

Windsor Housing Authority - Town of Windsor

Regular Meeting – December 17, 2009

On the 17th day of December 2009 a regular meeting of the Housing Authority of the Town of Windsor, Colorado was held pursuant to the bylaws at 1027 Walnut Street, office of the Housing Authority. Members of the Housing Authority were present as follows:

JOHN MOORE, Chairman

RICK BOWERS

MICHAEL DAVIS - absent

WILLIAM VOEGTLI

JON SLATER

Also present: Kelly Mannon, recording secretary, the property management team Sam Betters, Sharlet Lee, Shari Ness, Adrian Leija and Moofie Miller of HACOL, Henry Propp, tenant.

Chairman Moore read the call of the minutes, which were ordered spread upon the members.

TO: JOHN MOORE
WILLIAM VOEGTLI
RICK BOWERS
JON SLATER
MIKE DAVIS

You and each of you are hereby notified that the Secretary has called a regular meeting of the Housing Authority of the Town of Windsor, Colorado at 7:30 a.m. on the 17th day of November, 2009 at the Century III Clubhouse, 1027 Walnut Street, Windsor, Colorado for the purpose of attending such business that may come before the Board.

We the undersigned commissioners of the Windsor Housing Authority of the Town of Windsor, Colorado hereby accept service of the foregoing notice of the regular meeting, waiving any and all irregularities in such service and such notice and consent and agree that said commissioners met at the time and place mentioned for the purpose therein stated.

John Moore

Rick Bowers

William Voegtli

Mike Davis - absent

Jon Slater

The meeting was called to order by Chairman Moore at 7:30 a.m. at the Century III Clubhouse.

Chairman Moore asked for the adoption of the agenda. A motion was made by Commissioner Bowers to adopt the agenda which was seconded by Commissioner Voegtli and approved unanimously.

Tenant' communication was given by Henry Propp Apt 6E. Mr. Propp was concerned about the report from many residents about slow recertifications. He also was upset about the frozen boilers after the below zero temperatures that we recently had. He reported that many tenants had to put thermostats at 80 degrees to get the temperature up to 70 degrees. The board thanked Mr. Propp for his report and stated that the boiler installer would be back in to fine tune the boilers and the Bill Rumley from HACOL will meet with the boiler installers to get all the problems resolved.

Chairman Moore asked for the adoption of the minutes of November 19, 2009. A motion was made by Commissioner Voegtli to adopt the minutes. The motion was seconded by Commissioner Bowers and unanimously approved.

Sharlet Lee from HACOL walked through the financial reports for the Board. She discussed the outstanding checks from the Windsor Housing Authority. The board authorized her to clean up the outstanding checks in the account. She also asked a board member to transfer \$4,828.27 to the new management account. Commissioner Slater indicated that he would help with that. Sharlet also discussed the automatic withdraw for AOL to see if it was still needed Commissioner Slater will check into this. The board reviewed the financial statements for December Commissioner Bowers made a motion to approve the financial statements and the December bills to pay. The motion was seconded by Commissioner Slater and approved unanimously. Sharlet Lee let the board know that \$5,000.00 was approved by Linda with RD for asset management. She will transfer \$4,000.00 out of the management account to be placed into the WHA account. We will also make an agreement with Linda for taking money out of the reserve to pay for rehab that will be reimbursed by the grant, Sharlet will draw up a letter to RD for that purpose.

The Board also discussed the money that the Town of Windsor had pledge to

the Housing Authority. The Town had indicated that they wanted invoices.

The Board held the election of officers. A motion was made by Commissioner Voegtli to leave the positions the same this motion was seconded by Commissioner Bowers and unanimously approved.

Commissioner Jon Slater discussed an interest by Habitat for Humanity to develop a partnership in the future. Sam Betters let the board know how Loveland handles their partnership with Habitat. The Board decided to have a representative of Habitat come in a talk at one of our meetings.

The board discussed the management of the WHA books which are separate from the Century III books Commissioner Slater made a motion to have Sharlet Lee keep the books for an additional charge of \$350.00 a month and that she should be added to the signature card at Bank of Colorado for the account # 2700306317 in the name of Windsor Housing Authority. This motion was seconded by Commissioner Voegtli and unanimously approved.

Special Projects – The board instructed HACOL for have attorney Stan Matsunaka look into the organizational issues for the Housing Authority of the Town of Windsor particularly the SEP and Bylaws. This motion was made by Commissioner Bowers and seconded by Commissioner Slater and approved unanimously.

Sam Betters wanted to know how much the Board wanted the management company to do in respect to the door, gutter and trash bins. The board decided to continue to have Commissioner Bill Voegtli manage those projects. It was discussed that the board has to allow Loveland Housing Authority to do the job they were hired to do and any complaints should be handled by the management team and not the Board members.

Adian Leija from HACOL gave a report to the board regarding the recertification process and how it differs from the way recertifications were done in the past. Since the information must be brought back to Loveland the process does take longer and that they are in a transition period right now and things will run smoother as time progresses and the tenants get used to the changes.

Commissioner Voegtli gave a report on the door progress. We are still

having problems with the threshold and that there are many doors that need to be adjusted. It is taking longer to complete the door project than was previously thought. The patios and walkways are completed and the trash bins areas will be starting soon. Commissioner Voegtli presented invoices to be reimbursed by Weld County.

The Board instructed HACOL to check into adding an addition to the Clubhouse.

Meeting was adjourned at 11:00 am.