

PUBLIC NOTICE OF MEETING

**SUMMIT COMBINED HOUSING AUTHORITY
BOARD MEETING AGENDA
Monday, August 19, 2024
1:00pm – 3:00pm
SCHA Office – 331 W. Main Street, Frisco CO (NEW LOCATION)**

- I. CALL TO ORDER**
- II. ROLL CALL AND INTRODUCTIONS**
- III. PUBLIC COMMENTS**
- IV. CONSENT AGENDA & MINUTES**
 - 8/19/2024 Meeting Agenda
 - 7/15/2024 Meeting Minutes
- V. NEW BUSINESS**
 - Kimball Crangle from Gorman (new rentals across the County)
 - Real Estate Commission to Compensation with deed restrictions (NAR settlement)
 - Open House – August 29th, 3-5pm
- VI. CONTINUING BUSINESS**
 - IGA Amendment Update
 - Town and County Updates - verbal
 - SCHA Updates – verbal
 - September Meeting – move date or cancel meeting
- VII. OTHER BUSINESS**
- VIII. EXECUTIVE SESSION**
- 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

Monday, July 15th, 2024

1:00pm – 3:00pm

Summit Combined Housing Authority – Board Room

I. CALL TO ORDER

- SCHA Board Chair, Shannon Haynes called the meeting of July 15th, 2024, to order at 1:13pm.

II. ROLL CALL AND INTRODUCTIONS

- Board Members and Alternates: Shannon Haynes, Tom Fisher, Katie Kent, Ryan Hyland, Dave Rossi, Lina Lesmes
- County Staff: Steve Greer
- SCHA Staff: Corrie Burr, Vickie Lewis, Dani Solmon, Karl Hanlon
- Public: John Crone, Gretchen Davis, Valerie Thisted

III. PUBLIC COMMENTS

- Shannon Haynes opened the public comment. No public comment.

IV. CONSENT AGENDA

- Shannon Haynes called for a motion to approve the 06/17/2024 meeting minutes, Tom Fisher second the motion. The motion passed unanimously.

V. NEW BUSINESS

- Deed Monitoring – Moving to Annual

Corrie Burr, Executive Director, proposed a change in the current deed monitoring procedure. With the new capabilities available within the Public House platform, the SCHA staff can adjust the deed monitoring timeline to coordinate with the homeowner's purchase anniversary. The new system allows an automatic notification to be sent out each anniversary date. This will allow the SCHA staff and each jurisdiction to monitor more thoroughly each month as opposed to a more rushed process with the current yearly monitoring procedure. Corrie shared the idea of utilizing 2024 deed monitoring as a transitional period where there will be a small lapse in monitoring.

Ryan Hyland shared his thoughts on the similarity in messaging as a 'tax season' where neighbors remind neighbors of the start of the deed monitoring season. This does allow SCHA to have assistance in promoting the yearly monitoring.

Tom Fisher asked Corrie if there are any known rules or regulations already in place that specify when deed monitoring occurs.

Corrie has not yet seen any specific verbiage pertaining to the time of year in which the homeowners will be required to participate in the monitoring. Corrie further explains the difficulties she personally experienced working at TOB when trying to address and enforce a high volume of properties once a year, knowing it would be more manageable to break this up monthly.

Lina Lems shared her concern for this sector being more disorganized on the jurisdiction's side.

Ryan Hyland believes this could give all parties more time to do a more thorough monitoring review and does not have any concerns with the change.

Shannon Haynes also shared how this change would help the TOB staff.

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Shannon Haynes motions to approve the change in the deed monitoring procedure. Ryan Hyland, Lina Lemes, Tom Fischer and Shannon Haynes approve of the change. With no board members opposing the request for changing the monitoring procedures, Corrie Burr will work to create a transition plan for 2024.

- HB24-1007 – Affordable Housing Program Guidelines for Occupancy Limits

Corrie Burr reads the highlights on occupancy limits as stated in the new HOUSE BILL 24-1007. Looking to see if any jurisdictions have occupancy limits in place or plan to adopt codes pertaining to occupancy limits.

Steve Greer, Community Development Director, stated the BOCC's prior review of several codes to adopt that contain housing occupancy limits, noting no codes has been adopted as of yet. The only limitation in place within SC is in regard to septic system limitations.

Ryan Hyland indicated housing occupancy limits are in place within several of their codes but would need to look back on the details before divulging further. The issue becomes enforcing those codes.

No other jurisdiction indicated set housing limits within their codes.

VI. CONTINUING BUSINESS

- SRLF Guidelines / Updates

Corrie provided an update on the SRLF guideline progress involving Paula Ramey, with CC Mortgage, in order to finalize the new guidelines. Corrie shares the continual interest in both the downpayment and the maintenance program.

Vickie Lewis asked the board their thoughts on lending to those who own multiple homes. Specifically, if the property in need is an investment property.

Shannon Haynes replied no-if it is an investment property it should not be included. Needs to be the owner's primary residence.

With no other questions or comments from the board, Corrie said the new guidelines would be ready to roll out at the end of the month.

