

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**March 14<sup>th</sup>, 2019 Minutes**

**Location:** Restore Conference Room

**Board Members Present:** Erin Doebele, Pam Francil, Minde Harper, Rob Jenkins, Linda Kochevar, Lisa Martin, Justin Menge, Isaiah Quigley, Jill Ruckman, Scott Sorenson, Doug Sorter and Alice Young

**Absent w/Proxy Votes:** Lisa Martin (Linda Kochevar)

**Guest/s:** None

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

Justin called the meeting to order at 7:35 a.m. and Rob offered the opening prayer thoughts of “The Important Stuff”.

**Board Minutes (Tab 1)** – Justin asked if there were any additions or corrections to the February 14<sup>th</sup>, 2019 board meeting minutes. Having heard no corrections a motion was made by Doug to approve the minutes and Isaiah seconded the motion. The Board of Directors “approved” the February 14<sup>th</sup>, 2019 minutes.

**February Benchmarks & Financials (Tab 2)** - Linda reviewed Items 1-7 of the February benchmarks with remarks on the shortfall of Restore Revenue. The checking account balance was discussed and we are doing a good job controlling expenses. It was noted that salary adjustments are done in January for the calendar year. We also closed on our third home (376 Wedgewood) of the four homes we build in a fiscal year (7/1-6/30). Linda discussed the Balance sheet and we are in a good cash position. Linda pointed out the Accounts Receivables, Payroll, Construction (closed on a house) and Land for Development (\$1,050 application fee). Statement of Activities and the Estate and Grant Contributions were noted. Contract Labor was discussed and the reduction in rent due to the loss of our tenants. The problem with Century Link sending bills to the address at Alpine Bank (haven’t been there in 7 years) was discussed. You will see the \$1,300 payment Janet made on her credit card to rectify the problem and hopefully Century Link knows our billing address since it is the same as where the equipment was installed in February, 2018. Our Workman’s Comp insurance has gone down by \$5,800 this year. It is great to have Kirk as our competent safety person (trained/certified by HFHI). Justin asked if there were any questions or concerns and hearing none, a motion was made to “accept” the February 2019 Benchmarks and Financials as presented by Rob and seconded by Minde. The Board of Directors “accepted” February 2019 Benchmarks and Financials.

**Board of Directors Application (Tab 3)** – Micah Adams application to become a new member of the HFHMC Board of Directors was reviewed by the current Board of Directors. Micah attended the February 14<sup>th</sup>, 2019. After discussion a motion was made by Pam to appoint Micah Adams to the HFHMC Board of Directors and Alice seconded the motion. The Board of Directors approved the motion to appoint Micah Adams to the HFHMC Board of Directors who will start attending the April, 2019 meeting and his official term will start July, 2019 for the period of three years.

**February 2019 Delinquencies– None**

**Strategic Master Plan Review (Tab 4)** – Erin and Lisa have joined the Restore Committee and will be helping the committee develop a Strategic Plan for Goal 6 of the Strategic Master Plan.

## **COMMITTEE REPORTS**

**Executive Committee** –Justin stated the committee met on March 6<sup>th</sup>, 2019 and discussed the following:

1. Sustainable HOGS did move out. Isaiah noted we received a letter from the tenant’s lawyer (Denver) stating that they wanted more of their deposit returned. We had previously outlined the damage details and sent it along with the check for the remaining damage deposit. We do have proof of damages and emails from the tenant at earlier times that they would complete the wall/trim project.
2. Have listed Condo A & B for lease with Lois Dunn. Have had some interested from medical professionals and another person who needs to do a 1031 exchange. The Board of Directors are not opposed to selling Condo A & B.
3. We will not be doing a lease to purchase on the Burrows home with a new HFHMC family per HFHC and Bruce Phillips advice.
4. Diamond Escrow is sending out a letter with an increase in fees on bounced checks.

