

Windsor Housing Authority – Town of Windsor

August 16, 2022

CALL TO ORDER:

Vice Chairperson Megan Ferguson called the meeting to order at 3:00pm. Meeting completed via Zoom. Quorum was met with 3 of 5 commissioners present.

1. Roll Call

Vice Chairperson

Megan Ferguson

Commissioner

Jake Martin

Commissioner

Diana Frick

Also present:

Eric Hull – Loveland Housing Authority

Ashley Wade – Loveland Housing Authority

Glenn Smith- Loveland Housing Authority

Mike Hersh – Loveland Housing Authority

Jess Hinze – Loveland Housing Authority

Sharlet Lee – Loveland Housing Authority

Andrew Carroll – Loveland Housing Authority

Jason Halletts – Town Board Liaison

Sandy Mezzetti – Town of Windsor

2. Adoption of the August meeting agenda: Financials to now be reported per property, along with the vacancy report. Commissioner Jake Martin makes a motion, Commissioner Diana Frick seconds, the motion passes.
3. Adoption of the July meeting minutes: No additions or deletions for July's meeting minutes. Commissioner Jake Martin motions to approve, Commissioner Diana Frick seconds, the motion passes.

4. Development Update with Eric:

On track to hear back from the Town of Windsor with initial comments on first submittal of conceptual plans for Jacoby Meadows early next week. Internally focusing on design, such as interior colors, how will the common areas work? Still planning on submitting to CHFA for 9% tax credits February 1st, 2023.

5. Board, Staff, & Management Company Communications:

Property Vacancies & Financial Reports:

Century III-

- A. **None** – Currently on budget. Cash flow for 6 months is high but no concern right now. Maintenance keeping an eye on the boilers/leaks/repairs. For the boilers, extra cleaning has been done to better maintain. Number of appliances and 504's higher than anticipated but still in budget for the year. Landscaping projects still to come but will keep with in the budget.

Windsor Meadows-

- B. **1** – 6 months into the year, already made payment to the investor. Operational statement over income by about \$10,000. Over budget in Administration. Over on Utilities. Still cash flowing within required limits with investors. Rubbish removal line item is contributing to bottom line. Currently doing cost estimates for Waste Management to increase frequency of pickups rather than having overage charges. Landscaping still watching the bottom line.

Windsor Meadows Phase II-

- C. **None** – Cash payments to investors. Slightly under on Utilities. Electrical issue hopefully resolved now in connection to the heaters in the maintenance closets. \$3600 cash flow. Not making debt to service ratio but working on correcting this within LHA. Appliance replacements/repairs and flooring also higher than anticipated. Had a water heater go out prematurely. Non-urgent

work orders are being pushed out until next year, if possible, to try and keep the bottom line.

D. WHA- \$209,000 in cash which will be used for development. Write off's will be needed, which Eric & Sharlet will have by the end of the year. WMII will not have Note receivables until DOH is paid off.

6. Public Communications:

The Board had an interested vendor reach out for hail damage repairs. Maintenance informed them of the proper process to become a vendor for LHA.

7. Resident Communications:

No resident communications at this time.

8. Maintenance:

Touched on everything going on while doing the vacancy/financial report. Just as an FYI, the lead maintenance tech for the properties is out on paternity leave for another couple weeks. If people are saying there is a "lack of presence" on the properties, this could be why. However, Emergency/Urgent work orders are still being taken care of.

9. New Business:

- A. Stepping Stones Affordable Housing Advocacy discussion- will hold off until Chairperson Frankie Cole comes back.
- B. Local Community Board discussion- Want the tenants to be heard and gain positive resources to increase quality of life. Tenant's take ownership when necessary. Create a 3-person board of tenants to gather information, have 1 spokesperson join the monthly board meetings periodically to relay the information. LHA will possibly host a "Rumor vs. Reality" meeting with Century III tenants to further inform of processes/procedures/expectations, etc.

10. Old Business: Parking Updates at Century III

- A. 2/3 of parking spots have been returned elimination tenant concerns. Seems to be successful.

B. Governor's Farm- No additional updates for plans of selling except that USDA shut down the sale to remain an affordable complex for seniors. Multiple tenant's applying for Century III stating issues with Maintenance & Ownership problems at Governor's Farm.

C. Meet & Greet- Resident surveys did not satisfy inquires on beneficial suggestions. Will continue to delay until an answer is met of what tenant's would like to see/have produced from the board. LHA to begin with "Rumor vs. Reality" meeting to open discussions on ideas/activities/exercises that would truly support and advocate for our residents.

ADJOURN:

Commissioner Jake Martin motions to adjourn meeting, Commissioner Diana Frick seconds, meeting adjourned.

The meeting adjourned on August 16, 2022, at 4:00pm

Submitted by Ashley Wade – Windsor Housing Coordinator