

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

**SUMMIT COMBINED HOUSING AUTHORITY**

**BOARD MEETING AGENDA**

**Wednesday, November 20, 2024**

**1:00pm – 3:00pm**

**SCHA Office – 331 W. Main Street, Frisco CO**

- I. CALL TO ORDER**
- II. ROLL CALL AND INTRODUCTIONS**
- III. PUBLIC COMMENTS**
- IV. CONSENT AGENDA & MINUTES**
  - 11/20/2024 Meeting Agenda
  - 10/21/2024 Meeting Minutes
- V. NEW BUSINESS**
  - Request for Event – Robotic Construction Technologies (3-D printing)
- VI. CONTINUING BUSINESS**
  - SCHA Budget Review (Draft 2 or Final)
  - Town and County Updates – verbal
  - SCHA Updates – verbal
  - SCHA Sales Tax and Financials – September Sale Tax & Financials are delayed due to CPA illness.
- VII. OTHER BUSINESS**
- VIII. EXECUTIVE SESSION**
- IX. ADJOURNMENT**

\*Please note agendas are subject to change

Public Comments may be emailed to [info@summithousing.us](mailto:info@summithousing.us) in advance of the meeting.

## Robotic Construction Technologies, Inc. Housing Demo Request

**Background:** Robotic Construction Technologies is a Denver based small business. They make all of their own printing robots in house and are not funded by venture capital money. Over the past decade each of the owners have been honing their specific specialties in 3D printed construction. From printing Army and Marine Corps [barracks](#), to concrete bridges [here](#), to the building of the world's largest 3D [printer](#)...this is their passion. Many of their competitors use foreign built concrete printers, theirs are made in Denver.

They are currently moving through ICC-ES building code approval for their materials and methods for residential construction. They expect this certification in a short couple of months.

**Potential demonstration:** RCT was recently selected for an Air Force contract to demonstrate 3D printing in austere environments such as the Arctic. For the proposal, they listed the mountains of Colorado as a potential demonstration site. This demonstration would likely take place in the summer of 2025 or 2026. They would love to come to Breckenridge or elsewhere in Summit County and do a joint demonstration and proof of concept of their Air Force efforts and possibly a demonstration of a multi-family project. They believe they are able to significantly reduce the cost and timeline of building for residential structures and provide an insulation value that is difficult to achieve and maintain with standard construction.

They would love to host 2 demonstrations, one in Fall of 2025 where they would print a small home to showcase the capability to 3D print houses and what the advantages are. The second demonstration would occur in April of 2026. The 2026 demonstration would print 5, smaller items of military and industrial use (small shack, water tank, obstacles).

Corrie's Initial Questions:

1. How big a space do you need for each demonstration?

Likely 200 ft x 200 ft. We were thinking that the parking lot on airport road next to the sledding hill would be a great area. We could also print a warming shed that we could leave for the sledding hill or print another bus stop.

2. How long will the demonstration be?

The 2026 demo would likely last 4 days, one day to set up, 2 days to print, and one day to pack up. The 2025 demo would likely last up to a month with pouring a concrete slab, printing the small house and emplacing a temporary roof. We could then leave it in place or dispose of it if desired.

3. What happens to the items you build? Do they remain in place for winter testing in the area?

We would love to leave the items in place for testing, and then would remove them after winter. However, we know this may not be possible and are able to remove them at the conclusion of the demonstration.

4. What would you need from the host if this is approved?

Really only space. We would bring everything we need. We would also prepare an execution and safety plan for approval to the host.

Matthew Friedell is one of the owners of Robotic Construction Technologies and his wife grew up in Summit County (her mom still lives here...in Valley Brook!)

## LT COL MATTHEW FRIEDELLE



Lieutenant Colonel Friedell received his commission into the US Marine Corps as an Air Traffic Control officer in 2009. After a tour in Iwakuni Japan he attended the Naval Postgraduate School, obtaining his master's degree in modeling and virtual environments in simulation. He was then assigned to HQ Marine Corps where he built the USMC advanced manufacturing program, specifically 3D printing. He joined the CO Air National Guard as a Space Operations

Officer in 2019, leading the 233 Space Group Combat Training Detachment, and most recently has served as the Director of Operations for the 138th Electromagnetic Warfare Squadron.

