

HOUSING AUTHORITY AGENDA

Thursday, March 19, 2026 at 8:30 AM

MEETING LOCATION

1101 Broad Street, Meeting House, Milliken, CO 80543

Zoom Meeting Details

To Join via Zoom

<https://us02web.zoom.us/j/82526845289?pwd=ImiyC5NpxQ8htBUuE3MNOagn2nHHnj.1>

Meeting ID: 825 2684 5289

Passcode: 865282

One tap mobile: +17193594580,,82526845289#,,, *865282# US

Join https://us02web.zoom.us/join/82526845289/invitations?signature=oDHyMOwkmlo_VciSVF60kfxR-tyntH2nptFS7mMFkMQ
instructions:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Agenda Approval**
 - a. **To Consider and Approve the Agenda for March 19, 2026.**
5. **Citizen Comments**
 - a. **There are none**
6. **Minutes of Previous Meetings**
 - a. **To Consider and Approve the Minutes from February 19, 2026**
7. **Loveland Housing Authority Updates**
 - a. **Written Report**
 - b. **Dove Valley Resident Survey Results**
Cory Mitchell, LHA Staff
 - c. **Dove Valley Waitlist Numbers**
 - d. **Follow-Up Questions Regarding 2026 Dove Valley Budget and Email Response**
 - e. **Timeline for Payment of Developer Fee and Limited Partner Distribution**
8. **Action Agenda**

a. **There are no Action Items**

9. Discussion Agenda

a. **May MYCL - Dove Valley Shed Painting Event**

Kellie Matthews, Housing Authority Secretary & Treasurer

10. Informational Agenda

a. **2026-2028 Strategic Plan Update**

11. Officer Reports

a. **There are none**

12. Future Business

a. **Quarterly Treasurers Report at the April Meeting**

Kellie Matthews, Housing Authority Secretary & Treasurer

13. Adjournment



Town Of Milliken
Milliken Housing Authority
Milliken Meeting House
1201 Broad Street

Meeting Minutes for February 19, 2026

1. Call to Order

Chair Hawes called the meeting to order at 8:34 am.

2. Pledge of Allegiance

Chair Hawes led the Authority in the Pledge of Allegiance

3. Roll Call

Those Present: Chair Sloane Hawes, Commissioners Kellie Matthews (Zoom), and Lori Vandiveer (Zoom)

Those Absent: Vice Chair Chad Wilson and Commissioner Michelle Bauer

Also in attendance: Loveland Housing Authority (LHA) Jess Hinze, Director of Asset Management, Maira Vasquez, Housing Coordinator, and Misti Hudson, Accounting Manager.

4. Agenda Approval

a. For Consideration and Approval of the Meeting Agenda for February 19, 2026

Commissioner Matthews motioned to approve the agenda as presented. Commissioner Vanderveer seconded.

All in Favor. None Opposed. Motion Carried.

5. Citizen Comments

There were none.

6. Minutes of Previous Meetings

a. For Consideration and Approval of the meeting Minutes for January 15, 2026

Tami Burns, Administrative Assistant

Commissioner Matthews motioned to approve the minutes from January 15, 2026, as presented. Commissioner Vandiveer seconded.

All in Favor. None Opposed. Motion Carried.

7. Loveland Housing Authority Updates

a. Dove Valley Report

Sloane Hawes, Housing Authority Chair

Housing Coordinator Maira Vasquez provided an operational update on the Dove Valley units, focusing on occupancy and compliance.

After an extensive multi-month project, Maira confirmed that all resident accounts are fully reconciled. This provides a clean slate for the new software.

A project-based voucher unit at Dove Valley remains vacant. Because the unit is project-based, Greeley Weld typically manages the placement. However, after they failed to find a tenant, Maira has taken over the search using the local Milliken waitlist. Once a candidate is identified locally, they will be sent to Greeley Weld for final voucher approval.

