

Windsor Housing Authority - Town of Windsor

April 16, 2019

On the 16th day of April, 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:

RACHEL PEREZ-STEINBACH
WILLIAM VOEGTLI
LINDSAY GILLINGHAM
CHRIS MELSON
NANCY SALAZAR

Also present: Tom Jones from the Town of Windsor, Tracie Thompson, Mike Hersh, Andy Bickers and Cheri Milliman from the Loveland Housing Authority management team. Residents of Century III Mark Engraff, Marge Cordova, Donna Jarrett, Herbert Mohrlang and Dorothy Mohrlang.

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

TO: RACHEL PEREZ-STEINBACH
WILLIAM VOEGTLI
LINDSAY GILLINGHAM
CHRIS MELSON
NANCY SALAZAR

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on April 16, 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 5 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 no additions or deletions to the agenda. A motion was made by Commissioner William Voegtli to accept the agenda as written, seconded by Commissioner Lindsay Gillingham, carried.

Adoption of the Minutes:

Commissioner William Voegtli moved that the Adoption of the minutes for March, 2019 be approved, seconded by Commissioner Lindsay Gillingham, carried.

John Cutler Windsor Housing Authority Audit:

- A. Tracie Thompson from Loveland Housing Authority presented the audit for John Cutler. Tracie handed out the written audit report. John was unable to come to the meeting. He is available to speak with anyone if there are any questions after Tracie presents the audit. The most important thing is the audit report, the last paragraph states that John give a clean opinion that the above information was presented fairly. Cash went down about \$500,000.00 from 2017 to 2018. This was for Windsor Housing Authority and Century III. There is a break down in the back of the report that separates Windsor Housing Authority and Century III. The \$500,000.00 was used mostly to purchase the land for Golden Meadows. There was also some escrowed deposits for the property and debt service set-aside. There was a small increase in capital assets along with a large decrease due to the roof being replaced. The lights and the generator were added as capital purchases. In the liability section the debt notes payable increased by \$800,000.00 that was the loan taken out for the purchase of the land. Under operating revenues, most of the items stayed fairly flat. That doesn't really change year to year. There was a small rent increase so rental income went up. You have the oil and gas renewal that caused other income to go up. Maintenance went up slightly due to tree trimming, flooring and appliances. The non-operating section is where you see the insurance proceeds and the roof removal. Overall, what most people like to see is that your net position did increased even though it was a small amount from 2017 to 2018.

Chairman Rachel asked for a motion to accept the audit as written, Commissioner William Voegtli made a motion to accept the audit as written, seconded by Commissioner Chris Melson, carried.

Resident Communication

- A. Mark Engraff stated that tenants have been allowed to feed the birds in the past. He feels the tenants should be able to continue feeding them. Commissioner William Voegtli explained that the birdseed is getting into the air conditioners and it falls on the ground and the other wild animals come to eat it. Chairman Rachel Perez-Steinbach said that the board would discuss it and get back with the tenants.
- B. Marge Cordova asked about the maintenance hours. Commissioner William Voegtli explained how the hours are worked for the maintenance department.

Meet and Greet:

- A. The meet and greet was held April 15th, 2019. There were 20 people who attended. We discussed feeding the wild animals, lawn decorations and furniture, air conditioners, antenna alignments and Golden Meadows. Commissioner William Voegtli asked the tenants for their opinion of the layouts of the proposed apartments.

Public Communication:

- A. There was no public communication.

Development:

- A. There is no new development to discuss at this time.

Board, Staff & Management Company Communications and Financials:**Windsor Housing Authority**

- A. Not much has changed.

Century III

- A. Looks good.
- B. Vacancy Report: Two Vacancies

Windsor Meadows Phase I

- A. Looking good.
- B. Vacancy Report: One Vacancy

Windsor Meadows Phase II

- A. Within budget looking good.
- B. Vacancy Report: Two vacancies

Maintenance Report:

- A. Century III: Pango came out and realigned the satellite dishes for dish service after the shingles were put on the apartments.
- B. Windsor Meadows: Mike Hersh is checking on when they will be able to turn on the gray water for the sprinklers.

New Business:

- A. There is no new business to discuss at this time.

Old Business:

- A. Town of Windsor Discussion: Commissioner Chris reported that the meeting with the Town of Windsor was last week and they were discussing Windsor Housing Authority merging with the Town of Severance in forming one Housing Authority for the two towns. There were a lot of questions on how that would work. The Town of Severance asked for a follow up meeting on April 23, 2019. Their biggest concern was questions on funding and how it would work, Jeff Feneis will explain to them how the program works. Commissioner William explained that Severance does not have a charter. They do not know if their Housing Authority would be independent or with the town board. There will have to be several items discussed before a decision can be made on merging Windsor Housing Authority with Severance.

Motion to Adjourn; Commissioner William Voegtli moved that the meeting be adjourned at 4:05pm, seconded by Commissioner Nancy Salazar; carried.

Respectfully submitted
Cheri Milliman