

Windsor Housing Authority - Town of Windsor

September 15, 2020

CALL TO ORDER:

Vice Chairperson Nancy Salazar called the meeting to order at 3:00 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
Tracie Thompson from Loveland Housing Authority
Deb Callies from Loveland Housing Authority
Glenn Smith from Loveland Housing Authority
Cheri Milliman from Loveland Housing Authority
David Sislowski Windsor Town Board Liaison
Carlin Malone from the Town of Windsor

A. Adoption of the September meeting agenda:

- Vice Chairperson Nancy Salazar asked if there were any additions or deletions for the agenda. A motion was made by Commissioner Lindsay Gillingham to accept the agenda with the addition, seconded by Commissioner Frankie Cole, carried.

B. Adoption of the August meeting minutes:

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

C. COMMUNICATIONS:

- Century III
 - a) 0 vacancies
- Windsor Meadows Ph. I
 - a) 1 vacancy
- Windsor Meadows Ph. II
 - a) 0 vacancies

D. Public Communications:

- No Public communications at this time.

E. Maintenance Communications:

- Mike Hersh has a purchase order with Hills for the mowing at Golden Meadows property.
- Daniel Lynch is now working full time in Windsor.
- Commissioner Lindsay Gillingham told Mike Hersh that the tree by the office at Century III needs to be trimmed, Mike will enter a work order.
- Vice Chairperson Nancy Salazar met with William Voegtli to discuss maintenance needs for Century III. Vice Chairperson Nancy Salazar then met with Loveland Housing Authority to go over the list. Vice Chairperson Nancy Salazar would like to share this with the board to let everyone know what is being done, she will email the board.

F. Resident Communications:

- No resident communications at this time.

G. DEVELOPMENT:

- At the Town of Windsor Council meeting last month a Representative from CHFA presented a request for the town of Windsor to approve their Private Activity Bonds since they weren't used last year. One of the things they talked about at the meeting was to have better communication starting sooner so they can have more information before they vote on it. Commissioner Frankie Cole would like to review information with the new Windsor Housing Authority board members. Carlin Malone stated that the Town of Windsor usually hears about the bonds in February. The Town of Windsor will communicate sooner with Windsor Housing Authority.

- Commissioner Frankie Cole would like to have a meeting with the Windsor Housing Authority board members to discuss the development. Andy Bickers suggested that the discussion includes Darcy McClure from Loveland Housing development. Commissioner Frankie Cole would like to add this to the next Windsor Housing Authority board meeting.

H. NEW BUSINESS:

1) Budget:

- Tracie Thompson will be submitting a request to USRD for a \$20.00 rent increase per apartment at Century III, which comes to 3.69% increase overall. About 10 units could be paying the full \$20.00 increase because they do not have any subsidy.
- Cheri Milliman's time was adjusted to add Glenn Smith. She doesn't spend as much time on Century II as she did before Glenn was hired. Glenn's time has been incorporated into the budget.
- Using Loveland Housing Authority maintenance instead of hiring someone else was included in this budget which increased what Windsor Housing Authority pays Loveland Housing Authority by \$2.00 per hour. Windsor Housing Authority does not have to pay the payroll taxes or benefits because the maintenance person is working for Loveland Housing Authority.
- The biggest things that change are special projects that are added to or subtracted from. Otherwise the budget stays fairly flat except for increases in salary, utilities, insurance and items of this type.
- We left the deposits going in again at \$23,000.00 and a draw of \$39,000.00. You only draw if you are getting projects done and you are needing it. USDA changed how you submit the draws. You use to have to submit the draws up front. Now you can submit them in arrears and still take the draw.
- Bottom line is fairly flat. Same as similar years.
- Once the budget is approved it will be sent to USDA for approval at the end of September.
- Tracie will have the tax credit properties budgets she is hoping to have them done by the end of September.

Commissioner Lindsay Gillingham made a motion to submit the budget as written. Seconded by Commissioner Frankie Cole.

I. OLD BUSINESS:

- There is an existing light that has been moved over to the flag to illuminate the flag at Century III.
- Voting on saying the Pledge of Allegiance before each board meeting will be voted on when the other members are present.

J. Vice Chairperson Nancy Salazar announced that we have two new Windsor Housing Authority board members, Diana Frick and Jake Martin. Commissioner Lindsay stated that the new members should be introduced at the next meeting.

K. Smoking: Commissioner Lindsay Gillingham stated that Century III started a nonsmoking policy two years ago but existing tenants were grandfathered in. Since then there have been several complaints about the tenants that were grandfathered in being allowed to smoke in their units. Commissioner Frankie Cole stated that Loveland Housing Authority apartments are all non-smoking and have to be 25 feet from any building. Commissioner Lindsay Gillingham moved that Century III follow the same nonsmoking rules giving the tenants the required notice. Seconded by Frankie Cole.

L. Commissioner Frankie Cole stated that the Town of Windsor did a housing survey in 2015. She will email the report to the Windsor Housing Authority board members.

ADJOURN:

Commissioner Lindsay Gillingham moved to adjourn, Commissioner Frankie Cole seconded the motion, carried- Vice Chairperson Nancy Salazar adjourned the September 15, 2020 meeting at 3:31pm.

Submitted by Cheri Milliman – Windsor Housing Coordinator