



This meeting will be held through a Zoom Meeting
(*please see page 2 for Meeting log in information*)
windsorhousingauthority@gmail.com

Agenda - August 2023

1. Roll Call
2. Adoption of the Agenda – additions, deletions
3. Adoption of the July 2023 Meeting Minutes
4. Development
5. Board, Staff & Management Communication (Vacancies/Maint.)
 - Century III
 - A. Vacancy Report
 - Windsor Meadows
 - B. Vacancy Report
 - Windsor Meadows Phase II
 - C. Vacancy Report
6. Public Communications
7. Resident Communication
 - A. AUDIENCE PARTICIPATION The Windsor Housing Authority Board welcomes you here and thanks you for your time and concerns. If you wish to address the Board, this is the time set on the agenda for you to do so. When you are recognized, please, state your name and address then address the Board. Depending on the number of speakers on any given topic, your comments may be limited to two (2) minutes. The Board may not respond to your comments today, rather they may take your comments and suggestions under advisement and your questions may be directed to the appropriate person for follow-up. Thank you!
8. New Business
 - a. Real Estate 501c3 Proposal
9. Old Business
 - a. Proposition 123 Implementation <https://engagedola.org/prop-123>
10. Motion to Adjourn

Meeting: August 15th, 2023 at 3:00 pm, Via Zoom Meeting
windsorhousingauthority@gmail.com
Upcoming meetings: Regular meeting August 15, 2023, via Zoom



August 2023-Windsor Housing Authority Board Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85751714177>

Meeting ID: 857 5171 4177

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Meeting ID: 857 5171 4177

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Windsor Housing Authority – Town of Windsor

July 18, 2023

CALL TO ORDER:

Chairperson Frankie Cole called the meeting to order at 3:00pm. Meeting completed via Zoom. The Quorum was met with 4 of 5 commissioners present.

1. Roll Call

Chairperson	Frankie Cole
Commissioner	Diana Frick
Commissioner	Megan Ferguson
Absent	Nate Santillanes

Also present:

Eric Hull – Loveland Housing Authority
Brandon Johnson – Loveland Housing Authority
Melissa Benedix – Loveland Housing Authority
Jason Hallett – Town of Windsor

- 2. Adoption of the July meeting agenda:** No changes for the July meeting agenda.
- 3. Adoption of the June meeting minutes:** There were no changes to the May meeting minutes. Commissioner Megan Ferguson makes a motion to adopt the May minutes, Commissioner Diana Frick seconds the motion, the motion passes.
- 4. Development Update - Eric Hull reported on:**
 - Work on final site plan revisions with City
 - Need development agreement between WHA and the Town
 - Working on project proforma

- Continue to work with the State on supplemental information to support our grant application for gap funding. Still waiting for a date to present to the State Housing Board which is the next step in the grant application
- \$1.6M is approximate gap
- Proposition 123 Opportunity – The jurisdiction needs to opt in by submitting a form. Then the jurisdiction needs to state how many affordable units they have and then commit to how many they will add.
- Eric will check with Andrew at DOH to see if they still have funds available.
- State Housing Board meets twice a month so the target date for the presentation could be August

5. **Board, Staff, & Management Company Communications (Vacancies/Maint.):**
Century III -

- A. 3 Vacancies coming – letters went out – two are in unit turn with maintenance.
- B. No Maintenance updates

Windsor Meadows -

- A. 3 Vacancies – working with one applicant to approve
- B. No maintenance updates

Windsor Meadows Phase II -

- A. Vacancies - one evicted for non-payment of rent and that unit is in maintenance turn
- B. No maintenance updates

6. **Public Communications:**

Frankie Cole had a consultant out of Boulder reach out to her said they sent an unsolicited proposal to the Mayor and he forwarded it to WHA to take a look at it. Frankie will include it in next month's packet. They are consultants who help Housing Authorities identify off market properties that might be worth pursuing to try to make offers on for future development sites.

7. **Resident Communications:**

No resident communications at this time.

