

PUBLIC NOTICE OF MEETING

SUMMIT COMBINED HOUSING AUTHORITY

BOARD MEETING AGENDA

Monday, December 16, 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**
 - 12/16/2024 Meeting Agenda
 - 11/20/2024 Meeting Minutes
- V. NEW BUSINESS**
 - Public Hearing: Summit Combined Housing Authority Proposed Budget
 - Robotic Construction Technologies, Inc Presentation
 - Engagement Agreement with Karl Hanlon and Karp Neu Hanlon for legal services
 - A Resolution to change SCHA Public Posting location to the new office
 - A Resolution to Appoint new SCHA Board Officers
 - A Resolution to approve the SCHA 2025 Budget
- VI. CONTINUING BUSINESS**
 - Town and County Updates – written
 - SCHA Updates – written
 - SCHA Sales Tax and Financials
- VII. OTHER BUSINESS**
- VIII. EXECUTIVE SESSION**

A conference with the Summit Combined Housing Authority attorney pursuant to C.R.S §24-6-402(4)(f), for the purposes of discussing a personnel matter related to the Town of Breckenridge Intergovernmental Agreement for Services of the Executive Director and for the purposes of discussing a personnel matter related to a Project Manager position.
- 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, November 20th, 2024

1:00pm – 3:00pm

Summit Combined Housing Authority – Classroom

I. CALL TO ORDER

- SCHA Board Chair, Shannon Haynes called the meeting of November 20th, 2024, to order at 1:01pm.

II. ROLL CALL AND INTRODUCTIONS

- Board Members and Alternates: Shannon Haynes, Nathan Johnson, Katie Kent, John Crone, Lina Lesmes, Ryan Hyland
- SCHA Staff: Corrie Burr, Vickie Lewis, Sarah Butler, Karl Hanlon

III. PUBLIC COMMENTS

- Shannon Haynes opened the public comment.
- Alex Beach spoke to the group and brought up 4 key concerns in workforce housing
 - Waitlist vs lottery
 - Deed restricted housing swap to negate the requirement for a lottery when two people, living in deed restricted housing, want to change ownership of their properties due to size needs.
 - Housing Helps more allowable money/ higher percentage or jurisdictions pool money
 - Citizen participation in housing decisions
- Laura Serotkin, a community member and Summit County Housing Department staff member spoke to her concern regarding long term community members not winning lotteries and ways that this could be fixed. She was in favor of a weighted lottery system or a waitlist.

IV. CONSENT AGENDA & MINUTES

- Shannon Haynes called for a motion to approve the 10/21/2024 meeting minutes and 11/20/2024 Meeting Agenda with the addition of deed monitoring in new business. Ryan Hyland called the motion and Nathan Johnson second the motion. The motion passed unanimously.

V. NEW BUSINESS

- Request for Event – Robotic Construction Technologies (3-D printing)
Corrie Burr presented to the group regarding Lieutenant Colonel Friedell's hope to bring a 3d printing presentation to Summit County to demonstrate its capabilities. Nathan Johnson asked if utilities would be needed and if any cost was associated to the demonstration. Corrie Burr went into that the demonstration needs no utilities and no cost would be accrued for the jurisdiction that hosts. All that is needed is a large concrete area. Shannon Haynes stated that the Town of Breckenridge could possibly host this somewhere on Airport road in 2025 but there will be future building there which may conflict further in the future. Lina Lesmes stated that maybe the School district or CMC would be community partners to consider. The group then entered a discussion regarding the building codes. Corrie Burr explained that they have not gotten ICC-ES approval for the builds. Shannon Haynes then stated maybe it is best to wait until they have code approval. Corrie Burr closed the presentation proposing that Lieutenant Colonel Friedell and his team attend a meeting to further discuss with the group the future partnership. The group collectively agreed that they would like this to happen.
- Deed Monitoring
Corrie Burr asked the group to confirm that each jurisdiction approves the annual deed monitoring happening in January and on the purchase month schedule. The group collectively agreed that this is acceptable.

**Please note agendas are subject to change*

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

VI. CONTINUING BUSINESS

- SCHA Budget Review (Draft 2 or Final)
Corrie Burr pulled up the budget and began the discussion based on the spreadsheet. She stated that the formatting is slightly different than years past – she presented to the group the changes. Then it was discussed the future need to revise the service agreements based on updated billing practices. The vote will occur at the December Meeting.
- Town and County Updates - Verbal

Shannon Haynes opened the floor for jurisdiction verbal updates.

Town of Frisco—Katie Kent shared that at the 12/10 Town Council meeting they will be discussing part 3 of their restrictive covenant. The 619 Grante project will be delayed. In that project, 11 will be CDOT and another 11 will be TOF (rental). They have 6 Housing Helps Units in the resale process currently. Two went to the current tenant and the rest were lottery. Waiting to hear about 101 West Main and 602 Galena for LIHTC approval.

Town of Breckenridge—Shannon Haynes had to leave the call and did not provide Updates. Corrie Burr stated that the Runway project is making progress and will go to a Council meeting again soon.

