#### \*PUBLIC NOTICE OF MEETING\*

#### **SUMMIT COMBINED HOUSING AUTHORITY**

# BOARD MEETING AGENDA Monday, April 22<sup>nd</sup>, 2024, 1:00am – 3:00pm County Commons—Mount Royal Room

- I. CALL TO ORDER
- II. ROLL CALL AND INTRODUCTIONS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
  - 03/18/2024 Minutes
  - 03/20/2024 Minutes
- V. NEW BUSINESS
  - 2024 AMI
    - Low Income HUD rate vs CHFA 30% AMI Rate
    - Rolling 10-year mortgage interest rate
    - \$350 for HOA budget
  - Contingent offers on Deed Restricted properties
    - Lotteries vs. 30-day priority

#### VI. CONTINUING BUSINESS

- SRLF Progress
  - Vickie worked with Darci Henning from TOB and Paula Ramey with CCM.
     Paula will be present for any questions. Ongoing process development.
  - Subordination Example
- 331 Main St, Unit 100 Construction Update
- CDBG Grant Close Out Documents
  - o There is \$857,240.63 in the fund. SCHA will meet with CDOH in May.
- Town and County Updates
- SCHA Sales Tax and Financials

#### VII. OTHER BUSINESS

 Goals Document Review and Feedback Process (SCHA Goals and Executive Director Goals)

#### VIII. EXECUTIVE SESSION

A conference with the Summit Combined Housing Authority attorney pursuant to §24-6-402(4)(b), C.R.S., for the purposes of receiving legal advice on specific legal questions, and §24-6-402(4)(e), C.R.S., for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators, related to the following matter: 1) Town of Keystone's interest in membership in the Summit Combined Housing Authority

#### IX. ADJOURNMENT

\*Please note agendas are subject to change

Public Comments may be emailed to info@summithousing.us in advance of the meeting.

#### \*Minutes\*

#### **SUMMIT COMBINED HOUSING AUTHORITY**

BOARD MEETING AGENDA Wednesday, March 20<sup>th</sup>, 2024 11:30am – 12:00pm Remote Only Microsoft Teams Meeting

#### I. CALL TO ORDER

#### II. ROLL CALL AND INTRODUCTIONS

- Board Members and Alternates: Shannon Haynes, Ryan Hyland, Jason Dietz, Laurie Best,
   Tom Fisher
- County Staff: Steve Greer
- SCHA Staff: Corrie Burr, Vickie Lewis, Jesse Shoemaker, Dani Solmon, James Kennelly, Karl Hanlon
- Public: Ken Riley

#### III. PUBLIC COMMENTS

#### IV. CONSENT AGENDA

#### V. NEW BUSINESS

- Resolutions 2024-02: Intergovernmental Agreement with the Town of Breckenridge for the Services of the Executive Director for the SCHA
  - Ryan Hyland verified with Karl Hanlon the adjustments of the start date, time spent with TOB, and signing and contract authority.
  - Karl Hanlon called for a motion to approve Resolution 2024-02. Ryan Hyland called the motion, Jason Dietz seconded the motion. The motion passed unanimously.

#### VI. CONTINUING BUSINESS

- VII. OTHER BUSINESS
- VIII. EXECUTIVE SESSION
- IX. ADJOURNMENT

#### \*Minutes\*

#### **SUMMIT COMBINED HOUSING AUTHORITY**

BOARD MEETING AGENDA Monday, March 18<sup>th</sup>, 2024 1:00pm – 3:00pm Senior Center – Hoosier Room

#### I. CALL TO ORDER

#### II. ROLL CALL AND INTRODUCTIONS

- Board Members and Alternates: Shannon Haynes, Ryan Hyland, Jason Dietz, Dave Rossi,
   Laurie Best, Katie Kent
- County Staff: Steve Greer, Lina Lesmes, Allison Hiltz
- SCHA Staff: Corrie Burr, Vickie Lewis, Jesse Shoemaker, Sarah Butler, Dani Solmon, James Kennelly, Karl Hanlon
- Public: Gretchen Davis

#### III. PUBLIC COMMENTS

#### IV. CONSENT AGENDA

- 02/26/2024 Minutes
- 03/13/2024 Minutes
  - Shannon Haynes called the motion to approve the consent agenda.
     Ryan Hyland called the motion, Jason Dietz second the motion. The motion passed unanimously.

#### V. NEW BUSINESS

- 331 Main St, Unit 100
  - Construction Update: Corrie Burr informed the board that the construction progress is moving along quickly. The painting is about 50% completed and additional walls are framed. Walls and paint will be done end of March, flooring will take 5-6 days following. Estimate time of completion will be mid-late April. Vickie Lewis informed the board that the sprinklers did not need to be moved, resulting in cost savings.
  - <u>IS Equipment and Installation Proposal:</u> Corrie Burr presented the IS proposal document, noting the estimated budget to come in below \$16,000.
- Colorado Development Block Grant Contract #H9CDB19046
  - Allison Hiltz SCG Grant Director: Dave Rossi announced Allison Hiltz, the SCG Grant Director – Allison, along with her department, sources grants and passes them along to appropriate departments. They also assist with the grant application process and with monitoring of grant compliance. If reporting is needed, their department will work

\*Please note agendas are subject to change

- collaboratively with department heads to complete tasks related to grants. Regarding SCHA, the CDBG grant has been shared with Allison's department with the intention of assisting with the reporting and understanding of grant requirements.
- O 19-046 Monitoring Letter / Audit: Vickie informed the members of the submission of the outstanding reports prior to the March 6<sup>th</sup> deadline. This is for the closeout of the grant. The last task with the grant is to service the active loans, in which SCHA will be paid \$15/loan per month. 29 loans are being serviced at a collection rate of \$425/month. Once the close out letter is received, an agenda item will be added to determine what is done with the excess funds. The amount shown in the account is over \$800,000. Vickie noted that the interest collected on the loan amount will stay in the account. Jason mentioned the funds could be used as a sub-recipient agreement.