8. **New Business:**

A. Proposed revision of bylaws for membership count – Frankie Cole sent out redline version and proposed clean version with the amendment of changing the number of board member count from five to seven. Megan Ferguson made a motion to approve the proposed revision to the bylaws. Diana Frick seconded the motion. All were in favor. None opposed. Diana Frick asked if the town had the board application on the website.

9. **Old Business:**

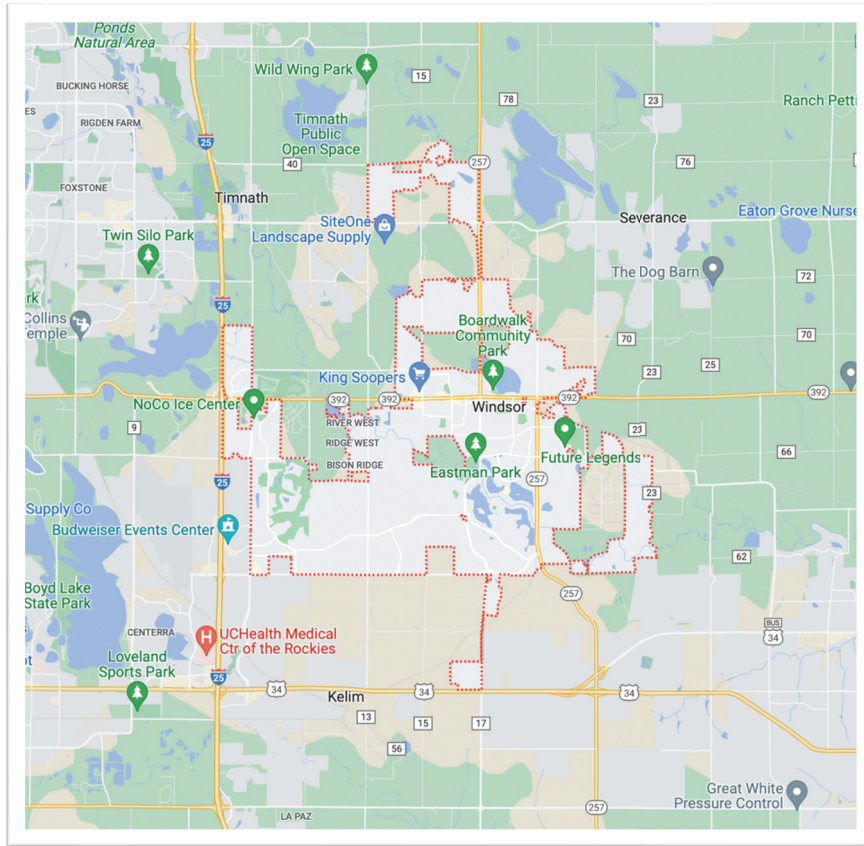
A. Proposition 123 Implementation – Frankie Cole, Eric Hull, and Sandy Mezzetti met on July 17th to discuss. Sandy is preparing a presentation for the Town Board to get their opt in. Frankie thought we were going to meet the 3-year baseline requirement with our project but Sandy said we are off by one unit. We need 63 units and we have 62 units. Frankie asked Sandy to let us know then the Town Board meeting was scheduled.

B. Eric Hull brought up the idea of going to the Town Board to update them on the project and emphasize our appreciation for their financial support of the project. Frankie proposed that we do that during public comment at the same meeting that Sandy presents.

10. **ADJOURN:**

With no other business to discuss, Megan Ferguson made a motion to adjourn. Diana Frick seconded the motion. All were in favor. None opposed. Chairperson Frankie Cole adjourned the meeting at 3:21 p.m.

City of Windsor, Colorado



2023 Affordable Housing Initiative

Proudly presented to:

Paul Rennemeyer, Mayor

Respectfully submitted for review and consideration by:

Real Estate 501c3

Shane Bohart

Founder, Managing Member
Colorado Licensed Real Estate Broker

shane@realestate501c3.com | 303.947.0394

RE: 2023 Workforce / Affordable Housing Initiative

Mayor Paul Rennemeyer,

Hello, nice to make an introduction and thank you for your public service. To be comprehensive, yet concise these are the reasons and rationale for reaching out to you directly and respectfully.