County— Lina Lesmes shared they will be putting out an RFP for a development partner for the Lake Hill project. Nellie’s Neighborhood construction continues and 4 are to close soon. They will be having meetings to discuss the location of the Forest Service planning. The design and permitting for the roundabout being added in 2025 is taking place. The Housing Helps Program has surpassed the \$2.5 million budget this year. The housing staff have started tracking the HH programs resales. They are discussing the future of the Alpine Inn and Days Inn projects as they are expensive to carry and were meant to be a short-term fix. It is \$720,000 per year for the Days Inn and \$600,000 per year for the Alpine Inn for overhead. Additionally, they are in talks with Blue River Apartments about gradually increasing the rent or how to handle it. It would be a large overhead to take this on. The ADU revamp has not had any traction. They submitted their waiver petition to DOLA and had 17 residents and local businesses write letters of support, there was no opposition during the public comment phase.

Town of Keystone—John Crone shared their current plans to select a comp plan consultant to complete the needs assessment and DOLA grant. They will be putting out an RFP.

Town of Silverthorne—Ryan Hylands shared that Smith Ranch Apartments occupancy was issued. They are 80-120% units and the LIHTC units will begin the application period on the 21st and through the 25th.

Town of Dillon- Nathan Johnson stated that they will discuss inclusionary zoning at their 12/10 meeting. It will be anything over 10 units – 10% on-site, require housing off-site.

- SCHA Updates - Verbal
Corrie Burr stated that the SCHA had just finished 6 lotteries in the past two weeks.
- SCHA Sales Tax and Financials – September Sale Tax & Financials are delayed due to CPA illness.

VII. OTHER BUSINESS

VIII. EXECUTIVE SESSION

IX. ADJOURNMENT at 2:00 pm

**Please note agendas are subject to change*

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

Summit Combined Housing Authority
2025 Budget
 EXHIBIT A

12/01/2024
 Accrual Basis
 Final

2025 Budget

Other Income/Expense (5A Tax Collection)

Income

Total Taxes Collected

Sales & Use Tax - 1.125% (perpetuity)	2,903,364.24
H Sales Tax - 0.6% (through 2046)	13,817,999.95
Total Sales Tax Revenue	16,721,364.19

Expense

Taxes Retained by SCHA

Summit County	162,397.85
Breckenridge	375,545.03
Dillon	71,049.06
Frisco	101,498.66
Silverthorne	223,297.04
Blue River	144,600.00
Montezuma	0.00
Keystone	81,198.92

Total 1,159,586.56

Tax Distributions

Summit County	2,610,555.48
Breckenridge	5,613,872.66
Dillon	1,171,318.40
Frisco	1,991,213.34
Silverthorne	3,051,008.67
Blue River	0.00
Montezuma	7,949.63
Keystone	1,072,790.08
Sales & Use Tax Fees	43,069.37

Total 15,561,777.63

Net Other Income 0.00

Ordinary Income/Expense

2025 Budget

Income

Education & Community Service

Homebuyer Class Reimbursements	18,000.00
Homebuyer Education Grants	0.00

Total Homebuyer Education 18,000.00

Loan Activity

DOH Administrative Fees	0.00
DOH Servicing Fee Reimbursement	4,320.00
Loan Processing Fees	1,200.00

Total Loan Activity 5,520.00

Miscellaneous

Grants	0.00
Bank Interest - SCHA	10,000.00

Total Miscellaneous Revenue 10,000.00

Total Income 33,520.00

Expense

Education & Community Service

Homebuyer Class	6,052.00
Other Classes	1,000.00

Total Education & Community Service 7,052.00

Clearing House

Software (Airtable & Cognito)	3,650.00
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Total Clearing House 3,650.00

Loan Activity

Administrative Servicing	250.00
Legal Ads	500.00
Software (Neighborly & Notesmith)	10,000.00

Total Loan Activity 10,750.00

2025 Budget

Overhead

Outside Service	1,000.00
Meals	2,500.00
Accounting (Laura Snow Expense)	30,000.00
Administrative Expenses	1,000.00
Bank Service Charges (1st Bank fees)	100.00
Computer Software	50,400.00
Computers & Hardware	2,000.00
Copier	1,800.00
Dues & Meetings	1,000.00
Education & Training	5,000.00
Grand County HCV Admin Fees	4,140.00
Insurance/Bonds	6,750.00
IT Services	1,000.00
Legal Fees	18,000.00
Office Maintenance	4,000.00
Office Operating Supplies	6,500.00
Postage & Freight	300.00
Annual HOA Dues SCHA Office	32,794.56
Telephone & Internet	3,800.00
Travel-Transportation	500.00

Total Overhead Expense 172,584.56

Professional Services

Breckenridge Staff IGA	195,000.00
Client Management System (CMS) Software	1,550.00

Total Professional Services 196,550.00

Summit County Payroll Reimbursement

Payroll	625,000.00
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Total Payroll Reimbursement 625,000.00

Reserve Replenishment 144,000.00

Total Expense	1,159,586.56
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Reserve Fund

Projected Ending Balance	400,000.00
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**Summit Combined Housing Authority
2025 Budget**

