

**Habitat for Humanity of Mesa County  
Board of Directors  
December 7, 2017 Minutes**

**Location:** HFHMC Affiliate Conference Room (Bank of Colorado)

**Board Members Present:** Laura Cartwright, Jill Crone, Pam Francil, Linda Kochevar, Rob Jenkins, Lisa Martin, Justin Menge, Scott Sorenson, Alice Young

**Guest Introduction:** N/A

**Board Member/s Absent w/proxy:** Doug Sorter (Justin Menge)

The following members of management/staff were present: Janet Brink

Justin called the meeting to order at 7:05a.m. and Rob Jenkins offered the opening prayer.

**Board Minutes – (Tab 1)** Justin asked if everyone had reviewed the minutes from the November 9<sup>th</sup>, 2017 board meeting and if there were any additions or corrections. A motion was made by Linda to approve the minutes with a spelling correction for Sunset Slope Quilters. Lisa seconded the motion. The Board of Directors “approved” the November 9<sup>th</sup>, 2017 minutes.

**Benchmarks – (Tab 2)** Linda reviewed the benchmarks and discussion ensued. The ReStore continues to cover all of the expenses which are fairly constant at 49%. It was noted that there was a homeowner transfer (new line item) on September 22, 2017. A motion was made by Laura to approve the benchmarks as presented & Rob seconded the motion. The Board of Directors “approved” the November 2017 Benchmarks.

**Financials – (Tab 3)** Linda reviewed the Balance Sheet & Statement of Activities and noted the accounts receivable and accounts payable. Linda discussed 2151-00 (accrued PTO) and if Dave Patterson did an audit adjustment. The Income Statement was noted. A motion was made by Laura to accept the financials as presented & Rob seconded the motion. The Board of Directors “accepted” the November 2017 financials.

**Delinquencies – (Tab 4)** Janet reported on the delinquency report which has one homebuyer. Janet has made many attempts to contact Mr. Montoya Jr. and will be sending him a certified letter upon her return from education in Washington DC. He has been late 7 out of 11 months. It was discussed to start reporting homebuyer payments to a credit company. Pam will forward a Jim Kaiser of Advantage Credit (Credit Reporting Services) contact to Janet for exploration. We also have a homebuyer paying her last payment in January, 2018 & we will have a mortgage burning ceremony, which will be a first for HFHMC. The homeowner thinks it is a great idea! Jen & Janet will work on this to see if we can get some positive press on the event.

**COMMITTEE REPORTS**

**Executive Committee** – Justin reported that we received \$7,500 from the Anschutz Foundation (applied for \$10,000). Colorado Gives Day has currently raised \$6,915 (goal was \$6,500). The Board Retreat is scheduled for February 23<sup>rd</sup>, 2017 from 9:00 am to 1:00 pm at the CHFA board room (348 Main Street). The Executive Committee is still monitoring the issue with Camelot I & Camelot II HOA’s and the detention pond. Minimum wage is going to \$10.20 per hour starting January 1<sup>st</sup>, 2018. A homeowner (Bogle) passed away and prior to that put the house in a Life Estate. The son who lives in Georgia would like to keep the house and pay it off. His sister is still living there and was taking care of the homeowner. The

Executive Committee decided to let him pay off the deed but the Equity Share Agreement (ESA) will stay in place. If he sells it on the open market then the ESA will come into play.

**Construction – (Tab 5)** Scott reported that “PC’s” house (381 Wedgewood) appraised for \$174,000 and will close at approximately \$145,000 (+/-). We need to develop a “Walk Thru” form (punch list) so when Jim does the last education hour with the homeowner there is a record of what needs to be addressed before the one year warranty is up. Jill will send Janet a copy of one. The spec house at 379 Wedgewood is in the dry wall stage. The spec house at 382 Wedgewood has 75% of the walls constructed and the trusses will be installed in approximately 2 weeks. Phase II has approximately one and a half years left to completion so Phase III development will also be discussed at the Construction Committee in January / February and the committee will need to meet with the Finance Committee in the near future to discuss. Please refer to the site map behind **Tab 5** for location of the spec homes.

**Family Selection Committee** – Justin stated the committee met on November 23<sup>rd</sup>, 2017 to re-review a potential homebuyer that had 90 days to clear up a few items (originally presented August, 2017). The committee has revamped financial forms and based on the new forms the family that was presented will not qualify (denied) and is encouraged to re-apply in six months. Janet will review the financial information with the family.

**FIAT Committee-** Janet reported that the committee is focusing on “PC’s December 29<sup>th</sup>, 2017 dedication along with completing the Shepherd project with First United Methodist Church (first week of January).

**Family Support Committee** – Jill reported the “PC” family in on track for hours to complete homebuyer requirements and will be doing Legal on December 21<sup>st</sup> and closing/dedication on December 29<sup>th</sup>. “NG” is completing the minimum required hours this month but “KM” family is doing more than the required minimum so there is a possibility that the “KM” family could be site assigned first. Please refer to the department report behind **Tab 7** for the details of the family’s sweat equity hours. There are currently ten applications out in the community with three applications being processed to see if they will be presented to the December Family Selection committee.

**ReStore Advisory Committee** – Alice reported the Black Friday sale went well with \$11,000 (+) for the two days. There is a new “daily” break down sheet that Barb/Janet created to keep track of daily sales and where the Restore is in achieving the monthly benchmark. An all staff meeting was held to discuss the return policy. We are now doing holds until the end of day to help solve “measurement” issues and help with customer relations. Barb is still looking for a new driver/warehouse employee.

**Public Relations Committee** – Jill reported that we are advertising in the Latino paper, the Daily Sentinel Coupon book (coming out in January) and Business times (6 times a year). We will be running a commercial on cable (schedule to follow). The quilt by Sunset Slope Quilters for our 25<sup>th</sup> year anniversary is now hanging in the ReStore. Jill stated that we made our goal of \$6,500 on Colorado Gives Day and the Herberger’s coupon book fundraiser went well (215 sold). The new Homeownership Update pamphlet has been re-designed and is easy to read. Lisa would like 30 brochures. Jen’s did our last DIY monthly presentation on KKCO this month. KKCO has ended that segment for now due to the reporter being re-assigned.

**Volunteer Advisory Committee** – Laura reported the volunteer potluck luncheon at the Arna house was well attended and everyone stayed for a tour of the pole barn and current homes under construction. There will be another luncheon in February, 2018. The ReStore has three new volunteers that are on light duty from Workman’s Comp injuries at their other jobs but are required and able to volunteer. There are other companies other than Alpine that pay their employees 8-20 hours per year to volunteer. The committee will be looking into those companies to see if we can obtain more volunteers. The committee also discussed that the ReStore employees must always be receptive to our volunteers and work with them.

**Department Reports – (Tab 6)** Janet stated that most things were covered during the meeting but feel free to take the reports with you.

**Upcoming Event Schedule- Noted**

Justin called for any other business before adjournment. Hearing no other new business, Lisa made a motion to adjourn the meeting & Jill seconded. The December Board of Directors meeting adjourned at 8:30 a.m.

Respectfully submitted,

Janet Brink