**Construction** – Scott reported the committee met on March 6<sup>th</sup>, 2019. The O’Gary dedication was Saturday, March 2nd, 2019 and was well attended. The house at 3044 Arna Drive has been site assigned to the Gutierrez Family. The Construction Committee has changed the storage shed to attached storage on the house so the plans had to go back to the Planning Department as well as Dennis documenting the grading on the lot. The committee is still working on the fence design for Ms. Moore (379 Wedgewood) since it is a corner lot. There are three sheds that do not meet code placement (379, 378 and 376 Wedgewood) and Rob will send Janet the GJ City Code. The Viscania fence is placed correctly. Efreem will be starting April 1, 2019. The committee reviewed the new suggested sub-contractor list. Phase III is ready to submit after we hear from Bruce Phillips on the CCR. The Construction Committee is starting to frame the spec home at 3049 Arna. **(Map –Tab 5)**

**Family Selection Committee** – Justin reported the committee met on March 8<sup>th</sup>, 2019 and reviewed and recommended one family to present to the Board of Directors March meeting. Justin presented the “RS” family (size 2) and discussed the Need (ADA compliant will need to be built), Willingness to Partner and Ability to Pay (Debt to Income are acceptable). Rob made a motion to accept the “RS” family and Doug seconded the motion. The Board of Directors approved the “RS” family into HFHMC’s homebuyer program.

**FIAT Committee** – Janet reported the committee did not meet in March, 2019.

**Family Support Committee** – Jill reported the committee met on March 12<sup>th</sup>, 2019 and all of the families completed their sweat equity hours for February 2019. The VC and EE families will be on track for site assignment in April, 2109 with 150 hours of sweat equity being completed.

**Action Item** – The Burrows do want to turn in their house in Lieu of Deed. After much discussion if we should acquire the property or if they should sell on the open market it was determined they could turn in Lieu of Deed if:

- a. Burrows to send a Letter of Intent to Janet
- b. Letter of Intent reviewed by the Executive Committee and Isaiah
- c. Proceed and have a 30 day cooling off period before any rehab is done on the property

A motion was made by Isaiah for the Burrows to send the Letter of Intent, the Executive Committee and Isaiah to review and wait 30 days before any rehab is done on the property after the Deed in Lieu is recorded. Minde seconded the motion and the Board of Directors voted on the above motion. Isaiah will execute the documentation.

**Finance Committee** – Linda reported the committee did not meet in March, 2019 and asked Janet to send last year’s budget along with the template to Erin Doebele so the budget process can start soon.

**ReStore Advisory Committee** – Alice reported the ReStore committee met on March 6<sup>th</sup>, 2019. The ReStore did not make their numbers but are still pushing out merchandise faster and doing more social media posts. Sorting smaller items and

disposing of damaged goods prior to them going to the cleaner station is saving time. The two color tag discounts that we went back to last month is helping move older merchandise. Barb hired a part time warehouse worker that was with Salvation Army.

**Public Relations Committee** – Jill reported the Public Relations committee met on March 5<sup>th</sup>, 2019. Jill reported that social media numbers are still strong. We are running adds in the Business Times with a focus on ReStore donations. The Jewelry Party is Thursday, April 18<sup>th</sup>. Please RSVP if you plan to attend. The Women’s Build committee has met and is developing the schedule with four Lowe’s workshops planned for that day. The lunch sponsor is Boise Cascade and the T-shirt sponsor is Lowe’s. The day is Saturday, May 11<sup>th</sup> from 9 am till 2 pm and the cost is \$40.

**Volunteer Advisory Committee** –Minde reported the committee met on March 6<sup>th</sup>, 2019. The Volunteer banquet is scheduled for Saturday, April 13<sup>th</sup> at 6:00 pm at the Canyon View Church. Invitations were handed out. Please contact Marifrances if you are planning on attending. The monthly volunteers and number of hours are down. However there were 13 new volunteers attending orientation.

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

**Upcoming Event Schedule- Noted**

Justin called for other new business before adjournment. After hearing no other new business, Jill Ruckman made a motion to adjourn the meeting and Minde Harper seconded the motion. The March 14<sup>th</sup>, 2019 Board of Directors meeting adjourned at 9:03 a.m.

Respectfully submitted, Janet Brink