

San Miguel Regional

Housing Authority

2008

Annual Report

EXECUTIVE DIRECTOR SUMMARY

This year has included the beginning of homebuyer education classes in the region, presenting the Regional Housing Demand Study, the creation of Southwest Regional Housing meetings, conducting compliance checks, operating lotteries, creating new deed restrictions and options, working with more public entities, and building relationships in the community. As the Executive Director, I have increased my outreach, expanded my professional skills, and continued to learn from the community. Organizationally, we have re-worked many documents and continue to learn about administering the deed restrictions as new scenarios are presented to us. Our work touches the community on many fronts and it is a difficult line to walk sometimes as our role is to administer the guidelines and at times that means telling people they are not qualified or non-compliant. As the community recognizes the faces of SMRHA staff, we find our jobs become increasingly complex. We continued to collaborate with the governments as new challenges were brought to light by the public. We encountered new problems to resolve and reviewed or revised internal policies to accommodate needed changes. Our goal is to be an organization that benefits the public and learns from mistakes.

The completion of the regional housing demand analysis left many questions to be answered for our region. The analysis is a beginning, but with regional visioning projects and a local one as well, there are questions that remain unanswered. I helped as a facilitator for the Town of Mountain Village's First Visioning Session and have participated as a member of the steering committee for the Regional Sustainability Visioning Project. Both ventures are seeking the public's input on where do we need to go and how do you see us getting there. The goals are similar in that both seek to learn how to set policy to plan build-out and develop an understanding of how the community views itself and the future. The connection to workforce housing development will require both jurisdictional and regional solutions to be planned and for new funding streams and partnerships to be explored. Although SMRHA may play a small role in these areas, we look forward to being able to contribute and administering new employee housing properties.

In 2009 SMRHA will add Housing Counseling to it's new services. Housing counseling will include preparing people in the community for homeownership using a 1-on-1 meeting approach to make a plan for homeownership. The organization will work with near-ready, short-term, and long term clients. We will also help with foreclosure mitigation and may complete the training for foreclosure counseling as well. We will begin outreach to the public mid-year, following certification.

SMRHA's 2008 budget reflects a savings of \$20,000 per government from approved amounts. The 2009 budget was proposed with a \$20,000 savings per government as anticipated carry-over from 2008 will be at least \$60,000. I do believe this will be the final year that the carry-over amounts will be this large as the monies from 2006 and 2007 carry-over are finally expended. We continue to operate a tight budget and are aware that 2009 will be a difficult year for all. As public employees, we are prepared to alter our time and tighten expenses even further, but still provide excellent customer service with as much access to us in person as possible.

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SAN MIGUEL REGIONAL HOUSING AUTHORITY

Management of Programs

The MCC program is being utilized in the region, and SMRHA staff continues to get the word out to lenders, realtors, and the public. The DPCC program was rewritten and we will be seeking FHA/FNMA approval as a community second. Oversight of the deed restrictions throughout the year involved devoting time to expiring exception agreements between owners and the SMCHA, working on new exception applications, revising documents and procedures for the Towns of Mountain Village and Telluride, continuing to work with some of the title companies on correct procedures for closing on deed restricted properties, conducting lotteries, responding to inquiries about lotteries not yet in place, providing Home Buyer Education classes around the region, and responding to questions and complaints from the public. The E.D. devoted time to working with staff on the new documents, the compliance checks, exceptions, and teaching the Homebuyer Education classes. The work entailed rewriting documents/letters, presenting information to the gov'ts, and working with the public to provide current information and/or to help them with compliance. Policy development and modifying procedures to help guide staff and the public is ongoing. Acquiring additional trainers and reviewing the materials with them was needed to present the most accurate information to the public.

The Section 8 Voucher Program is administering 52 vouchers and was frozen in October prior to the increased vouchers becoming active. We ended the year with 2 vouchers open. The state revised their required document order for client files. The Section 8 Manager began to organize all files as soon as she was notified of the change. We were also notified that HUD will visit our office sometime in 2009, but we do not know when.

The E.D. responded to an average of 90 inquiries per week by E-mail, phone, and in-person regarding the organization, the programs, and general inquiries throughout the year.

Administration

The SMRHA Board meetings continue to be held monthly. Organizational updates continue to be provided through the SMRHA Board meetings and are available to the governments when requested.

The SMRHA professional development has included becoming a certified Internet Specialist, attending a Fair Housing Training, a Developer's Toolkit workshop, a Mountain Resort Consortium Meeting, becoming a certified Homebuyer Education Trainer, attending the Colorado Municipal League event, and the Section 8 Annual training.

Human Resource

The Board requested we join the Town of Telluride's Compensation Survey. Each position was reviewed and the consultant conducted some extra data collection in order to provide accurate information. All staff were above the minimum salary for their position and the Local Housing Program Managers are nearly at the maximum rate. The E.D. then reviewed the Personnel and Policy Handbook and there was a need for one revision. Hourly staff were being paid for a ½ hour lunch break. Since 2006 the staff have received wage increases that no longer have them at wages below the resort market for similar jobs and since none of the governments pay for their employee lunches, it was time to propose this change. Staff was notified prior to the SMRHA Board review and approval. The new schedules began on Jan. 1, 2009. Full-time staff have been working on their professional development goals throughout the year and completed several trainings.

