

Windsor Housing Authority - Town of Windsor

February 19, 2019

On the 19th day of February, 2019 a regular meeting of the Housing Authority of the Town of Windsor, Colorado was held pursuant to the bylaws at the Town of Windsor, 301 Walnut, Windsor, CO 80550. Members of the Housing Authority were present as follows:

WILLIAM VOEGTLI
RACHEL PEREZ-STEINBACH
CHRIS MELSON

Also present: Jeff Feneis, Sharlet Lee, Carolyn Coffelt, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III Penny Ballman and Kelley Hall.

Chairman Rachel Perez-Steinbach read the call of the minutes and they were spread upon the members

TO: WILLIAM VOEGTLI
RACHEL PEREZ-STEINBACH
CHRIS MELSON

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on February 19, 2019 at the Century III Community Room, 1027 Walnut St., Windsor, Colorado 80550 for the purpose of attending such business that may come before the Board.

We the undersigned commissioners of the Windsor Housing Authority of the Town of Windsor, Colorado hereby accept service of the foregoing notice of the regular meeting, waiving any and all irregularities in such service and such notice and consent and agree that said commissioners met at the time and place mentioned for the purpose therein stated.

The meeting was called to order by Chairman Rachel Perez-Steinbach at 3:00 pm at the Community Room at Century III. Quorum was met with 3 of 5 Commissioners present.

Adoption of the Agenda:

Chairman Rachel Perez-Steinbach asked if there were any additions or deletions for the agenda. There were two additions to the agenda. The first addition is the tax due on the land for Golden Meadows. The second is which board member will be signing the accounts payable for Century III. A motion was made by Commissioner William Voegtli to accept the agenda with the additions, seconded by Commissioner Chris Melson, carried.

Adoption of the Minutes:

Commissioner William Voegtli moved that the Adoption of the minutes for January, 2019 be approved, seconded by Commissioner Chris Melson, carried.

Resident Communication

A. There were no resident communications.

Meet and Greet:

A. There was a Meet and Greet on February 14, 2019 with 22 people in attendance. Chairman Rachel Perez-Steinbach came and introduced herself to the residents. We discussed the overflowing of dumpsters, carpets and tents not being allowed to be put up on the property.

Public Communication:

A. There were no public communications.

Development:

A. Governor's Farm: There have been no changes regarding Governor's Farm. The town would like to see Governor's Farm stay as affordable housing.

B. Jeff Feneis reported that there are a few things on the design side of Golden Meadows to report. A couple weeks ago we received preliminary approval for the site plan from the planning commission to go ahead with our plans. The next step is to go to council. The next phase of drawings will be ready in a couple of weeks. We will apply for tax credits next spring. We sent the request for proposals out for the architect and the general contractor. We had 12 architects respond and eight contractors responded. We narrowed it down to three of each. We have scheduled interviews for February 26th. We need to get a developmental agreement made between Loveland Housing Authority and Windsor Housing Authority.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

- A. Not a lot of changes

Century III

- A. Bottom line looks good
- B. Vacancy Report: Three Vacancies

Windsor Meadows Phase I

- A. Looking good
- B. Vacancy Report: No Vacancies

Windsor Meadows Phase II

- A. Within budget looking good
- B. Vacancy Report: One vacancy

Maintenance Report:

- A. Commissioner William Voegtli reported that Century III building 8 had a sewer line issue and Roto Rooter had to be called in to check the sewer line. Roto Rooter came out and went 50 feet into the line but couldn't get through so we had to call Lyon (Ben Franklin). They were able to clear the line but it cost \$1,000.00. Then building 5 sewer line backed up. Roto Rooter was able to clear that line.
- B. Century III had two stackable washer/dryer's and one washer break down.
- C. The roofing shingles will be put on in March or April, 2019. It will take about three to four weeks to complete. Commissioner William Voegtli contacted CIRSA and put in an insurance claim. The insurance claim was for \$170,000.00. The invoice quote was \$240,000.00. We will go back to CIRSA and invoice them with the depreciation amount of \$70,000.00. When we get the invoice from the roofers we will get a rebate for using Malarkey we will get about a \$5.00 rebate for each bundle.
- D. Commissioner William Voegtli received estimates for installing the sidewalk lights at Century III. The installation will be completed once the ground has thawed.
- E. The contract for the grounds at Century III will be taken care of next month with D-Lawn. Commissioner William Voegtli will also speak with D-Lawn regarding the Golden Meadows mowing.
- F. If anyone is interested in the carpet, Commissioner William Voegtli has the samples for the board to see. The carpet will be installed in March 2019.

New Business:

- A. The tax due for the land for Golden Meadows must be paid.
- B. Chairman Rachel Perez-Steinbach will sign the accounts payable for Century III.

Old Business:

- A. Commissioner William Voegtli and Jeff Feneis have talked with the Windsor Town Board about the funding for an executive director position. Commissioner William Voegtli and Jeff Feneis gave the Town of Windsor three proposals for the executive director position one would be that Loveland Housing Authority hire, work with and train the person for five years. Second, the board hires them and contracts Loveland Housing Authority to work with and train them. Third, Loveland Housing Authority absorbs Windsor Housing Authority still answering to the Windsor Housing Authority board. The discussions are still in process.
- B. Carolyn Coffelt reported that one of the issues in the audit was that there was a tenant that had moved out and then reapplied. The FHA software showed that she moved in and moved out but her lease up date was left in the system which then showed she leased up in 2008 and applied in 2015. Since the lease up date was 2008 she never showed up on the waitlist. We are sending her a letter explaining what happened and telling her that the next available unit will go to her if she is still interested. Carolyn Coffelt also reported that we have converted the FHA software to HMS software. We have to run the new software by Robert McElroy from USRD. Commissioner William Voegtli reported that there were some maintenance issues that were included in the audit, the grab bars in the rest rooms, the soap dispenser and the parking lot. The grab bars and soap dispenser will be scheduled to change in July or August. The third one, more parking spaces and more spaces for the handicap is difficult because Century III doesn't have any more space available. Robert McElroy will come out to Century III and meet with Commissioner William Voegtli to look over the parking space and discuss what to do about it. The uniform code that USRD is using is dated and used for new construction since 1988. The unit inspection items, such as the rusted heater run will be taken care of with the annual unit inspection work orders.
- C. The Government closing did not have much effect on our properties.

Motion to Adjourn; Commissioner William Voegtli moved that the meeting be adjourned at 4:00pm, seconded by Commissioner Chris Melson; carried.

Respectfully submitted
Cheri Milliman