

Windsor Housing Authority - Town of Windsor

February, 2018

On the 20th day of February, 2018 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
RACHAEL PEREZ-STEINBACH
NANCY SALAZAR
LINDSAY GILLINGHAM

Also present: Ken Bennett and Carlin Barkeen from the Town of Windsor. Sharlet Lee, Jeff Feneis, Deb Callies, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team, Barry Wilson and Century III; resident Penny Ballman.

Chairman William Voegtli read the call of the minutes and they were spread upon the members

TO: WILLIAM VOEGTLI
RACHAEL PEREZ-STEINBACH
NANCY SALAZAR
LINDSAY GILLINGHAM

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on February 20, 2018 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 William Voegtli at 3:00 pm at the Community Room at Century III. Quorum was met with 4 of 5 Commissioners present.

Adoption of the Agenda:

Chairman William Voegtli asked if there were any additions or deletions for the agenda. There was one addition, the board needs to vote on the Governor's Farm CNA report. A motion was made by Commissioner Nancy Salazar to accept the agenda with the addition, seconded by Commissioner Rachael Perez-Steinbach.

Adoption of the Minutes:

Commissioner Rachael Perez-Steinbach moved that the Adoption of the minutes for January be approved as presented, seconded by Commissioner Nancy Salazar.

Resident Communication:

- A. There were no resident communications, Penny Ballman came in to listen to what the Windsor Housing Authority board had to say.

Meet and Greet:

- A. There were 23 tenants at the Meet and Greet. The tenants were informed of the VAWA rules. They were given the handouts to take home. Chairman William Voegtli spoke with the tenants about how the heating system works.

Public Communication:

- A. No public communication.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority:

- A. Not much has changed.

Century III:

- A. Within budget. Not much has changed.
- B. Vacancy report; there are no vacancies.

Windsor Meadows Phase I:

- A. Within budget.
- B. Vacancy report; there is 1 vacancy.

Windsor Meadows Phase II:

- A. Within budget
- B. Vacancy report: there is 1 vacancy.

Maintenance Report:**Century III**

- A. The yearly inspection produced a number of repairs that will be taken care of. The bathroom fans will be cleaned out by Kirk and Wes from Bradco.
- B. CIRSA will send Century III a check for the covered cost of the repair of the leak.
- C. Windsor Meadows replaced a washing machine that was chewing up clothes. There is also a question of a tenant that moved out and took the washer and dryer, replacing them with older ones. Loveland maintenance will check into it.

Development:

- A. Land Purchase: The property that the Windsor Housing Authority is working on purchasing is 3 weeks into the 6 month due diligent period. They are in the process of getting the zoning changed for the density, it is currently for 60 units. Windsor Housing Authority wants to have it for 90 units. Chairman William Voegtli and Jeff Feneis met with the town and the architect today. The architect that was used for Windsor Meadows was a little too high at \$117,000.00 this amount included getting through the entire process. We only need to get through the first two steps so they will give us better pricing (anticipated it being \$20,000.00 to \$25, 000.00). We need to get out of the Metro district. We are on track with the process. The architect will be back soon with his proposal. The Windsor Housing Authority will look at the proposal and be part of the whole process. The pre-development agreement needs to be put into place. Chairman William Voegtli would like all the cost broken down so the Windsor Housing Authority board can see it.
- B. When Chairman William Voegtli leaves at the end of his term whoever is on the Windsor Housing Authority board will have to be involved with the new development. Chairman William Voegtli would be glad to continue working with the development on a volunteer basis, but this would have to be reviewed for the legalities.

New Business:

- A. Governor's Farm: The Windsor Housing Authority decided that a CNA report be done on Governor's Farm before any further discussion about the proposed purchase of the property. Commissioner Lindsay Gillingham moved that a CNA report be done on Governor's Farm with a set limit of \$5,000.00 for the report, seconded by Commissioner Rachael Perez-Steinbach.

B. Board Elections: Commissioner Nancy Salazar's term ends in 2021. She is running for Town Board and if she is elected she will have to resign from the Windsor Housing Authority board. Commissioner Jamie Chavez was unable to attend the meeting but voted by proxy. A motion was made by Commissioner Rachael Perez-Steinbach for Chairman William Voegtli to remain as chair seconded by Commissioner Nancy Salazar. A motion was made by Commissioner Rachael Perez-Steinbach for Commissioner Nancy Salazar to be Vice Chairman seconded by Commissioner Lindsay Gillingham. A motion was made by Commissioner Nancy Salazar for Commissioner Rachael Perez-Steinbach to be Secretary, seconded by Commissioner Lindsay Gillingham.

Old Business:

- A. CNA: There were a few things on the CNA that USRD wanted corrected on the ICAST CNA report. ICAST will correct them.
- B. VAWA: Tenants that were not at the Meet and Greet will go over the VAWA at their recertification.
- C. Election of Officers will be held at our February 2018 Windsor Housing Authority board meeting.

Ken Bennett stated that today is the closing date for town manager applications for Windsor. They are expecting about 100 applications. Last year there were 20 candidates from different states. There are 4 town board positions coming up for elections on March 12th.

Motion to Adjourn; Commissioner Rachael Perez-Steinbach moved that the meeting be adjourned at 4:05 pm, seconded by Commissioner Nancy Salazar, carried.

Respectfully submitted
Cheri Milliman