I. Objectives & Introduction:

The basis of this business plan is to create more affordable housing in your community through competent and proven identification and ultimate pursuit of twenty (20) off-market (not for sale) properties deemed advantageous for affordable housing. Specifically, such properties that can accommodate between 20-150 affordable housing dwelling units (du's). The underlying objective within these to be identified twenty (20) properties is for our firm to establish a working relationship, partnership, or property procurement possibility with such property owner(s) and on your behalf. Our fiduciary and formal commitment is to your organization with aligned objectives designed to accomplish favorable real estate terms and simultaneously create new and significant affordable housing opportunities in your community.

For reference, I am a Colorado native / resident with over twenty-five years of commercial real estate development, investment and brokerage achievements throughout the United States which equates to over \$800+ million in transaction / development success. Most of this real estate success was related to "off-market" acquisition efforts (property not listed for sale, not publicly known) on behalf of private and institutional clients. Please refer to our company website www.realestate501c3.com to learn more including case studies (1-17) and references.

To be clear, our firm **is fully committed to help try and solve for our statewide affordable housing crisis** and we are currently working on various affordable, workforce housing projects throughout our State including many projects on Church ancillary acreage, as examples. In seeking an opportunity to collaborate with your organization it is important to note that we have zero (0) conflicts of interests professionally and personally and can assure complete fiduciary. Our firm, Real Estate 501c3 is equipped with the latest in technologies, proprietary real estate strategies / tools and proven methodologies via our innovative and one-of-a-kind real estate service offerings. Should we proceed under these standard terms and conditions then myself and another qualified team member / licensed real estate broker will immediately undertake this assignment. We are ready to go as evidenced by this customized proposal designed to achieve a logical game plan and a mutually beneficial relationship. Once our relationship is established you can count on our unwavering commitment to provide "best of class" real estate services with the highest level of integrity and professionalism. We take immense pride in our humanitarian real estate efforts and solutions to help all those in need.



II. Terms, Timing and Strategies therein:

1099 INDEPENDENT CONTRACTOR – A REAL ESTATE CONSULTING CONTRACT (Phase 1):

June 1, 2023 (Month 1)

Commencement

- ✓ Fiduciary to City of Windsor.
- ✓ 4-month Term (6- 1 – 9/30/ 2023) Phase 1.
- ✓ 45 day in person presentation regarding targets.
- ✓ Two of us @ Real Estate 501c3 servicing your account throughout property identification and ultimate solicitation (Phase 1, Phase 2).
- ✓ **\$3,750 month consulting fee**, paid 6-1-23.

July 1, 2023 (Month 2)

Consulting Contract

- ✓ Off-Market Property Identification.
- ✓ 10 recommended properties determined.
- ✓ Presentation Package created.
- ✓ **\$1,875 consulting fee** (50%), paid 7-1-23.

July 15, 2023 (Day 45)

Consulting Contract

- ✓ 30-60 minutes in person presentation.
- ✓ 10 recommended properties shared.
- ✓ **TERMINATION OPTION FOR** City of Windsor.
- ✓ **If elected, Total Cost = \$5,625 Consulting Cost**
- ✓ If not elected, + **\$1,875 consulting fee** (remaining 50%), then paid 7-16-23

August 1, 2023 (Month 3)

Consulting Contract

- ✓ Off-Market Property Identification.
- ✓ 10 recommended properties determined.
- ✓ Presentation Package created.
- ✓ 10 recommended properties determined.
- ✓ **\$3,750 month consulting fee**, paid 8-1-23

September 1-30, 2023 (Month 4)

Consulting Contract Conclusion

- ✓ 30-60 minutes in person presentation.
- ✓ Next 10 recommended properties shared.
- ✓ **\$3,750 month consulting fee**, paid 9-1-23.

