

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

**SUMMIT COMBINED HOUSING AUTHORITY**

**BOARD MEETING AGENDA**

**December 15, 2025**

**1:00pm – 2:00pm**

**Virtual Only – [Microsoft Teams](#) Meeting ID 26775844733, passcode mh3xA6fW**

- I. CALL TO ORDER**
- II. ROLL CALL AND INTRODUCTIONS**
- III. PUBLIC COMMENTS**
- IV. CONSENT AGENDA & MINUTES**
  - Meeting Agenda
  - Meeting Minutes – November 17, 2025
- V. NEW BUSINESS**
  - Public Hearing: Summit Combined Housing Authority Proposed Budget
  - A Resolution to Approve the SCHA 2025 Budget
  - A Resolution for Budget Appropriation for 2026
  - A Resolution to Appoint new SCHA Board Officers
  - A Resolution Approving Grant Submission to DOLA for the Housing Planning Grant
- VI. CONTINUING BUSINESS**
  - Sales Tax Report through October collections
  - Board Retreat has been scheduled for February 12<sup>th</sup>, 11:45 (for lunch) until 4pm.
  - Revised 2026 Meeting Schedule
- 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.

**\*MINUTES\***

**SUMMIT COMBINED HOUSING AUTHORITY**

**BOARD MEETING AGENDA**

**November 17th, 2025**

**1:00pm – 3:00pm**

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

**I. CALL TO ORDER**

- SCHA Board Chair, Tom Fisher called the meeting of November 17th, 2025, to order at 1:03pm.

**II. ROLL CALL AND INTRODUCTIONS**

- Board Members and Alternates:
  - In person: John Crone, Tom Fisher, Lina Lesmes, Mark Leidal, Nathan Johnson, Brandon Howes, Shannon Haynes
  - Virtual: Brandon Howes, Darci Henning and Laurie Best
- SCHA Staff: Corrie Burr, James Kennelly, Karl Hanlon
- Public: none

**III. PUBLIC COMMENTS**

- Tom Fisher opened the public comment period. No public comment.

**IV. CONSENT AGENDA & MINUTES**

- Tom Fisher called for a motion to approve the 11/17/2025 meeting agenda and 9/22/2025 meeting minutes. Tom Fisher called the motion, Nathan Johnson seconded. All approved the agenda and meeting minutes.

**V. NEW BUSINESS**

- Rental Study Survey Results – brief survey results presentation with Sarah McLain / Western Space

Phase 2 of rental study – survey results

- Phase 1 market analysis looking at rental market (rents, vacancies)
- Where are less served groups among renters?

Surveyed Market rate and deed restricted with 390 counted responses

Phase 2 validated many aspects of the market research presented in Phase 1

- Limited 2-3 bedroom inventory for deed-restricted units
- Identified family housing gap
- 80-100% AMI is cost burdened and minimal supply of units

Cost burdened metric can be challenging with respect to AMI benchmarks in Summit County

Rental Displacement not quite as high as home sale displacement

- This is an area we could dig deeper in the future.

#### Questions / Comments from the Board

Tom Fisher asked what the goal of the study was, and if it was accomplished? Corrie responded that it was to see if recent workforce housing rentals have had an impact on the rental need and what, if any, effect it has had on naturally-occurring workforce rentals or market-rate rentals. The study confirmed that 30% of gross income spent on housing as a benchmark is not working in Summit County and is not accurate. The percentage is much higher. Lina Lesmes also said the study came about when the USFS project was happening which was trying to target 80 to 100% AMI

Shannon Haynes asked if we thought we were capturing the full impact of Smith Ranch Apartments and Vista Verde in this study? Corrie stated that most of the data went back 5-years, so it is possible the impact is not fully reached. Also, there is some thought that respondents might not have realized they were living in workforce housing. The questions were phrased to assist with knowing this aspect, but there could be some cross over between market and workforce depending on how people responded. The group agreed it is hard to hear that we need to do more when we are already doing so much and that it is almost impossible to produce lower-priced rental housing without LIHTC.

Shannon Haynes also asked what we would be doing with the study. Corrie stated the study results would be posted to the SCHA website for public review along with using this as a guide for any upcoming proposed rental project, either public or private. This is a great tool to know what area has the highest need. It helps focus our dollars on established needs.

- **Audit Report Review**

Corrie reviewed the highlights of the 2024 Financial Audit completed by McMahan and Associates. There were no discrepancies or actions needed per the auditors.

- Net income in the audit is artificially inflated due to the extra investment from towns to purchase the commercial space for the SCHA office in 2024. The additional \$540,000 of income was then immediately used to purchase 331 W. Main space in Frisco, and the asset is shown on the Statement of Net Position. The Breck Terrace entries to accrue the income to SCHA and the expense to TOB are on the final financials. The only expense that was over is office expense due to office furniture. The previous SCHA CPA had accounted for the furniture in FFE on the Statement of Net Position, but the

auditors moved most of that expense back to the Revenue & Expense statement. The threshold for furniture is any item over \$5,000.

- Tom Fisher called for a motion to approve the 2024 Financial Audit- Lina Lesmes motioned to approve the Audit, Nathan Johnson 2<sup>nd</sup> the motion. All approved, none opposed. Motion to approve the 2024 Financial Audit passes.
- The Audit will be posted on the SCHA website.

- **2026 DRAFT Budget Review (including proposal to update for SB24-174 HNA requirements)**

Corrie reviewed the 2026 Draft budget for SCHA. The Town / County sales tax disbursements match the actual budgets for each entity this year with the retained percentages only shifting slightly between Frisco and Silverthorne. Overall expenses have increased 8.5% from 2025 budget, but a more accurate increase is 23% considering there was an extra \$12,000 / month retained in 2025 to bring the reserves back up to 6-months of operating. Most of this expense increase is attributed to higher healthcare costs and the addition of the Housing Needs Assessment update that is required in 2026 to meet SB24-174 requirements.