Maira committed to email the Authority with updated waitlist totals categorized by preference/need by the end of the day.

b. Dove Valley December 2025 Financials

Sloane Hawes, Housing Authority Chair

Director of Asset Management Jess Hinze noted that the end-of-year period has been exceptionally difficult due to a simultaneous software conversion. This transition is intended to automate ledger accuracy and prevent the manual reconciliation issues faced in 2025.

Finance Manager Misti Hudson presented the unaudited 2025 year-end financials, highlighting a massive accounting adjustment required to correct historical errors. Misti explained a significant revenue discrepancy for December 2025. This was due to correcting the inflated prepaid balances. Before the cleanup, the system showed a prepaid balance of roughly \$50,000 to \$60,000 because the software wasn't charging the residents correctly. The money was sitting in the bank, but because the system didn't show a bill, it just labeled the money as Prepaid.

The 2025 Year-End Review shows cash flow remains tight due to the upfront payments LHA paid out for the hail-damaged roof claim. A \$71,000 receivable is expected from the insurance company to close out once 2026 insurance reimbursements are processed.

c. Dove Valley 2026 Budget

Misti presented a short summary of the 2026 Budget to the Authority. The Projected Debt Service Coverage Ratio is 1.17. This does not include the recent insurance payments and salary adjustment.

Most notable are the capital allocations for 2026, which include the following:
\$12,000 for exterior painting
\$8,000 for concrete and;
\$7,000 for tree trimming.

Solar revenue was down due to the solar panels being damaged by hail and squirrel-related wiring issues. Repairs are complete, and solar credits should return to 100% in 2026.

Misti noted an over-accrual for salaries at the end of the year. While the impact on Dove Valley is minor, roughly \$1,000, she will provide updated, unaudited financials once this is corrected.

d. Timeline for Payment of Developer Fee and Limited Partner Distribution
Loveland Housing Authority

Limited Partner Distribution — Misti stated that there is ongoing discussion with auditors regarding the 2024 distribution. Because Dove Valley operates under a Rural Development (RD) loan, there are strict rules about paying out distributions in a different calendar year than they were earned. Misti will copy the Authority on the final auditor recommendation.

8. Action Agenda

There are none.

9. Discussion Agenda

a. Draft of 2026 Event Schedule
Sloane Hawes, Housing Authority Chair

Chair Hawes presented a draft of the 2026 Event Calendar. The Authority engaged in a discussion regarding minimal marketing and low community turnout. Commissioner Matthews emphasized that for an event to be successful, it must appear in the Town Newsletter for two consecutive months leading up to the date.

Revised Schedule:

Q1: The March workshop was deemed too last minute and was canceled due to insufficient planning time.

Q2: Shed Painting Social (May) Chair Hawes will set this up with Silvia, the coordinator for Milliken Young Community Leaders (MYCL). Paws and Property Resource Event (June). Chair Hawes will plan this event. The board discussed hosting an informational table at the local Market Days to advertise future events.

Q3: Beef and Bean Day (August) and Fall Social (September). Commissioner Matthews will plan this event.

Q4: Year-end Community Workshop (October). A pole will be taken at earlier events to decide the topic and Holiday Gift Baskets (November–December)

Future event calendars will be set in November/December of the prior year to ensure the Q1 events have enough marketing lead time. Events will also be assigned to Authority members at that time going forward.

10. Informational Agenda

a. Commissioner Recruitment

Chair Hawes stated that she has a meeting with a potential candidate for coffee tomorrow, but that the potential candidate is also running for a position on the Town Board. She will decide once elections are over in April.

They would like to keep the ad in the newsletter going forward.

b. 2026-2028 Strategic Plan Update

Sloane Hawes, Housing Authority Chair

While the Authority didn't dive into a formal Strategic Plan during this meeting, they plan to add this to the second half of the work session on March 2nd. The work session will begin with guests from Windsor Housing Authority (WHA).

Commissioner Matthews requested that questions for WHA be submitted by Tuesday, February 24th so that they may prepare for the meeting.

11. Officer Reports

There are none.

12. Future Business

There are none.