### Questions for the Board

1. Is this a demonstration you would like to consider hosting somewhere in Summit County?
2. Would you like Matt to do a presentation to the Board with more information and Q&A?

**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
<b>Other Income/Expense (5A Tax Collection)</b>						
<b>Income</b>						
<b>Total Taxes Collected</b>						
Sales & Use Tax - 1.125% (perpetuity)	2,903,364.24	1,965,335.94	2,903,364.24	2,903,364.24	0.00	
H Sales Tax - 0.6% (through 2046)	13,817,999.95	9,417,432.81	13,817,999.95	13,817,999.95	0.00	
Total Sales Tax Revenue	16,721,364.19	11,382,768.75	16,721,364.19	16,721,364.19	0.00	Sales Tax Flat for 2025
<b>Expense</b>						
<b>Taxes Retained by SCHA</b>						
Summit County	204,000.00	106,000.00	159,000.00	162,389.85	16%	-41,610.15
Breckenridge	230,000.00	153,336.00	230,000.00	375,526.53	37%	145,526.53
Dillon	111,000.00	74,000.00	111,000.00	71,045.56	7%	-39,954.44
Frisco	162,000.00	108,000.00	162,000.00	101,493.66	10%	-60,506.34
Silverthorne	169,000.00	112,672.00	169,000.00	223,286.04	22%	54,286.04
Blue River	144,600.00	113,866.79	144,600.00	144,600.00		0.00
Montezuma	0.00	0.00	0.00	0.00		0.00
Keystone	0.00	30,000.00	45,000.00	81,194.92	8%	81,194.92
						Keystone added March 2024
						Increase in retained fees due to less revenue
<b>Total</b>	1,020,600.00	697,874.79	1,020,600.00	1,159,536.56		138,936.56 sources
<b>Tax Distributions</b>						
Summit County	3,734,375.89	2,154,510.66	2,930,748.66	2,927,358.81		-807,017.08
Breckenridge	5,774,052.44	4,073,015.36	5,759,417.69	5,613,891.16		-160,161.28
Dillon	1,134,393.03	682,366.29	1,131,367.46	1,171,321.90		36,928.87
Frisco	1,936,017.34	1,286,371.03	1,930,712.00	1,991,218.34		55,201.00
Silverthorne	3,113,950.86	1,985,152.56	3,105,305.71	3,051,019.67		-62,931.19
Blue River	0.00	0.00	0.00	0.00		0.00
Montezuma	7,974.63	5,715.19	7,949.63	7,949.63		-25.00
Keystone	0.00	469,824.07	792,193.67	755,998.75		755,998.75
Sales & Use Tax Fees	50,000.00	27,938.80	43,069.37	43,069.37		-6,930.63
<b>Total</b>	15,750,764.19	10,684,893.96	15,700,764.19	15,561,827.63		-188,936.56
<b>Net Other Income</b>	-50,000.00	0.00	0.00	0.00		50,000.00
				16,721,364.19		

