

Windsor Housing Authority - Town of Windsor

April, 2018

On the 17th day of April, 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
JAMIE CHAVEZ
NANCY SALAZAR
LINDSAY GILLINGHAM

Also present: John Cutler from Cutler and Associates. Ken Bennett and Carlin Barkeen from the Town of Windsor. Sharlet Lee, Jeff Feneis, Carolyn Coffelt, Deb Callies, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team, 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
JAMIE CHAVEZ
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 April 17, 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 5 of 5 Commissioners present.

Adoption of the Agenda:

Chairman William Voegtli 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 Rachael Perez-Steinbach to accept the agenda, seconded by Commissioner Nancy Salazar.

Adoption of the Minutes:

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

Resident Communication:

Penny Ballman came in to let the board know that The Timnath church has a program called Love Northern Colorado. The members of the church go out into the community and help. The volunteers will be working on the Century III property Sunday, April 22nd, they will have 25 to 40 adults. They would like enough work to keep them busy for about 4 hours. Chairman William Voegtli and Penny will work on items for them to do.

Meet and Greet:

- A. There were 23 tenants at the Meet and Greet. We talked about opening the AC units in May. Mark Crespino from Clear Caption came out and talked with the tenants about phones for the hearing impaired.

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 is no vacancies.

Windsor Meadows Phase I:

- A. Within budget.
- B. Vacancy report; there is no vacancies.

Windsor Meadows Phase II:

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

Maintenance Report:

Century III

- A. Seven appliances had to be replaced this year.
- B. Kirk has been out because he hurt his knee, he had a doctor's release to return to work. He will be going back to the doctor on April 26th to see if he is going to need surgery. If he does he will be out for 5 to 6 weeks.
- C. Delbert will be out to install the drip system along the street. Cutting grass will start in the next couple of weeks.

Windsor Meadows

- A. If the solar system creates more energy than what was used, we don't get a report. If the unit uses more energy than creating energy we will see the cost of the electric in the report. Going into summer we will create more solar and therefore use less electric.
- B. We will be getting rid of the birds, cleaning under the solar units and repairing the screen cover at the same time, so that the birds don't get back in.

Development:

Chairman William Voegtli and Jeff Feneis have been working with the architect on the design for the property purchase north of Windsor Meadows. They want to build 90 units. The apartments would be built with apartments on the wings, a community space in the middle and apartments above the community space. At this time it is not known if it would be built in one or two phases. If the needs assessment shows support for 90 units ideally it would be built in one. If not we will talk with Carlin Barkeen about putting a lot line through there till we add the other wing. The cottages would be built 6 to 8 units per building, much like Century III. There will be several meetings scheduled in the near future. There will be a meeting with the neighbors to discuss the plans. Also there will be a meeting about the HOA and the Metro district. On May 15th the money Windsor Housing Authority put down as earnest money will become nonrefundable. Modular units are being considered the units.

New Business:

- A. CIRSA came to Century III to review the property. The visit went very well.
- B. Sharlet sent out an email to the Windsor Housing Authority board to look over the Century III plan for Person Time Off. There are still a couple of questions that need to be answered before she can finish the draft. Kirk Mulenbruck is the only Windsor Housing Authority employee at this time. Sharlet will work on the PTO policy and present it to the Windsor Housing Authority board when it is complete.
- C. John Cutler from Cutler and Associates came to report the result of the audit to the Windsor Housing Authority board members. Each year the housing authority has an outside audit on the finances. The audit makes sure that all financial information is correct and that everything balances. John stated that they were able to find everything and had no financial questions. No big changes from last year and no internal control issues. The balance sheet shows that the equity went up.

Old Business:

Governor's Farm:

- A. Governor's Farm does not offer a lot of return on the money. It will add 48 units to the portfolio and it would preserve the 48 units for the elderly/disabled. Original asking price was 3 million and then they came down to 2.5 million. Sharlet has worked the figures and came up with 1.8 million as an offer. WHA would have to put in \$60,000.00 to make it work. WHA would have to do a rehab and get a rent increase to make it work. The 21 units that have rental assistance would not be affected by a rent increase but the other 27 units would be. A motion was made by Commissioner Jamie Chavez to have Larry Milton draft a contract to purchase Governor's Farm and give it to the WHA board for review; seconded by Commissioner Rachael.
- B. Governor's Farm asked if WHA would be interested in managing their property. The Windsor Housing Authority decided to decline this request.
- C. Smoking at Century III: Chairman William Voegtli would like the Windsor Housing board to consider grandfathering the current smokers at Century III to allow them to continue to smoke in their apartments. Commissioner Rachael Perez-Steinbach made a motion to grandfather the current residents into the policy, seconded by Commissioner Lindsay Gillingham.

Ken Bennett informed the Windsor Housing Authority board that the Town of Windsor is having a 2 day strategic planning retreat. Ken said that less than half the residents at Windsor Meadows works here in Windsor. He would like to know if the criteria is too stringent and can the board change the requirements? He also would like to know how we can make it so more people who work in Windsor live there.

Ken asked to think about if in the future the Town of Windsor wanted to invest in a more aggressive housing program, would the Windsor Housing Authority be willing to manage it?

Ken will no longer be the liaison for us. They rotate the schedule and someone else will be assigned to Windsor Housing Authority. The Town elections have been held and on Monday, April 23rd the new liaison will be assigned.

Motion to Adjourn; Commissioner Jamie Chavez moved that the meeting be adjourned at 5:00 pm, seconded by Commissioner Lindsay Gillingham, carried.

Respectfully submitted
Cheri Milliman