

Windsor Housing Authority – Town of Windsor

February 18, 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 6 of 7 commissioners present.

1. **Roll Call**

Chairperson	Frankie Cole
Commissioner	Diana Frick
Commissioner	Josh Fulenwider
Commissioner	Wayne Dehn
Commissioner	Amy Roe - absent
Commissioner	Tim Donnegan
Commissioner	Shannon Ezell

Also present:

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

2. **Adoption of the February meeting agenda:** The agenda was adopted as circulated.
3. **Adoption of the January meeting minutes:** Diana Frick made a motion to approve the January meeting minutes. Tim Donnegan 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 to be on schedule and within budget. Eric presented the budget and where we stand today. Frankie Cole asked Eric to explain the threshold for change orders we agreed upon before needing to come to the board for approval. The interest rate for the construction loan for this project is 6 ½%. We have had a handful of weather days, but we haven't had a slip in the construction schedule. Completion is still on target for September. Tim Donnegan asked what the guaranteed max contract cost. Eric confirmed that it is \$17,550,964.00. Sandy Mezzetti asked Eric to send her the most recent drone footage that she can show at the weekly update to the Town. Sandy Mezzetti reported that an RFP went out in December for a Housing Needs Assessment and a Housing Action Plan that are both required per Senate Bill 24174. We received 7 proposals. The committee is going to interview three of the companies.
5. **Financial Statement Review** – Frankie Cole distributed the 2023 Audit along with December financials in the board packet.
6. **Board, Staff, & Management Company Communications (Vacancies/Maint./Upcoming 504):**
LHA Housing and Maintenance staff could not make this meeting because they were attending the Yardi demos. Frankie Cole asked Tracy Hoff to tell Jess Hinze to email the board if there was anything of an urgent nature that the board would need to know about.
8. **Public Communications:**
None
9. **Resident Communications:**
No resident communications currently.
10. **New Business:**
None
11. **Old Business:**
Frankie Cole shared the resident survey that the Loveland Housing Authority conducted on WHA's behalf. We want to conduct an analysis to see if we can reposition Century III for renovation, which would change the financing on this property. We will engage a consultant to do analysis in 2025. Tim Donnegan asked if this survey is conducted on an annual basis. If so, Tim would like to

see trending information. Shannon Ezell stated that residents are surveyed annually.

12. **Other Items:**

Frankie reviewed the goal setting that the board talked about at the January meeting. She also wanted to know if they wanted to have an in-person meeting in March. If so, Frankie will not be able to attend. After the board discussion they decided to have the in-person meeting in April. Shannon Ezell commented that Aspire has helped her in many ways. Shannon thinks that it would be great if there was more visibility for Aspire so that residents know what they have to offer. We will invite Paul Christensen, the Aspire Executive Director, to the next board meeting and he can explain what Aspire has to offer and tell us about the marketing efforts he has planned for 2025.

13. **ADJOURN:**

With no other business to discuss, Tim Donnegan moved to adjourn. Shannon Ezell seconded the motion. All were in favor. None opposed. The meeting adjourned at 3:48 p.m.

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