

**Habitat for Humanity of Mesa County**  
**Board of Directors**  
**March 12<sup>th</sup>, 2020 Minutes**

**Location:** HFHMC Restore Conference Room

**Board Members Present:** Micah Adams, Erin Doebele, Minde Harper, Rob Jenkins, Lisa Martin, Justin Menge, Isaiah Quigley, Scott Sorenson, Alice Young

**Board Members Absent:** Jill Ruckman (Minde Harper)

**Guests:** None

The following members of management staff were present: Janet Brink

Alice called the meeting to order at 7:30 a.m. Rob offered the opening reflection “Elevation of Life”.

**Board Minutes (Tab 1)** – Alice asked for the Board of Directors to take a few minutes to review the February 13<sup>th</sup>, 2020 board meeting minutes. Alice asked if there were any additions or corrections and having heard none, a motion was made by Isaiah to approve the minutes and Rob seconded the motion. The Board of Directors “approved” the January 9<sup>th</sup>, 2020 Board meeting minutes.

**February 2020 Benchmarks & Financials (Tab 2)** –Erin reported on Items 1-7 of the February benchmarks noting that #1 was satisfied and that #2 meets the yearly average. Benchmark #3 is being monitored but currently not following the rule. Contributions (#4) are reviewed quarterly (March) but is trending down due to large donation in 2019. Expenses are normal and the Restore ratio is trending. Payroll is normal and there were no homeowner transfers. Erin reviewed the Balance Sheet and HFHMC is in a good cash position and noted account 1500-00 Land Held for Development and Phase III expense. Erin also noted expenses due to completing of 3049 Arna and final expenses. Erin noted that HHSS Revenue (4204-00) on The Statement of Accounts has increased while Rental Income (4204-50) shows no rental income due to Condo A & B being vacant. Also Vehicle Expenses (5750-00) are elevated from this time last year. Erin stated Grand Income (4150-00) on the Income Statement (page 3) was due to receiving 3044 Arna CDOH funding. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement. Hearing none, Alice asked for a motion to “accept” the February 2020 Benchmarks and Financials as presented. A motion was made by Justin and seconded by Rob. The Board of Directors “accepted” the February 2020 Benchmarks and Financials as presented.

**February 2020 Delinquencies** – None. Janet updated the Board of Directors on one homeowner who was delinquent but now caught up.

**Board Member Terms (Tab 3)** – The Board of Directors reviewed the current list of Board Members. Alice Young and Scott Sorenson will be term limited on June 30<sup>th</sup>, 2020. Alice is requesting that the board members start looking for replacements. Rob Jenkins and Lisa Martin confirmed they will continue to serve for another three year term.

**Review Phase III Budget/Payout Requests (Tab 4)** – The Board of Directors compared the Sorter invoice (#5454) for \$58,648.95 to the original budget. Scott discussed Xcel Energy, Design and Planning and the 10% contingency of construction costs. Rob suggested we price a fence to block the junk yard to the west (whole length from the detention pond up the end lot of Phase III). This will ensure homeowners will not have to see this yard. Janet will call Taylor fencing to get a bid. The BOD will discuss to determine payments structure. If we can’t use the contingency dollars (any left-over) as Rob suggested we could open a 2<sup>nd</sup> account and have the cost absorbed by homeowner as their home is completed.

**Williams, Turner and Holmes Letter (Tab 5)** – Isaiah left a message for Kirsten Kurath to discuss the letter that was sent on behalf of her clients (Zohner & Barnes) and have a conversation but Ms. Kurath was out this week. The Board of Directors discussed the contents of the letter. Scott stated that the Bureau of Reclamation doesn't have a problem with accessing the clean out from their land. The Board of Directors will wait for direction from Isaiah.