12/16/2024
Accrual Basis
Final

2025 Budget

Revenue

Loan Activity

Loan Grants	0.00
SRLF Transfer Fees	25,000.00
Loan Interest	
DOH Loan Interest	10,000.00
HDG	475.00
SRLF Loan Interest	30,000.00
Total Loan Activity	65,475.00

Miscellaneous

Bank Account Interest	30,000.00
Total	30,000.00

Total Revenue	95,475.00
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Expense

Loan Activity

Bank Service Charges	500.00
Loan Servicing Fee Reimbursements	4,320.00
Total	4,820.00

Total Expense	4,820.00
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Net Income	90,655.00
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Summit County Housing Authority Additive Construction Proposal

Robotically Built and
Optimized Structures

www.robocontech.com

Robotic Construction
Technologies Inc. 2930
West 9th Ave, Denver,
Colorado



Low cost, high efficiency, 3D printed houses

Advantages

- Reduced personnel (2 people to operate)
- Reduced Timeline
- Increased Energy Efficiency
- Predictable schedule
- Low trade turnover
- Reduced Carbon footprint
- Higher quality living environment
- Quieter, low maintenance

Proposed designs



US Air Force Research Project, April 2026

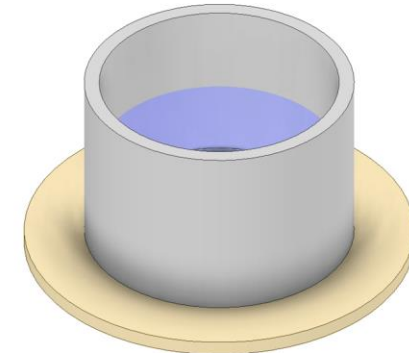
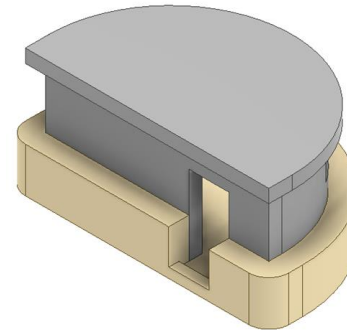
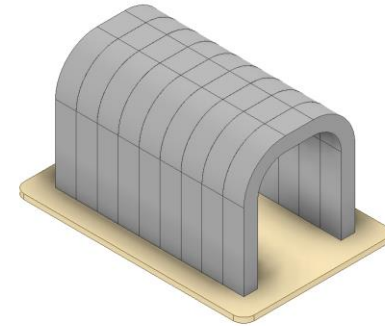
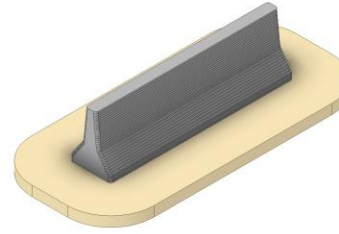
Print using advanced binders and in-situ materials / aggregates

Proposed Location



- Next to the Sledding hill, off Airport Rd.
- Likely need 200ft x 200ft area. Relatively level
- Will be generator powered
- 1-2 Week duration.
- Air Force VIP day.

Proposed designs



What we do - 3D print homes

Arm and Reach

- Platform has a maximum reach of roughly 54' from the center of rotation
- Build envelope extends 40' from the center of rotation, 30' vertically from the ground
 - Reach is reduced to 30' above 20' from the ground
- 10' sub-grade possible at full 40' reach
- Currently the largest 3D printer in the world

Tracked System

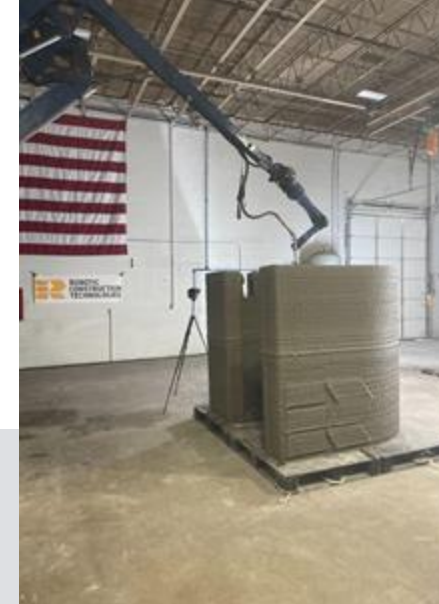
Allows for quick mobility and rapid deployment –the arm can be folded and the machine ready to move in a matter of minutes.

Machine Benefits

- Small footprint (23' circle) means massive work area to machine footprint ratio
- Machine can reach areas far away from the crawler base, over obstacles, and can extrude close to existing walls/structures
- Effectively unlimited work envelope, as existing structures can be added on to and extended without concerns over machine collision
- Only need 2 people to operate

Building Code approval and testing ongoing (ICC-ES & Independant Labs).