Highlights to the 2025 projected and 2026 proposed

- There was a 2024 software expense of \$7425 that was paid and accounted for in 2025 that has made the software expense over budget.
- Sales Tax Retained Percentages have shifted slightly for 2026 based on the IGA requirements of actual sales tax collected in each entity from September 2024 through August of 2025.
- 2025 expenses will be over budget due mostly to the following expenses:
  - SC Gov changes with healthcare mid-year
  - Approved the rental Housing Needs assessment after budget approval
- Office cleaning and lottery expenses should have been budgeted higher in 2025, so this appears to be over budget, but was really inadequate budgeting.
- SCHA is no longer able to reimburse admin costs from the DOH account for monthly servicing, so this income will not happen in 2025. It has been removed from the 2026 budget. We still have 25 DOH loans we now service for free. We will need to discuss what to do with this fund in 2026 and if it is appropriate to move it to a project or simply give it back to DOH.
- While increase looks like 8%, as stated in the staff report, it is more like a 20% increase.

- The Board did not request any changes to the proposed budget. The Board requested a virtual meeting on December 15<sup>th</sup> to review and potentially approve the 2026 SCHA budget. SCHA staff will submit the public notice to the paper and post the proposed budget on the website starting the first week of December.
- Corrie briefly reviewed the Loan budget (SRLF, HDG and DOH loan programs) with the 2025 financials.
- **2026 Meeting Schedule (including Board Retreat option)**
  - The Board reviewed the proposed meeting schedule along with the request for a strategic, moderated retreat.
    - Corrie will send out a poll to schedule the retreat in January or February.
    - All entities are closed for MLK day, so no meeting on January 19<sup>th</sup>.
    - No thoughts on a moderator – Corrie recommended Sarah McLean as she is recently familiar with the entity and has moderated other meetings for partner entities.
    - Nathan request am or pm not middle of day
- **2026 Board Officer discussion**

Corrie presented the current officers and asked for discussion on changes for 2026. John Crone stated he would accept the position of Chair for the Board for 2026. In the past with officer designation, each entity moves down to retain continuity of the Board. Therefore, Tom Fisher moves to Vice Chair, Shannon Haynes will move to Secretary and Mark Leidal will move to Treasurer. Shannon looked at the position requirement in the IGA and positions must be held by a Director therefore, Lina Lesmes did not qualify for a position as she is currently participating as an alternate Board member.

  - Director List –
    - Keystone requested to change the alternate to “Designated Staff Member”
    - Silverthorne requested this change
    - Breckenridge requested this change
  - The question was raised concerning participation from the Town of Montezuma. Karl will research this for a future meeting.

## **VI. CONTINUING BUSINESS**

- Town and County Updates were provided in written form for this meeting.

### **Town of Breckenridge**

- Runway Neighborhood - The Town Council authorized our developer partner to begin construction. Infrastructure and site work for the first phase of Runway which includes 81 units is underway. This includes thirty 2- and 3-bedroom townhomes, twenty 3-bedroom duplexes, four 3-bedroom Single Family Cottages, and twenty seven 3- and 4-bedroom Single Family Homes that can also accommodate an ADU. Seventy-seven of the units will be subject to a full appreciation capped deed restriction, but four of the large single family homes will be subject only to a lite deed restriction (employee occupancy but no appreciation cap). The target AMIs that this project will serve range from 85% AMI up to 160% AMI. (\$351,000 up to over \$1million for deed restriction lite). The developer is currently working with Town staff and our third-party owner's rep on finalizing the vertical budget which will be reviewed with Council in early 2026. At that time, Council will decide to proceed with first phase vertical construction or to pause depending on the final costs and market conditions. These units would be delivered starting in early 2027 through 2029.
- Stables Village - Stables Village is 85% complete with 43 of the homes occupied, 3 closings scheduled in November, and the final 15 closings scheduled between December 2025 and April 2026. The neighborhood includes single family homes, duplexes, and townhomes that are net zero and carbon neutral. Similar to the Runway Neighborhood, the Town paid for the infrastructure and the developer is funding the vertical construction with a per door gap subsidy of \$70K from the Town. Some grant funding was available for the net zero component. Sale prices vary between \$381K up to \$800K.
- Highlands at Riverfront - Development of Highlands Riverfront Neighborhood is underway. This was a 2008 annexation and pursuant to the annexation agreement the developer (which is now Breck Lands) will build a total of 105 deed restricted units (54 at 100% AMI, 38 @ 125% AMI, 11 @ 150% AMI, and 2 @ 180% AMI) and up to 57 market rate units. The bulk of the restricted units will be 'for sale' including some duplexes, condos, and approximately 40 apartments. The buildout will occur over several years, but the developer is moving quickly and we expect close to 20 of the deed restricted duplexes will be closed and occupied before the end of the year. The project is structured such that the developer can sell the market rate homes (primarily duplexes along the river) as deed restricted units are completed. There is no lottery for these units and interested parties must reach out to the developer
- Vista Verde
  - Vista Verde II-workforce (172 apartments) opened in the fall of 2024 and reached stabilization in spring 2025. This includes 86 apartments at 80% AMI, 69 apartments at 120% AMI, and 17 uncapped apartments.
  - Vista Verde 1 (80 apartments) serves 30%, 50%, and 60% AMI opened in late 2022. In 2024 Vista Verde was awarded the 2024 Charles L. Edson Tax Credit Excellence Award (Edson Award) in the Green and Healthy Housing category.
- Town of Breckenridge Housing Blueprint/Pipeline-This plan adopted in 2022 established an annual goal of 150-200 new deed restricted properties per year in the Upper Blue Basin. Staff has tracked the annual increase within the Upper Blue since 2022 as follows: 95 units

in 2023, 268 in 2024, 93 in 2025, 114 projected in 2026, and 129 projected in 2027. This plan will be updated in 2026, specifically to identify unserved populations, establish better metrics of success, and identify strategies/pipeline going forward.

- Housing Helps and Buy Downs – These programs have slowed slightly in 2025, but continue to be very cost-effective programs. To date in 2025 the Town has deed restricted 20 properties through housing helps (average subsidy \$105K/unit) and has sold 2 buy down properties (average subsidy of \$265K/unit). The Town's goal/budget is 20 HHs per year and 10 BDs per year. Since the programs were launched, almost 200 units have been preserved.
- ADU Policies-Staff is working on an ADU policy now in anticipation of the Runway Neighborhood which includes 27 single family homes that will be sold with an ADU-ready space above the garage. The goal is to incentive as many ADU build outs as possible while balancing the affordability of the units. Staff expects to discuss options with the Council in December.