Fiscal

A budget update continues to be presented at the SMRHA Board meetings in the format of approved budget vs actuals, and the percentage expended to date. The Board has also been provided balance sheets for all of the accounts. The accounts are now reconciled monthly by a Town of Telluride employee and accounts plus payables are reviewed by the Board member appointed as Treasurer. The organization is operating within the proposed budget. The final 2008 budget is provided at the end of this report. There is an anticipated carry-over of \$60,000.00, which was used to create the proposed 2009 budget. The E.D. believes this will be the final year there will be carry-over funds of this size. Since this E.D. has been with SMRHA there have been funds carried-over, due to an unanticipated carry-over from 2006 when operations for Shandoka were transferred, and then full funding that was provided in 2007, which created an excess that year as well. For 2008 over \$100,000 was approved from each government, but only \$80,000 was requested and with the expected carry-over for 2009, we are now operating on a near exact budget.

LOCAL HOUSING PROGRAMS

Regional Deed Restriction Administration Overview

The staff continue to be diligently working toward completion of the Town of Mountain Village occupancy check and initiated a requalification of Coyote Court owners, conducted multiple lotteries for 3 Coyote Court units, initiated check-ins on county exceptions and completed new exceptions, continued finalizing the Town of Telluride EDU occupancy check with the final few non-respondent owners, and providing prompt customer service for all new business. The Local Housing Program staff responded to over 111 contacts per week cumulatively during 2008.

Inquiries regarding deed-restrictions both new and old, affordable housing for seasonal employment, problems with employee housing, the regional housing demand analysis, sales prices, compliance issues, the lotteries for 48A and Goldrun projects in the Town of Telluride, the Coyote Court lotteries in the Town of Mountain Village, and various other housing related matters were from the public, staff from the gov'ts, realtors, title companies, lenders, and developers. The staff also provided on-going assistance to owners and occupants to help them remain in compliance regarding resale, capital improvement costs, refinancing, leaves of absence, rental procedures, and other special circumstances.

The E.D. worked with staff and legal departments on matters relating to creating new deed restrictions, capital improvements, compliance issues, legal clarifications, exceptions, and possible violations. Local lenders continue to contact the E.D. about the newest deed restriction from the Town of Telluride and FHA approval of the local deed restrictions. The E.D. began to work on seeking FNMA and FHA approval on the revised Regional DPCC program, but with the housing market problems it has been difficult to establish a contact.

Regional Database and Property File Management Overview-3rd Trimester

- Continued retrieving documents from SMC Recorder's office and title companies as needed for file completion.
- Continued to update the database, creating quick-reference Excel database histories when necessary prior to overwriting with new information.
- Continued to organize the property files by updating and organizing the files – including the purging of sensitive information.
- The property transaction history database was continually updated in conjunction with file organization to include every owner since the deed restriction originated on a given unit.

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- Created and provided reports from database for requesting parties.
 - Received 2008 property sales data from SMC staff and color coded according to Deed Restricted area.

Deed Restriction (DR) Programs Overview-3rd Trimester

Regional Deed Restriction Administration

- Reviewed **42** applications to occupy and/or own and provided applicants with results; reviewed employment affidavits submitted by tenants/owners, and requested outstanding application requirements.
- Reviewed existing Exception Agreements, created memos for the various Boards and assisted with any extensions/amendments to existing agreements.
- There were no new exception requests in the 3rd trimester.
- Continued contacting DR owners who've recently offered their units for sale or rent to offer to assist them with a smooth resale or tenant qualification process and to request an Intent to Rent or Sell form if required.
- Assisted **5** owners of price-capped units with capital improvement costs and limitations.
- Assisted developers and their agents/attorneys with Initial Sale Price (ISP) inquiries.
- Updated master deed restriction documents.
- Assisted owners regionally, regarding the specific inquiries listed below including how to maintain compliance regarding:
 - Title changes (adding or dropping a co-owner)
 - Owner-occupancy, non-rental co-occupancy
 - Leave of Absence (LOA) exception requests
 - Rental procedures; review of leases
 - Sale procedures
 - Maximum resale price calculations (MSP)

Regional Closings- *Due to a gap between when we provide documents and dates of actual closings, the reporting numbers reflect items delivered and/or received during the reporting period.* -3rd Trimester

- Prepared and delivered all required documents for **5** sale closings – 1 of these closings was put on hold until further notice of a better interest rate.
- Received the finalized documents for **9** closings, **5** of which occurred in the 2nd trimester of 2008
- There were 2 inquiries regarding the refinance of large developments in their entirety.
- There were 3 owner inquiries regarding refinance – they have not resulted in closings.
- We have worked with the local lenders, title companies, and realtors in order to improve the closing process for seller and buyer.

Regional Monitoring & Enforcement-3rd Trimester

- Continued to update letters, documents, and procedures for occupancy checks to help owners and renters.
- Researched non-respondent owner addresses and phone numbers in order to re-send letters to owners.
- Provided information to government partners upon complaint or notification of possible violations.
- Monitored several exception agreements, assisting the owners with compliance.
- Monitored fee collections for all deed restriction-related sales.
- Public Trustee sale notices were monitored and government partners updated as necessary for protection of DR and public investment:
 - **19** properties in San Miguel County—none of which were deed-restricted—went into foreclosure in the **3rd trimester**, bringing the 2008 total to **35** new properties—an **84%**

increase over last year's total of 19—plus **2** free market 2007 foreclosures re-noticed for 2008 sale dates.

- Of the year's **35** total new properties, all were free market except **3** properties in the Town of Mountain Village: **2** were deed-restricted units (1 unit was withdrawn prior to foreclosure sale and purchased and the other's sale date has been continued into 2009), and 1 more was an unimproved property zoned to include several deed-restricted units [w/in Lot 126R] and is being sold to the lender.
- Reviewed and copied Deed Transfers, comparing data to anticipated title changes.