✓ **TOTAL 1099 COST OVER 4 MONTHS: \$15,000**

STATE OF COLORADO REAL ESTATE BROKERAGE CONTRACT (Phase 2):

100% Commission (success based)

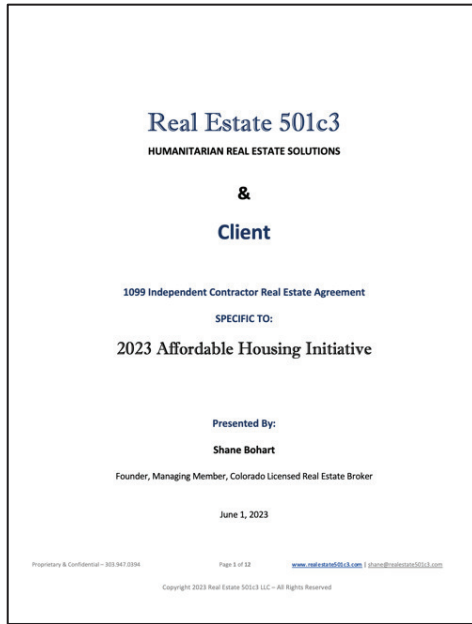
October 1 – November 30, 2023 (Months 5 - 6)

Regarding *Affordable Housing off-market property procurement brokerage real estate services (Phase 2)* by Real Estate 501c3 applicable to estimated twenty (20) off-market priority affordable housing properties established months 1-4, as aforementioned.

- ✓ Fiduciary to City of Windsor.
- ✓ 2-month brokerage property pursuit CO State Form agreement on subject affordable housing property targets identified.
- ✓ Commission (success based) equating to a brokerage Fee of **\$3,750 per** affordable dwelling unit (**du**) achieved. *Minimum 10 du's* (\$37,500) *maximum (capped @) 50 du's* (\$187,500) paid at closing by City of Windsor to Real Estate 501c3 as Buyer's agent (real estate representative).

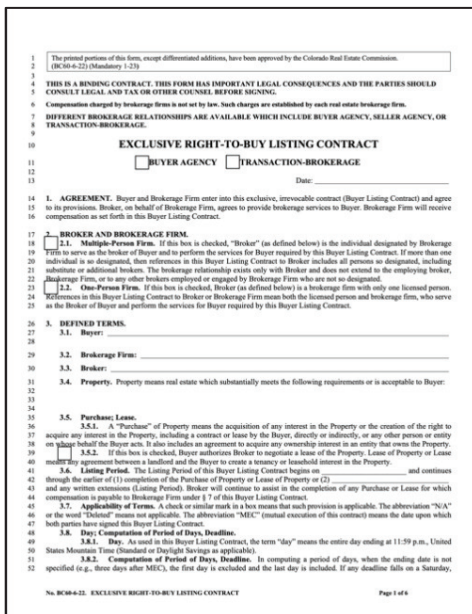
III. Proposed Next Steps:

1099 Consulting Agreement (Phase 1):



- ✓ **1099 Independent Contractor Consulting Agreement** now prepared in draft form and ready to share and resolve.
- ✓ 4-month (120 day) term. Monthly 1099 Independent Contractor Consulting Fee(s).
- ✓ Standard Terms and Conditions, as defined.
- ✓ Termination Option Day 45
- ✓ Adherence to all required laws and regulations.
- ✓ **Proposed Start Date: June 1, 2023**
- ✓ **Completion Date: September 30, 2023**

CO State Real Estate Agreement (Phase 2):



- ✓ **Colorado State – Exclusive Right-to Buy Listing Contract** now prepared in draft form and ready to share and resolve.
- ✓ 2- month (60 day) term. 100% Commission.
- ✓ Standard Terms and Conditions, as defined.
- ✓ Termination Option throughout.
- ✓ Adherence to all required laws and regulations.
- ✓ **Proposed Start Date: October 1, 2023**
- ✓ **Completion Date: December 1, 2023**

Thanks again for your time and consideration. We aspire to move quickly, and a phone call / google meet would be logical if interested in this proposal and strategies provided. As illustrated, we are fully committed to helping you achieve more affordable housing units expeditiously and aspire to commence this proposed working relationship June 1, 2023.

Shane Bohart
Real Estate 501c3