- Only 3D building materials currently progressing through building code acceptance
- Traditional hydraulic cements
- High-pressure polyurethane spray system
- Elastomer 3D printer via multi-component mixing system
- Full time structural engineer on staff



December 12, 2024

Sent via Email

Summit Combined Housing Authority
Corrie Burr, Executive Director
P.O. Box 4760
331 West Main Street, Suite 100
Frisco, CO 80443-4760
corrieb@summithousing.us

Re: Engagement Agreement

Dear Corrie:

Thank you for expressing an interest in retaining Karp Neu Hanlon, P.C. (“KNH”). This engagement agreement sets out the scope and terms of our representation. We ask that you review this engagement and, if acceptable, countersign in the space provided below and return to us.

Services to be Provided. You have asked, and we agree, to represent Summit County Combined Housing Authority as general counsel. We look forward to working with you on these matters. If you request additional services and we agree to provide such services, the terms and conditions of this engagement agreement will apply to those services as well. Under this engagement, we will render legal services only to you and to no other person or entity, except where specifically stated otherwise. As long as you keep our advice to you confidential, the attorney-client privilege and confidential relationship between us will not be inadvertently waived. Karl Hanlon will be the attorney primarily responsible for handling your matter. Other attorneys and firm personnel may work on the matter from time to time.

Fees and Retainer. Our rates and fees are based on factors set forth in Rule 1.5 of the Colorado Rules of Professional Conduct adopted by the Colorado Supreme Court, a copy of which is enclosed. Unless otherwise agreed, you will be billed for professionals’ time at increments of 1/10th hour. A copy of the firm’s current Hourly Rate and Expense Chart is enclosed. These rates are changed occasionally to reflect changes in experience of our personnel and inflation. While we may, from time to time, furnish you with estimates of the amount of fees which we anticipate will be charged for services to be performed under this agreement, such estimates are by their nature inexact and cannot be binding on either of us.

Considering the nature of your matter, we are not requesting that you provide an initial retainer. Should the need for a retainer arise to cover anticipated fees, costs, or expenses, you agree to provide retainer funds, and if your matter involves litigation, we will request a sufficient retainer to cover the anticipated fees and costs through trial. Any retainer we request shall be maintained and replenished by the client throughout our representation until it is concluded. After we invoice you, we may elect to pay your invoice from your retainer and your payment will be used to replenish the amount withdrawn from the retainer. Any amount of the retainer that is not used to pay fees and costs under this agreement will be returned to you upon completion of the work or termination of our services, subject to the other provisions of this agreement.

Mail to:

Glenwood Springs
201 14th Street
Suite 200
Glenwood Springs, CO 81602

Aspen
0133 Prospector Road
Suite 4102-J
Aspen, CO 81611

Basalt
200 Basalt Center
Suite 200
Basalt, CO 81621

Ridgway
565 Sherman Street
Suite 6
Ridgway, CO 81432

Expenses. You agree to reimburse us for all out-of-pocket costs and expenses incurred in connection with the legal services that we perform for you. Without limitation, these costs and expenses may include filing and recording fees, expert costs, photocopy and document handling fees, court and deposition reporter fees, travel expenses, research, document retrieval, and other similar charges. Standard costs are identified on the enclosed Hourly Rate and Expense Chart. We may from time-to-time advance certain costs on your behalf, but we may also require that you pay certain costs, especially relatively large costs, in advance, directly to us or to the vendor, as needed.

Billing and Payment. We agree to keep records of all time spent and expenses incurred and, unless otherwise advised, you will be invoiced on a timely basis. Payment is due upon receipt of our invoice. Unless you direct us otherwise, invoices will be sent to you by email. Payments not received thirty (30) days after invoicing will accrue interest at the rate of 1.5% per month (18% A.P.R.). In the event, you do not pay an invoice within sixty (60) days and no information is brought to our attention regarding a dispute as to the work done or the amount owed, it will be assumed there is no dispute, and we may elect to take legal action including a collection lawsuit to recover our unpaid legal fees, costs, and accrued interest.

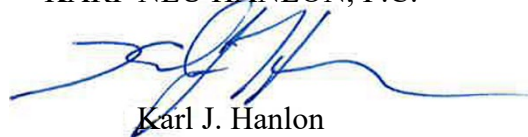
Work Product. The parties agree that the work product that our firm develops will remain our property. You may have reasonable access to our work product, but it is specifically understood that your file and our work product will not be returned to you or transferred to a third party unless you request return or transfer in writing and only when you pay all fees, costs, and expenses due at the time. The firm will retain our work product for a reasonable period of time after the completion of representation.

Termination of Services. Either party has the right at any time to terminate this agreement upon written notice. For litigation matters, we will seek an order from the court allowing withdrawal or, if no action is pending, will withdraw. Such termination will not, however, relieve you of the obligation to pay the fees due for services rendered and costs and expenses incurred prior to such termination notice or in connection with withdrawing from representation and the transfer of your files.

Resolution of Disputes. Any dispute under this engagement agreement, or in any way involving our representation of you that cannot be resolved in a reasonable time by discussions between us, shall be resolved by filing an action in Garfield County District Court, with a waiver of trial by jury. The firm will be entitled to recover attorney fees and costs if it prevails in such dispute in addition to all other remedies. You agree to pay any costs or expenses incurred by our firm in connection with the collection of amounts due and owing by you to our firm.

