

# Windsor Housing Authority – Town of Windsor

## September 19, 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  
Ray Grimaldo – Loveland Housing Authority  
Jason Hallett – Town of Windsor  
Sandy Mezzetti – Town of Windsor

2. **Adoption of the August meeting agenda:** No changes for the September meeting agenda.
3. **Adoption of the August meeting minutes:** There were no changes to the August meeting minutes. Commissioner Diana Frick makes a motion to adopt the July minutes, Commissioner Nate Santillanes seconds the motion. All were in favor. The motion passes.
4. **June 2023 Financial Update** – Sharlet Lee presented the financials.

**1. Development Update** - Eric Hull reported on:

- Jacoby Meadows – We are 70% complete on architectural design. Major design related decisions have been made. The plat map is being finalized. Adam Morgan our tax credit consultant sent out RFP's for tax credits. We have a budget gap \$860,000 and are working with Shane Hale at the town of Windsor to find a resolution and hoping that Proposition 123 Implementation could help us. Sandy asked if CHFA thought it would be double dipping. Eric confirmed that CHFA said it would not be. The Proposition 123 application is due October 9<sup>th</sup>. The Town of Windsor needs to opt in as well. Conversation took place and Sandy Mezzetti and Eric Hull will try to schedule a meeting with the Town to try to make the deadline and requirements.

**5. Board, Staff, & Management Company Communications (Vacancies/Maint./Upcoming 504):**

Century III –

- A. Melissa Benedix reported 3 Vacancies — waiting on verifications.
- B. Ray Grimaldo – None

Windsor Meadows –

- A. Brandon Johnson reported 4 Vacancies – Processing applications for all and working with one applicant for final approval.
- B. Ray Grimaldo - HVAC issues

Windsor Meadows Phase II – Brandon Johnson

- A. Brandon Johnson reported 1 vacancy.
- B. Ray Grimaldo – HVAC issues

Megan Ferguson would like a report on the financial implications we are facing from the non-payment of rent with a timeline and Jess Hinze will put one together. Jess Hinze said one of the things that is challenging that we don't have a waiting list for 60% units. We have been marketing the available units. If anyone has any ideas for marketing these units, it would be great. The Town liaison might be able to push this to the Town to see if they can promote these units. Ray Grimaldo said we will be doing preventative maintenance at the properties as we transition into Fall/Winter. Melissa Benedix announced that she has accepted another position at LHA. We hope to fill that position soon. Jess Hinze would like to add 504 updates to future board meeting agenda items.

6. **Public Communications:**

No public communication received since last month.

7. **Resident Communications:**

No resident communications at this time.

8. **New Business:**

A. None

9. **Old Business:**

A. Proposition 123 Implementation – Sandy Mezzetti will work on getting a meeting with Shane at the Town of Windsor as soon as possible.

10. **ADJOURN:**

With no other business to discuss, Nate Santillanes made a motion to adjourn. Megan Ferguson seconded the motion. All were in favor. None opposed. Chairperson Megan Ferguson adjourned the meeting at 3:59 p.m.

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