- IGA Amendment

Karl Hanlon informed the board of the main change to the current IGA to include adjustments to contributions for the general operating expenses on an annual basis.

Corrie Burr clarified that the retained funds would look different for the 2025 budget. In reviewing the different ways to obtain funds, the best option would be to base it on the actual sales each jurisdiction received from September of the prior year to August of the current year. Noting the current percentage in place for the current budget year have been in place since the IGA was started in 2006.

Shannon Haynes confirms with Karl that it would be best that the board votes on the current IGA to then pass along to the jurisdictions' councils.

Corrie verified that the Town of Keystone will not be a voting member until after this IGA is signed.

Shannon Haynes called a motion to move forward with adding Keystone and change the contributions for allocated share for each jurisdiction. Ryan Hyland seconded the motion. Motion passed unanimously.

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Shannon Haynes directs SCHA Executive Director, Corrie Burr to conduct roll call.

Town of Breckenridge – yes

Town of Frisco – yes

Town of Silverthorne – yes

Summit County – yes

Town of Dillon was not present

- Town and County Updates

Shannon Haynes opened the floor for jurisdiction verbal updates.

Town of Frisco—Tom Fischer updated the group on their LIHTC project (101W Main) with the goal of being financed and in the ground by the spring of 2025. The 602 Galena (Workforce Center) project is planned to be financed in Q2 of 2025. Katie Kent added their 3-unit purchases will be closing in the near future.

County— Lina Lemes shared their progress with the Forest Service project, including the addition of third-party consultants to assist with several analysts. The Larkspur is fully leased. Nellie's is coming out of the ground and going vertical. Winter Green Ridge CO issues have arisen but working with the fire department to resolve.

Town of Silverthorne—Ryan Hyland informed the board of their housing position is now posted. Gorman shared continual progress with the Smith Ranch development as they are on the final stages of interior work. Council approved partnering with the County on Housing Helps.

Town of Breckenridge—Shannon Haynes talked about their conversations with Gorman regarding switching to a better lottery process as their current proposal includes a lottery for each unit type. Resolution to come. In the meantime, units will be available as soon as August. Breckenridge applied and was approved for a grant for Vista Verde I totaling \$912,000. The only catch is that it is federal funding, funneled through the state—which requires each person to provide proof of legal residency in the United States. TOB was specific to wanting anyone to be able to rent those units, which is fine under state law, but not federal law. Gorman and DOLA are reviewing to hopefully change that—if not, they will have to consider giving back the grant money. Last to note, the Housing Helps fund for 2024 is close to budget, but still taking applications and reviewing the budget with Council.

Corrie Burr informed the board of Gorman's representative planned attendance at the next board meeting in August.

- SCHA Updates

Corrie Burr informed the board that the first SCHA Homebuyer class was held in the new office. The class was full with a waitlist. This occurred on a Saturday which is new and will continue to do about once a quarter. Furniture in the new office has all come in and the board is welcome to look around. Staff member James Kennelly is on leave with the arrival of his daughter earlier this month. SCHA participated in the Resource Wise program where we received a gold certification and a \$1,000 back on the recent LED lighting upgrades. The majority of the teams' time is going to software implementation. Right now, pre-screening applications are being completed and ready to roll out for Smith Ranch on July 26th. This setup has been the hardest to streamline with additional priorities. The hardest priority to work through with the pre-screening applications is the income priority.

Shannon Haynes suggested a near future discussion pertaining to lottery priorities and the potential of moving away from them to show a more fair and equitable for all. Shannon will soon be talking to her council about this very issue. Ryan Hyland agrees and would like to move closer to a standard across the board. Tom Fisher asked Shannon if there are talking points regarding the fair and equitable changes.

Corrie adds to the software update to include the removal of the old Buyer Application. Notes the issues that arose when the application was always available to the public regarding an increase in cancelled applications. The new process will only allow those that are invited to fill out the full Buyer Application. This also allows for one-off properties owners to

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request invites for private home sales. Lastly, the impact fee that was only for 10 years was renewed back in 2016 and has not been updated on a few jurisdiction's websites. This impact fee is discretionary, up to \$2.00 per sq ft.

Corrie Burr asked how the Board would like to handle the September meeting with a few member being out of town on the date. With known vacations occurring within the board and the ED, this date can change or be skipped. The board agreed to review again at the August meeting.

- Sales Tax and Financials

Corrie presented the sales tax with original distribution in the packet, noting the Keystone monies will be moved to the SCHA money market account for holding. Corrie asked to review the GL codes for payroll. As of now, it shows time allotted for different tasks, which is not necessary based on the service agreements or how SCHA is funded. Board agrees to move away from the multiple GL codes. No other items to note.

Corrie Burr looked to Karl Hanlon to see if we will need to move into Executive session. Karl Hanlon said the Executive Session was not needed as it pertained to a civil rights complaint from a former employee. The response date is the first week in August with the option to mediate. Working with Corrie and Summit County HR on this process. Karl reiterated there is no action needed from the board at this time.

VII. OTHER BUSINESS

VIII. EXECUTIVE SESSION

No executive session was necessary.

IX. ADJOURNMENT at 2:24 pm

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