13. Adjournment

Commissioner Vandiveer motioned to adjourn the meeting. Commissioner Matthews seconded the motion. Meeting adjourned at 9:23 am.

Motion passed unanimously.

Prepared By:

Approved By:

Tami Burns, Admin. Assistant II

Sloane Hawes, Housing Authority Chair



MHA Monthly Report-

1. **General Updates:** (Greeley/Weld, policy/staffing changes)

2. **Dove Valley Residents:** (vacancies, resident complaints)

3. **Maintenance & Facilities Updates:** (WO requests, routine maintenance)

4. **Finance:** (Quarterly financials, variance notes)

5. **Other Updates:**

Dove Valley

2025 Resident Survey

Field Dates: 8.4.25 – 9.24.25

DOVE VALLEY

N=8

40% Response Rate



TOPLINE RESULTS

OVERALL SATISFACTION

100%

↔ vs last year (100%)

Above overall portfolio (88%)

LIKELIHOOD TO RECOMMEND

100%



vs last year (88%)

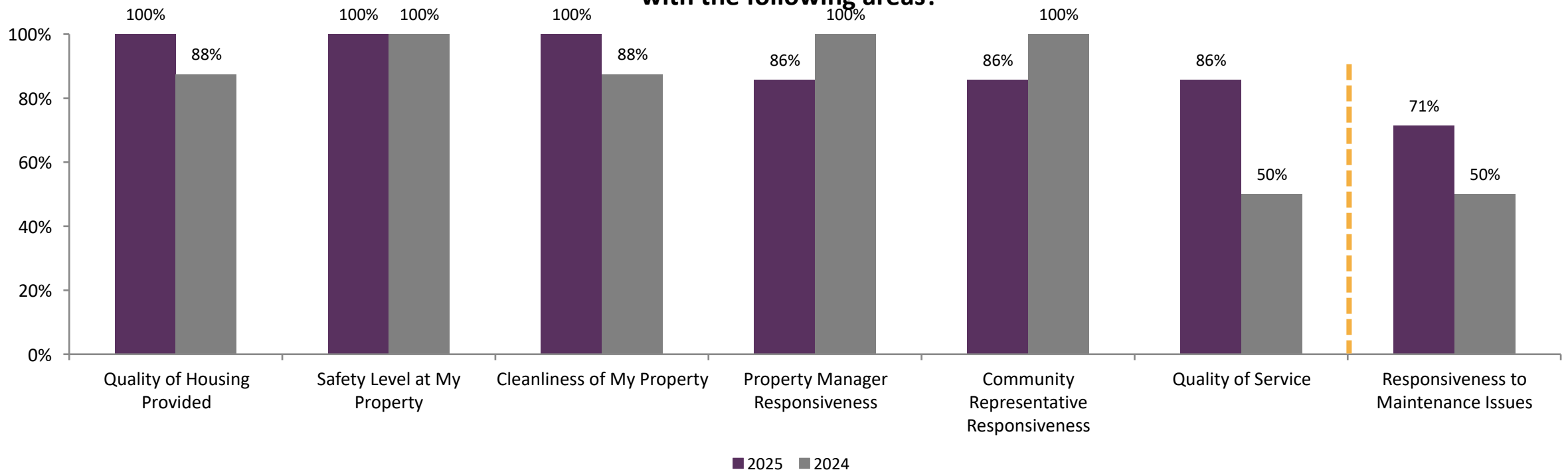
Above overall portfolio (91%)

Overall Satisfaction remained 100% year/year, while Likelihood to Recommend had a large increase to 100% this year. Both scores are above the overall portfolio.

SATISFACTION SCORES

- Scores remained high overall, though Property Manager/Community Representative scores decreased due to staff turnover issues throughout the year.
- Quality of Service saw a big increase as there were less maintenance concerns noted this year.

Based on your interactions with the Loveland Housing Authority over the past year, how satisfied are you with the following areas?



