

Windsor Housing Authority – Town of Windsor

November 19th, 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 7 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
Commissioner	Shannon Ezelle

Also present:

Brandon Johnson – Loveland Housing Authority – Absent

David McElwreath – Loveland Housing Authority

Ray Grimaldo – Loveland Housing Authority

Jess Hinze – Loveland Housing Authority

Eric Hull – Loveland Housing Authority

Theresa Fox – Loveland Housing Authority - Absent

Jeff Feneis - Absent

Sandy Mezzetti – Town of Windsor

Ron Steinbach – Town of Windsor

Tracy Hoff – Loveland Housing Authority - Absent

2. **Adoption of the November meeting agenda:** The agenda was adopted as circulated. Megan Ferguson moved for adoption of the agenda. Wayne Dehn moved for adoption. All were in favor. None opposed.
3. **Adoption of the October meeting minutes:** Megan Ferguson made a motion to approve the October meeting minutes. Tim Donnegan seconded the motion. All were in favor. None Opposed. Minutes were approved as presented.

4. **Development Update** – Frankie Cole reported that Jacoby Meadows Phase I construction continues on schedule and within budget. Currently underground plumbing has been installed and inspected. Underground utility connections are being prepared. Framing will start soon.
5. **Financial Statement Review** – Theresa Fox presented the September financials. Frankie Cole asked if the board could receive the monthly inspection reports that have the reconciliation of the draws. Theresa will add that to her updates.
6. **Board, Staff, & Management Company Communications (Vacancies/Maint./Upcoming 504):**

Century III – David McElwreath

- A. David McElwreath reported three vacancies, one is being filled. The other two are getting finished up on remodels and then there are people lined up to move in. We had a USDA audit yesterday with very small deficiencies noted due to the property being so old from 1968. It will not cost a lot to get the repairs completed. There will be a paperwork audit coming soon.

Windsor Meadows I – David McElwreath reported for Brandon Johnson

- A. There are 5 vacancies for Windsor Meadows I & II. There are plans in place for advertising with community partners and social media. They have sent out letters to try to get the vacancies filled as soon as possible. Frankie Cole asked if we have slower response times to letters sent out during the holiday season. Jess Hinze responded that responses to Windsor Meadows letters are dwindling. We have engaged with a marketing company and a website designer to try to ramp up marketing efforts. We are getting quotes from Zillow and Apartments.com because we aren't sure what is going on. Megan Ferguson asked if these five vacancies were in addition to the six that he had last month. Jess Hinze said Brandon completed two lease ups since our last meeting and then received three or four notices to vacate all for good reasons, buying homes etc. Shannon Ezelle asked about the wait list. There is a wait list for 30-40% but harder to fill the 50-60% and that's what we need to fill are the 50-60%

- B. David McElwreath for Brandon Johnson reported there were no maintenance updates.

Windsor Meadows Phase II – David McElwreath for Brandon Johnson

- A. Brandon Johnson reported one vacancy and a prospective applicant that hopefully will be signing a lease tomorrow.
- B. Jess Hinze reported there are some high electricity consumption concerns. Ray Grimaldo is investigating what was going on and there are problems with solar converters on 3 buildings. We placed a call to the contractor who services them and will update the board at the next meeting.

8. **Public Communications:**

None

9. **Resident Communications:**

No resident communications currently.

10. **New Business:**

- A. Century III typically has a craft fair each year. Frankie Cole asked David McElwreath to let the board know so that we can support them if we want to. Frankie Cole also asked David to find out if we were planning on giving out Safeway gift cards to the residents for Christmas to see if we have money in the budget to do that. Frankie also wanted to remind the commissioners that officer elections will be held during the January meeting.

11. **Old Business:**

- A. Published Terms/Bylaw Updates Needed – Tim Donnegan said that Karen Frawley from the town confirmed that the town does not need to approve our bylaws but the change with respect to the number of commissioners does need to be approved by the town board. Karen forwarded this request to the town attorney. Ron Steinbach has not heard any information about this from the town attorney. Tim said that the WHA charter is to have 7 commissioners. The town code indicates that the max should be 5 commissioners. Tim will ask to have the new bylaws published since the town already appointed the extra members.
- B. Megan Ferguson had some questions about the Governor Farm land that is under contract. Do we want to pursue information on it? Frankie Cole asked if Ron if he could reach out to the listing agent to

find out more information and he will do so once Frankie Cole sends him the information for the listing agent. Sandy Mezzetti said that this could count toward Prop123.

- C. Century III Gift Cards – David McElwreath reported that we did not budget for gift cards for the Century III residents unless there is a budget adjustment to allow it. If you want us to do that we would support you. Diana made a motion to approve the purchase of one \$25 gift card for each household at Century III. Shannon Ezelle seconded the motion. All were in favor. None opposed. David will coordinate the distribution of these gift cards.

12. **Other Items:**

13. **ADJOURN:**

With no other business to discuss, Megan Ferguson made a motion to adjourn. Tim Donovan seconded the motion. All were in favor. None opposed. Chairperson Frankie Cole adjourned the meeting at 3:41 p.m.

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