#### VI. CONTINUING BUSINESS

- Town and County Updates
  - Town of Breckenridge—Laurie reminded members that the Stables Village Lottery is underway for the 1B phase, consisting of 22 units focusing on the "missing middle" with triplex, townhomes, duplex and single-family homes. With applications opening on March 15<sup>th</sup>, an open house is scheduled for next week. Larkspur is leasing up as Corum completed placements and are working on lease signings. Anticipated move in date still set for May 1st. Housing Helps and Buydowns still have immense interest in the community. Breck has started to focusing on a few, higher-priced, single-family homes with buydowns. Laurie announced the change of names for the Alta Verda property to be changed to Vista Verde due to a notice of copyright infringement.
  - Town of Silverthorne—Ryan informed members that the Smith Ranch original time of completion was April of 2025 but could be as soon as October of this year. With this update, current discussions of the application process are starting. Ryan shared the need for a housing specialist/coordinator position and looking to get job descriptions from other jurisdictions. Also indicated an interest in SCHA contracted housing personnel.
  - County—Jason reminded the members of the recent open house for the Nellie's Neighborhood, which had a full house. Jason gave James, with SCHA, a shout-out for attending and speaking to the project—assisting with the 6-0 approval. David shared that James' knowledge and insight led to many positive comments by the community. Jason shared details on the project's ADUs, tap fees and product scope. The project will move forward, pending any appeals. Housing Helps applications have been pouring in. With the 2.5-million-dollar budget max, restrictions are in place for Q1-Q3 for new acquisitions only, allowing it to open up for Q4 for current owners if funds remain. The county has partnered with Breckenridge, Frisco and Silverthorne for Housing Helps.

- Town of Frisco—Katie shared their interest in utilizing Housing Helps to pay for tap fees for the applicants. Regarding 619 Granite, the C-DOT build is coming along with an anticipated opening this fall. An RFP is being sent out for property management in the coming days. Frisco went under contract for two units with recent lotteries hosted by SCHA. The 3rd contract was terminated due to an undisclosed lawsuit with the HOA. 602 Galena, an NHP rental project, is going to Council this Thursday for a major site plan review. Once that is complete, they will move forward with financing. The Workforce center will be demolished this summer. 101 West Main is going to Council in April, with hopes of receiving LIHTC financing.
- Town of Dillon and Town of Montezuma—no further updates.
- Salesforce and Public House
  - Corrie updated the members that the Public House agreement has been signed, the Salesforce agreement is almost final, and the HomeKeeper software is almost finalized. SCHA is still on target for an April 1<sup>st</sup> implementation start date.
- SCHA Sales Tax and Financials
  - Vickie informed members that the February financials were only received within the last 24 hours due to the adjustments with the amended budget that Steve presented to her after the 2/26/2024 board meeting. With Corrie stepping in to her new ED role, she was more comfortable presenting the YTD financials at the next board meeting, allowing her time to connect with Laura, the accountant for SCHA.

#### VII. OTHER BUSINESS

- Board Meeting Frequency
  - O Vickie and Corrie asked the board their thoughts on the meeting frequency and recommended returning to once-a-month now that Corrie has filled the ED position. The board was agreeable to this as most of the heavy lifting has been done. Due to Summit County School District's spring break dates, April 22<sup>nd</sup> has been proposed and approved for the next meeting. Going forward, SCHA Board Meetings will occur on the 3<sup>rd</sup> Monday of every month from 1:00pm -3:00pm.
- VIII. EXECUTIVE SESSION not necessary
- IX. ADJOURNMENT

## **SCHA** 2024 SUMMIT COUNTY AREA MEDIAN INCOME (AMI)

Figures in RED are directly from HUD 4/2/2024; other numbers have been extrapolated

