

Windsor Housing Authority - Town of Windsor

December 18, 2018

On the 18th day of December, 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
RACHEL PEREZ-STEINBACH
CHRIS MELSON

Also present: Tom Jones from the Town of Windsor, Deb Callies, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Residents of Century III Mark Engraff, Karen Bershinsky, Penny Ballman and Jo Ellen Robinson.

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

TO: WILLIAM VOEGTLI
RACHEL PEREZ-STEINBACH
CHRIS MELSON

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on December 18, 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 3 of 5 Commissioners present.

Adoption of the Agenda:

Chairman William Voegtli asked if there were any additions or deletions for the agenda. Chairman William Voegtli added one new item to the agenda, CIRSA report under New Business. A motion was made by Commissioner Rachael Perez-Steinbach to accept the agenda with the addition, seconded by Commissioner Chris Melson, carried.

Adoption of the Minutes:

Commissioner Rachael Perez-Steinbach moved that the Adoption of the minutes for November, 2018 be approved, seconded by Commissioner Chris Melson, carried.

Resident Communication

- A. Resident Karen Bershinsky said thank you for the generator it will be a great help for tenants if the electric goes out. She would like to see the sprinkler system updated in the future. Karen would also like to replace her carpet because she needs more padding under the carpet. Cheri Millman will check with Erika Kenner to see if this should be done with the 504 Reasonable Accommodation.

Meet and Greet:

- A. The Meet and Greet was held December 13, 2018. We talked about the air conditioners, tree trimming and the emergency generator. There were 26 residents at the meet and greet.

Public Communication:

- A. No public communication.

Development:

- A. Governor's Farm: Governor's Farm has not been sold,

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

- A. Not many changes, doing well

Century III

- A. Looks good
- B. Vacancy Report: Two Vacancies

Windsor Meadows Phase I

- A. Looking good
- B. Vacancy Report: No vacancies

Windsor Meadows Phase II

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

Maintenance Report:

- A. Chairman William Voegtli reported that he bought 30 more lights to light the rest of the pathways at Century III. The trees were trimmed December 13, 2018. The emergency generator has been installed and runs a test once a week.

New Business:

- A. Chairman William Voegtli filled out a CIRA claims report for hail damage at Century III. All thirteen roofs were damaged. They will be using Malarkey shingles for the roofs. The shingles are guaranteed to be better than two other brands. Schroeder's gave a low bid with the Malarkey shingles. CIRA gets a \$5.00 rebate for each shingle which saves Century III about \$3,000.00. They will not be able to do the roofs until March or April 2019, they have to wait for the temperature to go up to 50 degrees so it is safe to work on.

Old Business:

- A. We received the USRD audit results for the audit that was done in September 2018. There are a couple of findings that we will have to show USRD that it has been documented or has been corrected. Wait list management needs to prove that we did not discriminate or show preferential treatment to applicants. It has been put into HMS by Carolyn Coffelt and Cheri Milliman will have to show proof of letters sent. There were some physical inspection issues (parking signs, etc.) that Windsor Housing Authority will have to correct which Chairman William Voegtli is working on. We must answer the audit findings by February 1, 2019. Chairman William Voegtli needs Attachment B from the report to know what has to be done for the physical part of the inspection.
- B. Jeff Feneis, Sharlet Lee and Chairman William Voegtli met with the Town of Windsor board. It was a good discussion that lasted about 45 minutes. The town asked how long WHA would need the support for the Executive Director. Jeff Feneis told them it takes about 300 to 350 apartments to support an Executive Director. By 2026 WHA would have enough to be self-sufficient. Tom Jones said the town has already finalized their 2019 budget but that doesn't mean they can't help. The town will meet again in January and the Executive Director position would be brought up.

Windsor Housing Authority will be voting on the board member positions. Chairman William Voegtli would like the board to start thinking about who the board would like to be voted into the positions.

Motion to Adjourn; Commissioner Rachael Perez-Steinbach moved that the meeting be adjourned at 4:35pm, seconded by Commissioner Chris Melson; carried.

Respectfully submitted
Cheri Milliman