**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Education &amp; Community Service</b>						
Homebuyer Class Reimbursements	18,000.00	14,675.00	18,000.00	18,000.00	0.00	\$100/participant (15 per class, once a month)
Homebuyer Education Grants	0.00	0.00	0.00	0.00	0.00	
<b>Total Homebuyer Education</b>	<u>18,000.00</u>	<u>14,675.00</u>	<u>18,000.00</u>	<u>18,000.00</u>	<u>0.00</u>	
<b>Clearing House Reimbursements</b>						
Clearing House Activities						
						removed clearinghouse revenue in 2025, accounted for in retained
Summit County	7,000.00	405.00	12,000.00	0.00	-7,000.00	
Town of Breckenridge	13,000.00	1,205.00	10,850.00	0.00	-13,000.00	
Town of Dillon	300.00	450.00	750.00	0.00	-300.00	
Town of Frisco	4,000.00	2,200.00	5,850.00	0.00	-4,000.00	
Town of Silverthorne	14,000.00	1,950.00	4,000.00	0.00	-14,000.00	
<b>Total Clearing House Activities</b>	<u>38,300.00</u>	<u>6,210.00</u>	<u>33,450.00</u>	<u>0.00</u>	<u>-38,300.00</u>	
Deed Monitoring						
						removed deed monitoring revenue in 2025, accounted for in retained
Summit County	8,000.00	800.00	800.00	0.00	-8,000.00	
Town of Breckenridge	8,000.00	400.00	400.00	0.00	-8,000.00	
Town of Dillon	500.00	0.00	0.00	0.00	-500.00	
Town of Frisco	3,000.00	650.00	650.00	0.00	-3,000.00	
Town of Silverthorne	2,000.00	1,200.00	1,200.00	0.00	-2,000.00	
<b>Total Deed Monitoring</b>	<u>21,500.00</u>	<u>3,050.00</u>	<u>3,050.00</u>	<u>0.00</u>	<u>-21,500.00</u>	
<b>Total Clearing House Reimbursements</b>	<u>59,800.00</u>	<u>23,935.00</u>	<u>54,500.00</u>	<u>0.00</u>	<u>-59,800.00</u>	
<b>Loan Activity</b>						
						last loan was done in 2021, no new loans moving forward
DOH Administrative Fees	1,000.00	0.00	0.00	0.00	-1,000.00	
						29 loans at \$15/ month x 12 months. 2025 based on 24 loans (assuming refi & payoff)
DOH Servicing Fee Reimbursement	90.00	1,350.00	5,205.00	4,320.00	4,230.00	
Loan Processing Fees	800.00	0.00	1,000.00	1,200.00	400.00	2 loans complete, 3 in process (SRLF)
<b>Total Loan Activity</b>	<u>1,890.00</u>	<u>1,350.00</u>	<u>6,205.00</u>	<u>5,520.00</u>	<u>3,630.00</u>	
<b>Miscellaneous</b>						
Grants	0.00	1,000.00	1,000.00	0.00	0.00	
Wintergreen PILOT Payment	0.00	0.00	0.00	0.00	0.00	
Bank Interest - Ophir	0.00	0.00	0.00	0.00	0.00	

**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
Bank Interest - SCHA	20,000.00	6,690.27	8,920.00	10,000.00	-10,000.00	less interest due to lower funds in Money Market
<b>Total Miscellaneous Revenue</b>	20,000.00	7,690.27	9,920.00	10,000.00	-10,000.00	
<b>Total Income</b>	99,690.00	47,650.27	88,625.00	33,520.00	-66,170.00	

**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
<b>Expense</b>						
<b>Education &amp; Community Service</b>						
Homebuyer Class	1,440.00	1,257.89	2,960.00	6,052.00	4,612.00	coffee & water lease, food and drinks for classes
Other Classes	2,000.00	0.00	0.00	1,000.00	-1,000.00	RE class or added classes in 2025
<b>Total Education &amp; Community Service</b>	<b>3,440.00</b>	<b>1,257.89</b>	<b>2,960.00</b>	<b>7,052.00</b>	<b>3,612.00</b>	
<b>Clearing House</b>						
Administrative	0.00	0.00	0.00	0.00	0.00	
Legal	0.00	0.00	0.00	0.00	0.00	
Software (Airtable & Cognito)	3,000.00	3,781.57	5,850.00	3,650.00	650.00	Airtable & Cognito. 2025 Airtable for 6 months only
<b>Total Clearing House</b>	<b>3,000.00</b>	<b>3,781.57</b>	<b>5,850.00</b>	<b>3,650.00</b>	<b>650.00</b>	
<b>Loan Activity</b>						
Accounting	0.00	0.00	0.00	0.00	0.00	
Administrative Servicing	250.00	0.00	0.00	250.00	0.00	
Legal Ads	500.00	0.00	500.00	500.00	0.00	
Software (Neighborly & Notesmith)	13,500.00	13,800.00	13,800.00	10,000.00	-3,500.00	Neighborly cancelled in 2024, look for a new option for 2025 that is integrated with Salesforce
<b>Total Loan Activity</b>	<b>14,250.00</b>	<b>13,800.00</b>	<b>14,300.00</b>	<b>10,750.00</b>	<b>-3,500.00</b>	
<b>Overhead</b>						
Outside Service	0.00	19,300.00	22,000.00	1,000.00	1,000.00	2024-TOB contract for Jan & Feb 2024 and Digital Lottery Vendor
Meals	1,000.00	579.65	1,000.00	2,500.00	1,500.00	
Accounting (Laura Snow Expense)	30,000.00	9,489.88	30,000.00	30,000.00	0.00	Swift & Snow, Audit (\$17k)
Administrative Expenses	1,000.00	153.77	153.77	1,000.00	0.00	still looking into this charge (CPA)
Bank Service Charges (1st Bank fee)	0.00	26.01	26.01	100.00	100.00	
Computer Internet Programs (Seagr)	500.00	840.00	840.00	0.00	-500.00	Combine with Computer Software in 2025
Computer Software	1,000.00	2,765.55	2,765.55	2,400.00	1,400.00	Seagrizzly (webhosting) and receptionist software. budget for 1 replacement laptop. 2024-no invoices
Computers & Hardware	1,000.00	3,175.47	3,175.47	2,000.00	1,000.00	from SCG yet
Copier	1,800.00	1,205.51	1,800.00	1,800.00	0.00	
Dues & Meetings	1,500.00	139.88	139.88	1,000.00	-500.00	Housing Colorado membership Increased based on board direction and the need to train 5 employees.
Education & Training	5,000.00	650.00	650.00	5,000.00	0.00	15 vouchers per month @ \$22.30 each, estimating a 3% increase, delayed billing
Grand County HCV Admin Fees	4,014.00	669.00	4,014.00	4,140.00	126.00	

