

Windsor Housing Authority - Town of Windsor

November 19, 2019

On the 19th day of November, 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
LINDSAY GILLINGHAM
JOSE VALDES
FRANKIE COLE

Also present: Tom Jones from the Town of Windsor, William Voegtli from Windsor, Sharlet Lee, Darcy McClure, Debbie Callies, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III, Mark Engraff, Bob Rodrick, Kathy Rodrick, Penny Ballman, Lloyd Fritch, Mary Wood, Bertha Spicer, Helen Harms and Donna Jarett.

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

TO: CHRIS MELSON
NANCY SALAZAR
LINDSAY GILLINGHAM
JOSE VALDES
FRANKIE COLE

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on November 19, 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 Chairperson Chris Melson at 3:06 pm at the Community Room at Century III. Quorum was met with 5 of 5 Commissioners present.

Adoption of the Agenda:

Chairperson Chris Melson asked if there were any additions or deletions for the agenda. There were four additions to the agenda; Bond Authority, Fire Safety, CIRA and a copier. A motion was made by Vice Chairperson Nancy Salazar to accept the agenda with the additions, seconded by Commissioner Lindsay Gillingham, carried.

Adoption of the Minutes:

Commissioner Jose Valdes moved that the Adoption of the minutes for October be approved, seconded by Commissioner Lindsay Gillingham, carried

Resident Communication

There was a fire safety meeting at Century III. A representative came out and gave tenants ideas of how to escape in case of a fire. She is doing fire code inspections with the residents. While she was doing this she found out that Century III is not up to code. The first issue is that a smoke/carbon monoxide alarm must be within 15 feet of each bedroom. We must have a fire extinguisher in each apartment. Dryers are venting into the attics and they cannot do that. The fire department will help by supplying the smoke/carbon monoxide detectors. They are also going to see about helping purchase the fire extinguishers. Commissioner Lindsay Gillingham will speak with maintenance about getting a quote for the fire extinguishers that we need to purchase and checking which apartment's dryer's vent into the attics. The Windsor Housing Authority board will wait for the inspection to be completed before they decide what needs to be purchased.

Meet and Greet:

- A. There wasn't a Meet and Greet in November.

Public Communication:

- A. There was no public communication.

Development:

- A. Vice Chairperson Nancy Salazar met with the town of Windsor board and requested that they waive the fees for some of the development fees for Golden Meadows. The Windsor Town board indicated that they agree to waive the fees.
- B. On Monday night, November 25th, we will submit the final request to the Windsor Town Board. We still have to write a paragraph for the wellness part, including wellness and nutrition for tenants of Golden Meadows.
- C. We received a commitment from Weld County Housing Authority that they will commit to ten vouchers.
- D. Darcy McClure stated that the application to CHFA must be submitted by February 3, 2020. We should hear back from CHFA hopefully in June, 2020. The first phase of

Golden Meadows will have 52 apartments, the second phase will have 38 apartments. That is really driven by cost. The updated cost for the contractor arrived and will be reviewed.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

- A. Not much has changed.

Century III

- A. Looks good.
- B. Vacancy Report: No Vacancies

Windsor Meadows Phase I

- A. Overall on budget
- B. Vacancy Report: Two Vacancies

Windsor Meadows Phase II

- A. Overall it looks good.
- B. Vacancy Report: Two Vacancies

Maintenance Report:

Century III:

- A. Century III has 20 work orders open. When Brad started we had 79. There are an average of 4 to 5 work orders turned in each day. Commissioner Jose Valdes and Brad walked around the property to evaluate what work needs to be done.
- B. Commissioner Jose Valdes reached out to the superintendent of the Windsor School District to have students come to Century III and help with minor maintenance tasks. He was interested in setting something up and will talk with his staff.
- C. Maintenance position: Chairperson Chris Melson stated that the board will review the cost and what the coverage for nights, weekends, holidays and emergency would be. It may be worth discussing with Loveland Housing Authority how using LHA maintenance department would look instead of having an employee of Windsor Housing Authority. Loveland Housing Authority will put a proposal together for the Windsor Housing Authority board to look over.
- D. There are four contracts that come up for renewal by the end of December. Pest control, electrical, cleaning and heating. Landscaping will be coming up in April.
- E. 504 Andy Bickers and Rachel Beckstrand contacted Chairperson Chris Melson to discuss the Reasonable Accommodation's that have been turned in. The Windsor Housing Authority decided that Chairperson Chris Melson will approve the 504's unless it is a

large item and then he will bring it before the board.

