



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

June 5, 2023 @ 1 PM

Via Zoom	ID#: 484.178.1222	PW: SMRHA2023
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- I. CALL TO ORDER**
- II. PUBLIC DISCUSSION**
No more than five minutes per person.
- III. REVIEW OF AGENDA**
- IV. APPROVAL OF MINUTES**
May 1, 2023
- V. WORKSESSION ITEMS**
Review of SMC compliance form - Courtney McEleney, SMRHA
Review of application requirements - Courtney McEleney, SMRHA
- VI. MANAGER REPORT**
- VII. OTHER BUSINESS**
- VIII. ADJOURN**

NEXT SCHEDULED MEETING

July 5, 2023

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. 4.



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SAN MIGUEL REGIONAL HOUSING AUTHORITY
REGULAR MEETING MINUTES
MONDAY, MAY 1, 2023 @ 1 PM

The following Board Members were present via Zoom:

- Lance Waring, San Miguel County Commissioner
- Mike Bordogna, San Miguel County Manager
- Scott Robson, Telluride Town Manager

The following Board Members were absent via Zoom:

- Adrienne Christy, Telluride Town Council Member
- Pamela Shifrin, At-Large Board Member

The following were also in attendance via Zoom:

- Courtney McEleney, SMRHA Manager

I. CALL TO ORDER

The Regular Meeting of the San Miguel Regional Housing Authority Board was called to order by Lance Waring on Monday, May 1, 2023 at 1:02 p.m.

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 Scott Robson the meeting minutes of March 6, 2023 were unanimously approved.

V. WORKSESSION

Lawson Hill Closing Fees – Courtney McEleney, SMRHA

McEleney discussed the .75% buyer fee for Lawson Hill which has not been collected since at least 2020. The Board decided to table discussion until the July meeting until a review of the first half of 2023 fees could be shown. Until then, no buyer fees would be collected.

VI. MANAGER REPORT

SMRHA Manager reviewed the Manager Report updating the Board on available Pinion Park units, new Deed Restricted properties for purchase, and the Wetterhorn Ridgway lottery.

VII. OTHER BUSINESS

Rio Vista I Insurance – Courtney McEleney, SMRHA

McEleney reviewed the email from the Rio Vista I HOA provided in the packet.

VIII. ADJOURN

Upon motion by Mike Bordogna and seconded by Scott Robson, the Regular Meeting of the San Miguel Regional Housing Authority (SMRHA) Board was adjourned by Lance Waring on May 1, 2023 at 1:41 p.m.

SAN MIGUEL COUNTY

Deed Restricted Property Compliance Check

Reporting Period

September 1, 2020 – August 31, 2021

Aldasoro, Lawson Hill, Rio Vista, San Bernardo, Two Rivers

Deed Restricted Property

Address: _____

Development: _____

of Bedrooms: _____

of Bathrooms: _____

OWNER: _____ OWNER*: _____

Mailing Address: _____ Mailing Address: _____

Phone Number: _____ Phone Number: _____

E-mail: _____ E-mail: _____

OTHER HOUSEHOLD MEMBERS RESIDING IN UNIT:

_____ Relationship to Owner(s): _____

_____ Relationship to Owner(s): _____

_____ Relationship to Owner(s): _____

RESIDENCE STANDARD

1. Number of months Property occupied as **PRIMARY** residence during the 12-month reporting period: _____

2. Is Property, or part of Property, rented or shared (*excluding Household Members listed above*)? Yes ____ No ____

If yes, provide the following:

Current tenant /housemate contact information:

Name: _____ Phone: _____

Email: _____

Dates of Tenancy: _____ to _____

OTHER RESIDENTIAL PROPERTY OWNERSHIP

1. Does any Household member, directly or indirectly, have an ownership interest, including any future interest in a trust or estate, in other unimproved or improved residential property in San Miguel County? Yes ____ No ____

DR Property Address: _____

If yes, list type and location of each property:

QUALIFYING INCOME

Household Gross Income from reporting period (June 1, 2022 – May 31, 2023)

- \$ _____ **Wages** from employment **within** Telluride R-1 School District
- \$ _____ **Wages** from employment **outside** Telluride R-1 School District
- \$ _____ **Benefit payments** (*Social Security, SSI, Workers' Comp., Disability, Unemployment, Severance, Annuities, Pensions, Retirement, Death Benefits*)
- \$ _____ **Alimony and/or child support**
- \$ _____ **Interest, dividends, capital gains, and other income from household assets** (*interest from bank accounts, bonds, dividends from stocks/mutual funds, income from trust funds, etc.*)
- \$ _____ **Rental property income**
- \$ _____ **Monetary gifts**
- \$ _____ **Other income** (*please specify*): _____

- \$ _____ **TOTAL HOUSEHOLD GROSS INCOME**

DR Property Address: _____

Under penalty of perjury, I, the undersigned, declare that all information submitted for the 2021 compliance check, including accompanying documents, are true, complete, and correct, to the best of my knowledge and belief.

