

Windsor Housing Authority - Town of Windsor

January 21, 2020

A. CALL TO ORDER

Chairperson Chris Melson called the meeting to order at 3:04 p.m.

1. Roll call

Chairperson	Chris Melson
Vice Chairperson	Nancy Salazar
Commissioner	Lindsay Gillingham
Commissioner	Frankie Cole

Also Present:

Tom Jones from the Town of Windsor

Carlin Malone from the Town of Windsor

Andy Bickers from Loveland Housing Authority

Mike Hersh from Loveland Housing Authority

Darcy McClure from Loveland Housing Authority

Cheri Milliman from Loveland Housing Authority

William Voegtli from Windsor

Century III Residents: Gary Seago, Rebecca Allen, Donna Jarrett, Ruby Lind, Bertha Spicer, Mark Engraff, Helen Harms, Penny Ballman, Julie Anders, Lloyd Fritch, Mary Wood and Eula Jantz

2. Adoption of the January meeting agenda,

- A motion was made by Commissioner Frankie Cole to accept the agenda as written, seconded by Commissioner Lindsay Gillingham, carried.

3. Adoption of the November and December meeting minutes

- A motion was made by Vice Chairperson Nancy Salazar to accept the November and December meeting minutes as written, seconded by Commissioner Frankie Cole, carried.

B. COMMUNICATIONS

1. Management Company Financial Communications

- Windsor Housing Authority December 2019 Financials
After the audit there may be some changes to the December WHA financials.
- Century III December 2019 Financials
They are within budget. Century III has 1 vacancy
- Windsor Meadows Ph. I December 2019 Financials
Bottom line looks good. Windsor Meadows Ph. I has 0 Vacancies
- Windsor Meadows Ph. II December 2019 Financials
Looks good. Windsor Meadows Ph. II has 1 vacancy

2. Maintenance Communications

- Century III
Work orders were entered for the 7 dryer vents that need to be vented outside. There were also work orders for tree trimming put in. There are three vacancies coming up in February.
- Maintenance Agreement with Loveland Housing
The Windsor Housing Authority looked into different options for the Century III maintenance department. They met with the Loveland Housing Authority to go over the maintenance needs at Century II. Loveland Housing Authority prepared a proposal for the Windsor Housing Authority. Andy Bickers sent the proposal to the Windsor Housing Authority board. The existing agreements with Brad from Bradco will still be in place. Commissioner Frankie Cole asked if the board could approve the proposal to have Loveland Housing Authority manage the maintenance and have Chairperson Chris Melson review the proposal before signing to make sure the cost doesn't exceed the budget and the details meet the needs of the property. Commissioner Frankie Cole made a motion to hire Loveland Housing Authority to manage the maintenance at Century III after Chairperson Chris Melson reviews and signs the proposal, seconded by Vice Chairperson Nancy Salazar, carried.

3. Public Communications

- Tom Jones from the Town of Windsor stated that the town is accepting applications for the WHA board position that will be opening in March.

4. Resident Communications

- Meet and Greet
There was no Meet and Greet in January
- Resident Bertha Spicer heard on the news that Colorado is working on banning drones.
- Commissioner Lindsay Gillingham stated that noise warnings were sent out to Century III residents. If residents continue to be disturbed at night, they need to fill out an incident report to the Century III office.

C. DEVELOPMENT

1. Golden Meadows

- Darcy McClure gave handouts outlining the tax credit process. The Tax Credit Application will be sent to CHFA next week along with the application fee that is nonrefundable. The Development team will be doing a presentation to CHFA in April or May, three people are allowed to participate, and Loveland Housing Authority will ask one of the Windsor Housing Authority board members to join. CHFA receives approximately 45 applications and they will probable award 8 properties. Typically awards are made in June, we should hear from CHFA in June weather or not the application is successful. If it is approved the development team will be putting the details together to put the tax credit partnership together. The team will get the investors and lender. They will go to the state and ask them for money once they have credits. Then construction will start next year.
- There are twenty two items that comprise the tax credit application. Any letters of support will be submitted with the application.
- We are at \$18.5 million for Ph. I, 52 units, the plan sources are some sort of permanent financing, for this exercise we are using a CHFA loan. If we were to use this product, they have a primary loan at \$2.3 million and they have a capitol magnet loan with slightly different terms for \$600,000.00. With this loan there would be a \$150,000.00 grant. We have a few waivers at \$651,000.00 from the Town of Windsor, which is very important to making up the sources. We will plan to go to the Colorado Division of Housing and ask them for a little over \$1 million. They will consider the request once we have tax credits in place. Because Windsor Housing Authority has the land we will use that as a source. We are allowed to defer part of the developer fee, which is about 30% so we will use that as a source. The federal tax credit equity, \$12.9 million is where the majority of the funds will come from. That assumes an award of the tax credits and selling them for \$.98 each. Commissioner Nancy Salazar stated that the development team has applied and will be applying for all funding's that are available but there are certain processes that have to be followed.
- The state will have more funding in July for housing new construction and renovations. Commissioner Lindsay Gillingham asked if the Windsor Housing Authority board could look into funding to extend the clubhouse at Century III. Chairperson Chris Melson said yes they will follow up on that for future projects.

D. New Business

1. Election of WHA Board Members

- Windsor Housing Authority board members discussed leaving the members in the positions they are currently doing. Chairperson Chris Melson said he would be glad to continue as Chairperson and nominated Vice Chairperson Nancy Salazar to remain in the same position as will Commissioner Lindsay Gillingham as Secretary. Commissioner Frankie Cole made a motion to accept the members staying in the current positions, seconded by Vice Chairperson Nancy Salazar, carried.
- Cheri Milliman stated that the Town of Windsor would like to have the Windsor Housing Authority meeting minutes in the same format as the other boards in the Town of Windsor. Chairperson Chris Melson agreed.

E. Old Business

1. Expense Policy

- Commissioner Frankie Cole with finalize the expense Policy and send it to the WHA board members.

2. Credit Cards

- Chairperson Chris Melson spoke with Sharlet Lee and she thought a credit card would suit the needs of the Windsor Housing Authority better than a debit card. Commissioner Frankie Cole made a motion that Chairperson Chris Melson purchase a credit card for WHA, seconded by Commissioner Lindsay Gillingham, carried.

3. Copier

- The copier was purchased for Century III. It is working very well.

4. Squirrels at Century III

- Chairperson Chris Melson is checking into ways of eliminating the squirrel problem at Century III.

5. Flooring at Century III

- The WHA board is checking what flooring could be used instead of carpet.

F. Adjourn

Commissioner Lindsay Gillingham moved to adjourned at 4:05 pm, Commissioner Frankie Cole seconded the motion. Roll call on the vote resulted as follows; Yeas- Chris Melson and Nancy Salazar;

The meeting was adjourned at 4:05 p.m.

Cheri Milliman, Recording Secretary