**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
Insurance/Bonds	5,000.00	6,137.71	6,137.71	6,750.00	1,750.00	assuming a 10% increase in 2025
IT Services	1,000.00	0.00	1,000.00	1,000.00	0.00	no billing from SCG yet
						RFP for 2025 for legal fees, 2024 projection for civil
Legal Fees	500.00	0.00	7,500.00	18,000.00	17,500.00	case fees
Office Maintenance	2,000.00	0.00	2,000.00	4,000.00	2,000.00	Increased budget due to commercial ownership
Office Operating Supplies	6,000.00	6,341.41	6,500.00	6,500.00	500.00	
Office Remodel	0.00	122,942.05	122,942.05	0.00	0.00	Board approved budget of \$113,482 for 2024
Postage & Freight	300.00	10.60	300.00	300.00	0.00	
						2024 - monthly dues \$2,208.13 Boiler Assessment
Annual HOA Dues SCHA Office	23,686.00	20,094.00	42,750.00	32,794.56	9,108.56	\$10,574.42 (5 months in rent to county included). No increase in 2025, Xcel fees included
Research & Surveys	1,000.00	0.00	0.00	0.00	-1,000.00	
Telephone & Internet	2,500.00	1,273.10	2,920.00	3,800.00	1,300.00	Comcast fees
Travel-Transportation	1,200.00	96.48	96.48	500.00	-700.00	
<b>Total Overhead Expense</b>	<b>90,000.00</b>	<b>195,890.07</b>	<b>258,710.92</b>	<b>124,584.56</b>	<b>34,584.56</b>	Main increase for 2025 due to legal fees and HOA
<b>Professional Services</b>						
						ED contract with TOB started in April 2024, full year
Breckenridge Staff IGA	0.00	78,543.75	141,378.75	195,000.00	195,000.00	in 2025
SCHA Organizational Analysis	60,000.00	0.00	0.00	0.00	-60,000.00	did not do in 2024, not budgeted for 2025
Client Management System (CMS)	15,000.00	1,500.00	1,500.00	1,500.00	-13,500.00	HUD training software
						salesforce \$13,000, timekeeper \$14,400, CRM \$8,000. 2025 includes \$10,000 for added customization. This will be added to Computer
New Software	50,000.00	37,025.32	48,000.00	48,000.00	-2,000.00	Software for 2025
<b>Total Professional Services</b>	<b>125,000.00</b>	<b>117,069.07</b>	<b>190,878.75</b>	<b>244,500.00</b>	<b>119,500.00</b>	
<b>Summit County Payroll Reimbursement</b>						
Real Estate Activity	0.00					RE activity end in 2023
Education & Community Service	80,000.00					
Clearing House	300,000.00					
Loan Activity	40,000.00					
Overhead	380,000.00					
Additional	0.00					
<b>Total Payroll Reimbursement</b>	<b>800,000.00</b>	<b>340,700.55</b>	<b>510,000.00</b>	<b>625,000.00</b>	<b>-175,000.00</b>	ED salary in Breckenridge Staff Loan. Budget for 1 additional staff in 2025



