

Windsor Housing Authority – Town of Windsor

January 16, 2024

CALL TO ORDER:

Chairperson Frankie Cole called the meeting to order at 3:00 pm. Meeting completed via Zoom. The Quorum was met with 5 of 7 commissioners present.

1. Roll Call

Chairperson	Frankie Cole
Commissioner	Diana Frick
Commissioner	Megan Ferguson
Commissioner	Nate Santillanes - Absent
Commissioner	Wayne Dehn
Commissioner	Amy Roe
Commissioner	Vacant

Also present:

Brandon Johnson – Loveland Housing Authority
David McElwreath – Loveland Housing Authority
Theresa Fox – Loveland Housing Authority
Jess Hinze – Loveland Housing Authority
Eric Hull – Loveland Housing Authority
Carlin Malone - Town of Windsor
Jason Hallett – Town of Windsor

- 2. Adoption of the January meeting agenda:** With the addition of the election of officers, there were no changes for the January meeting agenda. Megan made a motion to adopt the changes to the January agenda, Amy Roe seconded the motion. All were in favor. None opposed.
- 3. Adoption of the November and December meeting minutes:** Amy Roe made a motion to accept the November and December minutes as written, Wayne Dehn seconded the motion. All were in favor. None opposed.
- 4. Development Update –** Eric Hull reported on the Jacoby Meadows project:

- Plan A - address our funding gap with a grant from The Weld Trust. We submitted a letter of intent. Their board will meet later this month and will consider our LOI at that time and we are optimistic that we will be formally invited to apply.
- Plan B - would be a low interest loan from Impact Development Fund (IDF)
 - Submitted LOI
 - Working with Erica Madison; she encouraged us to proceed with an application by February 2, 2024
- 1/16/2024 – Onsite meeting this morning with Natasha Pfeiffer of Rocky Mountain Community Reinvestment Corporation. Rocky Mountain is the permanent financing lender.

Other items:

- Value engineering ongoing; alternative siding product that could possibly save us a couple hundred thousand dollars. We have discussed this with the Town on the possibility of pivoting to this less expensive product if we need to. Eric will send Frankie some color samples. If we can get fully funded we would like to stay with the original product.

Next steps:

- Building permit submittal imminent after outstanding Site Plan items are satisfied. Our tax credit closing date for late May/early June is still in tact.

Diana Frick asked what the timing was for the building permit. Eric said from the time we submit we have sixteen weeks but we always try to do better. We hope to submit by the first couple of weeks of February. Diana also asked about value engineering and if we had considered any of the options from Alquist 3D printing out of Greeley for concrete. They are doing a bunch of work with Habitat for Humanity on the Hope Springs project. Eric said he was not familiar with them but would be glad to look into it. Diana said she would pass along a contact information to Eric. Megan Ferguson said she had heard they were using that mainly for single family homes.

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

- A. David McElwreath reported 2 Vacancies. One will be leased up on February 2nd. The other one we are still screening for.
- B. David McElwreath reported that there were no issues caused by the cold weather. Frankie asked if snow removal was taken care of promptly. Jess Hinze said she had not heard of any issues from the contractor, nor had we received any complaints from residents so we believe things are good.

Windsor Meadows I – Brandon Johnson

- A. Brandon Johnson reported that there are two vacancies we are running backgrounds on and screening for.
- B. Snow removal at Windsor Meadows I was a bit delayed but they are working on it today.

Windsor Meadows Phase II – Brandon Johnson

- A. Brandon Johnson reported that we leased two units since the last meeting. There are still two vacancies left that we are running backgrounds on.
- B. Snow removal at Windsor Meadows II was a bit delayed but they are working on it today.

Frankie told Jess that from prior years the board directed LHA to make Century III a priority on snow removal over Windsor Meadows. Jess said she would make sure that maintenance and our contractor is aware of that.

7. **Public Communications:**

No public communication received.

8. **Resident Communications:**

No resident communications at this time.

9. **New Business:**

- A. Election of Officers discussion – Frankie Cole asked Carlin Malone who handles commissioner appointments at the Town and other updates. The Town website lists who the members are and it shows one vacancy. We also have one commissioner whose term ends in March so we want to be able to stay on top of and get applications for that. Carlin said the Clerks office is in charge of that and she will

mention it to them. Frankie also asked who at LHA is updating the WHA website. There are conflicts with when the terms expire on the different websites. Jess Hinze will check to see who is updating the website and get back to her. Frankie would like the WHA website updated to match the Town website.

B. Annual Election of Officers:

- a. Megan Ferguson said she would be willing to serve again. There were no other nominations for Vice-Chair. All were in favor of Megan Ferguson. None Opposed.
- b. Diana Frick nominated Amy Roe. Megan Ferguson seconded the motion. All were in favor. None opposed.
- c. Megan Ferguson nominated Frankie Cole. Wayne Dehn seconded the motion. All were in favor. None opposed.

10. Old Business:

- A. Windsor Attainable Housing Ad Hoc Committee update. There has not been another meeting since our last board meeting.
- B. In person board orientation and property tours - February 2nd, 2024 from Noon-3 p.m. starting at the Century III clubhouse. Jess Hinze clarified that it will just be the property tour on that day. Jeff Feneis will do the financial and tax credit overview at the February board meeting. Frankie also mentioned that there was a Board Member Training held a few years ago that she is interested in sending new board members to. Jess will get more information from Jeff about who put on the training.

11. ADJOURN:

With no other business to discuss, Wayne made a motion to adjourn. Megan seconded the motion. All were in favor. None opposed. Chairperson Frankie Cole adjourned the meeting at 3:54 p.m.