Owner: _____
Print Name

Signature

Date

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

Acknowledged, subscribed and sworn to before me this _____ day of _____, 2021 by
_____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public

Under penalty of perjury, I, the undersigned, declare that all information submitted for the 2021 compliance check, including accompanying documents, are true, complete, and correct, to the best of my knowledge and belief.

Owner: _____
Print Name

Signature

Date

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

Acknowledged, subscribed and sworn to before me this _____ day of _____, 2021 by
_____.

Witness my hand and official seal.

My Commission Expires: _____

Notary Public

DR Property Address: _____

**EMPLOYER VERIFICATION
EMPLOYMENT HOURS AND INCOME**

Release of Information

I hereby authorize my current/former employer to release any and all information to SMRHA as deemed necessary to determine my eligibility to occupy affordable housing.

Employee Name: _____

Date: _____

Employee Signature: _____

Employer: _____

Employer Address: _____

Is Employer located within the Telluride R-1 School District boundaries? ____ Yes ____ No

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

Phone Number

Email

Please submit completed form to:

**SMRHA
P.O. Box 840
Telluride, CO 81435
Fax: 970.728.5371
Email: admin@smrha.org**



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Welcome to the Deed Restriction Application Process!

Dear Applicant:

On the following pages you will be asked to provide information which will permit us, the San Miguel Regional Housing Authority (SMRHA), to determine if you are eligible to occupy a deed restricted unit.

Please read all of the information carefully and contact us with questions. We cannot process an application until it is complete.

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 items such as financial information; for example, state and federal income tax returns. However, please be aware 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.

If you have questions about the information you need to provide, or about the process, please contact us at 970-728-3034, extensions 4 or 5.

Sincerely,

SMRHA Staff

San Miguel County Covenant Rental Application
For Persons Interested in Occupying Deed Restricted Housing
in the Telluride R-1 School District in Lawson Hill, Lower Lawson, San Bernardo, and
Aldasoro

**** This Application Needs To Be Submitted Prior To Occupying A Unit****

You must submit all of the following for an application to be considered complete:

- \$10.00 non-refundable Application Fee (make check payable to SMRHA)
- Completed application form (Please remember to have notarized where applicable)
- Copy of the complete tax return for the past year (this includes all W2s/1099s, schedules, etc.)
SMRHA cannot accept income tax return extensions. Please remove SSN
- Copies of your most recent paystub(s) (from any/all current employers) with year to date info.
- Copies of a driver's license for each adult household member and registration for each motor vehicle you own
- Additional documentation necessary for employment verification (if applicable)
 - Multiple Certification of Employment pages
 - Local Business License (if self-employed)
 - Time logs, invoices, etc. (if self-employed)

If you believe you qualify by virtue of having a disability or meeting the retirement age guidelines, or the "Alternative Standard", please contact our office for more specific information.

HOUSEHOLD INFORMATION
(Please Print)

Please indicate the unit for which you are applying: _____ **Rental** **# of Bedrooms:** _____

APPLICANT: _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

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

CO-APPLICANT (if applicable): _____

Mailing address: _____ Phone # (res.) _____

Phys. address: _____ Phone # (cell) _____

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

OTHER HOUSEHOLD MEMBERS:

_____ Relationship to Applicant(s): _____

_____ Relationship to Applicant(s): _____

Please supply this same information for additional Household Members on another sheet of paper.

APPLICANT'S CERTIFICATION & AUTHORIZATION

Under the penalty of perjury, the applicant certifies the following:

All information provided in this application submitted to the San Miguel Regional Housing Authority to purchase deed restricted property in San Miguel County is true and complete.

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

1. As a part of the application process to purchase deed restricted property in San Miguel County, the San Miguel Regional Housing Authority (SMRHA) may verify any and all information contained in my/our loan application and in other documents required in connection with the loan.
2. I/We authorize you to provide to the SMRHA any and all information and documentation in your care or custody that they request. Such information includes, but is not limited to, employment history and income; bank, money market, and similar account balances, and copies of income tax returns.
3. A copy of this authorization may be accepted as an original.

Check this box if you want the results letter shared with the owner/landlord.

DATED: effective this ____ day of _____, 20__.

Applicant Signature

Applicant Signature

Please print name

Please print name

The foregoing instrument was acknowledged before me this _____ day of _____ 20__, by _____.

Witness my hand and official seal.
My commission expires_____

Notary Public

VERIFICATION OF EMPLOYMENT HOURS AND INCOME
RELATED TO ELIGIBILITY TO OCCUPY AFFORDABLE HOUSING

*** For use by Employer/Company Representative. This document serves to verify the employment hours & income for your Employee. It is to be completed by a Company Representative with access to personnel records.***

Employee Name: _____

Employee began employment with _____ (Company) on _____ (Date).
Company is located at _____ (physical address), which is within
the Telluride R-1 School District boundaries.

If no longer employed by you, the Employee's last date of employment was _____.