The foregoing covers the essential elements of our engagement. We would be happy to discuss these or any other aspects of our representation. If you have questions about a particular bill or any other aspect of our services for you in the future, please bring these to our attention as we believe communication resolves most misunderstandings. We look forward to a successful relationship with you.

Sincerely,
KARP NEU HANLON, P.C.



Karl J. Hanlon

Enclosures: Rule 1.5, C.R.P.C.
Hourly Rate and Expense Chart

AGREED AND ACCEPTED:
SUMMIT COMBINED HOUSING AUTHORITY

Sign: _____
Corrie Burr, Executive Director

_____ Date

C.R.P.C. RULE 1.5 FEES

A lawyer shall not make an agreement for, charge, or collect an unreasonable fee or an unreasonable amount for expenses. The factors to be considered in determining the reasonableness of a fee include the following:

- (1) The time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly;
- (2) The likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the lawyer;
- (3) The fee customarily charged in the locality for similar legal services;
- (4) The amount involved and the results obtained;
- (5) The time limitations imposed by the client or by the circumstances;
- (6) The nature and length of the professional relationship with the client;
- (7) The experience, reputation, and ability of the lawyer or lawyers performing the services; and
- (8) Whether the fee is fixed or contingent.

When the lawyer has not regularly represented the client, the basis or rate of the fee and expenses shall be communicated to the client, in writing, before or within a reasonable time after commencing the representation. Except as provided in a written fee agreement, any material changes to the basis or rate of the fee or expenses are subject to the provisions of Rule 1.8(a).

A fee may be contingent on the outcome of the matter for which the service is rendered, except in a matter in which a contingent fee is otherwise prohibited. A contingent fee agreement shall meet all of the requirements of Chapter 23.3 of the Colorado Rules of Civil Procedure, "Rules Governing Contingent Fees."

Other than in connection with the sale of a law practice pursuant to Rule 1.17, a division of a fee between lawyers who are not in the same firm may be made only if:

- (9) The division is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation;
- (10) The client agrees to the arrangement, including the basis upon which the division of fees shall be made, and the client's agreement is confirmed in writing; and
- (11) The total fee is reasonable.

Referral fees are prohibited.

Fees are not earned until the lawyer confers a benefit on the client or performs a legal service for the client. Advances of unearned fees are the property of the client and shall be deposited in the lawyer's trust account pursuant to Rule 1.15(f)(1) until earned. If advances of unearned fees are in the form of property other than funds, then the lawyer shall hold such property separate from the lawyer's own property pursuant to Rule 1.15(a).

Nonrefundable fees and nonrefundable retainers are prohibited. Any agreement that purports to restrict a client's right to terminate the representation, or that unreasonably restricts a client's right to obtain a refund of unearned or unreasonable fees, is prohibited.

KARP NEU HANLON, P.C.			
2025 HOURLY RATE CHART			
POSITION	NAME	INITIALS	HOURLY RATE
Partner	James S. Neu	JSN	\$350.00
Partner	Karl J. Hanlon	KJH	\$350.00
Partner	Michael J. Sawyer	MJS	\$350.00
Partner	James F. Fosnaught	JFF	\$350.00
Partner	Jeffrey J. Conklin	JJC	\$350.00
Partner	Aaron T. Berne	ATB	\$350.00
Partner	Shoshana Rosenthal	SR	\$350.00
Partner	Richard Peterson-Cremer	RJP	\$350.00
Partner	Wilton E. Anderson	WEA	\$350.00
Of Counsel	Martha P. Whitmore	MPW	\$350.00
Of Counsel	Matthew L. Trinidad	MLT	\$300.00
Associate	Danielle T. Skinner	DTS	\$275.00
Associate	Lawrence M. Bond	LMB	\$275.00
Associate	Jenya C. Berino	JCB	\$275.00
Associate	Harper E. Powell	HEP	\$225.00
Associate	Rachel A. Sigman	RAS	\$225.00
Paralegals	Paralegals		\$175.00
Legal Assistants	Legal Assistants		\$125.00
EXPENSES			RATE
Mileage current IRS rate as it may be amended throughout the year			(current IRS rate)
Photocopies			\$0.25 per copy
Facsimile Transmissions			\$1.00 per page
Color Photocopies			\$1.25 per copy
Specialized Research			Charged at Cost
OTHER EXPENSES ARE BILLED AT ACTUAL COSTS			

*The above rates are subject to change annually.
All Accounts Due in 30 days. Overdue Accounts will be Assessed 1.5% per month (18% A.P.R.)
In the event an action is required to collect payment, client agrees to pay
reasonable attorneys' fees and costs of collection.*

RESOLUTION NO. 2024 –05

SUMMIT COMBINED HOUSING AUTHORITY

A RESOLUTION DESIGNATING THE ENTRANCE TO THE SUMMIT COMBINED HOUSING AUTHORITY OFFICE AS THE OFFICIAL LOCATION FOR THE POSTING OF PUBLIC NOTICES BY THE SUMMIT COMBINED HOUSING AUTHORITY

WHEREAS, the Summit Combined Housing Authority (“SCHA”) has previously designated the County Commons entrance as the official location for posting public notices at 37 Peak One Drive, Frisco, Colorado; and

WHEREAS, the SCHA has moved locations and desires to change the designation for all notices posted henceforth in calendar year 2025; and

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

The Authority hereby designates the lobby of 331 W. Main Street, Unit 100, Frisco, Colorado as the official location for the posting of public notices.

