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.
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 MOTIN 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.
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
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

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash on Hand</td>
<td>$__________</td>
</tr>
<tr>
<td>Checking Account</td>
<td>$__________</td>
</tr>
<tr>
<td>Saving Account</td>
<td>$__________</td>
</tr>
<tr>
<td>Money Market Funds</td>
<td>$__________</td>
</tr>
<tr>
<td>Cash Value of Life Insurance</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Real Estate

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential: San Miguel County</td>
<td>$__________</td>
</tr>
<tr>
<td>Land: San Miguel County</td>
<td>$__________</td>
</tr>
<tr>
<td>Residential: Outside San Miguel County</td>
<td>$__________</td>
</tr>
<tr>
<td>Land: Outside San Miguel County</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Investments

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificates of Deposit</td>
<td>$__________</td>
</tr>
<tr>
<td>Stocks</td>
<td>$__________</td>
</tr>
<tr>
<td>Bonds</td>
<td>$__________</td>
</tr>
<tr>
<td>Mutual Funds</td>
<td>$__________</td>
</tr>
<tr>
<td>Annuities</td>
<td>$__________</td>
</tr>
<tr>
<td>Retirement Funds</td>
<td>$__________</td>
</tr>
<tr>
<td>Funds in names of Dependents</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Personal Property

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobiles</td>
<td>$__________</td>
</tr>
<tr>
<td>Recreational Vehicle/Boat</td>
<td>$__________</td>
</tr>
<tr>
<td>Home Furnishings</td>
<td>$__________</td>
</tr>
<tr>
<td>Appliances/Furniture</td>
<td>$__________</td>
</tr>
<tr>
<td>Collections</td>
<td>$__________</td>
</tr>
<tr>
<td>Jewelry/Furs</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Business Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Business Assets</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Total Household Assets $__________

## Household Liabilities

### Current Debts

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Household (e.g. lease)</td>
<td>$__________</td>
</tr>
<tr>
<td>Business</td>
<td>$__________</td>
</tr>
<tr>
<td>Medical</td>
<td>$__________</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>$__________</td>
</tr>
<tr>
<td>Department Store Cards</td>
<td>$__________</td>
</tr>
<tr>
<td>Taxes Owed</td>
<td>$__________</td>
</tr>
<tr>
<td>Legal</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Loan

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank/Finance Company</td>
<td>$__________</td>
</tr>
<tr>
<td>Automobile</td>
<td>$__________</td>
</tr>
<tr>
<td>Recreational Vehicle/Boat</td>
<td>$__________</td>
</tr>
<tr>
<td>Education</td>
<td>$__________</td>
</tr>
<tr>
<td>Life Insurance Loan</td>
<td>$__________</td>
</tr>
<tr>
<td>Personal (family/friends)</td>
<td>$__________</td>
</tr>
<tr>
<td>Business</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

### Mortgages

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$__________</td>
</tr>
<tr>
<td>Residential</td>
<td>$__________</td>
</tr>
<tr>
<td>Other</td>
<td>$__________</td>
</tr>
</tbody>
</table>

Total Household Liabilities $__________

## Household Net Assets

\[
\text{TOTAL ASSETS} - \text{TOTAL LIABILITIES} = \text{NET ASSETS}
\]
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) (Applicant Signature)

______________________________
(Date) (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.
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
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 __________________
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.
SAN MIGUEL REGIONAL HOUSING AUTHORITY
2022 BOARD MEETINGS

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Special Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 24, 2022</td>
<td></td>
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<tr>
<td>February 7, 2022</td>
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<tr>
<td>March 7, 2022</td>
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<tr>
<td>March 21, 2022</td>
<td>Special Mtg.</td>
</tr>
<tr>
<td>March 30, 2022</td>
<td>Special Mtg.</td>
</tr>
<tr>
<td>April 18, 2022</td>
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<td>May 16, 2022</td>
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<tr>
<td>May 23, 2022</td>
<td>Special Mtg.</td>
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<tr>
<td>June 6, 2022</td>
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<tr>
<td>June 28, 2022</td>
<td>12 PM</td>
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<tr>
<td>August 1, 2022</td>
<td></td>
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<tr>
<td>August 30, 2022</td>
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<tr>
<td>October 3, 2022</td>
<td></td>
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<tr>
<td>November 7, 2022</td>
<td>3:30 PM</td>
</tr>
<tr>
<td>December 5, 2022</td>
<td></td>
</tr>
</tbody>
</table>

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.