

Windsor Housing Authority - Town of Windsor

August 21, 2018

On the 21st day of August, 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
NANCY SALAZAR
LINDSAY GILLINGHAM

Also present: Ken Bennett and Carlin Barkeen from the Town of Windsor. Sharlet Lee, Jeff Feneis, Darcy McClure, Deb Callies, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Residents of Century III Penny Ballman and Mark Engraff.

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

TO: WILLIAM VOEGTLI
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 August 21, 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 3:10 pm at the Community Room at Century III. Quorum was met with 3 of 5 Commissioners present.

Adoption of the Agenda:

Chairman William Voegtli asked if there were any additions or deletions for the agenda. There were two additions to the agenda, there is a Windsor Housing Authority board member leaving and the Loveland Housing Authority employee changes. A motion was made by Commissioner Lindsay Gillingham to accept the agenda with the additions, seconded by Commissioner Nancy Salazar, carried.

Adoption of the Minutes:

Commissioner Lindsey Gillingham moved that the Adoption of the minutes for July, 2018 be approved, seconded by Commissioner Nancy Salazar, carried.

Resident Communication

A. No resident communication.

Meet and Greet:

We had 26 residents at the August 9, 2018 Meet and Greet. We talked about community policy, no smoking and pet rules. We have had compliments from neighbors of Century III about how nice the finished perimeter looks.

Public Communication:

B. No public communication.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

A. Not many changes, doing well

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: Two vacancies

Windsor Meadows Phase II

A. Within budget looking good

B. Vacancy Report: No vacancies

Development:

- A. Future growth: Jeff Feneis reported that they had a very productive meeting with Carlin Barkeen and her team. Jeff resubmitted the changes that the town requested and will be meeting again in September. Carlin Barkeen will email Jeff Feneis with the exact date. Windsor Housing Authority has not closed on the property and are waiting for formal written approval from the town for the increased density. Once that happens we will be ready to close.
- B. Governor's Farm: It is unknown what is currently going on with Governor's Farm but the property has not sold.
- C. The Town of Windsor assigned Windsor Housing Authority the Private Activity Bonds again this year. Windsor Housing Authority has a total of 18 bonds with a 2.4 million value. As Windsor Housing Authority works towards the tax credit projects the 4% deals require Private Activity Bonds to flow so that Windsor Housing Authority can finance them at a tax exempt rate and the town is helping Windsor Housing Authority accumulate the PAB's. Windsor Housing Authority has to use them in within three years. Windsor Housing Authority can use a small amount for land but they would want to use the bonds for something bigger because of the fees.
- D. Windsor Housing Authority needs to sign the resolution that the PAB's were assigned to Windsor Housing Authority, the acceptance of the assignment, the inducement resolution saying that Windsor Housing Authority will spend these bonds in the future and the certification that the direct allocation has been assigned by the Town of Windsor. A motion was made by Commissioner Nancy Salazar to approve the acceptance resolution and the 2018 project utility bond allocations from the Town of Windsor, seconded by Commissioner Lindsay Gillingham, carried. A motion was made by Commissioner Nancy Salazar declaring the intent of the commissioners of the Housing Authority of Windsor to issue multifamily revenue bonds, seconded by Commissioner Lindsay Gillingham, carried.

Maintenance Report:

- A. Chairman William Voegtli reported that Century III is doing well. Property looks good. Water usage is down from last year. Getting bids for taking down a couple of trees. Mike Hersh is gathering information for solar panels, when he has all the data he will give the information to Chairman William Voegtli to evaluate.
- B. Windsor Meadows needs to have some trees taken down near the basketball court and by building B.

New Business:

- A. Chairman William Voegtli announced that Commissioner Nancy Salazar will be leaving the board as of August 31, 2018.
- B. Loveland Housing Authority hired Darcy McClure as Director of Development. Jeff Feneis will become the Executive Director when Sam Betters retires in November 2018.
- C. Board of Elections: There are only three board members present so the elections will be held in the future.
- D. Appoint a Commissioner for bank accounts and CD: Chairman William Voegtli will be adding the following people to the accounts at Bank of Colorado including the CD account; William Voegtli, Rachel Perez-Steinbach, Jeff Feneis, Sharlet Lee. Andrew Bickers and Darcy McClure will also be added as check signers. Robert McElroy and Phillip Dawson from USRD will be added to the Replacement Reserve account. Phyllis Nelson, Susan Williams and Kathy Gessini will be able to view accounts only. A motion was made by Commissioner Nancy Salazar and seconded by Commissioner Lindsay Gillingham to accept proposals as read, as long as Commissioner Rachel Perez-Steinbach is agreeable.
- E. 2019 Budget Review: Chairman William Voegtli asked the Windsor Housing Authority board members to email the dates and times that would work for them to have a budget meeting between September 5, 2018 and September 12, 2018.
- F. Rent Increase: A rent increase to support the reserves for Century III will have to be reviewed and discussed at the budget meeting then proposed to USRD.

Old Business:

- A. Grants and Foundations: Commissioner Nancy Salazar has been searching for foundations that meet our criteria for the extension. Commissioner Nancy Salazar will give Commissioner Lindsay Gillingham the information she has found. Commissioner Lindsay Gillingham has been in contact with our state official, Spencer Bollacker. He is working with Commissioner Lindsay Gillingham trying to find something that fits the Windsor Housing Authority needs. Commissioner Lindsay Gillingham will continue to search but it looks like it may be next year before any funding will be available. Chairman William Voegtli would like to get a letter written for the Bohemian foundation relative to the emergency generator for about \$20,000.00 to \$25,000.00. Commissioner Lindsay Gillingham will type up a letter.
- B. Letter to Town Board for Staff: The Executive Director and an Administration Assistant letters are finished. A Motion was made by Commissioner Nancy Salazar to present the letter for an Executive Director and an Administration Assistant to the Windsor Town Board, seconded by Commissioner Lindsay Gillingham, carried.

C. Approval of Century III documents: Windsor Housing Authority needs board approval for the Resident/Tenant Selection Plan and the Pet Policy.

A motion was made by Commissioner Nancy Salazar to approve both as presented, seconded by Commissioner Lindsay Gillingham.

D. Name for the new property: A couple names that were suggested for the new property are Golden Meadows and Windshire Park. The name can be changed in the future but for now we need to give it a name. Golden Meadows was unanimous.

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 Nancy Salazar moved that the meeting be adjourned at 4:25pm, seconded by Commissioner Lindsey Gillingham carried.

Respectfully submitted
Cheri Milliman