



820 Black Bear Road, Unit G-17
P.O. Box 840, Telluride, CO 81435
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SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING
TUESDAY JUNE 28, 2022 @ 12 PM

Via Zoom ID#: 484.178.1222 PW: Board

- I. CALL TO ORDER**
- II. PUBLIC DISCUSSION**
No more than five minutes per person.
- III. REVIEW OF AGENDA**
- IV. APPROVAL OF MINUTES**
June 6, 2022
- V. WORKSESSION ITEMS**
 - A. Administrative Coordinator Discussion
 - B. Norwood Pinion Park Lottery Overview
 - C. Rico Bedrock Subdivision Discussion
 - D. SMC Exception Procedures Discussion
 - E. Legal Counsel Discussion
- VI. MANAGER REPORT**
- VII. ADJOURN**

NEXT SCHEDULED MEETING

August 1, 2022

1 PM

This agenda is subject to change including the addition of items or the deletion of items at any time. The lengths of discussions may be shorter or longer, at the Board's discretion. If you are planning to come speak to a matter, let the SMRHA Manager know by calling 970-728-3034, ext. 5.



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SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING MINUTES
MONDAY, JUNE 6, 2022 @ 1 PM

The following Board Members were present via Zoom:

- Lance Waring, San Miguel County Commissioner
- Mike Bordogna, San Miguel County Manager
- Adrienne Christy, Telluride Town Council Member
- Pamela Shifrin, At Large Board Member

The following were absent:

- Scott Robson, Telluride Town Manager

The following were also in attendance:

- James Van Hooser, San Miguel County Assistant Manager
- Courtney McEleney, SMRHA Manager

I. CALL TO ORDER

The Regular Meeting of the San Miguel Regional Housing Authority (SMRHA) Board was called to order by Lance Waring on Monday, June 6, 2022 at 1:07 p.m. via Zoom.

II. PUBLIC DISCUSSION

No public items were received.

III. REVIEW OF AGENDA ITEMS

No additions or subtractions of the Agenda were considered.

IV. APPROVAL OF MINUTES

Upon MOTION by Mike Bordogna and seconded by Adrienne Christy, the minutes of May 16, 2022 and May 23, 2022 were unanimously approved.

V. ACTION ITEMS

- A. Upon MOTION by Mike Bordogna and seconded by Adrienne Christy, Resolution 2020-02 to appoint Courtney McEleney as Board Secretary was unanimously approved.
- B. Upon MOTION by Mike Bordogna and seconded by Adrienne Christy, Resolution 2020-03 to appoint Courtney McEleney as Bank Signatory was unanimously approved.

VI. MANAGER'S REPORT

- Discussion of Administrative Coordinator posting. Mike Bordogna suggested candidates who have recently applied for Administrative Coordinator positions for San Miguel County and Town of Telluride.
- Discussion of an initial timeline for the Pinion Park Lottery. Pinion Park lottery application and additional materials will be provided in the next meeting packet.
- Discussion of Deed Restricted items and working closely with the respective Housing Authority's teams on upcoming Closings.
- Corenna continues to handle the Housing Voucher Program and is transitioning all items to Courtney through the month of June.
- Discussion of upcoming meeting dates and times.
- Discussion of new SMRHA legal counsel, Balcomb & Green.

VII. ADJORN

There being no further business and on a MOTION by Lance Waring and seconded by Mike Bordogna the Regular Meeting of the San Miguel Regional Housing Authority was adjourned at 1:33 p.m.



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PINION PARK LOTTERY

Application Checklist

- \$10 non-refundable Application Fee** (*Exact Cash or Check Made Payable to SMRHA*)
- Completed Application**
- Applicant(s) Certification**
- Mortgage Pre-Qualification Letter**
- Copies of complete & filed 2021 Federal Tax Returns** (*Please black out SSN*)
- Copies of all 2021 W-2's and 1099's**
- Copies of most recent paystubs from all current employers with year-to-date information. Also include previous employers from the current year.**

If you are Self-Employed, please include:

- Copy of Business License**
- Verification of Hours worked in the Norwood R-2j School District** (*invoices, ledgers, etc.*)
- Client Verification of Income and Hours Form** (*Third Party Verification is preferred; form at www.smrha.org*)

Return Completed Applications To:

San Miguel Regional Housing Authority

820 Black Bear Rd. G-17 (Dropbox Available)

PO Box 840, Telluride, CO 81435

Tel: 970-728-3034 Fax: 970-728-5371

Email: courtney@smrha.org

OR

San Miguel County Norwood Office

Glockson Building

1120 Summit Street

Norwood, CO 81423



PINION PARK LOTTERY

APPLICATION

Complete lottery applications will be accepted between
July 25, 2022 at NOON and August 31, 2022 at NOON

NO LATE APPLICATIONS WILL BE ACCEPTED

HOUSEHOLD INFORMATION

APPLICANT: _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

E-mail address: _____ Phone # (bus.) _____

APPLICANT: _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

E-mail address: _____ Phone # (bus.) _____

OTHER HOUSEHOLD MEMBERS:

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

1. How long have you lived in your current home? _____ Years _____ Months

2. Do you own your home? _____ Yes _____ No

If you own your home, you must sign an Intent to Sell form and sell your home within eight (8) months of purchasing a PPNP Unit. Please attach the Intent to Sell Form to this application.

3. Current Employer(s):

4. Do you currently work within the boundaries of the Norwood R-2j School District? ____ Yes ____ No

5. If yes, do you plan to continue that employment? ____ Yes ____ No

6. If no, do you have employment that will begin within the boundaries of the Norwood R-2j School District?

____ Yes ____ No

7. Do any or any members of your Household own improved residential property within 150 miles of Norwood?

____ Yes ____ No

8. If yes, please describe the type (free market, Deed Restricted) and the location of property:

Please total your **gross Household income** of the past 12 months from the following sources:

\$ _____

Income from Employment

Includes income on W-2 and 1099 forms such as wages, salaries, overtime pay, commissions, fees, tips and bonuses, and any other employment income from partnerships or S corporations

\$ _____

Benefit Payments

Includes Social Security, SSI, Workers' Compensation, Disability pay or benefits, unemployment benefits, severance pay, annuities, pensions, retirement or death benefits

\$ _____

Alimony and/or Child Support

\$ _____

Interest, dividends, and other income from Household Assets

Includes interest from bank accounts or bonds, dividends from stocks or mutual funds, income distributed from trust funds, etc.

\$ _____

Re-occurring/ and/or One-Time Monetary Gifts from family members

\$ _____

Rental Income

Includes income from renters/roommates

\$ _____

Other Capital Income

Includes multiple-year capital gains, royalties

\$ _____

Other Income _____

Please specify

\$ _____

TOTAL GROSS HOUSEHOLD INCOME

EMPLOYMENT VERIFICATION

Complete pages 4 & 5 for all current employers.

If you are self-employed, please download the Self-Employment forms.

Employee Name: _____ **Employee Title:** _____

Employee Signature: _____ **Date:** _____

Employer: _____

Employer Address: _____

Is Employer located within the Norwood R-2j School District boundaries? _____ YES _____ NO

If NO, where is employer located? _____

Dates of Employment: _____ to _____

Seasonal: _____ YES _____ NO

Wages Received: \$ _____ per _____

Paid leave received: _____ days

Average **hours per week** worked: _____

Total **weeks per year** worked: _____

Total **hours per year** worked: _____

Under penalty of perjury, I declare that all information contained herein is true, correct, and complete to the best of my knowledge and belief.

Employer Signature

Date

Printed Name

Title

Telephone Number

Email

CERTIFICATION OF EMPLOYMENT

Employer's Affidavit

I, _____, hereby declare under penalty of perjury that _____, is presently employed by _____ whose principal address of business is _____, and further certify that the above-named Employee _____ is OR _____ is not employed within the boundaries of the Norwood R-2j School District of San Miguel County, and that the employment of said Employee began on (date) _____.

Date: _____ By: _____
Employer

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

The foregoing instrument was sworn to before me this ____ day of _____ 2022,
by _____.

WITNESS my hand and official seal.
My commission expires: _____
Notary Public

(Notary Seal)

Employee's Affidavit

I, _____, hereby declare under penalty of perjury that I am employed by _____, that my principal place of employment is _____, which _____ is OR _____ is not located within the boundaries of the Norwood R-2j School District of San Miguel County, and that my employment there began on (date) _____.

Date: _____ By: _____
Employee

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

The foregoing instrument was sworn to before me this ____ day of _____ 2022,
by _____.