AMI																	
AMIs																	
	HUD EXTREMELY LOW			HUD LOW	TRUE												
Household size	INCOME	<u>50%</u>	<u>60%</u>	INCOME	80%	85%	90%	<u>95%</u>	100%	<u>105%</u>	<u>110%</u>	<u>115%</u>	120%	125%	130%	140%	<u>160%</u>
1 person	\$25,600	\$42,650	\$51,180	\$68,250	\$68,240	\$72,505	\$76,770	\$81,035	\$85,300	\$89,565	\$93,830	\$98,095	\$102,360	\$106,625	\$110,890	\$119,420	\$136,480
1.5 person	\$27,425	\$45,700	\$54,840	\$73,125	\$73,120	\$77,690	\$82,260	\$86,830	\$91,400	\$95,970	\$100,540	\$105,110	\$109,680	\$114,250	\$118,820	\$127,960	\$146,240
2 person	\$29,250	\$48,750	\$58,500	\$78,000	\$78,000	\$82,875	\$87,750	\$92,625	\$97,500	\$102,375	\$107,250	\$112,125	\$117,000	\$121,875	\$126,750	\$136,500	\$156,000
3 person	\$32,900	\$54,850	\$65,820	\$87,750	\$87,760	\$93,245	\$98,730	\$104,215	\$109,700	\$115,185	\$120,670	\$126,155	\$131,640	\$137,125	\$142,610	\$153,580	\$175,520
4 person	\$36,550	\$60,900	\$73,080	\$97,450	\$97,440	\$103,530	\$109,620	\$115,710	\$121,800	\$127,890	\$133,980	\$140,070	\$146,160	\$152,250	\$158,340	\$170,520	\$194,880
4.5 person	\$38,025	\$63,350	\$76,020	\$101,350	\$101,360	\$107,695	\$114,030	\$120,365	\$126,700	\$133,035	\$139,370	\$145,705	\$152,040	\$158,375	\$164,710	\$177,380	\$202,720
5 person	\$39,500	\$65,800	\$78,960	\$105,250	\$105,280	\$111,860	\$118,440	\$125,020	\$131,600	\$138,180	\$144,760	\$151,340	\$157,920	\$164,500	\$171,080	\$184,240	\$210,560
6 person	\$42,400	\$70,650	\$84,780	\$113,050	\$113,040	\$120,105	\$127,170	\$134,235	\$141,300	\$148,365	\$155,430	\$162,495	\$169,560	\$176,625	\$183,690	\$197,820	\$226,080
7 person	\$47,340	\$75,550	\$90,660	\$120,850	\$120,880	\$128,435	\$135,990	\$143,545	\$151,100	\$158,655	\$166,210	\$173,765	\$181,320	\$188,875	\$196,430	\$211,540	\$241,760
8 person	\$52,720	\$80,400	\$96,480	\$128,650	\$128,640	\$136,680	\$144,720	\$152,760	\$160,800	\$168,840	\$176,880	\$184,920	\$192,960	\$201,000	\$209,040	\$225,120	\$257,280
Rentals																	
Maximum affordable																	
Assumes affordability																	
Maximum affordable	monthly rent amoun	its should also	o include the fo	llowing utilities	electric, gas,	water, sewer,	trash, & snow r	emoval									
	EXTREMELY LOW			HUD LOW	TRUE												
Unit Size	INCOME	<u>50%</u>	60%	INCOME	80%	<u>85%</u>	90%	<u>95%</u>	<u>100%</u>	<u>105%</u>	<u>110%</u>	<u>115%</u>	<u>120%</u>	125%	<u>130%</u>	<u>140%</u>	<u>160%</u>
Studio (1 person)	\$640.00	\$1,066.25	\$1,279.50	\$1,706.25	\$1,706.00	\$1,812.63	\$1,919.25	\$2,025.88	\$2,132.50	\$2,239.13	\$2,345.75	\$2,452.38	\$2,559.00	\$2,665.63	\$2,772.25	\$2,985.50	\$3,412.00
1 bed (1.5 person)	\$685.63	\$1,142.50	\$1,371.00	\$1,828.13	\$1,828.00	\$1,942.25	\$2,056.50	\$2,170.75	\$2,285.00	\$2,399.25	\$2,513.50	\$2,627.75	\$2,742.00	\$2,856.25	\$2,970.50	\$3,199.00	\$3,656.00
2 bed (3 person)	\$822.50	\$1,371.25	\$1,645.50	\$2,193.75	\$2,194.00	\$2,331.13	\$2,468.25	\$2,605.38	\$2,742.50	\$2,879.63	\$3,016.75	\$3,153.88	\$3,291.00	\$3,428.13	\$3,565.25	\$3,839.50	\$4,388.00
3 bed (4.5 person)	\$950.63	\$1,583.75	\$1,900.50	\$2,533.75	\$2,534.00	\$2,692.38	\$2,850.75	\$3,009.13	\$3,167.50	\$3,325.88	\$3,484.25	\$3,642.63	\$3,801.00	\$3,959.38	\$4,117.75	\$4,434.50	\$5,068.00
4 bed (6 person)	\$1,060.00	\$1,766.25	\$2,119.50	\$2,826.25	\$2,826.00	\$3,002.63	\$3,179.25	\$3,355.88	\$3,532.50	\$3,709.13	\$3,885.75	\$4,062.38	\$4,239.00	\$4,415.63	\$4,592.25	\$4,945.50	\$5,652.00
For Sale																	
	Duinainal 8 Intaras	Daymant															
Maximum Monthly F Based on the afforda	•	•	loce a \$350 all	owance to cov	ar tayes insura	nce and HOA	dues										
based on the allorda	HUD	iounto above,	icss a wood an	owanice to cove	or taxes, moure	ince, and more	uucs										
	EXTREMELY LOW			HUD LOW	TRUE												
Unit Size	INCOME	<u>50%</u>	<u>60%</u>	INCOME	80%	85%	90%	<u>95%</u>	100%	<u>105%</u>	<u>110%</u>	<u>115%</u>	<u>120%</u>	125%	<u>130%</u>	<u>140%</u>	160%
Studio (1 person)	\$290.00	\$716.25	\$929.50	\$1,356.25	\$1,356.00	\$1,462.63	\$1,569.25	\$1,675.88	\$1,782.50	\$1,889.13	\$1,995.75	\$2,102.38	\$2,209.00	\$2,315.63	\$2,422.25	\$2,635.50	\$3,062.00
1 bed (1.5 person)	\$335.63	\$792.50	\$1,021.00	\$1,478.13	\$1,478.00	\$1,592.25	\$1,706.50	\$1,820.75	\$1,935.00	\$2,049.25	\$2,163.50	\$2,277.75	\$2,392.00	\$2,506.25	\$2,620.50	\$2,849.00	\$3,306.00
2 bed (3 person)	\$472.50	\$1,021.25	\$1,295.50	\$1,843.75	\$1,844.00	\$1,981.13	\$2,118.25	\$2,255.38	\$2,392.50	\$2,529.63	\$2,666.75	\$2,803.88	\$2,941.00	\$3,078.13	\$3,215.25	\$3,489.50	\$4,038.00
3 bed (4.5 person) 4 bed (6 person)	\$600.63 \$710.00	\$1,233.75 \$1,416.25	\$1,550.50 \$1,769.50	\$2,183.75 \$2,476.25	\$2,184.00 \$2,476.00	\$2,342.38 \$2,652.63	\$2,500.75 \$2,829.25	\$2,659.13 \$3,005.88	\$2,817.50 \$3,182.50	\$2,975.88 \$3,359.13	\$3,134.25 \$3,535.75	\$3,292.63 \$3,712.38	\$3,451.00 \$3,889.00	\$3,609.38 \$4,065.63	\$3,767.75 \$4,242.25	\$4,084.50 \$4,595.50	\$4,718.00 \$5,302.00
Maximum Sales Pric	CAS																
Assumes interest rate		r loan term. a	nd 90% loan-to	-value (Interes	t rate is the Fre	eddie Mac 10-v	ear trailing ave	erage for 2014-	2023)								
	HUD	., -		,		,	3	3	-,								
	EXTREMELY LOW			HUD LOW	TRUE												
Unit Size	INCOME	<u>50%</u>	<u>60%</u>	INCOME	80%	85%	90%	<u>95%</u>	<u>100%</u>	<u>105%</u>	<u>110%</u>	<u>115%</u>	<u>120%</u>	125%	<u>130%</u>	<u>140%</u>	<u>160%</u>
Studio (1 person)	\$57,046	\$140,894	\$182,843	\$266,790	\$266,740	\$287,715	\$308,689	\$329,663	\$350,638	\$371,612	\$392,587	\$413,561	\$434,535	\$455,510	\$476,484	\$518,433	\$602,330
1 bed (1.5 person)	\$66,021	\$155,894	\$200,842	\$290,764	\$290,739	\$313,214	\$335,688	\$358,162	\$380,636	\$403,111	\$425,585	\$448,059	\$470,533	\$493,008	\$515,482	\$560,430	\$650,327
2 bed (3 person)	\$92,946	\$200,891	\$254,839	\$362,686	\$362,736	\$389,710	\$416,684	\$443,658	\$470,632	\$497,606	\$524,580	\$551,554	\$578,528	\$605,502	\$632,476	\$686,424	\$794,320
3 bed (4.5 person)	\$118,150	\$242,693	\$305,001	\$429,568	\$429,617	\$460,772	\$491,926	\$523,080	\$554,234	\$585,388	\$616,542	\$647,696	\$678,851	\$710,005	\$741,159	\$803,467	\$928,084
4 bed (6 person)	\$139,665	\$278,592	\$348,081	\$487,106	\$487,057	\$521,801	\$556,545	\$591,289	\$626,034	\$660,778	\$695,522	\$730,266	\$765,010	\$799,754	\$834,498	\$903,987	\$1,042,963