- F. William Voegtli started a CNA report to keep track of the painting, vinyl and appliances for each of the apartments. With this report you can see when a piece was purchased and installed. It helps with making out the budget. It must be updated for each purchase to be effective.

New Business:

- A. Loan Resolution In 2018 USRD approved the rent increase and said Century III had to put more money into the Reserve for Replacement account. USRD required a new CNA report. The WHA board was supposed to sign a Resolution last year that said that \$23,000.00 a year would be deposited into the Reserve for Replacement account until \$500,000.00 was in the account. Sharlet Lee brought the Resolution for the WHA board to approve and sign. Money can be taken out as needed but \$23,000.00 must be put in every year until it reaches \$500,000.00. The current amount in the Reserve for Replacement is \$362,000.00. A motion was made by Chairperson Chris Melson to accept the Resolution as written, approved by all Windsor Housing Authority board members.
- B. CIRSA: Every year CIRSA requires the insurance documents to be signed. Sharlet Lee has the documents for Chairperson Chris Melson to sign. One of the documents is for employee's coverage for Occupational Accidental Death or Dismemberment. The Cost is \$9.50 per employee per year. CIRSA will be coming out in December.
- C. Credit Cards: There are two credit cards that are active, one was Kirk Muhlenbruck and Cheri Milliman has the other one. Sharlet Lee spoke with First Bank and they suggested that all cards be canceled. Cheri Milliman could use the Loveland Housing Authority card and then charge the correct ledger account. The Windsor Housing Authority board decided to cancel the cards and use the Home depot card and the Ace Hardware account.
- D. Bank Signatures: William Voegtli, Rachel S and Lindsay Gillingham are still on the Windsor Housing Authority bank accounts. Loveland Housing Authority is also on them so they can perform the accounting aspects of the accounts. Chairperson Chris Melson and Vice Chairperson Nancy Salazar will be on the accounts.
- E. Gift Cards: Each year Century III purchases gift cards for each of the households. In the past we have given them \$10.00 gift cards from Safeway. Commissioner Lindsay made a motion to purchase 72, \$15.00 gift cards for the Century III tenants, seconded by Commissioner Jose Valdes, approved.
- F. Platters for the Windsor Emergency teams: The board usually gives a platter to the Windsor Police Department and one to the Windsor Severance Ambulance. Commissioner Frankie Cole made a motion to purchase 72, \$15.00 gift cards for the Century III tenants, seconded by Commissioner Nancy Salazar, approved.
- G. William Voegtli stated that in the past a bonus was given to employees and our landscape company. The Windsor Housing Authority board decided to discuss this in an executive session.
- H. Civil Rights Course: All board members are required to take the Civil Rights Course.

Commissioner Lindsay Gillingham will email the course to all board members. After each board member has watched the course they will sign it and send it to Cheri Milliman.

- I. Bonds: The bonds will not be able to be used at this time. Commissioner Lindsay Gillingham made a motion to donate the bonds to CHFA, seconded by Commissioner Jose Valdes.
- J. Copier: The Windsor Housing Authority needs a new copier. The Windsor Housing Authority decided to lease a new one.

Old Business:

Audit: The audit was not sent when it was supposed to be. It has been sent.

Motion to Adjourn; Commissioner Lindsay Gillingham moved that the meeting be adjourned at 5:05 pm, seconded by Commissioner Jose Valdes; carried.

Respectfully submitted
Cheri Milliman