Regional Policy & Guidelines Changes-3rd Trimester

- Coordinated with legal departments on creating and revising Deed Restrictions and Options on properties, exception agreements, and clarifications of the deed restrictions. SMRHA staff approved leave of Absence agreements, and notified government staff and legal departments of possible violations.

Deed Restriction Programs

	COUNTY		TELLURIDE		TELLURIDE EDU		MOUNTAIN VILLAGE	
	3 rd Tri	Total	3 rd Tri	Total	3 rd Tri	Total	3 rd Tri	Total
Applications to Purchase/Own								
Approved	4	5	1	6	0	1	1	5
Withdrawn		1		1			1	1
Returned		1						
Denied		5					2	2
Change of Title								
Total Applications to Purchase/Own	4	12	1	7	0	1	4	8
# of Properties to Purchase/Own	2	8	1	5	0	1	2	6
Applied for Exception	0	3						
To Rent/Occupy	10	13	5	15	4	6	7	21
Incomplete	1	1	1	1	1	1	6	6
Returned/Withdrawn	1	1						/
Total Applications Processed	16	30	7	23	5	8	17	35

Deed-Restricted Transactions (Improved and Unimproved)	COUNTY R-1	COUNTY Price-capped	TELLURIDE	TELLURIDE EDU	MOUNTAIN VILLAGE
3 rd Trimester 2008	1	0	3	0	0
Average sale price	\$564,000		\$178,534		
Government ownership transactions					2
Average sale price – 50% ownership					\$201,553
Total # properties sold	4	0	4	1	7**
2008 Average sale price	\$370,250*	0	\$192,850	\$440,000	\$515,105**
2007-# of properties sold	22	1	7		16
2007 Average sale price	340,245	316,697	163,602		433,154
2006-# of properties sold	13	1	4		11
2006 Average sale price	\$417,361	\$177,268	\$187,367		\$336,455

* One of these was an unimproved lot

**Does not include the 2 gov't sales. This count reflects 1 Quit Claim and an aver. sale price adjustment because money did in fact change hands.

Exception Applications Handled	COUNTY R-1	COUNTY Price-capped	TELLURIDE	TELLURIDE EDU	MOUNTAIN VILLAGE
3 rd Trimester Total	0	0	1	0	0
Total Exceptions YTD	6	1	2		

San Miguel County

County administration of the deed restriction was centered around contacting owners with exceptions and requesting their updates for compliance, reviewing applications and qualifying buyers, and following up with owners on complaints. The Lawson Hill HOA president was provided with a current list of renters and contact numbers. It will be updated periodically. All future renters will be notified their contact information will be provided to the HOA president. The E.D. worked on matters with County Staff and legal throughout the year as directed by the BOCC or with matters brought to SMRHA's attention.

DR Administration

- The DR Administration Fee (1%) collected in this trimester is \$8,540 from **2** property sales. One occurred in the 2nd trimester of 2008 and the other in the 3rd.
- **1** County Notice of Intent to Sell was received and processed.
- Received numerous requests for information from lenders, mortgage brokers, title companies, and owners for possible refinances.
- 1 owner successfully refinanced by the end of the 3rd trimester.
- Assisted **2** owners of price-capped units with questions regarding limitations on allowed Maximum Sales Price and the difficulties they are facing finding a qualified buyer.
- Received a complaint of an illegal lock-off unit in Lawson Hill – SMRHA was informed by the occupant that it is little more than an extra bedroom.
- Assisted owner in non-compliance to find renters for their unit, since they no longer live in the area.
- Property files were updated as needed with new documents, including recorded ones, i.e., SMRHA web classified ad information, intents to sell, Leave of Absences, tenant information, and other documents.
- The majority of the Two Rivers property files were completely streamlined/organized and property transaction history files were created to go all the way back to original owners.

Monitoring

- **1** owner under an NOV came into compliance by selling the home in the 3rd trimester.
- **1** owner under an Extension to an existing Exception Agreement came into compliance by selling her free market unit in the 3rd trimester.
- SMRHA worked with **4** owners regarding updates of compliance with sections of their exception agreements.
- 3 owners received NOV's in the 3rd trimester due to non-occupancy.
- There is an unprecedented number of owner-occupied units being rented in 2008.
- Monitored the Telluride Daily Planet for unauthorized rentals in Deed Restricted properties and contacted owners to assist with compliance.

Town of Telluride

Town of Telluride administration of the deed restriction was time consuming this trimester due to repeated requests from prospective buyers to qualify to purchase units that are either not constructed yet or not deed restricted. There were many information requests about the upcoming lotteries, the majority of requests from individuals who currently own other residential property in the school district wanting to know how they can qualify for the lottery or how to get on the list. There were also a number of issues staff worked with the planning dept. and town legal to improve procedures and review or create new documents.