Efective Date: 4/12/2024

10 year trailing interest rate - 2024

Source: http://www.freddiemac.com/pmms/pmms30.html

Year	FHLMC Average Rate
2014	4.17
2015	3.85
2016	3.65
2017	3.99
2018	4.54
2019	3.94
2020	3.11
2021	2.96
2022	5.34
2023	6.81
Average Interest Rate Over 10	4.236
Plus 1.5% Margin	1.5
Rate for 2023 Pricing	5.736
Current rate as of April 2024	6.79
Difference	-1.054



#### **MEMORANDUM**

DATE: April 18, 2024, for the April 22, 2024 Board Meeting

TO: Board of Directors

FROM: Corrie Burr, Executive Director

RE: Contingent Offers with Deed Restricted Property Sales

The SCHA staff is requesting the board discuss contingent offers with deed restricted property sales in the case of a lottery or priority. There are a few current sales being managed at SCHA and the parameters surrounding contingent offers has come into question. It is going to become more and more important to have guidelines surrounding the lottery and sales process.

### **Considerations and Discussion Points**

- 1. What is the goal of having a lottery or priority requirements in a sale?
- 2. What is the role of the jurisdictions and SCHA when it comes to the sales process post lottery?
- 3. A contingent offer can extend the sales process for a seller
- 4. Not allowing a contingent offer can inhibit a buyer and encourage cash sales
- 5. Is there any middle ground with lotteries and contingent sales?
- 6. Is there an optimal standard or are there different goals / needs for different properties?