Employee is (or was) employed as (job title) _____.

Please add a brief description of job duties and location of work: _____

Is (or was) this employment **seasonal** or **year round**? (circle one)

If seasonal, Employee typically works (worked) **from** _____ **to** _____.

Employee works (worked) an average of _____ **hours per week**.

Employee works (worked) a total of _____ **weeks per year**.

Employee works (worked) a total of _____ **hours per year**.

Employee earns (earned) an **income** of \$ _____ per _____.

Employee receives _____ weeks of paid time off.

If salaried, Employee typically works (worked) **from** _____ **to** _____.

Employee works (worked) an average of _____ **hours per week**.

Employee works (worked) a total of _____ **weeks per year**.

Employee works (worked) a total of _____ **hours per year**.

Employee earns (earned) an **income** of \$ _____ per _____.

Employee receives _____ weeks of paid time off.

Percentage of work done inside the R-1 Telluride School District _____.

Percentage of work done outside of the R-1 Telluride School District _____.

Under the penalty of perjury, I/We certify that all of the information contained herein is true and correct to the best of my/our knowledge.

Employer's signature

Date

Employer's name and job title

Contact telephone number

Contact email

Note: To be completed by your employer(s) Applicant-Owner authorizes SMRHA to request additional information if necessary.

SAN MIGUEL COUNTY
CERTIFICATION OF ELIGIBILITY TO OCCUPY AFFORDABLE HOUSING

Employers 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 employed in the Telluride R-1 School District of San Miguel County, and that employment of
said Employee began/will begin on _____.

Date: _____ By: _____
(Employer)

The foregoing instrument was acknowledged before me this _____ day of _____
20____, by _____.

Witness my hand and official seal.
My commission expires _____

Notary Public

Employee's Affidavit:

I, _____, hereby declare under penalty of perjury that I am employed
by _____, whose principal address of business is
_____, that it is located within the Telluride R-1 School District of
San Miguel County, and that my employment began/will begin on _____.

Date: _____ By: _____
(Employee)

The foregoing instrument was acknowledged before me this _____ day of _____
20____, by _____.

Witness my hand and official seal.
My commission expires _____

Notary Public

**SAN MIGUEL COUNTY DEED RESTRICTION
VERIFIED SELF-EMPLOYMENT STATEMENT**

Date: _____

This document serves to verify the location and hours worked for: _____
(Name)

My business began with _____ on _____.
(Company) (Date)

[If you have more than one business/job, please attach a separate page for each one]

Please describe your business and your activities: _____

Job title: _____

Business Address: _____

Business Hours: _____

Names of Employees: _____

Hours worked within the Telluride R-1 School District boundary _____ per week.

Hours worked outside of the Telluride R-1 School District boundary _____ per week.

I work approximately _____ weeks per year and receive _____ weeks of paid time off.

I work for _____ clients per week on average.

How many clients are outside of the Telluride R-1 School District boundaries? _____

Hours worked outside the Telluride R-1 School District boundary _____ per week.

Please provide business documentation to assist in verification of self-employment qualification:

- Current copy of a business license and professional licenses required for your type of work or any other permits that may be applicable.

AND

- Include verifiable hours and location of work within the Telluride R-1 School District boundary.

Tracking for _____ through _____.

- Verification may include invoices, ledgers or business logs of clients with location/dates/times/hours worked, IRS tax filings.

* Notarized Certification form on following page*

CERTIFICATION

Under penalty of perjury, I certify the following:

All information provided, including attachments, submitted to the San Miguel Regional Housing Authority are true, complete, and correct to the best of my knowledge. I will provide other information pertaining to my qualification under my deed restriction as requested.

I acknowledge that no representation has been made that I am a Qualified Household.

DATED: Effective this _____ day of _____, 20____.

Applicant

Applicant

STATE OF COLORADO)
) ss.
SAN MIGUEL COUNTY)

Sworn to, before me, by _____ on the ____ day of _____, 20____.

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

Notary Public



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MANAGER REPORT

June 5, 2023

- **SMC:**
 - New listing: 450 San Miguel Ridge #7
 - All MLS listings have been placed on smrha.org
 - Compliance set for this month

- **TOT:**
 - 1 June closing
 - 2 TC DR properties are under contract
 - 1 new Intent to Sell - not required to go to lottery, TOT first right of purchase
 - Amended TAHG was adopted May 9, 2023
 - Continued tenant compliance

- **DOH**
 - Suspension of all new vouchers indefinitely
 - Manager trained on system
 - Scheduling inspections for July & August



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SAN MIGUEL REGIONAL HOUSING AUTHORITY 2023 BOARD MEETINGS

1 P.M.

(unless otherwise noted)

Via Zoom	ID#: 484.178.1222	PW: SMRHA2023
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January 3 - CANCELED

February 6

March 6

April 3 - CANCELED

May 1

June 5

July 5

August 7

September 5

October 2

November 6

December 4

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. 4.

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.