DR Administration

- The 1% Transaction Fee generated revenue in the amount of \$7,714.02 from 4 property sales. One of the sales occurred at the end of the 2nd trimester.
- SMRHA received no Notices of Intent to Sell in the 3rd trimester.
- Assisted 4 owners of price-capped units with questions regarding limitations on allowed capital improvement costs.
- Inquiry from 1 owner regarding possible major HOA assessments. There are at least 3 developments – 7 units – that have faced or will be facing a similar scenario. This policy issue is being presented to the THA Subcommittee in the 1st trimester of 2009.
- Calculated Maximum Sale Prices for 5 units – one was an amended ISP and two were preliminary averages on a pending development for the Planning Department.
- Drafted 4 new Deed Restrictions and Options – one for an approved buyer, one for an EDU transfer, and two for the developers of new units.
- Worked with developers/agents for 5 PUD properties.
- Met with Town Planner and agents for Ballard House North to discuss requirements of Guidelines and process.
- Received numerous requests for information from lenders, mortgage brokers, title companies, and owners regarding refinances. Two of these requests involved the possible refinance of whole developments – River Crown and Creekside.
- The above Creekside request included discussion of condominiumization and sale of the units.
- 1 owner successfully refinanced and the final documents were delivered to title company.
- Assisted Town staff with THA Subcommittee memo and hearing regarding income qualifications to rent at Shandoka.

Monitoring

- Of the 30 EDU units, all but 9 are in compliance (1 owner owns 2 units).
 - Owner Occupied – 7
 - Rental – 10
 - Vacant – 4
- Found 3 outstanding EDU owners – no response from one, one owner was somewhat confrontational and apparently evicted occupants shortly after contact and just prior to the Blues and Brews festival, and the third hired a local property management company who sent qualified renters to SMRHA.
- 2 EDU owners still remain at large.
- Owners still not in compliance, or their agents, will receive a final letter from Town legal, via SMRHA, during the first trimester of 2009.

Policies, Guidelines, and Master Documents

- Discussion with Town staff regarding Shandoka policies, which will result in assistance on a memo for the THA Subcommittee.
- Additional revisions were made to applications and forms to reflect correct TAHG sections.

Town of Mountain Village

SMRHA was very busy working with Town Staff and TMV owners as we tried to complete the compliance check and initiated a requalification mailing to Coyote Court owners. An SMRHA staff person continues to contact owners, update files, and re-contact owners for information they have indicated they would provide, but have not yet sent. There were no additional complaints from owners regarding the occupancy check. Several of the owners contacted by phone and/or letter were satisfied with the response and provided their information, but not all. Due to owners not responding the Town Council directed it's legal department to draft a new ordinance for non-compliance and violations. This will be presented in 2009 for enforcement.

The E.D. met with the Town Manager and legal to review a draft of a new deed restriction for units this fall, the lottery process for Coyote Court and new units, and the potential for SMRHA to qualify occupants in the non-VCA deed restricted apartments. The E.D. presented a capital improvement amendment to Town Council which passed. The Council would also like to see a capital improvement form and it will be presented to Council in 2009. The E.D. and Director of Planning have worked on developing procedures to follow with deed restricted properties. SMRHA staff has been working with the building department to get updates on DR lots and we all continue to communicate more frequently in order to stay informed of progress, procedures, and concerns.

DR Administration

- Assisted 3 Coyote Court owners with MSP – 2 included capital improvement requests.
- Held Open house showings of 3 Coyote Court units.
- Held 2 Lottery drawings at the Mountain Village Town Hall.
- Continued researching and updating the Town of Mountain Village property files with required documents and updates of owner and/or address information and deed-restricted inventory.
- Created files for units built recently.
- As part of compliance monitoring this trimester, reviewed **6** applications to occupy and provided applicants with results.
- Reviewed employment affidavits and requested outstanding application requirements including **5** past-due application fee payments.
- Processed **5** outstanding EHR Acknowledgments for execution and recording this trimester, to complete files regarding closings in years past.
- Assisted prospective Coyote Court lottery applicants.

Monitoring/Occupancy Check

Coyote Court-

- Conducted the first **requalification of Coyote Court owner-occupants**, as required under their deed restriction: Sent letters enclosing reply forms to **7** owners who'd purchased two years or more ago (after initially contacting them by phone); 6 were basic requalification form letters and 1 was tailored to address possible non-compliance about which a complaint had been received last trimester.
- Initially only **6** of the 7 Coyote Court owners responded (86%); **5** responded by submitting reply forms (71%) and **1** responded by phone to postpone their reply form pending the outcome of their lottery application for another Coyote Court unit's resale; 1 owner had not responded (14%).
- Approximately **27** calls/emails were made/sent to Coyote Court owners during the requalification process this trimester.
- Reply forms were submitted by **6** owners (86%) and although none were 100% complete; **6** owners have submitted the \$30.00 fee payment, as required by the deed restriction. **3** owner's replies remain incomplete and **3** have requalified.

EHR-

- Staff continued to contact **Employee Housing** owners and tenants about non-responses or documents needed for completion of Certificates of Compliance (COC) and Employee Housing Applications, and documents from previous transactions. Approximately **132** additional calls/emails have been made/sent during the 3rd trimester regarding this compliance check, for a total of approximately 250 calls/emails since May of 2008.
- Of the **6** compliance letters sent in the 2nd trimester to owners who had not received earlier letters because of out-of-date file information, **4** responses were received and reviewed; follow-up letters are being prepared for the remaining 2 owners.
- **1** additional initial compliance letter was sent this trimester to an owner who had not received earlier letters because of new file information.
- Of the **113** owners whose letters have now been delivered, **93** owners have responded (**4** of them since August), for an **82%** response rate.
- **29** of these **93** owners demonstrated compliance (**31%**), including those declared Vacant (**8** demonstrated compliance this trimester), with SMRHA assistance in updating their files in almost all cases.
- **22** owners are in compliance as qualified Employee owner-occupants (**4** this trimester) and **6** by renting to qualified Employees (**3** this trimester). SMRHA staff is still waiting on some documents from a majority of unit's owners/occupants.
- Continued making one last contact by phone to each of those who've not completed their required submittals, and received and processed compliance responses from TMV EHR owners, and in some cases their tenants.
- Owners have tended to not respond to letters or voicemails, though the response rate rose somewhat for the third and "final" letter signed by TMV in July 2008: Out of 18 property owners contacted, written or phone responses were received from 7 owners (39%) within only one month, and 13 owners (72%) responded in considerably less time than it took the 93 total respondents to reach the 82% overall response rate.
- **10** owners indicated during the first and second trimesters that their properties are actually unimproved; after requesting TMV files to document the status, the database was updated.
- According to CoCs received (29): Approximately **63%** of the units are owner-occupied, **25%** are rented/occupied by employees of owner, **3%** are vacant, and **9%** are unimproved. {The actual percentages can not be determined until all owners respond regarding occupancy and use of their unit(s)}
- Staff updated ownership and address data based on several owners' responses and on record searches, including sale/transfer of **1** EHR property this trimester.
- SMRHA has knowledge of **9** properties that are currently listed for sale (and **1** of those **9** is in foreclosure).

