



December 6, 2024

Re: 2024 Annual Deed Monitoring

Dear Homeowner,

Thank you for being an integral part of Deed Restricted Homeownership in Summit County and therefore an essential component of sustaining the workforce in Summit County. As you likely know, the Summit Combined Housing Authority (SCHA) is tasked with maintaining the integrity of the workforce housing programs in Summit County which includes Annual Deed Monitoring requirements.

The SCHA has experienced tremendous change, along with necessary software upgrades this year. This letter is to notify you of some of the changes, especially the transition process for Annual Deed Monitoring. Usually, each fall, SCHA sends notifications to complete the Annual Deed Monitoring process for the year, which is a provision of the restrictive covenant for each property. In 2025, and going forward, there is a new process for submitting compliance data; the forms will be required during the **ANNIVERSARY MONTH OF PURCHASE** or the month the covenant took effect for your property. For example, if you purchased your property on April 20<sup>th</sup> of any given year, you will receive information to submit your annual monitoring forms in April of 2025 and each April going forward. You can find your purchase date information at <https://gis.summitcountycolorado.gov/Map/>.

As we transition to this new format, we will forgo Annual Deed Monitoring in 2024 and start the monthly monitoring system in January of 2025. This will be done via email, as in the past. Please keep your eye out for this communication during the month your monitoring will be required.

In addition to this exciting change, the SCHA was able to purchase a commercial space in Frisco this year. The new office is located at 331 W. Main Street, Unit 100 in Frisco. Our phone number and email addresses remain the same. Please stop by and see us the next time you are in Frisco. We have also updated our website at [www.summithousing.us](http://www.summithousing.us), and continue to add more helpful information and resources. Please keep checking in on the progress.

The entire team at SCHA is looking forward to the advancements and enhancements we are working on for 2025 to help service you and the community in a more comprehensive manner. As we consider goals and changes at SCHA, we would love to hear from you. Please email me directly with thoughts, ideas, acknowledgements, and feedback at [corrieb@summithousing.us](mailto:corrieb@summithousing.us). Happy Holidays!

Sincerely,

A handwritten signature in black ink, appearing to read "Corrie R. Burr".

Corrie R. Burr  
Executive Director, Summit Combined Housing Authority