



820 Black Bear Road, Unit G-17  
P.O. Box 840, Telluride, CO 81435  
Tel: 970-728-3034 ext. 4  
E-mail: [admin@smrha.org](mailto:admin@smrha.org) Web: [www.smrha.org](http://www.smrha.org)

## **SAN MIGUEL REGIONAL HOUSING AUTHORITY REGULAR MEETING**

**January 5 @ 3 PM**

<b>Via Zoom</b>	<b>ID#: 484.178.1222</b>	<b>PW: SMRHA2023</b>
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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**  
December 1, 2025
- V. ACTION ITEM**  
Appointment of Elena Levin to SMRHA Board
- VI. EXECUTIVE DIRECTOR REPORT**
- VII. ADJOURN**

### **NEXT SCHEDULED MEETING**

**February 2, 2026**  
**1 PM**



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## **SAN MIGUEL REGIONAL HOUSING AUTHORITY REGULAR MEETING MINUTES**

**Monday, December 1, 2025 @ 1 PM**

**The following SMRHA Board Members were present:**

- Lance Waring, Commissioner, San Miguel County
- Zoe Dohnal, Town Manager, Town of Telluride
- Matt Lewis, At-Large Board Member

**The following were also in attendance:**

- Pamela Shifrin, Executive Director, SMRHA
- Drea Araiza, Housing Specialist, San Miguel County

### **I. CALL TO ORDER**

The Regular Meeting of the San Miguel Regional Housing Authority Board was called to order by Lance Waring on December 1, 2025 at 1:03 p.m. via Zoom.

### **II. PUBLIC DISCUSSION**

No public comment was heard

### **III. REVIEW OF AGENDA ITEMS**

No additions or subtractions to the Agenda were considered.

### **IV. APPROVAL OF MINUTES**

Upon motion by Matt Lewis and seconded by Zoe Dohnal the minutes of the November 3, 2025 Regular Meeting were approved unanimously.

### **V. WORKSESSION**

Upon motion by Zoe Dohnal and second by Matt Lewis, A Resolution/an Ordinance Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for The San Miguel Regional Housing Authority Colorado, for The Calendar Year Beginning on the First Day of January, 2026, and Ending on the Last Day of December, 2026 was approved.

The Board reviewed and approved the 2026 list of meeting dates.

### **VI. EXECUTIVE DIRECTOR REPORT**

Pamela Shifrin reviewed the Executive Director report including database improvements, Town of Telluride compliance taking place December 1 through 21, 2025 and lottery information for

three (3) upcoming units beginning in January 2026. SMRHA continues to support SMC with their reversion project, which seems to be going well.

**VII. ADJOURN**

Upon motion by Zoe Dohnal and seconded by Matt Lewis the Regular Meeting of the San Miguel Regional Housing Authority Board was adjourned by unanimous consent at 1:23p.m. on December 1, 2025.

**RESOLUTION**

**2026-01**

**Appointment of Board Member**

RESOLVED, that Elena Levin is appointed as Board member to serve until a successor shall be duly elected, unless she resigns, is removed from office or is otherwise disqualified from serving as an officer of the Authority, to take her respective office immediately upon such appointment.

RESOLVED, APPROVED AND ADOPTED BY THE SMRHA BOARD OF DIRECTORS on the 5<sup>th</sup> day of January, 2026.

By: \_\_\_\_\_ By: \_\_\_\_\_



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## EXECUTIVE DIRECTOR REPORT

**January 5, 2026**

- Continuing Qualification Verification update

SMRHA offered three options to owners to submit their forms.

- Owner Portal = 41 Submissions
- Formstack = 15 Submissions
- Paper = 16 Submissions

Town of Telluride has 230 Units

- 54 Affordable Housing Units
- 95 Town Constructed Units
- 30 Employee Dwelling Units
- 34 Town Rental Units
- 15 Not Subject to Compliance
  - 8 Town Deed Restricted
  - 4 School District
  - 3 Vacant Land

As of today, there are 17 late submissions (8%) – all owners have been contacted via email and phone. Next step is to send certified letters.

- Lottery Update – Town of Telluride

White House 3C, Entrada H, and Meribel B units: 29 Application submission appointments as of today. Appointments take place through January 16<sup>th</sup>.

- January 15, 9:00 am – Lottery Exception hearings (Household size and financing only)
- January 29, 9:00 am – Appeal hearings (if needed)
- January 30, 10:00 am – Lottery Drawing

- Application process and documentation



# Town of Telluride

## 2025 Continuing Qualification Verification

Begins today **December 1st, 2025**. You will have until **December 21st** to complete. The reporting period is December 1, 2024 through November 30, 2025. We appreciate your participation in completing this important process.

Owners may submit their compliance through the secure [Owner Portal](#), via [online forms](#), or may choose to use [paper forms](#).

### WAYS TO SUBMIT YOUR VERIFICATION

#### Option A: Secure Owner Portal

- Ensure you have all supporting documents completed, **notarized** and ready for upload prior to beginning as the form must be completed in one step and cannot be saved to return to at a later time.
- Log in at [smrha.chobiit.us/](http://smrha.chobiit.us/)
- Select **CQV Form** and **Add Record**
- Under **Unit Ownership** select **Lookup** – then set your property address
- Enter all information completely and accurately
- Upload supporting documents and submit the form.

#### Option B: Online Form

- Ensure you have all supporting documents completed, notarized and ready for upload prior to beginning as the form must be completed in one step and cannot be saved to return to at a later time.
- Navigate to **Continuing Qualification Verification Form**
- Please read the instructions at the top of the form carefully
- Enter all information completed and accurately
- Upload supporting documents and submit the form.

## Option C: Paper Forms

- Download forms:
  - Visit [Town Of Telluride Compliance - SMRHA.org](#)
- Submit completed packet to SMRHA no later than December 21, 2025.
  - USPS: SMRHA  
Attn: Compliance  
PO Box 840, Telluride, CO 81435
  - Hand Delivery: Shandoka - 820 Black Bear Road #G-17, Telluride, CO 81435 (after hours drop box is available)
  - Email: [admin@smrha.org](mailto:admin@smrha.org)

If you have any questions or concerns about your verification or forms, please reach out - we are always happy to help!

e: [admin@smrha.org](mailto:admin@smrha.org)

p: 970-728-3034



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## **SAN MIGUEL REGIONAL HOUSING AUTHORITY 2026 BOARD MEETINGS**

**1 P.M.**

**January 5**

**February 2**

**March 2**

**April 13**

**May 4**

**June 1**

**July 6**

**August 3**

**September 14**

**October 5**

**November 2**

**December 7**