Policies, Guidelines, and Master Documents

- Created new documents for 2006 AHR Ordinance: application, Deed Restriction/Option.
- Created lottery application for Coyote Court units.
- Created lottery notices for 3 Coyote Court units.

Regional Down Payment & Closing Costs Assistance Program

The 1 DP&CC loan application approved in the 2nd Trimester was issued in early September. There were several inquiries about this program. Program information and applications were provided to the interested parties. One person applied for a DP&CC loan, but the purchase of the free market unit was not pursued. The applicant will likely request again in early 2009.

Year Approved	Total Loans Approved	Loans Paid Off this quarter	Payoff Amounts Rec'd		Outstanding Principal	Total Loans Paid Off
			Principal	Int/Apprec		
2001 loans*	10					10
2002 loans	3				\$5,000.00	2
2003 loans	9				\$14,350.00	7
2004 loans	6				\$30,000.00	3
2005 loans	6				\$40,000.00	2
2008 loans	1				\$10,000	
Total	35				\$99,350.00	24

*DP&CC loans in 2001 were unique in that, if all interest payments were made on time for a period of 5 years, the principal of the loan would be forgiven. DP&CC loans after 2001, on the other hand, could be paid off at 5% per year, if paid within 3 years, or at a rate tied to appreciation of the property.

The DPCC has been revised for 2008 and 2009. The SMRHA Board adopted the new program guidelines in August which were included in the last report. SMRHA assisted with revision of the new loan documents and added the final versions to our electronic database. The new loan documents were created by a contracted local legal firm and the E.D. is also seeking FHA and FNMA approval for the program as an approved second. The program not being an approved second has been an issue in the past, but the program redesign was modeled after an FHA approved program.

SMRHA also assisted with the SMC employee down payment assistance program in the reissue of revised loan documents for for 2 recipients and issued 1 new loan.

Mortgage Credit Certificate Program

There was 1 new Certificate for the MCC program. It was for a property in Telluride, \$230,000. To Date: \$1,370,437.00 has been utilized.

SMRHA continued to work on media and public attention for the program through the Coyote Court Lotteries.

All future lottery applicants will be made aware of the program. All applicants are made aware of the program when they come in to apply to qualify to purchase any deed restricted unit.

Housing Demand Assessment

The final report was delivered in June. There were a number of articles in the paper about the study throughout the region. The report findings were received differently by each government. There has been some discussion the report lacks some of the regional information about rental housing and that some of the data was not current enough by the reports publication date. Updated information and some other parameters may be required for the policy makers to make their local jurisdictional decisions and collective regional ones as well.

The report has been available on the SMRHA web-site since June and has been requested by a number of organizations working on regional or local plans; including The Telluride Foundation, The New Community Coalition, and Telluride Ski and Golf.

SECTION 8

Overview of Section 8 Program Administration

SMRHA underwent two reviews this year. One was the regular annual audit with excellent remarks and the second was the audit of three files by CHoH following their notice HUD would visit our office at some undetermined time in the future. We received excellent comments and any compliance concerns are being addressed and reported to CDoH.

We have 54 Vouchers, at the end of 2008, 52 were being administered. When the program was frozen by the state, several applicants had to stop looking for housing and were placed back on the waitlist. Since the program was in a freeze, new qualified applicants were placed on the waitlist as well. Mailing application packets upon request, handling all walk-in inquiries and maintaining a waitlist for the program are also standard continuous activities.

The Waitlist is currently open and has 19 families on it.

- On December 31st, **52** Vouchers were being administered.
- **4** families left or were terminated from the program for violations this trimester, bringing the total for the year to **14**.
- **2** families ported out of the county.
- **7** families were added this trimester, bringing the annual total to **21**.
- Explained Section 8 rules and regulations to prospective landlords.
- Reviewed all NAHRO (National Association of Housing and Redevelopment Officials) Newsletters and emails for changes in HUD rules. Monitored the CDOH Web Page for changes in HUD rules and forms at the end of each week. Implemented changes and rules as needed.
- Sent out **11** Application Packets this trimester, bringing the total to **35**.
- Received and processed **9** Applications this trimester, bringing the total to **22**.
- Dealt with **5** check issues (Lost or incorrect).
- Maintained all tenant files.
- Began updating all files to new state format requirements.
- Verified eligibility of applicants.
- Handled **8** walk-ins this trimester, which included conducting interviews with potential tenants for applications, changes in households, general questions. This involves explaining how the program works, the wait time on the waitlist, and questioning about family members and income, bringing the annual total to **56**. Collecting information to complete interim recertifications.
- Completed **14** annuals this trimester, bringing the total to **34** which requires complete recertification of the family, including third party income verification, and ensuring the family still qualifies for the program.
- Completed **15** interim recertifications this trimester, due to notification of changes in household size and/or income, completed third party income verification if income changed, bringing the annual total to **37**.
- Conducted **61** Inspections and **18** Re-inspections this year.
- Handled an average of **53** contacts per week by phone and E-mail throughout the year.