Question: Based on your interactions with the Loveland Housing Authority over the past year, how satisfied are you with the following areas? Quality of housing provided (N=6); Quality of service (N=7); Safety level at my property (N=7); Responsiveness of your Community Representative when you express questions/concerns (N=7); Responsiveness of your Property Manager when you express questions/concerns (N=7); Cleanliness of my property (N=7); Responsiveness to maintenance issues (N=7)

QUALITY OF SERVICE DETAILS

Satisfaction With Quality of Service:
86%



General Satisfaction (2)

"Happy here."



Staff Appreciation (2)

"So far Maira Vasquez has been wonderful!!"



Staff Turnover & Responsiveness (2)

"The unsatisfactory scores are due to the loss of Jess Prentice then having 2 property mgrs (no longer w/LHA) that we never met and their lack of response."

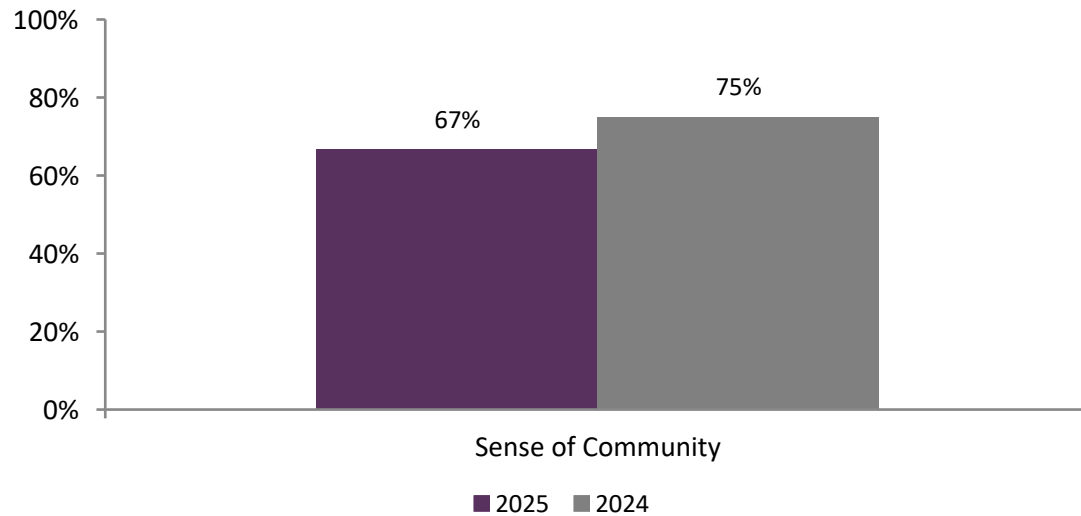


Maintenance Responsiveness (2)

"Maintenance updates need work."

SENSE OF COMMUNITY

I feel a sense of community at my housing complex



Community Drivers

General Satisfaction (4)

"All good."



Barriers to Community

Resident Behavior (3)

"It appears due to two tenants that clearly don't get along they've tried and somewhat succeeded in getting the community to take sides."

Questions: Please let us know if you agree or disagree with the following statement: I feel a sense of community at my housing complex. (2025: N=6; 2024: N=8); Based on your answer to the previous question, please let us know why you either do or do not feel a sense of community at your housing complex. (N=6)

AREAS OF STRENGTH



Quiet & Peaceful Environment (4)

"Peaceful, quiet location."



Community (1)

"Community."



Accessibility (1)

"I love this senior community as they're no stairs, we are very fortunate to have attached garages."



Staff Appreciation (1)

"Ashley and Maira are absolutely wonderful."

IMPROVEMENT OPPORTUNITIES



Resident Behavior (2)

“Get rid of the trouble guys.”



Unit/Property Upkeep (2)

“Major connect n sign these units are 18+ y.o. Which requires routine maintenance to keep the units properly maintained...”



Maintenance Responsiveness (1)

“Better communication from the LHA maintenance dept...”