#### **Town of Dillon**

- Shared Equity program for Town Employees

#### **Town of Frisco**

- 101 W. Main Street: NHP was awarded an additional \$2 million grant from the State Housing Board to supplement their LIHTC financing.
- 602 Galena Street: framing is moving fast for those who haven't seen it!

#### **Town of Keystone**

#### **Town of Silverthorne**

- Housing Manager position has been filled by Vicente Kemp Lobo.
- Housing Helps – 7 properties added to the program in 2025 so far, there is capacity for 1-2 more before EOY, otherwise funds will be rolled into the 2026 budget.
- CUP Application for the former Days Inn is pending though there has not been any progress recently.
- Town Staff have received approval from Town Council to place light deed restrictions on each of the Town's owned housing units. These are currently being leased to employees of the Town and the covenants will be placed on the units on a future date.

Town Council has directed Staff to work on a program to assist locals in need of housing assistance in lieu of supporting the Blue River Apartments Extension Agreement – Staff would like to understand the capacity of SCHA to administer such a program.

### **Summit County**

#### **Lake Hill**

- The County issued an RFQ and RFP requesting qualifications and proposals from prospective development teams for the Lake Hill Neighborhood in January and in April. Staff interviewed 2 firms. Neither proposal appears to be feasible due to high subsidy requests.

#### **USFS Administrative Site**

- The project may consist of 162 rental apartments in 6 three-story buildings
- The USFS and the County signed a Ground Lease for the property on September 27, 2023. Due to concerns over some of the terms of the ground lease, the County is working on assigning the lease to a developer to finance and construct the project.

#### **Nellie's Neighborhood**

- 14 for-ownership units located on Miners Creek Road near Frisco. All units are occupied. The cabin that exists is being remodeled and will be used as employee housing for 3 years.

#### **Soda Creek – Habitat for Humanity Partnership**

- Summit County purchased this Summit Cove property in 2010 with the intent to develop workforce housing and has given it to Summit County Habitat for Humanity to develop.
- The rezoning and site plan were reviewed in 2023. The site plan to be re-approved in 2025.
- The MOU for development of the property was extended to July of 2026, with the intent of beginning construction of the project in 2026. Habitat is looking for additional funding partners.

#### **Housing Helps**

- In 2024, 28 units closed at a program cost of approximately \$2.73 million. In 2025, 34 units have closed at a program cost of \$1,699,000.
- The County has cost-sharing partnerships with the local municipalities: Breckenridge, Frisco, Silverthorne, and Dillon.
- In 2026, the County may consider expanding the program.

#### **580 Silverthorne Lane Apartments - Silverthorne**

- The County has leased the property and converted it to affordable rentals since 2023. The current lease terminates on June 30, 2026. The County will not be renewing the lease due to building maintenance concerns, safety concerns for the tenants, and the high annual subsidy.
- The County is working on a rental assistance package to help with the transition for the tenants.

#### **Alpine Inn Apartments – 105 Lusher Court, Frisco**

- The master lease has been extended a fourth time, now terminating on June 30, 2026.
- All of the rooms continue to be occupied.
- The annual subsidy is approximately \$479,000, taking into account master lease payments to the property owner and operating income and expenses.



**Wayside / LOGE Hotel - Breckenridge**

- There are 38 units on the site and are split between the Town of Breckenridge and County. The units share a common kitchen and common eating space.
- Corum provides property management for the site.
- The Town and County began the annexation and zoning process in 2025, but then suspended it to a future unidentified date.

**Bristlecone Apartments - Silverthorne**

- Building owned by Summit County, there are 8 units leased to full-time employees.
- In 2025, the County completed a reroofing, residing, and repaving project at the property.

**ADU Stock Plans and Grant Program**

- The ADU stock plans have been finalized and are available on the County's website.
- The ADU Grant Program provides subsidies for up to 25% of cost of construction.
- To date, 3 grant agreements have been signed for the grant program.

**Prop 123 AMI Waiver Petition**

- The County has begun to tally its unit counts. The County's 3% per year commitment results in 59 units by December 31, 2026.
- DOLA has so far approved 53 County-controlled units to meet our commitment.

In addition, the following verbal updates were provided to the group

**Town of Keystone** – John Crone shared that TOK is finishing up first needs assessment and close to closing on the 6-acre parcel where their town building sits.

**Summit County**— Lina said they are reviewing budgets and projects, master leases, and funded programs. Nothing is being discontinued, but their priority projects are the U.S. Forest Service and Soda Creek. They are exploring assigning the U.S. Forest Service lease to a developer to build the project.

**Town of Frisco**—Katie mentioned 602 Galena is going vertical, they closed on the land banking grant for Prop123, and housing covenants are still moving forward. TOF is scaling back on their programs in anticipation of additional hidden expenses related to upcoming builds.

**Town of Silverthorne**—Mark Leidal shared that they hired a housing manager with a finance background; Vicente was introduced to the Board.

**Town of Dillon**— Nathan said no major updates but noted ongoing collaboration with the County on the Housing Helps program and the Shared Equity program that was approved by Council for Town Staff and is being administered by Impact Development Fund.