## **SUBORDINATION AGREEMENT**

WHEREAS,	("Owner"), by his/her Deed of Trust
dated and :	recorded, at Reception No. the real estate records in the Office of the Clerk and Recorder of
of th	e real estate records in the Office of the Clerk and Recorder of
Summit County, Colorado (the "Existi	ng Deed of Trust"), did grant and convey a lien upon the real
	ty") to the Public Trustee of Summit County, Colorado, for the
	OUSING AUTHORITY (the "Existing Lender"), to secure
payment of the indebtedness mentioned	therein; and
WHEREAS, Owner by his/h	er deed of trust dated, and at Reception No of the
recorded	at Reception No of the
	the Clerk and Recorder of Summit County, Colorado (the
Refinance Deed of Trust'), did grant	and convey a lien upon the Property to the Public Trustee of
Summit County, Colorado, for the bene	III OI
("Mortgage Company"), to secure payr	nent of the indebtedness mentioned therein; and
WHEDEAS the Existing Lan	der has agreed to subordinate the lien of the Existing Deed of
Trust to the lien of the Mortgage Comp	
Trust to the nen of the Mortgage Comp	any.
NOW, THEREFORE, in cor	nsideration of the premises herein contained and in further
	d dollars (\$100.00) in hand paid to the said Existing Lender by
	ncy of which are hereby acknowledged and confessed, Existing
-	that the Existing Deed of Trust, and the terms and provisions
	eted thereby, covering the Property, which is also described on
	d they hereby are made subordinate to, subject and inferior to
	and interests of the beneficiary thereunder, and the lien created
•	y; and in the event of sale upon default under the terms and
	rust, then and in that event it is understood and agreed that the
	the same validity, effect and priority of lien as if executed,
	ecution, delivery and recordation of the Existing Deed of Trust
for the benefit of the Existing Lender.	•
	ordination Agreement, the terms and provisions of the Existing
	ed of Trust and the liens created and perfected thereby shall
remain in full force and effect; and the	
	("Title Company") as its lawful attorney with full
	the appropriate information describing the Refinance Second
	ordination Agreement is executed and delivered prior to the
execution, delivery and recordation of t	he Refinance Deed of Trust.
IN WITNESS WHEDEAE E	isting Lender has executed this Subordination Agreement this
day of	
day or	
	SUMMIT COMBINED HOUSING AUTHORITY
	$R_{V}$
	By: Corrie Burr, Executive Director

STATE OF COLORADO	)
COUNTY OF SUMMIT	) ss )
	was acknowledged before me this day of two controls are the controls as a cknowledged before me this day of day of and day of are the controls as a cknowledged before me this day of day of are the controls are the controls as a cknowledged before me this day of day of are the controls are the control are th
Housing Authority.	
Witness my hand and official seal	
My commission expires:	
Notary Public	



#### **MEMORANDUM**

DATE: April 18, 2024, for the April 22, 2024 Board Meeting

TO: Board of Directors

FROM: Corrie Burr, Executive Director

RE: 331 W Main Street, Unit 100 Update

The renovation of 331 W Main Street is almost complete. We have provided a 30-day notice to SCG to vacate the current office. We plan to move the week of April 29<sup>th</sup>. We have been presented with an option to change the lighting to LED for energy efficiencies. We also have decided on most furniture, below is a breakdown of costs. We did not have an established budget for furniture, so we have been conservative along with looking at any potential grant opportunities, especially for the classroom set up.

1. The LED conversion is estimated at \$3,000. This is to replace the light system with LED ballasts and bulbs. The recommendation is to do them all at the same time and hope to not change lights for many, many years.

#### 2. Furniture Review:

- Conference Table \$2,000
- 6 Height-Adjustable Desks with side cabinet \$6,675 (vernalspaces.com)
- Desk Chairs need 4, quote from Slate is \$1,431.52
- Conference chairs TBD (14 chairs quote with Slate is \$5,995 with government discount)
- Classroom tables and chairs TBD (12 tables and 24 chairs quote with Slate is \$13,344 to \$17,856 with government discount)



March 20, 2024

The Honorable Tamara Pogue, Chair, Board of County Commissioners Summit County Government P.O. Box 68 Breckenridge, CO 80424

Re: Summit Combined Housing Authority – CDBG Contract # 19-046

Dear Ms. Pogue:

On November 6, 2023, Chris Peterson conducted a contract desk monitoring visit with Vickie Lewis and Summit Combined Housing Authority to review CDBG contract 19-046. The file monitoring included the following areas of compliance:

- Project Start-up
- Financial Management
- Reporting
- Environmental Review
- Civil Rights
- Program Guidelines
- Revolving Loan Fund
- Client Eligibility
- Lawful Presence
- Property Standards

A letter was sent to your office on February 6, 2024 detailing the findings and observations during the review. Our office has received a response to the outstanding findings. Let this letter serve as notice that the outstanding findings observed have been cured and the contract monitoring for Summit Combined Housing Authority has been closed.

Thank you for assistance and cooperation during this monitoring review. We wish you continued success in your housing efforts.

Sincerely,

Christins Peterson

Chris Peterson Asset Manager

cc: Vickie Lewis







April 18, 2024

Corrie Burr, Executive Director Summit Combined Housing Authority P.O. Box 4760 Frisco, CO 80443

RE: Project Completion for CDBG Contract 19-046 - Down Payment Assistance

Dear Corrie,

Chris Peterson has received and reviewed the Project Completion Report for CDBG #19-046 Down Payment Assistance Program. The report is complete and is accepted. We have closed out this project as of April 18, 2024.

Program Income will be earned as a result of your Down Payment Assistance program. Therefore, per federal CDBG requirements and by contractual agreement with the Colorado Division of Housing, you may only use the Program Income generated by your CDBG-funded program to continue your Down Payment Assistance program. These funds are also subject to Colorado Division of Housing Revolving Loan Fund Guidelines and Program Income Guidelines. Program Income must be used in accordance with all federal CDBG and State of Colorado Division of Housing requirements, including periodic reporting to the Division of Housing on supplied reporting forms.

The final Financial Status Report showed \$6,050 was unspent. We de-obligated this amount and those funds are no longer available to you.

