

Windsor Housing Authority - Town of Windsor

October 15, 2019

On the 15th day of October, 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
JOSE VALDES
FRANKIE COLE

Also present: Tom Jones and Carlin Malone from the Town of Windsor, William Voegtli from Windsor, Sharlet Lee, Darcy McClure, Mike Hersh and Cheri Milliman from the Loveland Housing Authority management team. Resident of Century III Penny Ballman, Virginia Mantle, Harriet Davis, Mark Engraff and resident of Windsor, Hunter Rivera.

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

TO: CHRIS MELSON
NANCY SALAZAR
JOSE VALDES
FRANKIE COLE

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on October 15, 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 Vice Chairman Chris Melson at 3:05 pm at the Community Room at Century III. Quorum was met with 4 of 5 Commissioners present.

Adoption of the Agenda:

Vice Chairman Chris Melson asked if there were any additions or deletions for the agenda. There were two additions to the agenda; the letter from the State regarding the audit and Windsor Housing Authority Board positions. A motion was made by Commissioner Jose Valdes to accept the agenda with the additions, seconded by Commissioner Nancy Salazar, carried.

Adoption of the Minutes:

Commissioner Jose Valdes moved that the Adoption of the minutes for August be approved, seconded by Commissioner Frankie Cole, carried. Commissioner Frankie Cole moved that the Adoption of the minutes for September be approved, seconded by Commissioner Jose Valdes, carried.

Resident Communication

- A. Harriet Davis stated that she did not get a call right away about her work orders. Her freezer has frost in it. Kirk ordered a fan for the bedroom but it has not been installed. Cheri will check on the work orders.

Meet and Greet:

- A. There were 13 people at the Meet and Greet. We talked maintenance, incident reports and air conditioners.

Public Communication:

- A. There was no public communication.

Development:

- A. August of last year the Windsor Housing Authority board unanimously voted on the development agreement with Loveland Housing Authority, we have continued to work with Loveland Housing Authority because of this decision. Commissioner Nancy Salazar would like the Windsor Housing Authority board to make sure they are going to move forward with this plan. The concern for moving forward with the development is regarding housing Windsor residents. We can have a preference for people living and/or working in Windsor but we cannot deny people from different locations. The Windsor Housing Authority board agrees to move forward with the development.
- B. Commissioner Nancy Salazar has reached out to Weld County to see about getting some Section 8 vouchers for Golden Meadows.
- C. The earliest they can start construction is 2021. There is certain criteria that must be met, 1.2 resident health and wellbeing is one of them. We have to put a statement together on how we are going to meet this criteria. There are some criteria's that we must meet and there are some we can choose. We would like to meet more than we need so we have a

cushion to make sure we meet all the requirements if some of the criteria is denied. Commissioner Nancy Salazar will email each board member so they can make notes and return it to her so it can be presented to Loveland Housing Authority. Commissioner Nancy Salazar sent a draft of the Town Board presentation to the Windsor Housing Authority board members. It has to be sent to the Town Board tomorrow afternoon by 4:00 PM.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

A. Not much has changed.

Century III

A. Looks good.

B. Vacancy Report: One Vacancy

Windsor Meadows Phase I

A. Overall on budget

B. Vacancy Report: Three Vacancies

Windsor Meadows Phase II

A. Overall it looks good.

B. Vacancy Report: One Vacancy

Maintenance Report:

Century III:

A. Brad Davies works for other Housing Authorities which he gets paid \$55.00 per hour. Century III pays \$40.00. Brad discussed this with Rachel Perez-Steinbach that the other housing authorities come first. Brad is taking care of the emergency work orders. Brad agreed to make Century III priority if he is paid Windsor Housing Authority he gets for the other housing authority's. Commissioner Nancy Salazar suggested a board member look over the work orders to sort out Windsor Housing Authority needs to be done right away and Windsor Housing Authority can wait. Commissioner Jose Valdes said he would go over the work orders with Brad. Commissioner Jose Valdes moved to pay Brad Davies \$55.00 to temporarily do maintenance at Century III, Seconded by Commissioner Nancy Salazar.

B. To fill the maintenance position we must have someone to do:

- Move outs. There isn't anyone to schedule workers such as painters, carpets, cleaning and release date for a new move in.
- Someone to answer the maintenance phone after hours and weekends.
- Contact contractors for services and determine reasonably cost.

- Determine repairs of appliances or order new ones.
- Review invoice charges.

Vice Chairman Chris Melson stated that the maintenance position needs to be looked into to come up with a wage/benefit package. Commissioner Nancy Salazar stated they need someone that does quality work and is going to stay. The Windsor Housing Authority board is going to have to look into this and discuss it again. Vice Chairman Chris Melson asked Commissioner Jose Valdes to do some research.

- C. William Voegtli will be meeting with Josh from Fine Tree to review the Century III landscaping.

New Business:

- A. Commissioner Frankie Cole is the newest board member.
- B. Century III petty cash account at Century III should have a limit. Commissioner Nancy Salazar moved that the limit be set at \$300.00, seconded by Commissioner Jose Valdes, carried.
- C. The resolution for which members would sign for the board has been signed.
- D. Vice Chairman Chris Melson asked the board to decide on who will fill the Windsor Housing Authority board positions until January 2020. The board decided to make Vice Chairman Chris Melson the Chairman, Commissioner Nancy Salazar the Vice Chairman and Commissioner Lindsay Gillingham as the secretary. A motion was made by Commissioner Jose Valdes for Chairman Chris Melson we Chairman, Commissioner Nancy Salazar as Vice Chairman and Commissioner Lindsay Gillingham as the secretary, seconded by Commissioner Frankie Cole, carried.
- E. The letter from the State indicated that the audit was not sent to them. Sharlet Lee from Loveland Housing authority will check with Tracie Thompson to see if it was sent and let the WHA board know.

Old Business:

- A. There is no old business.

Motion to Adjourn; Commissioner Jose Valdes moved that the meeting be adjourned at 5:05 pm, seconded by Commissioner Nancy Salazar; carried.

Respectfully submitted
Cheri Milliman