**Town of Breckenridge**—Darci said TOB met their Housing Helps goal for the year (20 homes) and came in under budget. Runway infrastructure has been launched. Stables Village will be fully occupied by spring 2026. A CHFA tour is scheduled with the County for October 2 to showcase CHFA-sponsored projects (Vista Verde and Smith Ranch

Apartments). Shannon added that Runway infrastructure is progressing, but council must approve the budget in January before going vertically. They did push out the building of phase 2 for future years because of other financial obligations within the town. Breckenridge is updating everything next year...the 5-year housing plan and comprehensive plan

## **SCHA**

- Town of Breckenridge and SCHA teamed up to present Pathway to Homeownership with a Spanish session and English session (separate dates). We have 40 to 50+ people attend with a Realtor and Lender presentation included. This was to help people understand ways to prepare to purchase a home in Summit County. This course will be offered quarterly in 2026 with options to work with local businesses and municipalities for staff presentations.
- Loans have slowed down a bit with a few each month, but property sales are still consistent and busy.
- SCHA will be applying for the Housing Planning Grant (HLPN), Round 3 to assist with the HNA update needed to fulfill the State requirements. The grant requires a local 25% match, so with the current estimate, we can apply for approximately \$45,000.
- Sarah and Corrie traveled to Eagle County to meet with the Housing Department staff for Eagle County and Town of Vail to review some of the enhancements we have put into place this year in the software program.
- Corrie is now the President of the Colorado Midland HOA and Vice President of the West Frisco Gateway Master Association. At least we will be aware of any HOA needs and changes. The HOA manager for the Colorado Midland HOA (our building) is retiring at the end of this year. Tara (upstairs owner) and I are proposing self-management for 2026. It is a fairly simple HOA with only 3 units. The current HOA manager has agreed to do our financials with Tara preparing the tax documents (she is a CPA).
  - **SCHA Financials** – Corrie share that the 2025 Financial documents are now arriving on a monthly basis to be included for the board. The financials are current through September 2025 and included in the packet. No questions on financials since a thorough review of 2025 actuals and projected was done during the draft budget review.
  - **SCHA Sales Tax Report** – Corrie shared the sales tax report for January 2025 – September 2025, noting that it has not changed significantly since June, still under budget on annual collection.

## **VII. OTHER BUSINESS**

Corrie requested Board approval to apply for the Housing Planning Grant to help fund the Housing Needs Assessment update requirement for SB24-174. Round 3 of the grant is open now and remains open until December 3<sup>rd</sup>. The estimate from Root Policy is \$59,000 with an option to add Housing Action Plans for each jurisdiction with a cost of \$20,000 to \$25,000 per jurisdiction. The estimate of \$59,000 includes \$18,000 to update existing market data to show new housing production since 2022 and expectations of pipeline units. The Board approved for the Executive Director to apply for the Housing Planning Grant in Round 3 (or Round 4, if necessary, due to timing) for up to 75% of the project estimate. A Resolution will be reviewed at the December meeting and letters of participation and support might be needed if the grant is awarded.

**VIII. EXECUTIVE SESSION – not necessary**

**IX. ADJOURNMENT**

Tom Fisher requested a motion to adjourn which was called by Shannon Haynes and 2<sup>nd</sup> by Lina Lesmes. The meeting adjourned at 2:58 p.m.

**Ad #: IIRbBdxJL0dLsX3GjM7Z**  
**Customer: vickie lewis**

**AFFIDAVIT OF PUBLICATION**

State of Florida, County of Orange, ss:

Edmar Corachia, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC, duly authorized agent of Summit County Journal and Summit Daily News, that the same weekly newspaper printed, in whole or in part and published in the County of Summit, State of Colorado, and has a general circulation therein; that said newspaper has been published continuously and uninterruptedly in said County of Summit for a period of more than fifty-two consecutive weeks next prior to the first publication of the annexed legal notice or advertisement; that said newspaper has been admitted to the United States mails as a periodical under the provisions of the Act of March 3, 1879, or any amendments thereof, and that said newspaper is a weekly newspaper duly qualified for publishing legal notices and advertisements within the meaning of the laws of the State of Colorado.

That the annexed legal notice or advertisement was published in the regular and entire issue of every number of said weekly newspaper for the period of 1 insertion; and that the first publication of said notice was in the issue of said newspaper dated 5 Dec 2025 in the issue of said newspaper. That said newspaper was regularly issued and circulated on those dates.

**Total cost for publication: \$39.16**

**Edmar Corachia**

(Signed) \_\_\_\_\_

**VERIFICATION**

State of Florida  
County of Orange

Subscribed in my presence and sworn to before me on this: 12/05/2025



\_\_\_\_\_  
Notary Public

Notarized remotely online using communication technology via Proof.



PAMELA BAEZ  
Notary Public - State of Florida

Commission # HH 732409  
Expires on October 19, 2029

**SUMMIT COMBINED HOUSING AUTHORITY  
PUBLIC NOTICE**

Pursuant to the authority granted to the Summit Combined Housing Authority under Title 29, Article 1, Part 1 of the Colorado Revised Statutes §29-1-106, the Summit Combined Housing Authority has proposed the Annual Budget for the fiscal year 2026 for review and adoption by its Board of Directors at a public meeting on December 15th at 1 p.m.

The entire text, including all proposed appropriations and expenditures, of the proposed Summit Combined Housing Authority Annual Budget for the fiscal year 2026 is available for public inspection during normal business hours at the Summit Combined Housing Authority office, located at 331 W. Main Street, Unit 100, Frisco, Colorado 80443 or at [www.summithousing.us](http://www.summithousing.us). Please email [info@summithousing.us](mailto:info@summithousing.us) to schedule an appointment to review the budget.

Pursuant to C.R.S. §29-1-107, any interested registered, qualified elector of Summit County may file or present any objections to the proposed Summit Combined Housing Authority Annual Budget at any time prior to the final adoption of such proposed budget on December 15th by the Summit Combined Housing Authority Board of Directors.