Reports

- Generate and transmit monthly reports to CDoH:
 - » Lease Status Report
 - » Generate HAP Request on behalf of all landlords in the region under the program for monthly billing

Agency Relationships

- Responded to all contacts from the public and tenants or landlords in a timely manner.

Family Self-Sufficiency

- As we add housing counseling to our services in 2009, we may also have the population to add this program.

Section 8 Clients:

Breakout of Section 8 Clients- 56 Adults end of Dec.				
Working	Disability	Social Security	Not Working	Other
59.9%	24.1%	3.5%	9%	3.5%

This chart reflects all clients that were on the program on Jan 1, 2008 and all new ones added through December 31, 2008. Adults only.

Housing Needs of Families in San Miguel County based on Placements in 2008- 68 Families, 145 Individuals					
Family Type	Overall YTD	1 Bdrm	2 Bdrm	3 Bdrm	4 Bdrm
Income <= 30% of AMI	94.1%	22%	36.8%	16.2%	19.1%
Income >30% but <=50% of AMI	5.9%	0%	1.5%	1.5%	2.9%
Elderly	10.3%				
Families with Disabilities	25%				
Race/Ethnicity White	*91%				
Race/Ethnicity Hispanic	*3.4%				
Race/Ethnicity African American	*2.8%				
Race/Ethnicity Other	*2.8%				
*percentages are based on individuals not family					
Locations	Telluride	Placerville	Norwood	Ophir	Other
	42.7%	1.5%	50%	2.9%	2.9%
Break-up of Telluride	Telluride	Mountain Village			
	29.4%	13.3%			

EDUCATION AND OUTREACH

Education and Outreach Overview

The Homebuyer Education classes were spread around the region during the year. Our last trimester we tried to hold a class in Norwood, but no one registered. We tried several dates and then set a class for December in TMV. We served 24 people from the public and 4 government staff during a special class. The ToT's and TMV's Communication staff helped to get the media involved. We did multiple KOTO spots, a ½ hour Spanish program, and a Plum TV interview. The MCC and DPCC programs were promoted during these events as well. The E.D. trained 2 lenders to present critical elements of qualifying for a loan, and a realtor, a title officer, and an insurance broker reviewed the agenda and relevant topics and also presented. The class was well received with gratitude for the food, the expertise, and the materials consistently expressed. Attendees also suggested a list of deed restricted properties/developments be provided to help them research properties based on the type of deed restriction in place, i.e., price-capped vs free market deed restricted. We look forward to conducting 4-6 classes in 2009, again spreading them around the region.

Throughout the year staff attended public meetings for the Lift 7 subarea plan, a PUD change, Lot 48A, Gold Run, the TMV's visioning project. The occupancy checks have resulted in educating many owners of deed restricted property about their deed restriction, as well as a good number of employees in the rental market. To help with owner education, the SMRHA is going to make sure each new owner is not just provided with a copy of their deed restriction, but understands the compliance criteria. There were an average of 25 inquiries per week for general education and outreach for the year.

Web Page Information:

New and changed pages were uploaded to the server and tested for problems, broken links, problems with code or graphics, etc. The web page files are continuously maintained on the server, including any file clean up when needed. We also continue to work with the public by phone, Email & in-person regarding the web-site and its features. Research continued for self-help tools, ways to improve useability of the site and study of PHP code. The public was assisted with download/upload problems on the classified pages. The "About the Region" page is still under construction.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Main Page												
Page Visits	368	389	403	343	362	391	431	345	531	503	408	392
Page Views	597	565	587	490	514	602	634	520	816	826	674	725
Programs												
Page Visits	128	137	126	118	110	153	176	119	145	128	95	96
Page Views	322	281	284	229	226	318	298	249	317	271	193	191
Section 8												
Page Visits	12	6	15	10	10	16	11	8	12	8	4	11
Page Views	28	12	24	16	17	30	14	11	27	18	4	16
Shandoka												
Page Visits	73	97	93	94	109	110	172	114	253	172	124	100
Page Views	240	281	266	270	287	271	495	292	646	495	318	294
VCA												
Page Visits	71	85	82	73	74	78	107	111	189	166	102	92
Page Views	243	245	256	208	250	204	342	315	583	545	279	252
Contact												
Page Visits	63	64	67	68	79	78	79	82	121	117	58	55
Page Views	82	86	85	83	95	95	98	Error	871	337	73	72
Bookshelf												
Page Visits	18	35	28	20	25	51	61	43	69	54	32	38
Page Views	25	67	46	24	43	92	110	62	97	83	43	67
Classifieds												
Page Visits	131	173	164	156	143	169	157	121	199	202	156	164
Page Views	901	1091	1175	1091	941	1080	1220	861	1401	1587	1160	1144

A person is counted as a visitor once per day from their computer; even if they visit the site multiple times in a day. Page views are the amount of pages that were looked at by the visitors

Classified Page:

Buyers/Sellers Use of Free Classified Ads On SMRHA Web Site						
	1st Trimester		2nd Trimester		3rd Trimester	
Type of Classified Ad	#	Average Asking Price	#	Average Asking Price	#	Average Asking Price
County DR for sale	1	\$420,000 (Duplex)	5	\$450,600 (House/Condo)	4	\$426,000 (House/Condo)
Mountain Village DR for sale	2	\$322,000 (Condo)	2	\$366,000 (Condo/Lot)		--
Telluride DR for sale						--
Free-Market for sale			5	\$496,000 (House/Condo))	3	\$608,333 (House/Condo)
Looking to rent	2	--	2	--	2	--
Totals	5	--	14	--	9	--
48 Registered Users						

Budget Summary

The Executive Director managed the 7 accounts: the General Fund, which is the primary operating account for SMRHA, the three San Miguel County R-1 accounts, which includes a checking account for RETA, application, and sales tax fees, a Loan Default Account and a ColoTrust account for Loan Default, the Section 8 account which is for depositing the monthly administration fees, which then get transferred into the General account and the final 2 accounts are DP&CC checking and a DP&CC ColoTrust account. The reconciling of accounts, as reported earlier, is now being done by a Town of Telluride staff person and reviewed by the SMRHA Board Treasurer, David Mocko.

The following pages represent the final totals before the independent audit results. Balance statements are provided to the SMRHA Board members at each meeting for all accounts and may be requested by each government at any time.

The program operated within the budget and we anticipate a carry-over amount for 2009. A 2009 budget has been approved by the SMRHA Board and all of the governments have approved the requested amount for 2009 funding. The E.D. will continue to pursue options that will reduce budget costs where available. The Town of Telluride continues to share costs related to the office operations and rent, which is a significant savings in SMRHA's operating costs.

Items of note: The Regional Housing Demand Analysis was budgeted for an amount higher than the cost. It was discovered that TMV was not billed for the first payment in 2006, and the funds were not required to complete final payment. The SMRHA Board and the TMV Manager are aware of this and there will be no line item in 2009. Worker's Comp shows a \$485.00 over the budgeted amount, but this reflects 2 payments, 1 for 2008 and 1 for 2009. The independent audit was adjusted prior to receipt of an estimate, but the approved allocation was \$6,000.00. Therefore, this item was within the amount originally approved. The Section 8 travel was slightly in excess of the budgeted amount. The annual conference in Denver, mileage to inspect homes, and other related trainings accounted for the \$68.68 over budget. In 2009, all mileage and travel are one line item. The office rent reflects an adjusted amount because Quickbooks displays the total amount of all checks, before the adjustments for Town shared costs, and does not reflect the adjusted check amount. An adjustment was also needed for 2007 rent paid in 2008 and will be made for some cost sharing that has yet to be deducted for 2008. The final item over the budgeted amount is Misc. expenses and this is primarily reflective of the Compensation Survey. This was an add-on item requested by the SMRHA Board and it was paid out of our operating funds due to the carry-over from 2007.

I will be available at the Intergovernmental meeting to respond to questions and will attend Council and BOCC meetings if you would like to discuss the report further. Please ask your SMRHA Board member to notify me of the request.

Budget vs Actual 2008

	Jan 1– Dec 29	Budget	\$ Over Budget	% of Budget
Ordinary Revenue/Expense				
Revenue				
2008 SMRHA BUDGET REVENUE				
Housing Demand Assessment Bal	0.00	2,485.51	-2,485.51	0.0%
App.Exception Form-R1	1,750	1,500.00	250.00	116.7%
San Miguel County	80,560.00	80,559.00	1.00	75.0%
Town of Telluride	80,560.00	80,559.00	1.00	50.0%
Town of Mt Village	80,560.00	80,559.00	1.00	75.0%
State CO Sec 8 Admin	20,000.00	20,000.00	0	100.0%
Interest Revenue	100.40	0.00	100.40	100.0%
Carry-Over from 2007	106,103.00	88,000.00	18,103.00	120.57%
2008 BUDGET REVENUE	369,633.40	353,662.51	18,456.40	79.0%
Miscellaneous Revenue	15,417.41	0.00	2,659.54	100.0%
2008 Total Revenue	385,050.81	353,662.51	15,970.89	79.76%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
2008 SMRHA BUDGET EXPENSES				
Payroll Expenses				
Executive Director	65,999.96	66,000.00	-0.04	100.0%
Section 8 Manager	45,760.00	45,800.00	-40.00	99.91%
Housing Prog.Manager	34,320.00	35,000.00	-680.00	98.06%
Local Housing Prog Mgr	43,680.00	44,000.00	-320.00	99.27%
PERA	23,336.98	25,000.00	-1,663.02	93.35%
Medicare	2,839.84	3,300.00	-460.16	86.06%
Health Insurance	19,136.57	28,800.00	-9,663.43	66.45%
SUTA	331.72	990.00	-658.28	33.51%
Worker's Comp	1,685.00	1,200.00	485.00	140.42%
Payroll Expenses - Other	0.00	0.00	0.00	0.0%
Total Payroll Expenses	237,090.07	250,090.00	-12,999.93	94.8%
Operating Expenses				
DPCC	21.00			
Internet/Web site Fees	196.82	360.00	-163.18	54.67%
Internet Host	0.00	40.00	-40.00	0.0%
General/ D & O Insurance	2,572.00	3,048.00	-476.00	84.38%
Office Telephone	1,990.35	3,060.00	-1069.65	65.04%
Office Supplies	2,131.89	3,300.00	-1,168.11	64.6%
Postage/Meter rental	698.32	1,200.00	-501.68	58.19%

