if elected)
- To consolidate resident concerns and ideas
- To provide updates to the VCA resident committee on special projects
- To implement recommended improvements, priorities or changes
- Take or delegate action minutes

Meeting Format

Meetings held at Town Hall in the Town Council Chambers

Resident Committee Meeting Limitations

- Staff will strive to maintain broad resident confidentiality and will not disclose private or confidential information regarding residents on any matter, except in a case where information is already of public record.
- VCA resident committee meetings are not the appropriate forum for resident complaints against other residents. Complaints are managed by the VCA administrative office staff. The VCA resident committee is not able to arbitrate complaints between residents.
- Resident Committee meetings will be open to the public and advertised.
- In addition to Resident Committee meetings, broader bi-annual VCA resident meetings will be held twice a year, and held in the Town Council chambers at Town Hall. The resident committee would help facilitate the broader VCA resident meeting.
- The resident committee is also not an arbiter of town staff personnel issues. Personnel matters are handled internally. Concerns or complaints about staff will be directed to focus on matters of safety, civility, expectations and results. The VCA resident committee does not make recommendations regarding staffing matters, except in the case where there are observations of too much or too little and whether staffing is meeting the expectations of comfort and safe.

Deliverables

The VCA resident committee progress and input will be reported twice yearly to Town Council. The VCA resident committee along with VCA staff will facilitate a bi-yearly open VCA resident meeting. The resident committee will spearhead the resident survey and report back on the results.