**Summit Combined Housing Authority  
2025 Budget**

11/13/2024  
Accrual Basis  
DRAFT 2

	2024 Budget Approved (1st Amendment)	2024 Actuals (Jan - Sept) sales tax through August	2024 Projected	2025 DRAFT Budget	2024 to 2025 Budget Variance	Notes
Reserve Replenishment	0.00	0.00	0.00	144,000.00	144,000.00	\$12k per month retained from 5A funds to replenish reserves to 6 months of operating.
<b>Total Expense</b>	1,035,690.00	672,499.15	982,699.67	1,159,536.56	123,846.56	higher Operating in 2025 due to adding funds back to reserves.
<b>Reserve Fund Projected Ending Balance</b>			256,486.00	400,000.00		Six Months of operating

**Summit Combined Housing Authority  
2025 Budget**

11/18/2024  
Accrual Basis  
DRAFT 1

	2023 Budget (approved)	2023 Actuals	2024 Budget (approved)	2024 Actuals through Oct	2025 Budget (Draft)	2025 Budget Variance	Notes
<b>Revenue</b>							
<b>Loan Activity</b>							
Loan Grants	25,000.00			12,575.00		0.00	Donation from SAR (sent in 2022, never deposited)
SRLF Transfer Fees	9,275.00	33,170.00	34,000.00	45,814.00	25,000.00	-9,000.00	\$8,975, \$8,499, \$9,850, \$7,990. \$10,500
Loan Interest						0.00	
DOH Loan Interest	5,570.67	5,627.18	6,000.00	45,706.80	10,000.00	4,000.00	assuming this goes to a different use in 2025
HDG	477.73	452.34	500.00	261.59	0.00	-500.00	loan is de-obligated
SRLF Loan Interest	7,958.29	11,849.97	13,000.00	41,012.00	30,000.00	17,000.00	fund balance should be lower due to increased loan activity
Total Loan Activity	48,281.69	51,099.49	53,500.00	145,369.39	65,000.00	11,500.00	
<b>Miscellaneous</b>							
Bank Account Interest	229.79	21,032.49	15,000.00			-15,000.00	
Total	229.79	21,032.49	15,000.00			-15,000.00	
<b>Total Revenue</b>	<b>48,511.48</b>	<b>72,131.98</b>	<b>68,500.00</b>	<b>145,369.39</b>	<b>65,000.00</b>	<b>-3,500.00</b>	
<b>Expense</b>							
<b>Loan Activity</b>							
Bank Service Charges	330.00	540.00	500.00	400.00	500.00	0.00	
Loan Servicing Fee Reimbursements	1,695.00	5,400.00	0.00	4,500.00	4,320.00	4,320.00	29 loans at \$15/ month x 12 months. 2025 based on 24 loans (assuming refi & payoff). Reimb to OPS
<b>Total</b>	<b>2,025.00</b>	<b>5,884.50</b>	<b>500.00</b>	<b>4,900.00</b>	<b>4,820.00</b>	<b>4,320.00</b>	
<b>Total Expense</b>	<b>2,025.00</b>	<b>5,884.50</b>	<b>500.00</b>	<b>4,900.00</b>	<b>4,820.00</b>	<b>4,320.00</b>	
<b>Net Income</b>	<b>46,486.48</b>	<b>66,247.48</b>	<b>68,000.00</b>	<b>140,469.39</b>	<b>60,180.00</b>	<b>-7,820.00</b>	
<b>Ending Fund Balance (Restricted)</b>							
DOH (0952)		834,045.10		901,218.99			
HDG (2131)		4,214.40		5,733.31			
SRLF (1002)		740,338.98		727,006.13			
<b>Total Restricted</b>		<b>1,578,598.48</b>		<b>1,633,958.43</b>			

## Exhibit A

The scope of work will be limited to the following types of transactions:

