

## Windsor Housing Authority - Town of Windsor

December 17, 2019

On the 17<sup>th</sup> day of December, 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  
FRANKIE COLE

Also present: Tom Jones from the Town of Windsor, William Voegtli from Windsor, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III, Mark Engraff, Bob Rodrick, Kathy Rodrick, Bertha Spicer, Helen Harms, Marge Cordova, Donna Jarrett, Judy Saver and Judy Leal.

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

TO: CHRIS MELSON  
NANCY SALAZAR  
LINDSAY GILLINGHAM  
FRANKIE COLE

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on December 17, 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 3:11 pm at the Community Room at Century III. Quorum was met with 4 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; copier, letters of support for Golden Meadows, rent increase and Century III walkways. A motion was made by Vice Chairperson Nancy Salazar to accept the agenda with the additions, seconded by Commissioner Frankie Cole, carried.

**Adoption of the Minutes:**

Chairperson Chris Melson moved that the Adoption of the minutes for November be moved to the January 21, 2020 meeting.

**Resident Communication**

- A. The city painted the crosswalks in the road. Tenants would like to meet who ever will be doing the maintenance on the property.
- A. Marge stated that someone is flying drones at night and they are keeping her awake. She has called the police. The police are currently checking into it but have not completed investigating the incidents. If a tenant is responsible they will be given a Demand for Compliance. Until then Cheri Milliman will post warnings to each tenant about disturbing your neighbors.
- B.
- C. Judy Saver asked about the rent increase. Chairperson Chris Melson explained that the rent increase is to be put in the Reserve for Replacement account for future needs of the community.

**Meet and Greet:**

Meet and Greet: At the Meet and Greet there were 28 tenants. We talked about the walkways not being clear enough for residents. Tenants with walkers, canes or wheelchairs cannot get through.

**Public Communication:**

- A. There was no public communication.

**Development:**

- A. William Voegtli stated that CHFA is going to have new 2020 Codes. The Golden Meadows may have to follow the new codes.

**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: One Vacancy

### **Windsor Meadows Phase II**

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

### **Maintenance Report:**

#### **Century III:**

- A. The Windsor Housing Authority board has asked Loveland Housing Authority to present a proposal for the maintenance department. There will be a meeting in January to discuss the proposal and the contracts that are expiring at Century III.
- B. Commissioner Lindsay Gillingham stated that the flagpole at Century III needs to be moved. The flag is catching on the tree and getting torn. Brad can move the flag pole and have it displayed properly, cheaper than other companies. A motion was made by Commissioner Lindsay Gillingham to have Brad move the flag pole and have it properly displayed in the spring as long as the cost is approximately \$200.00, Seconded by Vice Chairperson Nancy Salazar.
- C. The linoleum is not sticking well on a floor that has heavy equipment on it daily. The flooring company will be coming out to see what can be done.
- D. Tree trimmers are coming to Century III and tenants will be notified to move their vehicles.

### **New Business:**

- B. Letter of Support: Applications for the tax credits need letters of support from City, county, state and federal levels. Letters from community leaders that the Windsor Housing Authority board members know could write letters to go along with the application for the Tax Credits. Loveland Housing Authority will provide a template for the letter.
- C. Eldorado Water: Commissioner Lindsay Gillingham stated that we receive water from Eldorado Water. We have enough water for approximately 5 months. Chairperson Chris Melson asked the tenants if they would like to continue the service. Tenants would like to continue to have the water. Chairperson Chris Melson will contact Eldorado Water to ask them not deliver any more water until it is needed.
- D. Documents in the safe: Commissioner Lindsay Gillingham stated that there are old documents in the safe that need to be looked over, petty cash and the code has not been changed. Petty cash totals need to be sent to Loveland Housing Authority quarterly.

Commissioner Frankie Cole will check the petty cash on a quarterly basis.

- E. Damage caused by squirrels: Commissioner Lindsay Gillingham stated that a Century III resident's car was damaged by squirrels. This isn't the first time this has happened.

There isn't much that can be done to prevent this from happening other than to remind the tenants not to feed the animals.

- F. Volunteer bonus: The bonus discussion will be done in an Executive Session

### **Old Business:**

- A. Expense Policy: Commissioner Frankie Cole worked on the Expense Policy. Commissioner Jose Valdes had a couple of changes. Commissioner Frankie Cole will make changes and bring it to the next Windsor Housing Authority board meeting for approval.
- B. Credit Cards: Commissioner Lindsay Gillingham would like to have a Windsor Housing Authority credit card that Commissioners could use. Commissioner Frankie Cole said that one option would be to have a debit card associated with the petty cash account so that there is access to money but not the expense of a credit card. Chairperson Chris Melson will follow up with Sharlet Lee regarding a debit card.
- C. Copier Lease: The lease for the copier will be ready to sign in January, 2020. Commissioner Frankie Cole moved that Windsor Housing Authority sign the lease for the new copier, seconded by Commissioner Lindsay Gillingham.

Motion to Adjourn; Commissioner Lindsay Gillingham moved that the meeting be adjourned at 4:21 pm, seconded by Commissioner Frankie Cole; carried.

Respectfully submitted  
Cheri Milliman