DONE AND RESOLVED, this 16th Day of December 2024.

**SUMMIT COMBINED HOUSING
AUTHORITY
By and Through its
BOARD OF DIRECTORS**

Shannon Haynes, Chair

ATTEST:

Nathan Johnson, Secretary

RESOLUTION NO. 2024 –06

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 Housing Planner

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

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

Town of Montezuma: Mayor, no alternate

Town of Silverthorne: Town Manager, and alternate Housing Director

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

Town of Keystone: Town Manager, and alternate Community Development Director

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

Chair: Town of Frisco Representative

Vice-Chair: Town of Breckenridge Representative

Secretary: Town of Silverthorne Representative

Treasurer: Town of Dillon Representative

Section 4. 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.

ADOPTED this 16th Day of December 2024.

**SUMMIT COMBINED HOUSING
AUTHORITY
By and Through its
BOARD OF DIRECTORS**

Shannon Haynes, Chair

ATTEST:

Nathan Johnson, Secretary

RESOLUTION NO. 2024 –07

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

A RESOLUTION RATIFYING THE ADOPTION OF THE 2025 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 2025, AND ENDING ON THE LAST DAY OF DECEMBER 2025.

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

WHEREAS, the Executive Director and Assistant Executive Director submitted a proposed budget for 2025 to this governing body on October 21st, 2024 and November 20th, 2024 for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said SCHA 2025 proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 16, 2024 and interested tax payers were given the opportunity to file or register any objection to said SCHA 2025 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 2025 budget are summarized in Exhibit A; which is attached and incorporated herein.

Section 2: That the SCHA 2025 budget as submitted is hereby approved and adopted as the budget of the Summit Combined Housing Authority for the 2025 fiscal year.

ADOPTED, this 16th Day of December 2024.

SUMMIT COMBINED HOUSING
AUTHORITY BOARD

ATTEST:

Shannon Haynes, Chair

Nathan Johnson, Secretary

Town & County Updates
December 16, 2024 Board Meeting

Town of Breckenridge

- **Runway Neighborhood**- On 12/10/2024 the Council authorized staff to continue pre-development planning and due diligence for the 25.2 acre site on Block 11. The current concept includes 148 units, a combination of townhomes, duplexes, and 3 and 4 bedroom single family units. The plan incorporates ADUs, a central park, and multiple transit stops with trails connections. Sales prices will focus on price points between \$445k and \$680K, however some higher priced single family units will be included to help offset some lower priced townhomes. Staff will return to Council in the Spring of 2025 to present the civil/infrastructure plan and more refined project costs which are currently estimated at approximately \$270K per unit (\$40m over 5 years). If approved by the Council infrastructure would start summer 2025.
- **Stables Village**-61 total units and nine units are occupied. The homes are being developed in four phases and most of the units will come on line in 2025 with just a handful in 2026. There will be a final lottery for the last phase (8 units) in early in 2025.
- **Vista Verde 1-LIHTC**- 80 apartments all 60% LIHTC units and all leased up.
- **Vista Verde 2-Workforce**-172 apartments- first units leased Oct 1- currently at 29% occupancy. This complex includes 80 and 120% units (all 80% units are income capped at 80%).
- **Ullr Apartments**- This project includes 27 one bedroom apartments- the Town is continuing to work to resolve heating issues associated with the heat pumps.
- **Town of Breckenridge Housing Blueprint/Pipeline/Housing Helps/Buy Downs**-This plan adopted in 2022 established an annual goal of 150-200 new deed restricted properties per year in the Upper Blue Basin. Staff is projecting a total of 158 dr properties added in 2024 which includes new construction (VV2, Stables, etc.) and buy downs and housing helps. Housing Helps continues to be very cost effective program. Original goal for 2024 was 20 units. Actual deed restrictions acquired was 27 (average cost per unit \$158K with the Towns share averaging \$126K per unit). Since launching the program, 96 Housing Helps applications have been funded. In addition, 50 Buy Downs have also been acquired since the program was launched. In 2024 the Town shifted some funds from Buy Downs to Housing Helps because of strong demand and less risk.
- **Huron Landing Authority**-The Board for the Authority met 12/10. This property continues to perform well and units have remained very affordable. Going forward the Board may consider increasing rents so as to cover at least half of the debt service, and may review the

goals of this complex to serve a higher AMI since additional LIHTC/low AMI rental units have come on line since HL was developed.

