Windsor Housing Authority - Town of Windsor

July 17, 2018

On the 17th day of July, 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
LINDSAY GILLINGHAM

Also present: Tom Jones, from the Town of Windsor. Sharlet Lee, Jeff Feneis, Carolyn Coffelt, Danetta Deibel, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III 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
LINDSAY GILLINGHAM

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on July 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 3:05 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. Under old business Cirsa Award presentation needs to be added. A motion was made by Commissioner Jamie Chavez to accept the agenda with the addition, seconded by Commissioner Lindsay Gillingham, carried.

Adoption of the Minutes:
Commissioner Lindsey Gillingham moved that the Adoption of the minutes for June, 2018 be approved with the correction of changing trail to trial, seconded by Commissioner Rachael Perez-Steinbach, carried.

Resident Communication
Resident Penny Ballman reported that the perimeter of Century III is complete. The irrigation was installed and plants and mulch were added.

Meet and Greet:
There was no Meet and Greet in July. The next one will be on August 9, 2018

Public Communication:

A. No public communication.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

A. Not many changes, in good shape

Century III

A. Account Receivables are looking good. Within Budget
B. Vacancy Report: No vacancies

Windsor Meadows Phase I

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

Windsor Meadows Phase II

A. Within budget looking good
B. Vacancy Report: No vacancies

Development:

A. Future growth: Jeff Feneis reported that Windshire Park is still on track. We are close to the end of the due diligent's. We are still waiting to get the density changed. The site plan has not changed. We are waiting on the letter from the Metro District regarding the HOA. The Windsor Housing Authority board discussed how much money should be kept in the reserve account after purchasing the Windshire land. A motion was made by Commissioner Lindsey Gillingham to leave $500,000.00 in the reserve, seconded by Commissioner Rachael Perez-Steinbach, carried.
B. As far as Windsor Housing Authority knows, Governor's Farm has not been sold.

Maintenance Report:

A. Chairman William Voegtli reported that Century III has two cottonwood trees that need to be taken down. The estimate for one tree to be taken down is $3,000.00 and the other one will cost about $2,000.00. Both trees are dying.
B. The renewal of Century III maintenance contracts through July are complete.

New Business:

A. Director of Windsor Housing Authority: Each board member received a copy of the letter that is being written to hire an Executive Director and Administrative Assistant. After the Windsor Housing Authority gives its approval the letter will be submitted to the Town Board. Chairman William Voegtli would like to send it to the Town Board by the middle of September. Chairman William Voegtli, Jeff Feneis and Sharlet Lee are discussing the financial aspects of hiring an Executive Director and an Administrative Assistant. A possibility for an office would be to have the Executive Director use the current office and the Administrative Assistant use the library at Century III as an office. Commissioner Lindsay Gillingham will find out when the Weld County Commissioners meet to see if they would help fund the hiring of an Executive Director and Administrative Assistant.
B. Resident/Tenant Selection Plan: USRD is asking to have Century III policies updated. Carolyn Coffelt sent the Century III Community Policies to USRD and is now working on the Resident/Tenant Selection Plan. Carolyn is looking for Windsor Housing Authority board approval because the selection plan is a policy. The Windsor Housing Authority board would like to look the Resident/Tenant Selection Plan over and vote on it at the next Windsor Housing Authority board meeting in August.
C. Carolyn is also working on getting Century III tenants and applicants information moved to the HMS software that is used by Loveland Housing

Authority. Carolyn is almost ready to start using HMS software instead of the FHA software.

Old Business:

A. Grants and Foundations: Commissioner Nancy Salazar is working on finding grants that would pay for an emergency generator at Century III. The Bohemian foundation does not have a listed phone number. They will publish in the Fort Collins paper when they are accepting applications for the grant.
B. Name of new property: Chairman Voegtli asked the board to wait on the name for the new property until the next Windsor Housing Authority board meeting so Commissioner Nancy Salazar will be present. A name is not needed for the property until September.
C. CIRSA Award: Danetta Deibel is from the Loveland Housing Authority. She is the Administrative Services Coordinator. She takes care of the insurance for Century III. CIRSA awarded an Outstanding Accomplishment of a Successful Loss Prevention Program. Century III went from a score of 71 in 2014 to a score of 120 (out of a 120). It should also be noted that Kirk Muhlenbruck received a reward from USRD for his maintenance work.

Motion authorizing the secretary to prepare any required resolution to reflect action taken by the Windsor Housing Authority Board at this meeting and authorizing the Chairman to sign all such resolutions made by Commissioner Lindsey Gillingham, seconded by Commissioner Rachael Perez-Steinbach, carried.

Motion to Adjourn; Commissioner Lindsey Gillingham moved that the meeting be adjourned at 4:25pm, seconded by Commissioner Rachael Perez-Steinbach, carried.

Respectfully submitted
Cheri Milliman