	Jan 1 – Dec 29	Budget	\$ Over Budget	% of Budget
Bank Charges	0.00	600.00	-600.00	0.0%
Mileage & Travel	1,489.08	2,100.00	-610.92	70.91%
Advertising-Education	2,234.82	3,000.00	-765.18	74.49%
Advertising-Recruiting	0.00	300.00	-300.00	0.0%
Dues & Memberships	100.00	600.00	-500.00	16.67%
Equip.Maint & Repair	0.00	501.00	-501.00	0.0%
Application & Grant Fees	0.00	1,500.00	-1,500.00	0.0%
Misc.Office /Office Water	354.72	1,020.00	-665.28	34.78%
Staff Ed/Training	4,063.61	4,500.00	-436.39	90.3%
Housing Demand Assessment	22,147.30	22,500.00	-352.70	98.43%
D & O Insurance	0.00	2,248.00	-2,248.00	0.0%
Financial Audit	5,100.00	5,010.00	90.00	101.8%
Section 8 CBI records	164.40	300.00	-135.60	54.8%
Section 8; Mileage/Travel	743.68	675.00	68.68	110.18%
Legal Services	2,690.50	5,000.00	-2,309.50	53.81%
Board Cont.Ed & Training	0.00	450.00	-450.00	0.0%
Copier Lease & Maintenance	1,477.46	3,112.00	-1,634.54	47.48%
Office Equipment	58.43	1,050.00	-991.57	5.57%
Computer Hardware	82.19	2,400.00	-2,317.81	3.43%
Computer Software	950.73	1,500.00	-549.27	63.38%
Office Rent	8,136.62	12,516.00	-4,379.38	65.01%
Misc.Expenses	1,972.80	2,001.00	-28.20	98.59%
Total Operating Expenses	59,376.72	83,891.00	-24,514.28	70.78%
Total Expenses	296,466.79	333,981.00	-37,514.21	88.77%
Net Ordinary Revenue	88,584.02	19,681.51	-21,543.32	450.09%
Other Revenue/Expense				
Other Expense				
SMC Down Payment Assistance	10,062.00	0.00		
Total Other Expense	10,062.00	0.00	0.00	0.0%
Net Revenue	78,522.02	19,681.51	58,840.51	398.96%

DEED-RESTRICTED PROPERTY INVENTORY
Current as of 2/09

	Current # of Restricted Units Built		Current # of Restricted Units Approved	
TOWN of TELLURIDE				
Affordable Housing Units (AHU-mitigation)	Owner Occ.	Rental		
Owner-occupied (various locations)	17			7
AHU Town Rentals* (various locations)		14		0
Creekside (under private management)		26		
Telluride Medical Center	2			
Deed Restricted/Price-capped – Other	Owner Occ.	Rental		
Fino	2			
Cribs (Popcorn Alley)	3			
Town Constructed	Owner Occ.	Rental		
Telluride Family Housing (TFH)/Block 24	6			
Wilkin Court	13			
Mendota	14			
Lot 48A				17
Town Constructed Units (Town/School desig)	Owner Occ.	Rental		
Town of Telluride (1 Block 24, 1 Mendota)	2			
School District (1 Mendota)	1			
Employee Dwelling Units (EDU)	Owner Occ.	Rental		
Various Locations (as of 2003)	9	22		
Shandoka-THA Constructed	Owner Occ.	Rental		
Shandoka (25 Units are under EDU DR)		134		
Sub-Total	69	196		
Total	265		24	
SAN MIGUEL COUNTY				
			# Units Approved	Preliminary Approval
County R-1 Deed Restriction	Owner Occ.	Rental		
Aldasoro PUD	16		8	
Accessory Dwelling Units (ADU) – various locations		46	1	
San Bernardo PUD	23			
San Bernardo PUD Employee Apartments		1	7	
Q lots	1		33	
Ridgeview (commercial/residential)		1		
Sunshine Valley	4	2		13
Two Rivers	28			
Lawson Hill PUD (Lots not previously listed)	120	19	7	
Live/Work - Lot D (can be owner occ. if qualified)		4		
Live/Work-Lot L (29), C (12) & E (6)			47	
Affordable Housing Covenant Guidelines	Owner Occ.	Rental		
Rio Vistas II	10			
Sub-Total	202	73	103	13
Total – County	275		116	

	Current # of Restricted Units Built		Current # of Restricted Units Approved	
	Owner Occ.	Rental	# Units Approved	Preliminary Approval
MOUNTAIN VILLAGE				
Affordable Housing Restriction 2006-07	Owner Occ.	Rental		
LOT 20	1			
LOT 109/110				
LOT 122/123R			1	
LOT 161CR			5	
LOT SS165ABR-Cassidy Ridge			3	
Coyote Court Deed Restriction	Owner Occ.	Rental		
Coyote Court	10			
Employee Housing Restriction 1997-05	Owner Occ. **	Rental		
Big Billies		149		
Telluride Apartments		30		
Village Court Apartments		221		
Boulders	13		9	
La Chamonix	1			
Fairway Four	24			
Franz Klammer	6			
Mountain Village Firehouse		3		
Northstar	3			
Parker Ridge	21			
Pennington	1			
Prospect Creek	14			
Prospect Plaza	7			
See Forever	3			
Spring Creek	10		4	
Stonegate			1	
Timber View	2		6	
La Tramontana	2			
Tristant	1			
LOT 38-Capella			2	
50/51-Capella			8	
LOT 126R/152R			5	
LOT 165-Cortina			2	
Sub-Total	119	403	48	
Total – Mountain Village	522		48	
REGIONAL TOTAL	1,062		188	