NEXT STEPS

- **Staffing concerns**
 - Dove Valley will be getting more staff support with the addition of a Community Representative, and its Property Manager has been consistent since the survey was conducted (and received positive feedback on the survey).
- **Sense of community**
 - LHA staff plan to hold community events, including the youth support group through the Town of Milliken, which the tenants love.
 - The tenant conflict has been resolved since the survey so this should positively impact the community.
- **Property upkeep**
 - Plan to paint two units/one full duplex.
 - Will continue to make maintenance improvements as needed.

Dove Valley Waitlist Numbers

Maira Vasquez <mvasquez@lovelandhousing.org>

Mon, Feb 23, 2026 at 9:29 AM

To: Sloane Hawes <sloane.hawes@gmail.com>

Cc: "#RealKellie Kellie Matthews, Realtor" <realkellie42@gmail.com>, Caree Rinebarger <crinebarger@millikenco.gov>, Tamara Burns <tburns@millikenco.gov>, Ashley Wade <awade@lovelandhousing.org>, Jessica Hinze <jhinze@lovelandhousing.org>

Good morning Board Members,

Please see the Milliken preference waitlist numbers below.

Please note that these figures were pulled prior to the annual purge process. The totals will change before the next Board meeting once the waitlists have been fully updated and finalized.

	Milliken Preference	Total Waitlist
1BD 30%	34	608
1BD 40% (4)	1	94
1BD 50% (2)	1	28
1BD 60% (4)	1	17
1BD 80%	2	6
1BD Total (10)	39	753
2BD 30%	28	291
2BD 40% (4)	4	55
2BD 50% (1)	1	11
2BD 60% (5)	1	7
2BD 80%	1	5
2BD Total (10)	35	369

Best Regards,



Maira Vasquez

Property Manager

Loveland Housing Authority

375 W 37th St. Ste 200

Loveland, CO 80538

P: 970-635-5917

O: 970-667-3232

E: mvasquez@lovelandhousing.org

www.LovelandHousing.org

LHA Monthly Report - Reminder

Jessica Hinze <jhinze@lovelandhousing.org>

Thu, Feb 19, 2026 at 2:35 PM

To: Misti Hudson <mhudson@lovelandhousing.org>, Sloane Hawes <sloane.hawes@gmail.com>, Maira Vasquez <mvasquez@lovelandhousing.org>

Cc: Ashley Wade <awade@lovelandhousing.org>, Ray Grimaldo <RGrimaldo@lovelandhousing.org>, Caree Rinebarger <CRinebarger@millikenco.gov>, Tamara Burns <tburns@millikenco.gov>, "#RealKellie Kellie Matthews, Realtor" <realkellie42@gmail.com>

Good afternoon,

Getting back to the two questions from this morning:

- The solar panels have all been fixed and are up and running
- The \$12K in the 2026 budget is for painting of 1 duplex (2 units)

Jess



Jessica Hinze, CPM (she/her)
Director of Asset Management

Loveland Housing Authority
375 W 37th St. Ste 200
Loveland, CO 80538
Phone: 970-635-5924
Fax: 970-635-5924
www.lovelandhousing.org

From: Jessica Hinze <jhinze@lovelandhousing.org>

Sent: Thursday, February 19, 2026 8:38 AM

To: Misti Hudson <mhudson@lovelandhousing.org>; Sloane Hawes <sloane.hawes@gmail.com>; Maira Vasquez <mvasquez@lovelandhousing.org>

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FW: Dove Valley - 2024 Cash Flow Distribution

Misti Hudson <mhudson@lovelandhousing.org>
To: Sloane Hawes <sloane.hawes@gmail.com>

Thank you Sloane!

As of February, we have about \$130k in the checking account. Accrued expenses and payables are pretty nominal.

The call is truly up to you and your board. If we distributed the full 90k from 2024's audit, I think we would be okay.

Now that we have our insurance proceeds back from the roof claim, things are way less tight!

If you confirm, I'll get the distribution keyed up as planned.

Thank you,

Misti

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[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Misti Hudson
Accounting Manager
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