We enjoyed working with the staff of the Summit Combined Housing Authority on this program and hope that we can continue to assist you in addressing your community's affordable housing needs.

Sincerely,

Jose Trujillo

Homeownership Team Manager

cc: Chris Peterson







10:41 AM 04/18/24 Accrual Basis

# Summit Combined Housing Authority Statement of Net Position Prev Year Comparison

As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
ASSETS				
Current Assets Checking/Savings				
Alpine Bank Checking-0960	190,530.31	2,611,720.81	-2,421,190.50	-92.7%
Alpine Bank Money Market-9390	68,154.97	253,283.05	-185,128.08	-73.1%
Alpine Bank Ophir-8101 Alpine Bank-Sales Tax 2123	0.00 232.48	36,517.21 51.31	-36,517.21 181,17	-100.0% 353.1%
FirstBank Checking 4684	0.00	29,113.54	-29,113.54	-100.0%
Total Checking/Savings	258,917.76	2,930,685.92	-2,671,768.16	-91.2%
Accounts Receivable Accounts Receivable	1,936,006.26	1,831,618.43	104,387.83	5.7%
	1,936,006.26	1,831,618.43	104,387.83	5.7%
Total Accounts Receivable	1,930,000.20	1,031,010.43	104,367.03	5.770
Other Current Assets	11,612.88	1,172.00	10,440.88	890.9%
Prepaid Expenses Undeposited Funds	0.00	-500.00	500.00	100.0%
Total Other Current Assets	11,612.88	672.00	10,940.88	1,628.1%
Total Current Assets	2,206,536.90	4,762,976.35	-2,556,439.45	-53.7%
Fixed Assets				
331 W MAIN STREET, 100 LAND	186,505.80	0.00	186,505.80	100.0%
Building Improvements	27,398.63	0.00	27,398.63 1,056,866.20	100.0% 100.0%
331 W Main Street, 100 Frisco Accumulated Depreciation	1,056,866.20 -9,901.66	0.00 -9,901.66	0.00	0.0%
Leasehold Improvements	49,507.10	49,507.10	0.00	0.0%
Total Fixed Assets	1,310,376.07	39,605.44	1,270,770.63	3,208.6%
TOTAL ASSETS	3,516,912.97	4,802,581.79	-1,285,668.82	-26.8%
LIABILITIES & EQUITY Liabilities				
Current Liabilities				
Accounts Payable Accounts Payable	3,242.76	178,001.01	-174,758.25	-98.2%
Interfund Payable	0.00	8,610.00	-8,610.00	-100.0%
Sales Tax Payable	1,823,794.89	3,557,408.86	1,733,613.97	-48.7%
Total Accounts Payable	1,827,037.65	3,744,019.87	-1,916,982.22	-51.2%
Credit Cards				
Alpine Bank CC	1,223.25	-1,010.53	2,233.78	221.1%
Total Credit Cards	1,223.25	-1,010.53	2,233.78	221.1%
Other Current Liabilities Accrued Vacation-Current	16,589.81	16,589.81	0.00	0.0%
Total Other Current Liabilities	16,589.81	16,589.81	0.00	0.0%
Total Current Liabilities	1,844,850.71	3,759,599.15	-1,914,748.44	-50.9%
Long Term Liabilities				
Accrued Vacation	16,589.81	16,589.81	0.00	0.0%
Total Long Term Liabilities	16,589.81	16,589.81	0.00	0.0%
Total Liabilities	1,861,440.52	3,776,188.96	-1,914,748.44	-50.7%
Equity				
Net Investment in Capital Asset	42,905.91	42,905.91	0.00	0.0%
Restricted-Emergencies Restricted-Ophir Mountain	42,000.41 36,547.24	42,000.41 36,517.21	0.00 30.03	0.0% 0.1%
Unrestricted	1,469,944.41	931,132.20	538,812.21	57.9%
Net Income	64,074.48	-26,162.90	90,237.38	344.9%

10:41 AM 04/18/24 Accrual Basis

# Summit Combined Housing Authority Statement of Net Position Prev Year Comparison

As of March 31, 2024

	Mar 31, 24	Mar 31, 23	\$ Change	% Change
Total Equity	1,655,472.45	1,026,392.83	629,079.62	61.3%
TOTAL LIABILITIES & EQUITY	3,516,912.97	4,802,581.79	-1,285,668.82	-26.8%

**Accrual Basis** 

## **Summit Combined Housing Authority** Statement of Rev & Exp

March 2024

	Mar 24
Ordinary Income/Expense	,
Income	
Education & Community Svc Rev Homebuyer Class Reimbursements	1,250.00
Total Education & Community Svc Rev	1,250.00
Misc Revenue	
Interest Revenue	
Bank-SCHA	433.12
Total Interest Revenue	433.12
Total Misc Revenue	433.12
Total Income	1,683.12
Gross Profit	1,683.12
Expense	2 200 42
HOA DUES Clearing House Expenses	2,208.13
Clearing House Software Expense	99.00
Total Clearing House Expenses	99.00
Overhead Expenses	
Meals	94.90
Accounting	805.89
Computer Software	384.00
Copier	175.31 750.48
Office Operating Supplies	1,199.25
Rent Telephone & Internet	96.00
Total Overhead Expenses	3,505.83
Total Expense	5,812.96
Net Ordinary Income	-4,129.84
Other Income/Expense	
Other Income	
Sales & Use Tax Revenue-0.125%	330,348.02
Sales Tax Revenue-0.6%	1,585,486.65
Total Other Income	1,915,834.67
Other Expense	
Sales & Use Tax Distributions	1,823,794.89
Sales & Use Tax Fees	2,798.42
Total Other Expense	1,826,593.31
Net Other Income	89,241.36
Net Income	85,111.52

