

# Windsor Housing Authority – Town of Windsor

## June 18, 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	Wayne Dehn
Commissioner	Amy Roe
Commissioner	Tim Donnegan

Also present:

Brandon Johnson – Loveland Housing Authority  
David McElwreath – Loveland Housing Authority  
Ray Grimaldo – Loveland Housing Authority - Absent  
Jess Hinze – Loveland Housing Authority - Absent  
Eric Hull – Loveland Housing Authority  
Theresa Fox – Loveland Housing Authority - Absent  
Sandy Mezzetti – Town of Windsor  
Ron Steinbach – Town of Windsor

2. **Adoption of the June meeting agenda:** Agenda was adopted by Megan Ferguson. Tim Donnegan seconded the motion. All were in favor. None opposed.
3. **Adoption of the May meeting minutes:** Wayne Dehn made a motion to approve the May meeting minutes. Megan Ferguson seconded the motion. Minutes were approved as presented.

4. **Development Update** –Eric Hull reported:

Jacoby Meadows – The Town Board approved a request for additional assistants with the development fees to be waived. At the end of 2022 the Town Board approved about \$1.1M in fee waivers for the project. We discovered in the last couple of weeks that the project is subject to 2024 level fees and the fees went up. The Town agreed to increase the level of fee waivers to cover that gap and we are very appreciative of that. The Town is now working on an updated resolution for the fee waivers. Building plans are making it through the plan check process and expect to have this finalized in the next week or two. We are working hard to put all the financing pieces together. The current target closing date is scheduled for July 18th with a current construction start date of July 22nd. Amy Roe, Diana, and Tim as the lead are planning a groundbreaking for mid-July. The Town requires a few permits and we need to either post a letter of credit or a performance bond in the amount of around \$1.42M from WHA that we will need to work on getting. Sharlet Lee explained that the WHA resolution on the agenda is all-encompassing approving all the financing for the Jacoby Meadows project to close. There are some things in Exhibit A. will need to be modified. The Town of Windsor match will be \$461,706, The Town approved the increase in fees which will change that number to \$1,368,308, and there will be no loan. Frankie asked for a motion to accept the resolution reflecting the change to the address to be 1516 and the modifications to exhibit A that Sharlet outlined. Wayne Dehn made a motion to accept Resolution #139 approving the address change and the changes to exhibit A. Diana Frick seconded the motion. All were in favor, none opposed.

5. **Jacoby Meadows Construction Bank Account authorization request.**

Frankie Cole stated that last month Theresa Fox asked the board to authorize LHA to open a dedicated construction account with the Bank of Colorado for the Jacoby Meadows project. LHA needs more than just a construction account, they need a motion to approve opening any required Jacoby Meadows related bank accounts for this project at Bank of Colorado in Windsor. Amy Roe made a motion to approve all Jacoby Meadows project related bank accounts that are required at Bank of Colorado in Windsor. Tim Donnegan seconded the motion. All were in favor. None opposed.

6. **IDF Loan for Lot 2** - Tim Donnegan made a motion that the WHA board accept a loan from LHA for the payment of interest on the IDF Loan for lot 2. This loan will be for 5% interest, up to 5 years, on the new money advanced by LHA to WHA not to exceed \$100,000 under payment terms and conditions yet to be negotiated. Wayne Dehn seconded the motion. Megan Ferguson and Frankie Cole abstained from the vote. All were in favor. None opposed. A formal resolution will need to be drafted after the payment terms and conditions are negotiated.

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

Century III – David McElwreath

A. David McElwreath reported that we have one vacancy at Century III that will be filled July 1st.

B. David McElwreath reported there were no maintenance updates.

Windsor Meadows I – Brandon Johnson

A. Brandon Johnson reported one vacancy with an applicant approved who will move in next month.

B. Brandon Johnson reported there were no maintenance updates.

Windsor Meadows Phase II – Brandon Johnson

A. Brandon Johnson reported one vacancy and an applicant that is being screened for approval.

B. Brandon Johnson reported there were no maintenance updates.

8. **Public Communications:**

None

9. **Resident Communications:**

No resident communications currently.

10. **New Business:**

- A. Published Terms/Bylaw Updates Needed (Donnegan/Frick) – Tim Donnegan gave his recommendations for changes to the by-laws and discussion took place. Tim will make the changes discussed and send out to the board for review and the changes can be voted on next month.
- B. Continuing Education Topic – A Housing Bill was passed about AD use. listed on page 13 – Frankie Cole summarized the housing pieces of this bill.

11. **Old Business:**

- A. None

12. **Other Items:**

Sandy Mezzetti spoke to Robin Devalco with DOLA and she wanted to strongly suggest that when WHA gets ready for Phase II of Jacoby Meadows to apply for concessionary debt because they have more money now since it has been fully funded for a year now so that will open up more money for more people.

13. **ADJOURN:**

With no other business to discuss, Wayne Dehn made a motion to adjourn. Tim Donnegan seconded the motion. All were in favor. None opposed. Chairperson Frankie Cole adjourned the meeting at 4:05 p.m.

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