

Windsor Housing Authority - Town of Windsor

July 21, 2020

CALL TO ORDER:

Vice Chairperson Nancy Salazar called the meeting to order at 3:07 p.m. Meeting completed via Zoom per Stay at home / Safer at home orders. Quorum was met with 3 of 5 commissioners present.

1. Roll call:

Chairperson	Vacant
Vice Chairperson	Nancy Salazar
Commissioner / Secretary	Lindsay Gillingham
Commissioner	Frankie Cole
Commissioner	Vacant

- Also Present: Andy Bickers from Loveland Housing Authority
Mike Hersh from Loveland Housing Authority
Carolyn Coffelt from Loveland Housing Authority
Tracie Thompson from Loveland Housing Authority
Glenn Smith from Loveland Housing Authority
Cheri Milliman from Loveland Housing Authority
David Sislowski Windsor Town Board Liaison
William Voegtli from Windsor
Kelly Hall from Windsor
WHA Residents: None

A. Adoption of the July meeting agenda:

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

B. Adoption of the June meeting minutes:

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

C. COMMUNICATIONS:

1. Management Company 2nd Quarter Financial Communications:

- Windsor Housing Authority
 - a. Not a lot of changes. A budget can be done for the Windsor Housing Authority. It hasn't been done in the past because there isn't a lot of activity.
- Century III
 - a) Over all they have a positive cash flow.
 - b) Century III has 0 vacancies
- Windsor Meadows Ph. I
 - a) At more than half of what is budgeted.
 - b) 1 vacancy
- Windsor Meadows Ph. II
 - a) At more than half of what is budgeted.
 - b) 0 vacancies

D. Public Communications:

- Bill Voegtli stated that the contracts that were in place at Century III where supposed to be extended until December. The contracts for landscaping and boilers were not extended. Mike Hersh stated that when the contracts ended the contractors were given an opportunity to propose a quote. Bill Voegtli said that 4 tenants spoke with him about several things that were not taken care of. Nancy said she will check into the items that Bill Voegtli spoke about.

E. Maintenance Communications:

- In the next couple of weeks maintenance will have a full staff. There will be one dedicated staff member that will take care of the Windsor properties.
- There is a 504 for a new shower at Century III. Maintenance is working with the tenant.

F. Resident Communications:

- Meet and Greet:
 - a. Commissioner Lindsay Gillingham said the next scheduled Meet N Greet will be completed following COVID- 19 rules.
- No other resident communications at this time.

G. DEVELOPMENT:

- There is no developments at this time.

H. NEW BUSINESS:

- Sexual Harassment and Civil Rights Training:
 - a) Commissioner Lindsay Gillingham will send the training information to the Windsor Housing Authority board members. Commissioner Frankie Cole would like the Windsor Housing Authority board members to take training for the commissioners. Tracie Thompson said that Loveland Housing Authority has some extra training manuals that the board can use until they take the class.
- Pledge of Allegiance:
 - a) Commissioner Lindsay Gillingham would like to say the pledge of Allegiance at the meetings.
- Windsor Housing Authority Board Positions:
 - a) At this time the position for the Windsor Housing Authority board member opening has not been filled. The board will wait until someone is appointed to the board or until September to vote for the Windsor Housing Authority Board positions. Commissioner Frankie Cole suggested checking the manual to see if there is anything stating how it should be handled.

I. OLD BUSINESS:

- Flag Pole at Century III:
 - a) The flag pole was to be moved by Bradco before Loveland Housing Authority maintenance started. Mike Hersh said that Bradco will be moving the flag pole when the vents are done at Windsor Meadows.
- Mowing at Golden Meadows:
 - a) Vice Chairperson Nancy Salazar will check with Darcy McClure on who is supposed to mow the land at Golden Meadows.
- Commissioner Frankie Cole checked Windsor Meadows and would like to see if there is any money that can be put in the budget for playground equipment for older children at Windsor Meadows.

J. ADJOURN:

- Commissioner Lindsay Gillingham moved to adjourn, Commissioner Frankie Cole seconded the motion, carried- Vice Chairperson Nancy Salazar adjourned the July 21, 2020 meeting at 4:10pm.

Submitted by Cheri Milliman – Windsor Housing Coordinator