**PUBLISHED IN THE SUMMIT COUNTY JOURNAL  
ON FRIDAY, DECEMBER 5, 2025.**









Check out our new Frequently Asked Questions page - [click here!](#)

# SCHA

BRECKENRIDGE

SILVERTHORNE

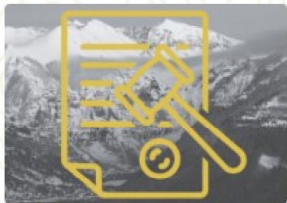
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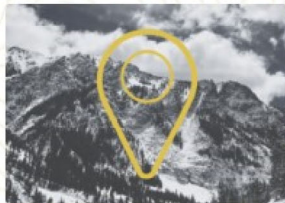
MONTEZUMA

SUMMIT COUNTY



2026 SCHA Budget

[Read more → >](#)



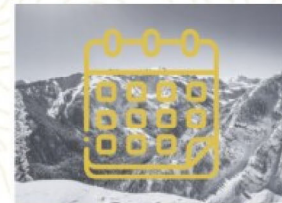
Maps

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Resources for Renters

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Calendar

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Home Buyer  
Education  
Registration

Summit Combined Housing Authority

12/01/2025

2026 Budget - Exhibit A

Accrual Basis

Final

2026 DRAFT  
Budget

Other Income/Expense (5A Tax Collection)

Income

Total Taxes Collected

Sales & Use Tax - .125% (perpetuity)	2,751,752
H Sales Tax - 0.6% (through 2046)	13,382,472
Total Sales Tax Revenue	16,134,224

Expense

Taxes Retained by SCH

Summit County	178,161
Breckenridge	411,998
Dillon	77,946
Frisco	144,756
Silverthorne	211,567
Blue River	144,600
Montezuma	0
Keystone	89,081

Total 1,258,108

Tax Distributions

Summit County	2,231,839
Breckenridge	5,503,107
Dillon	1,036,370
Frisco	2,072,000
Silverthorne	3,000,000
Blue River	0
Montezuma	7,800
Keystone	975,000
Sales & Use Tax Fees	50,000

Total 14,876,116

Net Other Income 0



Summit Combined Housing Authority

12/01/2025

2026 Budget - Exhibit A

Accrual Basis

Final

	2026 DRAFT Budget
Ordinary Income/Expense	
Income	
Education & Community Service	
Homebuyer Class Reimbursements	20,000
Total Homebuyer Education	20,000
Loan Activity	
DOH Servicing Fee Reimbursement	0
Loan Processing Fees	1,500
Total Loan Activity	1,500
Miscellaneous	
Bank Interest - SCHA	12,000
Settlement Reimbursement	0
Capital Grants (funds to purchase office)	0
Total Miscellaneous Revenue	12,000
Total Income	33,500

	2026 DRAFT Budget
Expense	
Education & Community Service	
Homebuyer Class	6,052
Other Classes	1,800
Total Education & Community Service	7,852
Clearing House	
Software (Airtable & Cognito)	4,140
Total Clearing House	4,140
Loan Activity	
Administrative Servicing	250
Legal Ads	250
Software (Lending Manager & Notesmith)	10,330
Total Loan Activity	10,830
Overhead	
Annual HOA Dues & HOA Utilities	34,500
Outside Service	13,020
Meals	4,500
Accounting	32,180
Administrative Expenses	500
Bank Service Charges (1st Bank fees)	100
Computer Software & Internet Prog	1,550
Computers & Hardware	2,500
Copier	1,800
Depreciation Expense	
Dues & Meetings	1,000
Education & Training	5,000
Grand County HCV Admin Fees	3,000
Insurance/Bonds	7,183
IT Services	1,000
Legal Fees	10,000
Office Maintenance	4,000
Office Operating Supplies	6,500
Postage & Freight	300

Summit Combined Housing Authority  
2026 Budget - Exhibit A

12/01/2025  
Accrual  
Basis  
  
Final

2026 DRAFT  
Budget

SCG Rent	
Research & Surveys	59,000
Telephone & Internet	3,500
Travel-Transportation	500
Total Overhead Expense	191,633

2026 DRAFT Budget

Professional Services

Breckenridge Staff IGA	206,553
Client Management System (CMS) Softw	1,550
Database Mgmt Software (Salesforce+)	52,000
Marketing (20 Years SCH	15,550
SCHA Board Retreat	1,800
Software Contracted Svc (Fortafy)	16,200

Total Professional Services293,653

Total Overhead & Professional Svc485,286

Summit County Payroll Reimbursement

Total Payroll Reimbursement750,000

Reserve Replenishment0

Total Expense	1,258,108
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Net Income33,500

Summit Combined Housing Authority  
2026 Budget

12/01/2025  
Accrual Basis  
Final

2026 Budget

Revenue

Loan Activity

Loan Grants	0.00
SRLF Transfer Fees	20,000.00
Loan Interest	
DOH Loan Interest	10,000.00
HDG	475.00
SRLF Loan Interest	30,000.00
Total Loan Activity	60,475.00

Miscellaneous

Jurisdiction Replenishment	
Bank Account Interest	30,000.00
Total	30,000.00

Total Revenue	90,475.00
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Expense

Loan Activity

Bank Service Charges	500.00
Loan Servicing Fee Reimbursements	0.00
Total	500.00

Total Expense	500.00
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Net Income	89,975.00
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**RESOLUTION NO. 2025 –01**

**BEFORE THE SUMMIT COMBINED HOUSING AUTHORITY BOARD OF THE  
COUNTY OF SUMMIT, STATE OF COLORADO**

**A RESOLUTION RATIFYING THE ADOPTION OF THE 2026 BUDGET SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND FOR THE SUMMIT COMBINED HOUSING AUTHORITY, SUMMIT COUNTY, COLORADO, FOR THE CALENDAR AND FISCAL YEAR BEGINNING THE FIRST DAY OF JANUARY 2026, AND ENDING ON THE LAST DAY OF DECEMBER 2026.**

**WHEREAS**, the Summit Combined Housing Authority (“SCHA”) has appointed Corrie Burr as Executive Director to prepare and submit a proposed budget to said governing body at the proper time; and

**WHEREAS**, the Executive Director submitted a proposed budget for 2026 to this governing body on November 17<sup>th</sup>, 2025 for its consideration; and

**WHEREAS**, upon due and proper notice, published or posted in accordance with the law, said SCHA 2026 proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 15, 2025 and interested tax payers were given the opportunity to file or register any objection to said SCHA 2026 budget; and

**WHEREAS**, whatever increases may have been made in the expenditures, like increases were added to the revenues, so that the budget remains in balance, as required by law.

**NOW, THEREFORE, BE IT RESOLVED BY THE SUMMIT COMBINED HOUSING AUTHORITY BOARD:**

**Section 1.** That estimated revenues and expenditures for each fund for the SCHA 2026 budget are summarized in Exhibit A; which is attached and incorporated herein.