WITNESS my hand and official seal.
My commission expires: _____
Notary Public

(Notary Seal)

HOUSEHOLD NET ASSET CALCULATION

Household Assets

Cash/Cash Equivalents

Cash on Hand \$ _____
 Checking Account \$ _____
 Saving Account \$ _____
 Money Market Funds \$ _____
 Cash Value of Life Insurance \$ _____
 Other \$ _____

Real Estate

Residential: San Miguel County \$ _____
 Land: San Miguel County \$ _____
 Residential: Outside San Miguel Cnty. \$ _____
 Land: Outside San Miguel Cnty. \$ _____
 Other: _____ \$ _____

Investments

Certificates of Deposit \$ _____
 Stocks \$ _____
 Bonds \$ _____
 Mutual Funds \$ _____
 Annuities \$ _____
 Retirement Funds \$ _____
 Funds in names of Dependents \$ _____
 Other \$ _____

Personal Property

Automobiles \$ _____
 Recreational Vehicle/Boat \$ _____
 Home Furnishings \$ _____
 Appliances/Furniture \$ _____
 Collections \$ _____
 Jewelry/Furs \$ _____
 Other \$ _____

Business Assets

Total Business Assets \$ _____

Total Household Assets \$ _____

Household Liabilities

Current Debts

Household (e.g. lease) \$ _____
 Business \$ _____
 Medical \$ _____
 Credit Cards \$ _____
 Department Store Cards \$ _____
 Taxes Owed \$ _____
 Legal \$ _____
 Other \$ _____

Loan

Bank/Finance Company \$ _____
 Automobile \$ _____
 Recreational Vehicle/Boat \$ _____
 Education \$ _____
 Life Insurance Loan \$ _____
 Personal (family/friends) \$ _____
 Business \$ _____
 Other \$ _____

Mortgages

Land \$ _____
 Residential \$ _____
 Other \$ _____

Total Household Liabilities \$ _____

Household Net Assets

\$ _____ - \$ _____ = \$ _____
TOTAL ASSETS TOTAL LIABILITIES NET ASSETS

APPLICANT(S) CERTIFICATION

Under penalty of perjury, the Applicant certifies the following:

1. All information provided in this application, including attachments, submitted to the San Miguel Regional Housing Authority to rent or purchase Pinion Park Norwood Project Deed Restricted Property are true, complete, and correct to the best of the Applicant(s) knowledge;
2. The Applicant(s) has/have been given a standard application; and,
3. The Applicant(S), on the basis of the application presented, believes the Household qualifies to occupy the Housing Unit(s) in question according to the Deed Restriction, these Guidelines and all other applicable procedures, rules and regulations.

Any material misstatement of fact or deliberate fraud by the Household in connection with any information supplied to SMRHA shall be cause for immediate expulsion from the application process and/or forced sale of the Housing Unit

(Applicant Signature)	(Date)	(Applicant Signature)	(Date)
(Print Name)	(Print Name)		

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)
The foregoing instrument was sworn to before me this ____ day of _____ 2022,
by _____.

WITNESS my hand and official seal.
My commission expires: _____.

Notary Public

DISCLAIMER: All personal information collected by Norwood Homes, LLC and SMRHA is done so exclusively with your consent, by means of the signed completion of this form and the Release of Information form. The personal information collected is only used for the purposes of qualifying you for the Pinion Park Norwood Project. We will not, under any circumstances, share your personal information with other individuals or organizations without your permission, including public organizations, corporations, or individuals. We do not sell, communicate, or divulge your information to any mailing lists. We store your file ourselves and we use and apply the appropriate security measures to preserve the confidentiality of your information.

FAIR HOUSING: Norwood Homes, LLC and SMRHA are committed to compliance with all federal, state, and local fair housing laws. We will not discriminate against any person because of race, color, religion, national origin, sex, familial status, disability, or any other specific classes protected by applicable laws. Norwood Homes, LLC will allow any reasonable accommodation or reasonable modification based upon a disability-related need. The person requesting any reasonable modification may be responsible for the related expenses.

CORA: The SMRHA is subject to the Colorado Open Records Act (CORA) Colorado Revised Statutes section 24-72-201, *et seq.* Any information that you provide becomes public record, with the exception of specific confidential information as stated in CORA. Confidential information under CORA includes financial information; for example, state and federal income tax returns. However, please be aware that any confidential documents or information that you choose to provide or disclose at a public meeting will become a part of the public record of that meeting, and therefore subject to disclosure pursuant to CORA.