### **A. Annual Monitoring – (for 2025 – Included in Operating Expenses)**

- a. On an annual basis, SCHA shall provide covenant restricted home owners/occupants (“Owners”) a self-certification form and will follow up with Owners for submission of said form until a date mutually agreed upon by SCHA and \_\_\_\_\_.
  - i. Annual monitoring shall be charged at an hourly fee of \$55/hour.
  - ii. As of the mutually-agreed up on date, SCHA shall provide \_\_\_\_\_ with a report detailing the following information:
    1. Owners who have returned their self-certification form on time with no identified areas of concern;
    2. Owners who have returned their self-certification form on time, but whose responses indicate a potential violation;
    3. Owners who have not returned their self-certification form; and
    4. Owners who the SCHA has reason to believe never received notice of the annual monitoring (invalid email address, returned mailing, etc.).
- b. On an annual basis, SCHA shall perform audit procedures which may include obtaining additional information from a specified number of Owners, but at a minimum will include verifying employment information.
  - i. Annual audits shall be charged at an hourly fee of \$55/hour. (for 2025, this will remain an additional fee)
  - ii. SCHA shall provide \_\_\_\_\_ with a report detailing the results of the audit procedures, as well as a list of Owners who have not responded to the audit as of a date mutually agreed upon by SCHA and \_\_\_\_\_.

### **B. Purchaser Eligibility Verifications – (for 2025 – Included in Operating Expenses for single-sale properties)**

- a. SCHA shall verify the eligibility of all purchasers seeking to purchase covenant restricted properties.
  - i. Purchaser eligibility verifications shall be charged at the following rates:
    1. New applicants only requiring employment verification: Fixed fee of \$50/application;
    2. New applicants employed by others: Fixed fee of \$100/application;
    3. New applicants self-employed: Fixed fee of \$200/application; and
    4. Reverification of previous applicant information: Fixed fee of \$35/application.
  - ii. SCHA shall provide a copy of either the conditional buyer approval letter or the denial letter to the buyer, \_\_\_\_\_, and the title company.

### **C. Employment Verifications – (for 2025 – Included in Operating Expenses for single-sale properties)**

- a. SCHA, upon request by \_\_\_\_\_, shall perform employment verifications on current Owners.
  - i. Employment verifications shall be charged at the following rates:
    1. Level I / verbal verification: Fixed fee of \$25/verification)
    2. Level II / paystub or Form W-2 verification: Fixed fee of \$100/verification
  - ii. For Level I verifications, SCHA will provide a completed form that includes the date of verification, party spoken with, title, phone number, and detail of information confirmed.
  - iii. For Level II verifications, SCHA will provide a completed form that includes a description of the documents reviewed and information verified, such as length of employment, place of employment, and average hours per week worked on an annual basis.

### **D. Rental Approvals – (for 2025 – Included in Operating Expenses for single-sale properties)**

- a. SCHA, upon request by \_\_\_\_\_, shall confirm the eligibility of a rental applicant for Town approval.
  - i. Rental eligibility verifications shall be charged at a fixed fee of \$35/application.
  - ii. Upon final approval by \_\_\_\_\_, SCHA shall provide a copy of either the conditional rental approval letter or the denial letter to the Owner, rental applicant, and \_\_\_\_\_.

**E. Resale Calculations – (for 2025 – Included in Operating Expenses for single-sale properties)**

- a. SCHA shall calculate the maximum resale price of a covenant restricted property upon request of an Owner or his agent for Town approval.
- b. Resale calculations shall be charged at a fixed fee of \$50/calculation
- c. SCHA shall provide a copy of the calculation to the Owner or his/her agents and \_\_\_\_\_ upon Town approval.
- d. Town is responsible for verifying the accuracy and completeness of each resale calculation, particularly as it relates to permitted capital improvements approved by \_\_\_\_\_.

**F. Other Services**

- a. As requested by \_\_\_\_\_ and agreed to by SCHA, SCHA shall perform specific Owner research of an undetermined nature on a case-by-case basis.
  - i. Research services shall be billed at an hourly fee of \$55/hour (½ hour minimum).
  - ii. SCHA shall provide \_\_\_\_\_ with all relevant information uncovered during the research.
- b. As requested by \_\_\_\_\_ and agreed to by SCHA, SCHA shall perform other services if all scope and fee items have been mutually agreed upon in writing by \_\_\_\_\_ Representative and SCHA Executive Director prior to initiation of the work.

**IN WITNESS WHEREOF**, the parties have caused their duly authorized representatives to sign this **EXHIBIT A** to the **SERVICES AGREEMENT** dated \_\_\_\_ day of \_\_\_\_\_, 202\_ as of the \_\_\_\_ day of \_\_\_\_\_, 202\_.

Summit Combined Housing Authority \_\_\_\_\_

By: \_\_\_\_\_  
\_\_\_\_\_, Executive Director

By: \_\_\_\_\_  
\_\_\_\_\_