**Section 2.** That the SCHA 2026 budget as submitted is hereby approved and adopted as the budget of the Summit Combined Housing Authority for the 2026 fiscal year.

**ADOPTED**, this 15<sup>th</sup> Day of December 2025.

SUMMIT COMBINED HOUSING  
AUTHORITY BOARD

ATTEST:

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Tom Fisher, Chair

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Mark Leidal, Secretary

**RESOLUTION 2025-03**

**BEFORE THE SUMMIT COMBINED HOUSING AUTHORITY BOARD OF THE  
COUNTY OF SUMMIT STATE OF COLORADO**

**A RESOLUTION RATIFYING THE APPROPRIATION OF SUMS OF MONEY TO  
THE VARIOUS FUNDS IN THE AMOUNT AND FOR THE PURPOSE AS SET  
FORTH BELOW, FOR THE SUMMIT COMBINED HOUSING AUTHORITY,  
SUMMIT COUNTY, COLORADO FOR THE 2026 BUDGET YEAR.**

**WHEREAS**, the Summit Combined Housing Authority Board has adopted the annual budget and has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

**WHEREAS**, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, so as not to impair the operations of the Summit Combined Housing Authority.

**NOW, THEREFORE, BE IT RESOLVED BY THE SUMMIT COMBINED  
HOUSING AUTHORITY BOARD:**

**Section 1.** The Board hereby ratifies and approves the following appropriated amount of \$16,134,224 from the revenue of each fund for the total operations of the Summit Combined Housing Authority as described in the budget detail.

**ADOPTED** This 15<sup>th</sup> Day Of December 2025.

SUMMIT COMBINED HOUSING  
AUTHORITY BOARD

ATTEST:

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Tom Fisher, Chair

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Mark Leidal, Secretary

**RESOLUTION NO. 2025 –02**

**SUMMIT COMBINED HOUSING AUTHORITY  
A RESOLUTION REGARDING THE APPOINTMENT OF NEW BOARD MEMBERS,  
OFFICERS AND OTHER ADMINISTRATIVE MATTERS**

**WHEREAS**, the Summit Combined Housing Authority (“SCHA”) has been formed as provided for by law to provide for the planning, financing, acquisition, construction, reconstruction or repair, maintenance, management, and operation of housing projects or programs; and

**WHEREAS**, the Board of Directors of the SCHA desires to appoint new officers of the Board and provide for other administrative matters; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SUMMIT COMBINED HOUSING AUTHORITY THAT:**

**Section 1. Directors:** The current Board of Directors of the SCHA and their alternates consists of the following representatives:

Town of Breckenridge: Town Manager, and alternate Designated Staff Member

Town of Dillon: Town Manager, and alternate Designated Staff Member

Town of Frisco: Town Manager, and alternate Designated Staff Member

Town of Montezuma: Mayor, no alternate

Town of Silverthorne: Town Manager, and alternate Designated Staff Member

Summit County: County Manager, and alternate Designated Summit County Housing Director

Town of Keystone: Town Manager, and alternate Designated Staff Member

**Section 2. New Designated Officers:** The officers of the Board of Directors of the SCHA are as follows:

Chair: Town of Keystone Representative

Vice-Chair: Town of Frisco Representative

Secretary: Town of Breckenridge Representative

Treasurer: Town of Silverthorne Representative

**Section 3. Agendas and Minutes.** The staff of the SCHA shall be responsible for the posting of all agendas and preparation of all meeting materials and minutes. All official meeting



agendas and notices shall be posted in the foyer of the SCHa office at 331 W. Main Street, Unit 100, Frisco, Colorado, which is the official posting location for the SCHa. Should this location be unavailable for posting, all official meeting agendas and notices shall be posted at [www.summithousing.us](http://www.summithousing.us).

**ADOPTED**, this 15<sup>th</sup> Day of December 2025.

SUMMIT COMBINED HOUSING  
AUTHORITY BOARD

ATTEST:

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Tom Fisher, Chair

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Mark Leidal, Secretary

**RESOLUTION NO. 2025 –04**

**BEFORE THE SUMMIT COMBINED HOUSING AUTHORITY BOARD OF THE  
COUNTY OF SUMMIT, STATE OF COLORADO**

**A RESOLUTION APPROVING A FUNDING PROPOSAL SUBMISSION TO THE  
COLORADO DEPARTMENT OF LOCAL AFFAIRS HOUSING PLANNING GRANT  
PROGRAM FOR THE SUMMIT COMBINED HOUSING AUTHORITY TO COMPLETE  
AN UPDATE TO THE 2023 HOUSING NEEDS ASSESSMENT.**

**WHEREAS**, the Summit Combined Housing Authority (“SCHA”) is a quasi-governmental housing authority duly and regularly organized and validly existing as a body corporate and politic under and by virtue of the Constitution and laws of the State of Colorado and is eligible for Housing Planning Grant Program funding; and

**WHEREAS**, there exists a funding opportunity to help local governments and regional entities develop SB24-174 compliant housing needs assessments, housing action plans, and comprehensive plans; and

**WHEREAS**, the SCHA has set a commitment to develop a compliant Housing Needs Assessment Update as defined in SB24-174; and

**WHEREAS**, the SCHA plans to submit a grant application to the Colorado Department of Local Affairs (DOLA) for the SB24-174 Housing Planning Grant Program on December 5<sup>th</sup>, 2025; and

**NOW, THEREFORE, BE IT RESOLVED BY THE SUMMIT COMBINED  
HOUSING AUTHORITY BOARD:**

**Section 1.** Approves the submission of the application for funding from the Colorado Department of Local Affairs on behalf of SCHA to fund an SB24-174 compliant Housing Needs Assessment Update through the Housing Planning Grant Program as defined by C.R.S. §§24-32-3701 - 24-32-3711.

**Section 2.** Approves appropriation of \$28,250 from the General Tax Fund to meet the matching funds requirements set forth by the Colorado Department of Local Affairs Housing Planning Grant Program.