	Jan - Mar 24
Ordinary Income/Expense	
Income Education & Community Svc Rev	
Homebuyer Class Reimbursements	3,700.00
Total Education & Community Svc Rev	3,700.00
Misc Revenue	
Interest Revenue	
Bank-SCHA	1,407.74
Total Interest Revenue	1,407.74
Total Misc Revenue	1,407.74
Total Income	5,107.74
Gross Profit	5,107.74
Expense	
HOA DUES	5,057.33
Real Estate Activity Expenses RE Payroll Expense	0.00
•	0.00
Total Real Estate Activity Expenses	0.00
Education & Community Svc Exp	2 400 92
Education & Comm Svc Payroll Ex Homebuyer Class Expense	3,490.82 277.24
Total Education & Community Svc Exp	3,768.06
Clearing House Expenses Clearing House Payroll Expense	31,312.25
Clearing House Software Expense	297.00
Total Clearing House Expenses	31,609.25
Loan Activity Expenses	
Loan Payroll Expense	0.00
Loan Software Expense	7,200.00
Total Loan Activity Expenses	7,200.00
Overhead Expenses	
Outside Service	19,300.00 206.78
Meals	2,443.04
Accounting Administrative Expenses	77.44
Bank Service Charges	25.00
Computer Software	1,152.01
Copier	455.47
Office Operating Supplies	1,159.56
Overhead Payroll Expense	43,638.45
Rent	4,797.00 384.00
Telephone & Internet	
Total Overhead Expenses	73,638.75

X-Payroll Expenses	
Admin Fee	1,100.00
CCOERA	1,788.19
CRISP	7,194.67
Employer Def Comp	357.66
Health Insurance	6,651.43
Medicare Tax	852.12
Salary Regular	60,376.85
Unemployment	120.60
X-Payroll Expenses - Other	-78,441.52
Total X-Payroll Expenses	0.00
Total Expense	121,273.39
Net Ordinary Income	-116,165.65
Other Income/Expense Other Income	
Sales & Use Tax Revenue-0.125%	646,798.94
Sales Tax Revenue-0.6%	3,103,534.87
Total Other Income	3,750,333.81
Other Expense Sales & Use Tax Distributions Sales & Use Tax Fees	3,564,214.84 5,878.84
Total Other Expense	3,570,093.68
Net Other Income	180,240.13
Net Income	64,074.48