- **Property Management**-In general property management continues to be a challenge. Especially as the inventory of Town-owned apartments has increased the challenges associated with managing the assets increases. The Town will be reviewing the different rental projects, the goals of each project, the appropriate pricing and evaluating options for more streamlined management/oversite.
- **LOGE/Wayside**-County and Town staff are meeting to initiate the annexation and planning for redevelopment of this property. The actual construction date is TBD. In the meantime it continues to serve as transition housing for the Town and County (with a few public units)

Town of Frisco

- December 10th is Part III of our Housing Restrictive Covenant discussion with Town Council. Due to timing, updates will be provided at the SCHA December Board meeting.
- We were not selected for LIHTC funding this round for 101 W. Main Street. We are anticipating applying for the 9% round in February.
- 619 Granite Street is still estimated to be completed in January. 11 rental units will be open to applicants through lottery which SCHA will be assisting with.

Town of Keystone

Keystone has selected a consultant to complete our Housing Needs Study. We've also passed a budget that provides for the purchase of a six-acre parcel that will be used for housing and will provide for our initial plans for the parcel. We will also be setting up a down payment assistance program for Town workers in January of 2025.

Town of Silverthorne

The **Smith Ranch Apartments** have received their Certificates of Occupancy and Gorman has begun the application process. There has been significant interest in the apartments, and the numbers below show the interest in both the LIHTC and Workforce products. There are 135 units available in total.

Smith Ranch LIHTC:

375 households filled out the holding form.

Smith Ranch Workforce Lottery:

Group 1: 15 households (Town of Silverthorne municipal employees)

Group 2: 138 households (employees of businesses located in the Town of Silverthorne)

Group 3: 278 households (employees of businesses located anywhere in Summit County)

Summit County

- Lake Hill
 - The County issued an RFQ requesting qualifications from prospective development teams for the Lake Hill Neighborhood on December 4, 2024.
 - A virtual informational and Q/A session is scheduled for January 7, 2025.
 - The deadline for submittals is January 14, 2025.

- USFS Administrative Site
 - The USFS and the County signed a Ground Lease for the property on September 27, 2023. This is the first time the USFS is using the powers under the 2018 Farm Bill to lease administrative sites for the purpose of developing workforce housing.
 - Servitas, the developer for the project, has completed the pre-development services including site and building design. The project consists of 162 apartments in 6, three-story buildings priced at an average AMI of 110% (100% 'effective AMI' if using 2023 CHFA rents). A new roundabout on HWY 6 will provide access to the project.
 - DOLA awarded the project \$5 million from the Transformational Affordable Housing Grant, a \$2 million More Housing Now grant for sanitary sewer tap fees, and a \$2 million Strong Communities grant for construction of the roundabout.
 - The Town of Dillon has agreed to provide water service to the project. The Dillon Valley Sanitation District has agreed to provide sewer service.
 - A 'Location and Extent' planning application was approved by the Snake River Basin Planning Commission on November 21, 2024.
 - Demolition of all existing structures on the property should be completed in 2024. Construction of the project is expected to begin in the summer of 2025.

- Nellie's Neighborhood
 - 15 for-ownership units located on Miners Creek Road near Frisco. Pricing is in the range of \$278,000 to \$475,000 for a range of unit types, 1-bed, 2-bed and an existing 3-bed cabin that will be remodeled. All new units will have garages.
 - The first 2 units will be occupied in December of 2024. The remaining 12 units will be closed and occupied in 2025. Remodeling of the cabin will begin in 2025.
 - The County is working on the platting, the HOA documents, the HOA insurance, the closing documents, and construction.
 - Final exterior painting and landscaping will occur in May/June of 2025.

- Soda Creek – Habitat for Humanity Partnership
 - Summit County purchased this site 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 MOU for development of the property was extended to December of 2025, with the intent of beginning construction of the project in 2025.

- Wintergreen Ridge
 - The project is complete. The project consists of 47 apartments and is LIHTC funded.
 - The developer, Goram and Company, began accepting applications for leasing in November of 2024. The project is approximately 30% leased.

- Housing Helps
 - o Since starting in late 2019, the County Housing Helps program has deed restricted approximately 106 units.
 - o In 2024, 28 units have closed at a program cost of approximately \$2.73 million. The budget for the program was increased to \$2.9 million in 2024.
 - o The County has cost-sharing partnerships with the local municipalities. Formal cost-sharing MOUs for the Housing Helps have been executed with Silverthorne and Dillon.
 - o The budget for the program in 2025 is \$2.5 million.

- 580 Silverthorne Ln Apartments - Silverthorne
 - o The County has leased the property until January 31, 2026.
 - o Corum is providing property management, and the building is primarily fully leased.
 - o The annual cost of the lease is \$720,000.

- Alpine Inn Apartments - Frisco
 - o Master Lease has been extended a third time, now terminating on June 30, 2025.
 - o All of the rooms continue to be occupied.
 - o The annual cost of the lease is \$600,984.

- Wayside / LOGE Hotel - Breckenridge
 - o 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.
 - o As of November 16, 2024, there are 2 units available, and 1 being held for emergency purposes.
 - o Corum provides property management for the site.
 - o The Town and County plan on beginning the annexation and zoning process in 2025.

- Bristlecone Apartments - Silverthorne
 - o Building owned by Summit County, there are 8 units leased to full time employees.
 - o The County is planning on residing and reroofing the building in 2025.

- Frisco Workforce Center – 602 Galena, Frisco
 - o The County contributed \$1.5 million to the purchase of the site from the State to develop workforce housing.