**ADOPTED**, this 15<sup>th</sup> Day of December 2025.

SUMMIT COMBINED HOUSING  
AUTHORITY BOARD

ATTEST:

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Tom Fisher, Chair

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Mark Leidal, Secretary

	A	B	C	D	E	F	G	H	I	J	K	L	O
1	<b>2025 Sales Tax Distribution</b>												
2			JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	TOTAL
3			1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	
4	Sales Tax Revenue		1,696,664.83	1,768,980.29	1,880,856.35	940,405.15	783,387.00	1,143,945.74	1,357,101.27	1,246,731.02	1,173,904.36	968,810.79	12,960,786.80
5	Net Cost of Collection		325.13	7,052.16	3,130.58	3,440.58	4,115.62	5,366.58	4,292.58	4,314.58	4,322.58	4,314.58	41,004.97
6	% cost of collection		0.0192%	0.3987%	0.1664%	0.3659%	0.5254%	0.4691%	0.3422%	0.3443%	0.3675%	0.4462%	0.3164%
7													
8	Net Revenue (2 months in arre		1,696,339.70	1,761,928.13	1,877,725.77	936,964.57	779,271.38	1,138,579.16	1,352,456.69	1,242,434.37	1,169,589.78	964,488.21	12,919,777.76
9	Date Received		3/10/2025	4/8/2025	5/8/2025	6/9/2025	7/9/2025	8/8/2025	9/9/2025	10/9/2025	11/10/2025	12/8/2025	
10	<b>Revenues after collection costs</b>												
11	0.600% MHA Tax		269,094.31	249,541.22	293,646.55	126,787.92	88,877.35	127,407.89	137,162.15	137,812.57	133,653.57	109,085.43	1,673,068.97
12	0.125% MHA Tax		56,197.75	52,963.39	61,335.52	26,454.13	18,441.60	26,595.62	28,804.55	28,878.24	28,121.70	22,990.29	350,782.78
13	Share of Collection Costs		(62.34)	(1,205.96)	(590.85)	(560.65)	(563.81)	(722.47)	(568.01)	(573.93)	(594.59)	(589.29)	(6,031.89)
14	SUMMIT COUNTY		325,229.72	301,298.65	354,391.22	152,681.40	106,755.14	153,281.04	165,398.69	166,116.88	161,180.68	131,486.43	2,017,819.86
15	0.600% MHA Tax		571,025.48	631,725.83	609,315.12	296,037.32	192,901.88	301,453.29	398,470.91	362,171.83	310,877.95	264,922.86	3,938,902.46
16	0.125% MHA Tax		119,155.86	131,512.24	127,080.23	61,579.86	39,949.60	63,660.17	82,922.70	77,546.41	65,733.93	56,110.31	825,251.32
17	Share of Collection Costs		(132.26)	(3,042.70)	(1,225.69)	(1,306.38)	(1,223.31)	(1,712.85)	(1,647.53)	(1,513.98)	(1,384.20)	(1,432.37)	(14,623.28)
18	TOWN OF BRECKENRIDGE		690,049.08	760,195.37	735,169.66	356,308.80	231,628.17	363,400.61	479,746.08	438,204.26	375,227.68	319,600.80	4,749,530.50
19	0.600% MHA Tax		83,559.72	78,951.28	91,415.13	53,389.86	53,687.12	84,741.14	84,463.73	82,012.41	91,540.02	59,460.32	763,220.74
20	0.125% MHA Tax		17,513.90	16,105.64	19,076.79	12,062.22	11,491.01	18,101.13	18,628.22	17,862.37	19,341.24	12,461.83	162,644.34
21	Share of Collection Costs		(19.37)	(378.95)	(183.91)	(239.46)	(342.42)	(482.46)	(352.82)	(343.88)	(407.53)	(320.90)	(3,071.71)
22	TOWN OF DILLON		101,054.25	94,677.97	110,308.01	65,212.62	64,835.71	102,359.81	102,739.13	99,530.90	110,473.73	71,601.25	922,793.37
23	0.600% MHA Tax		149,163.96	149,882.10	170,853.98	107,136.34	112,333.18	144,449.83	170,391.83	152,388.91	149,397.67	128,987.99	1,434,985.79
24	0.125% MHA Tax		31,097.07	31,219.38	35,581.60	22,327.46	23,397.12	30,260.96	35,343.11	31,831.67	31,342.06	26,848.61	299,249.04
25	Share of Collection Costs		(34.54)	(721.97)	(343.60)	(473.66)	(713.08)	(819.62)	(704.11)	(634.28)	(664.29)	(580.46)	(5,804.46)
26	TOWN OF FRISCO		180,226.49	180,379.51	206,091.98	128,990.14	135,017.22	173,891.17	205,030.83	183,586.30	180,075.44	155,141.30	1,728,430.37
27	0.600% MHA Tax		182,688.65	187,434.87	215,707.32	158,252.91	166,053.18	236,786.82	240,705.99	225,612.00	227,426.38	188,759.64	2,029,427.76
28	0.125% MHA Tax		38,060.75	39,295.88	44,967.72	32,993.55	34,429.07	49,396.95	50,375.05	47,162.54	47,578.93	39,318.08	423,578.52
29	Share of Collection Costs		(42.30)	(903.88)	(433.88)	(699.70)	(1,053.26)	(1,342.57)	(996.20)	(939.18)	(1,010.76)	(1,017.62)	(8,439.35)
30	TOWN OF SILVERTHORNE		220,707.10	225,826.87	260,241.16	190,546.76	199,428.99	284,841.20	290,084.84	271,835.36	273,994.55	227,006.10	2,444,566.93
31	0.600% MHA Tax		878.45	797.25	423.94	331.60	396.26	1,228.93	768.99	885.90	941.93	998.18	7,651.43
32	0.125% MHA Tax		183.01	166.00	86.91	69.08	82.56	256.03	160.21	184.56	196.24	207.95	1,592.55
33	Share of Collection Costs		(0.20)	(3.84)	(0.85)	(1.47)	(2.52)	(6.97)	(3.18)	(3.69)	(4.18)	(5.38)	(32.27)
34	TOWN OF MONTEZUMA		1,061.26	959.41	510.00	399.21	476.30	1,477.99	926.02	1,066.77	1,133.99	1,200.75	9,211.71