# 2024 Sales Tax Distribution

	JANUARY 1st		MARCH 3rd	APRIL 4th	MAY 5th	JUNE 6th	JULY 7th	AUGUST 8th	SEPTEMBER 9th	OCTOBER 10th	NOVEMBER 11th	DECEMBER 12th	TOTAL
Sales Tax Revenue Net Cost of Collection % cost of collection	1,834,499.14 3,080.42 0.1679%	1,915,834.67 2,798.42 0.1461%	i0//\lQ#	#DIV/0i	#DIV/0i	#DIV/0i	i0/AIG#	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	3,750,333.81 5,878.84 0.1568%
Net Revenue (2 months in arrears) Date Received	1,831,418.72 3/8/2024	1,913,036.25 4/8/2024	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,744,454.97
Revenues after collection costs 0.600% MHA Tax	442,097.69	443,872	0.00	0:00	0.00	0.00	236,308.82	208,902.00	189,532.01	189,373.13	0.00	384,125.28	2,094,211.25
0.125% MHA Tax Share of Collection Costs	92,020.76 (896.87)	92,449.67	00:00 #DIV/0I	0.00 #DIV/0!	0.00 #DIV/0!	0.00 #DIV/0!	49,608.28 #DIV/0	43,609.13 #DIV/0I	39,012.21 #DIV/0!	39,253.13 #DIV/0J	0.00 #DIV/0!	79,979.59 #DIV/0!	435,932.76 #DIV/0!
SUMMIT COUNTY	533,221.58	535,538.59	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i
0.600% MHA Tax 0.125% MHA Tax	610,903.28 127,209.01	662,544.49 137,849.54	0.00	00:00	00:00	0.00	442,161.62 93,215.87	372,282.34 76,316.61	330,455.20 68,873.99	303,160.81	0.00	665,371.42 138,488.84	3,386,879.16 704,987.62
Share of Collection Costs TOWN OF BRECKENRIDGE	(1,239.41)	(1,169.12)	i0/AIC#	#DIV/0i	10/AIG#	#DIV/0I	i0/AIG#	#DIV/0i	#DIV/0i	#DIV/0i	i0/AIQ#	10/\\IQ#	10/AIO#
0.600% MHA Tax	87,707.97	91,599.13	0.00	0.00	0:00	0.00	90,959.21	88,077.17	88,264.11	61,246.60	0.00	93,722.59	601,576.77
Share of Collection Costs	(177.84)		#DIV/0!	00.00 #DIV/0!	00:00 #DIV/0!	#DIV/0!	19,177.20 #DIV/0!	10,277.30 #DIV/0!	#DIV/0!	12,010.30 #DIV/0!	#DIV/0!	19,676,10 #DIV/0!	#DIV/0!
TOWN OF DILLON	105,733.82	110,579	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	i0/AlQ#	#DIV/0!	#DIV/0!
0.600% MHA Iax 0.125% MHA Tax	161,046.78 34,014.88	152,705.85 32,094.94	00:0	0.00	0.00	0.00	37,237.22	154,208.84 32,105.15	30,144.19	116,794.11 24,205.92	0.00	36,841.20	1,085,459.46 226,643.50
Share of Collection Costs	(327.54)	(269.93)	#DIV/OH	#DIV/Oi	#DIV/OI	#DIV/0I	io//io#	#DIV/0i	#DIV/0!	#DIV/0I	10//\ld#	#DIV/0i	10/AIG#
0.600% MHA Tax	200,470.69	220,679	0:00	00:00	00:00	0.00 0.00	#DIV/U! 0:00	#DIV/0I# 00:00		#DIV/0! 220,064.25	<del>Ö</del>	#DIV/0! 260,251.13	901,465.38
0.125% MHA Tax Share of Collection Costs	41,704.69		00:00	00:00	00.00	0.00 #DIV/0I	00.00	0.00 #DIV/0I	00:00	46,108.64 #DIV/01	0.00 #DIV/0I	53,713.71 #DIV/0!	187,404.67 #DIV/0!
TOWN OF SILVERTHORNE	241,768.73	266,167.59	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/Oi	#DIV/0i	#DIV/0i
0.600% MHA Tax 0.125% MHA Tax	903.43		00:00	0.00	0.00	0.00	568.43 120.54	486.20	664.69	522.42	0.00	1,195.82	4,966.20
Share of Collection Costs MONTEZUMA	1.089.82	754.35	#DIV/0I	#DIV/0i	#DIV/0i	i0/AIQ#	#DIV/0I	#DIV/0i	#DIV/0I	#DIV/0i #DIV/0i	i0/AIC#	#DIV/0i	i0/AIC#
0.600% MHA Tax	14,918.38	13,460.37	0:00	00:0	0.00	00:0	11,209.99	10,692.20	10,646.91	9,983.38	0.00	19,545.56	90,456.79
0.125% MHA Tax Share of Collection Costs	3,109.67	2,803	00:0 #DIV/0I	00:0 #DIV/0!	0.00 #DIV/0!	0.00 #DIV/0!	2,631.92 #DIV/0!	2,227.07 #DIV/0!	2,217.63 #DIV/0!	2,053.10 #DIV/0!	00'00 #DIV/0!	4,062.30 #DIV/0!	19,105.45 #DIV/0!
BLUE RIVER	17,997.78	16,240.37	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	i0/\lQ#	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i
TOTAL	1,831,418.72	1,913,036.25	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i
Housing Authority Share													
SUMMIT COUNTY	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	17,000.00	204,000.00
TO CLUMN OF	00 101 01	00 204 04	40 467 00	40 467 00	40 467 00	40 464 00	40 467 00	40 467 00	00 404 00	00 101 01	00 404 00	40 467 00	00 000 000
IOWN OF BRECKENKIDGE	19,167.00	19,167.00	19,167.00	19, 167.00	19,167.00	19,167.00	19,167.00	19,167.00	00.791,81	19,167.00	19,167.00	19,167.00	230,004.00
TOWN OF DILLON	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	9,250.00	111,000.00
TOWN OF FRISCO	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	13,500.00	162,000.00
TOWN OF SILVERTHORNE	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	14,084.00	169,008.00
MONTEZUMA	0.00	00.00											0.00
BLUE RIVER	17,997.78	16,240.37	#DIV/0i	i0/AIG#	#DIV/0i	#DIV/0i	10/AIG#	#DIV/0i	i0/AIQ#	#DIV/0i	#DIV/0i	#DIN/0i	#DIV/0i
TOTAL	90,998.78	89,241.37	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0!
Jurisdiction Share	1,740,419.94	1,823,794.88	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i
SUMMIT COUNTY	516,221.58	518,538.59	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	i0/AIG#	i0/AIG#	#DIV/0i	#DIV/0i	#DIV/0i	i0/AIQ#
TOWN OF BRECKENRIDGE	717,705.88	780,057.91	#DI//\0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIA/Oi	#DIV/0i	#DIV/0i	#DIV/0i	#DIA/0i	#DIV/0i
TOWN OF DILLON	96,483.82	101,329.59	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	10/AIQ#	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIN/0i	#DIV/0i
TOWN OF FRISCO	181,234.12	171,030.86	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	i0/\10#	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i
TOWN OF SILVERTHORNE	227,684.73	252,083.59	i0//\lQ#	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	i0/AIG#	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i
MONTEZUMA	1,089.82	754.35	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	10/AIG#	#DIV/0i	i0/\10#	#DIV/0i	#DIV/0i	#DIN/0i	#DIV/0i
BLUE RIVER		00.00	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i
TOTALACH	1,740,419.94	1,823,794.88	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0!	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0!	#DIV/0!
Grand Total	1,831,418.72	1,913,036.25	#DIV/0!	#DIV/0i	#DIV/0i	#DIV/0!	#DIV/0i	#DIV/0i	#DI/\/IOi	#DIA/0i #DIA/0i	#DIV/0i	#DIA/0i	#DIV/0i
Notes:		1.585.486	00.0	00.0	00.0	00.0	959.060.83	834.648.74	765.414.65	901.144.71	00 0	1.601.211.21	8.165.015.00
0.125	5 316,450.92		00:0	0.00	0:00	0.00	201,991.02	172,636.46	158,876.10	187,382.33	0.00	333,009.32	1,700,694.18

Distributions Cumulative