

Windsor Housing Authority - Town of Windsor

August 20, 2019

On the 18th day of June, 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:

CHRIS MELSON
NANCY SALAZAR
JOSE VALDES

Also present: Tom Jones and Carlin Malone from the Town of Windsor, William Voegtli from Windsor, Jeff Feneis, Sharlet Lee, Tracie Thompson, Deborah Callies and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III Penny Ballman and Kathy Larson.

Vice Chairman Chris Melson read the call of the minutes and they were spread upon the members

TO: CHRIS MELSON
NANCY SALAZAR
JOSE VALDES

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on August 20, 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 Vice Chairman Chris Melson at 3:05 pm at the Community Room at Century III. Quorum was met with 3 of 5 Commissioners present.

Adoption of the Agenda:

Vice Chairman Chris Melson asked if there were any additions or deletions for the agenda. There was one addition to the agenda; the proposal for the executive director. A motion was made by Vice Chairman Chris Melson to accept the agenda with the addition, seconded by Commissioner Nancy Salazar, carried.

Adoption of the Minutes:

Commissioner Nancy Salazar moved that the Adoption of the minutes for July be approved, seconded by Vice Chairman Chris Melson, carried.

Resident Communication

A. There was no resident communication.

Meet and Greet:

A. There were 23 people at the Meet and Greet. We talked about apartment transfers will take place for family size or medical need. We talked about recertification and tenant privacy policies.

Public Communication:

B. There was no public communication.

Development:

A. Commissioner Nancy Salazar stated that we are preparing for the application in February. We need to draft a statement in order to provide information for the application. Commissioner Nancy Salazar is willing to draft the statement and send it to Windsor Housing Authority board members to review. We are required to meet so many points for the project. Points are acquired by what kind of flooring such as no carpet. We are required to meet 35 points. Right now we have 36 points, we want to make sure we meet as many points as possible so that we are sure we are meeting the requirements within the development project. When we apply for tax credits we want to make sure we stand out. Commissioner Nancy Salazar, Jeff Feneis and Sharlet Lee explained how the tax credit program and vouchers work. Commissioner Nancy Salazar wants to make sure the board is satisfied with her signing the invoices for development. There is a contract with Loveland Housing Authority and Windsor Housing Authority. There are two pieces of the contract one is for the Century III property management and the second part is for the accounting for Windsor Housing Authority. That is why Windsor Housing Authority signs off on the invoices. The invoices for Century III are already in the contract. The invoices in question are ones dealing with development. Vice Chairman Chris Melson made a motion to have Commissioner Nancy Salazar continue to be the Windsor Housing Authority development representative for Golden Meadows and to sign for the development invoices; Seconded by Commissioner Jose. William Voegtli will continue

to serve as an administrator adviser through February 2020.

- B. William Voegtli ran a schedule for known cost that WHA has payments for. The Land Loan from the Bank of Colorado for 3 years is \$840,000.00 at 4.25% (\$36,000.00 per year) was signed in October 2018. The architects there proposal is \$800,000.00 by the end of submittal time in February they will have spent about 70%. That is about \$560,000.00 by February 1, 2020. General contractor is usually about \$20,000.00. The last one is, we owe Loveland Housing Authority \$50,000.00 and it is due now. That is for the predevelopment that they have been doing for the past couple of years.
- C. The recovery from tax credit partnership, the land, we will divide the 8 1/2 acres into 3 pieces. In Phase I they will have to take out roughly 1/3 of the cost of that land and that will go into the total cost of development. That means we will have to pay the other 2/3 or buy it off. That means we will have to have that money available after October 21, 2021.

The time line for Golden Meadows is:

October 2018 contract signed for land of \$840,000.00 for three years	
Submit Phase 1 senior housing plan to CHFA	February 1, 2020
4-6 months for approval	July 1, 2020
4-6 months to choose partner	December 1, 2020
Start construction	January 2021
Complete construction 11-12 months	December 2021
Renew of pay off the land loan	October 2021
Complete rentals	March 2022
2.5-3 years to show occupancy of 93% or more before submitting for Phase II	
Submit Phase II request to CHFA	February 2025
CHFA and lenders approval	December 2025
Start construction of Phase II	January 2026
Complete construction	December 2026
Complete rentals	March 2027 Total units 252
Repeat above cycle for Phase III of 23 units	March 2030 Total units 275
This schedule will depend on CHFA and lenders.	

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

- A. Not much has changed.

Century III

- A. Century III: The budget is to be submitted to USDA by November 1, 2019. If Windsor Housing Authority wants an increase in rent for Century III the budget must be submitted by October 1, 2019. Loveland Housing Authority will put a budget together for Windsor Housing Authority with the rent increase if Windsor Housing Authority would like them to. In the past William V has helped with the maintenance part of the budget. Loveland Housing Authority and Windsor Housing Authority will have to meet to discuss the budget. The rent was increased the past two years to replenish the reserve for replacement account. Tracie Thompson will make a spreadsheet and send it to the Windsor Housing Authority board members and they will meet September 5, 2019 at 9:00 am at Windsor Meadows Clubhouse.
- B. Looks good.
- C. Vacancy Report: Two Vacancies

Windsor Meadows Phase I

- A. Overall on budget
- B. Vacancy Report: One Vacancy

Windsor Meadows Phase II

- A. Overall it looks good.
- B. Vacancy Report: One Vacancy

Maintenance Report:

Century III:

The Century III tenants are not happy with maintenance. Currently there is no one supervising how maintenance is run. Someone needs to take over maintenance. William Voegtli stated that a part-time maintenance supervisor could take care of the maintenance department.

Commissioner Nancy Salazar said there is a need to do something different. She is not convinced that hiring a maintenance supervisor would take care of the issue. Commissioner Jose Valdes said that an outside entity that is responsible for the maintenance department may work best. Commissioner Jose Valdes volunteer to write the proposals. Tom Jones stated The Town of Windsor will be meeting in September and he would like to know if the Windsor Housing Authority plans to ask for The Town of Windsor for funding. Vice Chairman Chris Melson will schedule some time for all Windsor Housing Authority board members to discuss the plan for the maintenance department.

New Business:

- A. Jose is the newest board member. Jose has previous experience on several Town of Windsor boards.
- B. The Windsor Housing Authority discussed having an Executive Director. Tom Jones stated The Town of Windsor will be meeting in September and he would like to know if the Windsor Housing Authority plans to ask for The Town of Windsor for funding. Vice Chairman Chris Melson will schedule some time for all Windsor Housing Authority board members to discuss the plan for the Executive Director and the maintenance department. He will inform Cheri Milliman so she can post the meeting.

Old Business:

- A. Commissioner Jose Valdes asked about Severance joining with the Windsor Housing Authority. Commissioner Nancy Salazar stated that Severance is interested but they are not ready yet, they don't have the money and they don't have the housing availability. The Windsor Housing Authority decided to decline at this time, maybe in the future it will happen.

Motion to Adjourn; Vice Chairman Chris Melson moved that the meeting be adjourned at 5:05 pm, seconded by Commissioner Jose Valdes; carried.

Respectfully submitted
Cheri Milliman