35	0.600% MHA Tax		15,212.20	10,307.99	16,277.04	5,365.21	6,728.67	4,680.20	11,093.64	9,254.73	11,385.61	9,544.82	99,850.11
36	0.125% MHA Tax		3,169.32	2,137.78	3,395.47	1,148.51	1,402.74	976.47	2,297.96	1,931.31	2,372.00	1,988.51	20,820.07
37	Share of Collection Costs		(3.52)	(49.62)	(32.74)	(23.83)	(42.72)	(26.54)	(45.83)	(38.51)	(50.56)	(51.46)	(365.34)
38	BLUE RIVER		18,378.00	12,396.15	19,639.77	6,489.89	8,088.69	5,630.13	13,345.77	11,147.53	13,707.05	11,481.87	120,304.84
39	0.600% MHA Tax		132,101.21	154,430.00	158,636.21	29,879.03	27,484.01	44,445.74	78,530.55	58,789.67	44,746.32	38,640.85	767,683.59
40	0.125% MHA Tax		27,563.19	32,509.44	33,056.82	6,590.15	5,731.65	9,504.57	16,981.68	12,401.83	9,350.30	8,485.12	162,174.75
41	Share of Collection Costs		(30.60)	(745.25)	(319.06)	(133.43)	(174.50)	(253.10)	(326.88)	(245.12)	(198.83)	(210.26)	(2,637.02)
42	TOWN OF KEYSTONE		159,633.80	186,194.19	191,373.97	36,335.75	33,041.16	53,697.21	95,185.35	70,946.38	53,897.79	46,915.71	927,221.32
43	TOTAL		1,696,339.70	1,761,928.13	1,877,725.77	936,964.57	779,271.38	1,138,579.16	1,352,456.69	1,242,434.38	1,169,690.90	964,488.21	12,919,878.89
44	Housing Authority Share												
45													
46	SUMMIT COUNTY		13,533.00	13,470.66	13,533.00	13,533.00	13,533.00	13,533.00	13,533.00	13,533.00	13,533.00	13,533.00	135,267.66
47													
48	TOWN OF BRECKENRIDGE		31,295.42	31,163.16	31,295.42	31,295.42	31,295.42	31,295.42	31,295.42	31,295.42	31,295.41	31,295.41	312,821.92
49													
50	TOWN OF DILLON		5,920.75	5,901.38	5,920.75	5,920.75	5,920.75	5,920.75	5,920.75	5,920.75	5,920.75	5,920.75	59,188.13
51													
52	TOWN OF FRISCO		8,458.25	8,423.71	8,458.25	8,458.25	8,458.25	8,458.25	8,458.25	8,458.25	8,458.25	8,458.25	84,547.96
53													
54	TOWN OF SILVERTHORNE		18,608.00	18,565.70	18,608.00	18,608.00	18,608.00	18,608.00	18,608.00	18,608.00	18,608.00	18,608.00	186,037.70
55													
56	MONTEZUMA		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
57													
58	Keystone		6,766.58	6,735.98	6,766.58	6,766.58	6,766.58	6,766.58	6,766.58	6,766.58	6,766.59	6,766.59	67,635.22
59													
60	BLUE RIVER		18,378.00	12,396.15	19,639.77	6,489.89	8,088.69	5,630.13	13,345.77	11,147.53	13,707.05	11,481.87	120,304.84
61													
62	TOTAL		102,960.00	96,656.75	104,221.77	91,071.89	92,670.69	90,212.13	97,927.77	95,729.53	98,289.05	96,063.87	965,803.44
63													
64	Jurisdiction Share		1,593,379.70	1,665,271.38	1,773,504.00	845,892.68	686,600.69	1,048,367.03	1,254,528.92	1,146,704.84	1,071,300.73	868,424.34	11,953,974.32
65													
66	SUMMIT COUNTY		311,696.72	287,827.99	340,858.22	139,148.40	93,222.14	139,748.04	151,865.69	152,583.88	147,647.68	117,953.43	1,882,552.19
67													
68	TOWN OF BRECKENRIDGE		658,753.66	729,032.21	703,874.24	325,013.38	200,332.75	332,105.19	448,450.66	406,908.84	343,932.27	288,305.39	4,436,708.58
69													
70	TOWN OF DILLON		95,133.50	88,776.59	104,387.26	59,291.87	58,914.96	96,439.06	96,818.38	93,610.15	104,552.98	65,680.50	863,605.24
71													
72	TOWN OF FRISCO		171,768.24	171,955.80	197,633.73	120,531.89	126,558.97	165,432.92	196,572.58	175,128.05	171,617.19	146,683.05	1,643,882.41
73													
74	TOWN OF SILVERTHORNE		202,099.10	207,261.17	241,633.16	171,938.76	180,820.99	266,233.20	271,476.84	253,227.36	255,386.55	208,452.10	2,258,529.23
75													
76	MONTEZUMA		1,061.26	959.41	510.00	399.21	476.30	1,477.99	926.02	1,066.77	1,133.99	1,200.75	9,211.71
77													
78	Keystone		152,867.22	179,458.21	184,607.39	29,569.17	26,274.58	46,930.63	88,418.77	64,179.80	47,131.20	40,149.12	859,586.09
79													
80	BLUE RIVER			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
81													
82	TOTAL ACH		1,593,379.70	1,665,271.38	1,773,504.00	845,892.68	686,600.69	1,048,367.03	1,254,528.92	1,146,704.86	1,071,401.85	868,424.34	11,954,075.45
83													
84	Grand Total		1,696,339.70	1,761,928.13	1,877,725.77	936,964.57	779,271.38	1,138,579.16	1,352,456.69	1,242,434.38	1,169,690.90	964,488.21	12,919,878.89

2026 Proposed SCHA Board Meeting Schedule

Revised December 15, 2025

Board Retreat, Thursday, February 12, noon to 4pm

Monday, March 16

Monday, May 18

Monday, July 20

Monday, September 21st

Monday, November 16

Virtual Budget Approval Meeting (if needed) – Monday, December 14<sup>th</sup>

Please note the 2<sup>nd</sup> week in December meeting instead of the 3<sup>rd</sup> Monday due to the holiday week.