

Windsor Housing Authority – Town of Windsor

March 19, 2024

CALL TO ORDER:

Chairperson Frankie Cole called the meeting to order at 3:01 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

Also present:

Brandon Johnson – Loveland Housing Authority
David McElwreath – Loveland Housing Authority
Ray Grimaldo – Loveland Housing Authority
Eric Hull – Loveland Housing Authority
Theresa Fox – Loveland Housing Authority
Sandy Mezzetti – Town of Windsor
Jason Hallett – Town of Windsor

2. **Adoption of the March meeting agenda:** Change item 5 for an update on January financials not December. With that change the agenda was adopted.
3. **Adoption of the February meeting minutes:** Wayne Dehn made a motion to approve the February meeting minutes. Amy Roe seconded the motion. Minutes were approved as presented.
4. **Development Update** –Eric Hull reported:
 - Weld Trust (grant) – We were notified that we are invited to apply for the grant. Documents were gathered and the application was submitted on March 15, 2024. Weld Trust asked about our timing, and Eric told them were hoping to close with our tax credit partner

by mid-May. Eric told them if we could get a letter of intent by mid-April that would be ideal.

- Impact Development Fund – A potential low interest not to exceed \$2.2M loan is still in play depending on whether we receive a grant from Weld Trust.
- Building permits - Architect is planning on submitting building permits on March 25th to the Town. Sandy Mezzetti said turnaround time is around two weeks.
- Project Timing;
 - Partnership closing – mid-May 2024
 - Construction Start date of July 2024
 - Complete with construction late summer 2025

5. **January 2024 Financials** – Theresa Fox summarized the financials.

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

Century III – David McElwreath

- A. David McElwreath reported 1 Vacancy – screening a couple of people. No move-in date set. Another person reported they are moving out. Hoping to get quick turn around on filling that one.
- B. Ray Grimaldo reported there are very minimal work orders.

Windsor Meadows I – Brandon Johnson

- A. Brandon Johnson reported 1 vacancy. One applicant was sent to the auditor for approval.
- B. Ray Grimaldo reported there are very minimal work orders.

Windsor Meadows Phase II – Brandon Johnson

- A. One vacancy – Sent out letters last week. Waiting to hear back from them.
- B. Ray Grimaldo reported there are very minimal work orders.

Frankie Cole asked if all the evictions are completed that we have been working on for the last couple of months. Brandon thought there may be one left at Windsor Meadows I that the attorney is working on. Other than that, it is just the normal turnover. Frankie Cole asked if work orders were down because we were fully staffed

now. Ray responded that we are fully staffed, and we used to have one tech for all three properties. Now we have one tech assigned to Century III and one tech assigned to Windsor I and II which is a good balance.

7. **Public Communications:**

No public communication received.

8. **Resident Communications:**

No resident communications currently.

9. **New Business:**

A. No follow-up questions from Jeff Feneis presentation last month.

10. **Old Business:**

A. Windsor Attainable Housing Ad Hoc Committee update - Amy Roe and Sandy Mezzetti and Jason Hallett. The full draft of the proposal will be presented next month. We are waiting for survey results from the Town of Windsor that went out to residents asking about the down payment assistance program. We will be recommending opportunities to the Town. Jason said it will hopefully go to the Town board after the board election and before the May 15th planning session. This way we can get it in front of the new board members, and they can discuss it.

B. Website updates – Our bylaws disagree with what is required from a statutory standpoint for board terms. What the Town has posted on their website is what we need to match-up on the WHA website. David McElwreath will be in contact with the contractor to make sure the WHA website is updated.

11. **ADJOURN:**

With no other business to discuss, Wayne Dehn made a motion to adjourn. Amy Roe seconded the motion. All were in favor. None opposed. Chairperson Frankie Cole adjourned the meeting at 3:26 p.m.

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