

Windsor Housing Authority – Town of Windsor

August 15, 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
Commissioner	Nate Santillanes

Also present:

Eric Hull – Loveland Housing Authority
Brandon Johnson – Loveland Housing Authority
Melissa Benedix – Loveland Housing Authority
Jess Hinze – Loveland Housing Authority
Sandy Mezzetti – Town of Windsor

2. **Adoption of the August meeting agenda:** No changes for the August meeting agenda.
3. **Adoption of the July meeting minutes:** There were no changes to the July meeting minutes. Commissioner Megan Ferguson makes a motion to adopt the July minutes, Commissioner Nate Santillanes seconds the motion. All were in favor. The motion passes.
4. **Development Update** - Eric Hull reported on:
 - Focused on working with DOH on supplemental information for our Transformational Affordable Housing Grant (TAHG) request. We've exchanged a lot of information back and forth. We are looking for about \$1.4M in gap funding to close our development gap. He reminded DOH that the Town of Windsor has committed to providing the 25% match

that is required under the TAHG program. On the design side, Workshop8 is getting close to having 100% permit ready drawings to submit to the Town. We've had a lot of internal meetings with Workshop8. The next step will be presenting our application to the State Housing Board. We do not have a date for that yet. The best case scenario will be September.

- Prairie Dogs – Eric reported that neighbors were concerned about the prairie dogs that seemed to get worse after we mowed the property per requests from neighbors. There are over 200 burrows on the property and the company who mitigates them charges per burrow. The cost is just under \$5000 to mitigate, and the contractor is scheduled to complete it by the end of the week. It is recommended that we don't mow again for a few weeks. Sandy Mezzetti commented that there are others in the Town dealing with the same problem.

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

- A. Melissa Benedix reported 3 Vacancies – Processing applications now – waiting on verifications.
- B. Jess Hinze reported that the dead trees are gone and we have completed some irrigation repairs.

Windsor Meadows –

- A. Brandon Johnson reported 3 Vacancies – Processing applications for all and working with one applicant for final approval.
- B. Jess Hinze reported that the irrigation clocks were replaced at both Windsor Meadows I & II which should help with brown spots.

Windsor Meadows Phase II – Brandon Johnson

- A. Brandon Johnson reported no vacancies.
- B. Jess Hinze reported that irrigation clocks were replaced at both Windsor Meadows I & II which should help with brown spots.

Sharlet Lee will present the financials at the September meeting.

6. **Public Communications:**

No public communication received since last month.

7. **Resident Communications:**

No resident communications at this time.

8. **New Business:**

A. Real Estate 501c3 – helps municipalities identify properties that are off market to pursue future affordable housing opportunities. The information was included in the board packet. Frankie Cole would like board members to look the information over and then have a follow-up discussion if anyone is interested in learning more or we could invite them to come to a future meeting. Megan Ferguson asked if this was primarily for single family residential. Frankie said they would tailor their proposal to anything we need. Megan believes that we don't need to hire out for services of this type right now. Nate Santillanes agrees.

9. **Old Business:**

A. Proposition 123 Implementation – Sandy Mezzetti had been working on some calculations for Windsor as far as the baseline and what it would look like for the Town if we opted to commit. Sandy provided the calculations to the Town Manager Shane Hale and Planning Director Scott Ballstadt. Shane and Scott asked what would happen if the Town opted in and then failed to meet the requirement of increasing 3% in the first three years. The State said it would make you ineligible for funding in the future but it doesn't say there would be other consequences. There is a lack of clarity on how to determine the housing baseline. Each year we would need to increase the housing units by 21 but the State doesn't look at it each year they look at it after the 3 years to reach the 9%. After talking through concerns from the Town they need a proposal from WHA. Since there are so many unknowns, Frankie thinks we should hold off requesting the Town to opt-in because we can revisit it next year and by that time hopefully there is more formalized guidance. Frankie would rather put forth a proposal that Town staff could be confident in and recommend. Sandy Mezzetti believes that if we don't submit a proposal by November, we would have to wait another year to submit it and we are so close to meeting the 9%. Megan Ferguson stated that most municipalities are in the same predicament that Windsor is so she hates to pass on the opportunity. At some point there will have to be some kind of benchmark set. Eric Hull stated that on DOLA's FAQ

page you are not penalized nor have to pay back the money you are just penalized by not being able to apply for one year in the future. It is low risk. LHA's recommendation would be to opt-in. The deadline is November 1st to submit. Sandy Mezzetti is going to reach out to DOLA for clarification on the baseline calculation and try to get us on the agenda for a Town work session to try to meet the deadline. Diana Frick will reach out to Julianna Kitten at the City of Greeley to have her reach out to Sandy to get connected with Shane and Scott.

10. **ADJOURN:**

Sandy Mezzetti presented thank you certificates and gift bags for Megan and Diana.

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 4:00 p.m.

Minutes submitted by Tracy Hoff – Executive Assistant – Loveland Housing Authority