

# **Windsor Housing Authority – Town of Windsor**

## **January 21, 2025**

### **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 6 commissioners present.

#### **1. Roll Call**

Chairperson	Frankie Cole
Commissioner	Diana Frick
Commissioner	Megan Ferguson - resigned
Commissioner	Wayne Dehn
Commissioner	Amy Roe
Commissioner	Tim Donnegan
Commissioner	Shannon Ezell - absent

#### **Also present:**

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

- 2. Adoption of the January meeting agenda:** The agenda was adopted as circulated.
- 3. Adoption of the December meeting minutes:** Amy Roe made a motion to approve the December meeting minutes. Wayne Dehn seconded the motion. All were in favor. None Opposed. Minutes were approved as presented.

4. **Development Update** – Eric Hull reported that Jacoby Meadows Phase I construction continues on schedule and within budget. Contractors have only lost a few days to weather in the five months they have been working. Eric shared photos of some of the construction taking place. The contractor discovered shallow groundwater which required a dewatering permit from the Town that is covered by contingency. Frankie Cole would like to see the construction report for draws at future meetings.
5. **Financial Statement Review** – The financials for November/December will be presented at the February meeting. Theresa Fox reported that we just received the WHA audit today and will send out to the board. There were no findings.
6. **Board, Staff, & Management Company Communications (Vacancies/Maint./Upcoming 504):**

Century III – David McElwreath

- A. David McElwreath reported one vacancy and has a prospective applicant.
- B. There were no maintenance updates.

Windsor Meadows I – Brandon Johnson

- A. Windsor Meadows I. We filled one unit and have six vacancies We are in the process of screening and processing application packets. We are going to begin advertising on Zillow next week. The vacancies are primarily 2 bedroom 50% units.
- B. There were no maintenance updates.

Windsor Meadows Phase II – Brandon Johnson

- A. No vacancies
- B. There were no maintenance updates.

8. **Public Communications:**

Frankie Cole reported on two email communications received. Wayne and Shannon notified Frankie Cole that they had received fraudulent emails where someone had spoofed Frankies email where it was asking people to buy gift cards. Frankie also reported that she received an email from Dean Moyer, the Director of Finance of the Town of Windsor. He said the Town gets private activity bond allocation annually from CHFA. The Town can assign it to WHA. He asked if we had any upcoming development projects coming up for 2027 or

if they should plan on allocating that back to CHFA. Frankie reached out to Jeff Feneis to see if we could potentially use them for renovation of Century III. He said we would need to engage a consultant to look at that and we would need to pair with 4% tax credits. Eric Hull said that he and Jeff have spoken with our consultant Adam Morgan who will take a look at it. We want to prevent allocating those bonds back to CHFA. Eric and Jeff will hopefully have more information to share at the February meeting.

9. **Resident Communications:**

No resident communications currently.

10. **New Business:**

A. *Goal Setting* – Frankie Cole wanted the board to look at where are we at today, and what do we want to focus on in the future for the Housing Authority. Amy Roe reported that she is not going to renew her term in March. The Town has been notified so that they can post the information.

a. Diana Frick would like to focus:

1. Funding for capital investments
2. Prop123 and inviting the new State DOLA Prop123 director Ashley Weesner to our March in-person meeting.
3. Would like to know what the Town wants for WHA initiatives,

b. Ron Steinbach – the Town has a long-term goal of knowing how we can support WHA. The strategic plan includes affordable housing. Ron said to ask Shane Hale to get invited to a Town study session to discuss goals.

c. Sandy Mezzetti said that on the Town website if you search strategic plan you can see some of the goals for housing. The town has put out an RFP for a Housing Needs Assessment and a Housing Action Plan which is part of Senate Bill 24174. The Town has received 7 proposals. The study will take about 1 year, and she will share with WHA when it is complete.

d. Tim Donnegan would like to focus on:

1. Resident Survey – Tim did not know that LHA already conducts a survey. Tim would like the board to be more involved in the assessment of the survey responses to determine resident needs. LHA reported that within the next month we should have the results from this year and will share them.

2. Develop plans/programs to foster homeownership
- e. Frankie Cole – encouraged board members to attend Colorado NAHRO conference. Wayne and Tom are both interested in attending.

A. Officer Elections – Board discussion took place surrounding officers. Frankie Cole was nominated by Diana Frick for Board Chair, Wayne Dehn seconded the motion. All were in favor. None Opposed. Tim Donnegan was nominated by Diana Frick for Vice-Chair. Wayne Dehn seconded the motion. All were in favor. None Opposed. Diana Frick was nominated by Wayne Dehn for Secretary. Tim Donnegan seconded the motion. All were in favor. None Opposed. Officers for 2025 are as follows:

- Frankie Cole - Chairperson
- Tim Donnegan – Vice-Chairperson
- Diana Frick - Secretary

11. **Old Business:**

12. **Other Items:**

13. **ADJOURN:**

With no other business to discuss, Frankie Cole adjourned the meeting at 3:54 p.m.

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