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

- Prop 123 AMI Waiver Petition
 - o The County submitted a petition to increase the income limits allowed for Rural Resort Communities for Prop 123 programs. The proposal is an increase to an average of 100% AMI.
 - o The application was submitted September 30, 2024.
 - o During the public comment period that ended on November 4, 2024, the County received 17 letters of support from residents, 3 letters of support from the

municipalities, 3 letters of support from non-profits and the School District, and a letter of support from House Speaker McCluskie and Senator Dylan Roberts.

- DOLA has 60 days to make a decision on the application.

SCHA Updates

December 16, 2024 Board Meeting

- Resales have slowed a bit, still finalizing applicants for Town of Frisco resales and working on a rental prescreen and application for 619 Granite. The rental application will be what we will use moving forward to approve tenants (both room rental and full property rental). No current lotteries in house until the Frisco rental lottery starts.
- Application management is smooth now as we have a few more months in the new software.
- We signed an agreement with a loan management software company called Loan Manager which was developed by a company called Cloud Maven. We will start implementation with this team in the next week.
- We also signed an agreement to work with a company called Fortafy who will help us develop good practices with our new software programs along with assisting us with enhancements to really move our software to the next level. We will be working with them starting in January. This all falls in the software budget in 2025.
- Feedback from the deed monitoring letter was very positive with one negative email.
- We toured Nellie's Neighborhood, thank you to Summit County Housing Department. It is a great neighborhood and a great example of the ADU possibilities.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
66	SUMMIT COUNTY		516,221.58	518,538.59	353,861.95	144,225.32	134,347.52	138,476.78	190,092.00	158,746.93	146,516.13	0.00	0.00	0.00	2,301,026.79
67															
68	TOWN OF BRECKENRIDGE		717,705.88	780,057.91	780,247.41	300,769.56	223,161.75	342,975.60	496,693.98	431,403.26	379,111.84				4,452,127.20
69															
70	TOWN OF DILLON		96,483.82	101,329.59	105,011.44	51,032.13	53,410.33	83,786.01	99,329.06	91,983.92	100,238.22	0.00	0.00	0.00	782,604.51
71															
72	TOWN OF FRISCO		181,234.12	171,030.86	188,344.70	110,791.72	111,045.18	144,401.42	199,776.06	179,746.99	166,658.31	0.00	0.00	0.00	1,453,029.34
73															
74	TOWN OF SILVERTHORNE		227,684.73	252,083.59	253,084.50	199,312.56	223,750.78	276,231.26	280,874.81	272,130.33	264,921.61	0.00	0.00	0.00	2,250,074.17
75															
76	MONTEZUMA		1,089.82	754.35	644.55	744.61	585.61	743.32	548.76	604.19	1,363.48	0.00	0.00	0.00	7,078.67
77															
78	Keystone				202,565.12	48,572.76	36,798.71	53,010.58	58,616.13	70,260.76	59,217.56	0.00	0.00	0.00	529,041.62
79															
80	BLUE RIVER			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-
81															
82	TOTAL ACH		1,740,419.94	1,823,794.88	1,883,759.67	855,448.66	783,099.87	1,039,624.97	1,325,930.80	1,204,876.37	1,118,027.15	0.00	0.00	0.00	11,774,982.31
83															
84	Grand Total		1,831,418.72	1,913,036.25	1,974,032.27	937,141.88	867,419.84	1,121,682.81	1,419,177.83	1,290,920.35	1,204,492.67	0.00	0.00	0.00	12,559,322.62
85															
86	Notes:	0.6	1,518,048.22	1,585,486.65	1,635,842.71	777,507.25	720,802.39	932,682.94	1,178,199.61	1,068,863.06	998,409.10				10,415,841.91
87		0.125	316,450.92	330,348.02	340,742.98	162,399.05	150,060.83	193,692.45	245,303.80	226,337.87	209,904.14				2,175,240.08
88			(3,080.42)	(2,798.42)	(2,553.42)	(2,764.42)	(3,443.38)	(4,692.58)	(4,325.58)	(4,280.58)	(3,820.57)				(31,759.37)
89			1,831,418.72	1,913,036.25	1,974,032.27	937,141.88	867,419.84	1,121,682.81	1,419,177.83	1,290,920.35	1,204,492.67	0.00	0.00	0.00	12,559,322.62
90															
91	Distributions		1,740,419.94	1,823,794.88	1,883,759.67	855,448.66	783,099.87	1,039,624.97	1,325,930.80	1,204,876.37	1,118,027.15				11,774,982.31
92	Cumulative			3,564,214.82	5,447,974.49	6,303,423.15	7,086,523.02	8,126,147.99	9,452,078.79	10,656,955.16	11,774,982.31				62,412,299.73
93															
94															
95															
96	Keystone				202,565.12	48,572.76	36,798.71	53,010.58	83,616.13	424,563.30					
97					-5000	-5000	-5000	-5000	-5000	(25,000.00)					
98	Building									(90,000.00)					
99					197,565.12	43,572.76	31,798.71	48,010.58	78,616.13	309,563.30					