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PINION PARK LOTTERY SELF-EMPLOYMENT STATEMENT

Business Detail

Applicant's Name: _____

Business Name: _____ Address: _____

Nature of Business: _____

Dates of self-employment: _____ to _____

Number of **months** worked during the previous 12 months: _____

Number of months you worked a minimum of 40 hours: _____

Number of **hours** worked during the reporting period: _____

Hours worked **within** the Norwood R-2j School District boundary: _____

Hours worked **outside** Norwood R-2j School District boundary: _____

Number of hours anticipated in the next 12 months: _____

REQUIRED DOCUMENTATION:

- Copy of a business license for compliance period
- Copy of professional licenses *(if applicable)*
- Verification of hours worked within Norwood R-2j School District reported above:
- ***i.e. - invoices, ledgers, business logs of clients with locations, dates/times/hours worked***
- Client Verification of Income and Hours Form ***(third party verification is preferred and may be required)***

CERTIFICATION

I can provide names and addresses of clients, jobs, and other pertinent information to support my employment upon request. I understand that this information may be used to verify my qualification for ownership and/or occupation of deed restricted housing. I will provide other information pertaining to my qualifications under the deed restriction as requested.

Under penalty of perjury, I, the undersigned, declare that all information submitted, including attachments submitted to SMRHA verify my self-employment, are true, complete, and correct to the best of my knowledge and belief.

 Signature

 Date

STATE OF COLORADO)
) ss.
 COUNTY OF SAN MIGUEL)

Sworn to, before me, by _____ this ____ day of _____, 2022.

Witness my hand and official seal.

My Commission Expires: _____

 Notary Public



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**CLIENT VERIFICATION
 INCOME AND HOURS
 WITHIN NORWOOD R-2j SCHOOL DISTRICT BOUNDARIES**

Release of Information

I hereby authorize the individuals contacted in this verification to release relevant service-related information to SMRHA.

Self-Employed Individual: _____ Date: _____

Self-Employed Individual's Signature: _____

Client Name: _____

Client Address: _____

Dates services were provided by Self-Employed Individual: _____ to _____

Number of service hours provided: _____

Location of services performed: _____

Nature of services performed: _____

Amount of payment for services performed: _____

Under penalty of perjury, I, the undersigned, declare that all information contained herein is true, complete and correct, to the best of my knowledge and belief.

 Client's Signature

 Date

 Printed Name

 Title

 Telephone Number

 Email



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MANAGER REPORT

Administration

- All transition items will be completed on June 30, 2022
- Order of New Computer/Laptops
- Continue to work on the backlog of E-Filing
- Consulting respective staff regarding archiving and retention of files

HR

- PENDING: Review of Employee Handbook per Board's approval

Deed Restriction

- **SMC:**
 - Courtney met with Lois Major to review and update all SMC Closing Documents
 - Applications: 2 June Closings
- **TOT:**
 - Currently reviewing and editing TOT Guidelines
 - Applications: 1 upcoming Closing
 - Compliance: Request to push back to 2023
- Currently reviewing all SMC/TOT deed restricted processing materials including applications, checklist, approval / denial letters, etc

Foreclosures

Housing Voucher Program

- Courtney will begin DOLA HV training in the month of July
- There is a current backlog of Housing Voucher Inspections due to COVID-19. In January 2022, the hold on in-home inspections was lifted. This will be the main priority of the HV program for the remainder of 2022 along with Annual Renewals.



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SAN MIGUEL REGIONAL HOUSING AUTHORITY 2022 BOARD MEETINGS

1:00 P.M.
(unless otherwise noted)

Via Zoom	ID#: 484.178.1222	PW: Board
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January 24, 2022
February 7, 2022
March 7, 2022
March 21, 2022 - Special Mtg.
March 30, 2022 - Special Mtg.
April 18 2022
May 16, 2022
May 23, 2022 - Special Mtg.
June 6, 2022
June 28, 2022 – 12 PM
August 1, 2022
August 30, 2022
October 3, 2022
November 7, 2022 - 3:30 PM
December 5, 2022

The Meeting Dates and Times are subject to change as are the Agendas, including the addition of items or the deletion of items at any time. If you are planning to come speak to a specific matter, please let the SMRHA Manager know by calling Courtney at 970-728-3034, ext. 5.

Packet materials are available from the San Miguel Regional Housing Authority by contacting the SMRHA Office no later than 24 hours prior to the meeting.