

Windsor Housing Authority - Town of Windsor

May 21, 2019

On the 21st day of May, 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:

RACHEL PEREZ-STEINBACH
WILLIAM VOEGTLI
LINDSAY GILLINGHAM
NANCY SALAZAR

Also present: Tom Jones and Carlin Malone from the Town of Windsor, Jeff Feneis and Cheri Milliman from the Loveland Housing Authority management team. Residents of Century III, Mark Engraff, Marge Cordova, Donna Jarrett and Penny Ballman.

Chairman Rachel Perez-Steinbach read the call of the minutes and they were spread upon the members

TO: RACHEL PEREZ-STEINBACH
WILLIAM VOEGTLI
LINDSAY GILLINGHAM
NANCY SALAZAR

You and each of you are hereby notified that the Secretary has called a regular meeting of the Windsor Housing Authority on May 21, 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 Chairman Rachel Perez-Steinbach at 3:10 pm at the Community Room at Century III. Quorum was met with 4 of 5 Commissioners present.

Adoption of the Agenda:

Chairman Rachel Perez-Steinbach asked if there were any additions or deletions for the agenda. There were no additions or deletions to the agenda. A motion was made by Commissioner William Voegtli to accept the agenda as written, seconded by Commissioner Nancy Salazar, carried.

Adoption of the Minutes:

Commissioner William Voegtli moved that the Adoption of the minutes for April, 2019 be approved with a change on page 2, under John Cutler, the word is must be changed to in, seconded by Commissioner Nancy Salazar, carried.

Resident Communication

- A. : Mark Engraff would like to know the reasonable amount of time it takes to get something repaired when you turn in a work order. Commissioner William Voegtli stated that at this time due to circumstances with staff it would take about a month. Mark was also concerned about the loss of electric. Commissioner Lindsay Gillingham explained that it was due to a couple of accidents in town.
- B. Penny Ballman reported that the Century III tenant association has only one officer at this time, that of the treasurer. The bylaws state that a person can only serve two years as an officer. No other tenants want to fill the positions. The only activity going on at this time is the monthly pot luck. They are having each building run the pot luck once a month.

Meet and Greet:

- A. There was no Meet and Greet in May.

Public Communication:

- A. There was no public communication.

Development:

- A. Development is having Monday meetings, they are working on the design. Parking area is being discussed along with which offices are needed.
- B. Commissioner William Voegtli sent out the development agreement to all the Commissioners to get their opinions. Commissioner Chris Melson sent his opinion via email. The basic intent is agreed upon. The change of service such as if the court were to say that it was illegal, any item that would be considered on exhibit A, to be revised by both parties, the determination of reduction of fee will be discussed. The other one is partial invalidity, again if it goes to a court having jurisdiction to invalidate unenforceable such judgements as impair, invalidate the portions of the agreement. The intention being that various provisions are separable. If we separate another

piece, we need to look at what the fee is. Under termination; we need to add a time of 30 to 60 days to the written notice prior to the effective date, to provide each other with written notice if either party decided to get out of it. Commissioner Lindsay Gillingham made a motion to accept the Development Agreement with the changes indicated, seconded by Commissioner William Voegtli.

- C. The City requires that the Golden Meadows property is kept mowed. Commissioner William Voegtli has asked D-Lawn to mow the property and they have agreed. This will be paid for by The Windsor Housing Authority.

Board, Staff & Management Company Communications and Financials:

Windsor Housing Authority

- A. Not much has changed.

Century III

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

Windsor Meadows Phase I

- A. Looking good.
- B. Vacancy Report: One Vacancy

Windsor Meadows Phase II

- A. Within budget looking good.
- B. Vacancy Report: One Vacancy

Maintenance Report:

- A. Century III: Apartments will be ready for lease-up. One this week and the other next week. Then we have one left to do and we will start on it right after Memorial Day.
- B. Come September the Windsor Housing Authority Board will have to consider having someone who can serve as a part time maintenance manager for Century III to take care of the contracts, scheduling maintenance work for apartments, order appliances as needed and keeping track of the budget. A job description will have to be written up.

New Business:

- A. There is no new business to discuss at this time.

Old Business:

- A. Town of Windsor and Severance Discussion: There have been two meetings with the Town of Windsor to discuss a housing merger with The Town of Severance, it originated with The Windsor Housing Authority having an interest in having an Executive Director but having trouble funding it. Windsor Housing Authority Board went to the Windsor Town Board to ask for their support. The Windsor Town Board didn't think they could fund all of it. The Windsor Town Board approached the Severance Town Board about creating a joint Housing Authority similar to the Fire District and Library. That led to a couple meetings with Severance Town Board. Jeff Feneis explained during the meeting how affordable housing works. By the end of the meeting Severance Town Board voted, 4 to 3 to merge with Windsor Housing Authority Board. The Windsor Housing Authority Board discussed the proposed merger. Windsor Housing Authority Board voted, 4 of 4 members declined. Commissioner William Voegtli made a motion to decline joining with Severance at this time, seconded by Commissioner Lindsay Gillingham, carried. Chairman Rachel Perez-Steinbach will draft the letter to send to the mayor.
- B. Commissioner William Voegtli has volunteered to remain on the Windsor Housing Authority Board. Tom Jones stated that Commissioner William Voegtli will have to fill out an application to stay in the position on the board. Commissioner William Voegtli will reapply for the Windsor Housing Authority Board.

Motion to Adjourn; Commissioner William Voegtli moved that the meeting be adjourned at 4:35pm, seconded by Commissioner Lindsay Gillingham; carried.

Respectfully submitted
Cheri Milliman