## **COMMITTEE REPORTS**

**Executive Committee** – Alice stated the committee met on March 4<sup>th</sup>, 2020 and discussed the following:

1. No employee issues
2. CDOH Grant for 3044 Arna (AG family) was received.
3. Janet, Marie and Kirk are still working on construction build days for the summer and fall.
4. Not renewing the Bed, Bath & Beyond Contract
5. Janet is submitting CDOH requests for Coleman and Evans homes.
6. Revamping Build Days to be more effective and productive.
7. Top Property Management (Donna Reynolds) has a draft of the CCR's and will meet with the construction committee in April. Janet will send the draft to the committee prior to the meeting.
8. Micah and Janet toured the Condos with Lois Dunn.

Lisa Martin asked if we have pandemic plan. Justin spoke about a plan if a homeowner can't complete their 32/24 hours of required sweat equity hours if the ReStore and Construction site would be ordered to shut down. Janet and Kirk will be working on a Pandemic Plan. The team has already been working on sterilization throughout the store. Janet and Barb are monitoring the health of employees and stressing to them not to come in if they are showing symptoms and especially if they have a fever. Most employees have vacation and sick time available. Rob recommended a business plan in case there isn't any ReStore revenue and the impact of our cash position would be.

**Construction Committee** – Scott reported the committee met on March 3<sup>rd</sup>, 2020. There has been great progress on the Coleman Family (3049 Arna) because of Women's build and the anticipated dedication is April 4<sup>th</sup>, 2020. The Evans Family (3042 Arna) should be closed by June 18<sup>th</sup>, 2020. The committee discussed that the Williams property is dry and the City of Grand Junction addressed some of the street and drainage issues. Will look at vapor barrier material for the William's house once everything is dry and there aren't any other problems. Phase III is going well and Sorter is out working. Scott reported a jog in the property line by the Arna house (Phase IV) and the property owner to the west would like us to fence it off and gift to him. Scott will contact the property owner to let him know the committee is not ready to decide on his request for the 800 square feet since Phase IV is undetermined at this time. Rob suggested we get a plan for Phase IV now and work out what this will look like in the future. **(Map –Tab 6)**

**Family Selection Committee** – No February Meeting

**Family Support Committee** – Janet reported the committee met on March 10<sup>th</sup>, 2020 and that 3 out of the 4 families completed their sweat equity hours. The "AD" family received their second non-compliant letter of not completing the required sweat equity hours. If a family gets 4 letters or 2 back to back letters of non-compliance they are de-selected from the HFHMC home ownership program. Janet stated that 3 out of the 4 families participated in our Women's Build Event on Saturday, March 7<sup>th</sup>, 2020.

**ReStore Advisory Committee** – Alice reported the committee met on March 4<sup>th</sup>, 2020. Alice stated that the Restore made their income goal. A donor has donated a Subaru outback for the ReStore to use and not be sold. Janet has notified Dave Patterson (accountant) and Erin (1090C Form) of the donation. Some employees have had hours reduced to save costs. A driver assistant has been hired. Janet and Barb are reviewing the Deep Creek maintenance lawn contract. We also received the new allotment of donated light bulbs from Max Lite.

**Public Relations Committee** – Janet reported the committee met on March 3<sup>rd</sup>, 2020. Janet spoke about the success of the sold out Women’s Build and everyone liked the food truck. The pending Coleman dedication is scheduled for April 4<sup>th</sup>. There was lots of free advertising for the event and great media coverage the day of the event. Check the PR report behind Tab 7 for other details.

**Volunteer Advisory Committee** – Minde stated the committee met on March 4<sup>th</sup>, 2020. Volunteer Appreciation Week is April 19-25 and there will be a BBQ on Wednesday, April 22<sup>nd</sup> and that Board Members will be asked to serve. Michelle is providing new t-shirts and name tags to all volunteers that week. Janet will send out an invite to board members for the BBQ event.

**Department Reports (Tab 7)** - Janet stated that most things were covered during the meeting but feel free to take the March reports with you.

**Upcoming Event Schedule- Noted** Alice asked if there was any other new business before adjournment. Janet reminded everyone of Camp Colorado and early bird registration deadline of April 3<sup>rd</sup>. Justin made a motion to adjourn the meeting and Erin seconded the motion. The February 13<sup>th</sup>, 2020 Board of Directors meeting adjourned at 8:55 a.m.