

Habitat for Humanity of Mesa County
Board of Directors
May14th 2020 Minutes

Location: Conference Call

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

Board Members Absent: Rob Jenkins (Justin Menge)

Guests: None

The following members of management staff were present: Janet Brink

Alice called the Board of Directors meeting to order at 7:31 a.m. Lisa offered the opening reflection of “A Tale of Two Wolves”.

Board Minutes (Tab 1) – Alice asked for the Board of Directors to take a few minutes to review the April 16th, 2020 Board meeting minutes. Alice asked if there were any additions or corrections and having heard none, a motion was made by Justin to approve the minutes and Lisa seconded the motion. The Board of Directors “approved” April 16th, 2020 Board meeting minutes.

April 2020 Benchmarks & Financials (Tab 2) – Erin reported on the April benchmarks noting that the Restore was closed the month of April so revenue and sales goals were not met. The checking account was increased due to the PPP loan being awarded April 19th. The monthly expense is within goal and payroll is comparable to prior month. There was a homeowner transfer since 3049 Arna was dedicated. The Balance Sheet reflects normal construction progress and sale of 3049 Arna. Discussion was held about how the PPP loan was going to be tracked. The Statement of Activities was reviewed with notes to 5331 (Fees for sale of CHFA loans) and 5580 (Janet applied for tax exempt status on Condo A & Condo B). Holding funds until we know. The Income Statement was reviewed with discussion on Waldeck Contributions and Fundraisers from Women’s Build Funding (2500) and the sale of 3049 Arna (4201). Lisa commented how good it was to get a Workman’s Comp Dividend. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports. Hearing none, Alice asked for a motion to “accept” the April 2020 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Justin. The Board of Directors “accepted” the April 2020 Benchmarks and Financials as presented.

COVID19 Program Update – Justin stated there aren’t any new details on how this will be handled in the future and everyone at Alpine Bank is a holding pattern for now.

April 2020 Delinquencies – None

Review Phase III Budget/Payout Requests (Tab 3) – Scott presented Payout Request # 2 from Sorter for \$158,458.27. Discussion ensued. Scott noted that Sorter was getting ready to prep for the sidewalks. Lisa made a motion to approve Payout Request #2 and Minde seconded. The Board of Directors approved the invoice.

Previous Business

Board Member Terms – Alice and Scott will be leaving the Board of Directors in June 2020 due to term limits. One potential member meeting is scheduled with Justin and Janet. Other Board Members should be thinking of people who could join the HFHMC board.

Williams, Turner and Holmes Letter – No update on irrigation issue at this time.

Homeowner Issue – Isaiah updated the Board of Directors on the homeowners’ issue. Isaiah met with the offender who showed remorse. Isaiah feels that moving forward things will be better. Janet will monitor the situation for any future problems.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met by phone on May 6th, 2020 and discussed the following:

1. Ron (driver) injured shoulder and will need a release from his physician to return to work. Hopefully will be next week. Ran the truck one week with other staff but is parked for now due to staff shortages.
2. Kirk posed on Indeed for a new driver. Have a few interviews scheduled.
3. The team is working on group builds. Keeping them to 8 people and under. Some of our group builds have rescheduled to June, August and September.
4. The license plate tag on the small truck had the “year” cut off the tag. A police report was filed and will get a replacement tag once the DMV is reopened.
5. CCR’s for Hoffman Sub-Division have been revised. Donna Reynolds with Top Property Management will be reviewing CCR’s definitions and policies with the construction committee at their next meeting on June 2nd, 2020.
6. Exit 42 concert has been cancelled. Alpine Bank will still allow their sponsorship (donation) to go towards the World Habitat Day / Artist Reception event.
7. Still waiting on the CDOH for Coleman Family.

Construction Committee – Scott reported the committee met by phone on May 5th, 2020. Still trying to figure out GC issue on 3047 Arna and waiting on the permit. Janet met with PNCI about the GC and working thru the potential of using PNCI as GC until we can hire one. PNCI is checking with their insurance company to see if they can accommodate the relationship. Peter on the construction committee is checking to see if Habitat can obtain GC and not a specific person. No clear answers yet on how to proceed going forward. There was a water leak at 3049 Coleman between meter and home. It is the responsibility of the homeowner so HFHMC got involved due to a warranty issue. It turned out to be a shark bite that was faulty. Cody Weaver did the dig and Manuel Gutierrez did hairline cracks on the driveway and will be responsible for fixing the damage. The AG family had their fence plan extra concrete approved. The VC family did not have their fence plan and extra concrete approved and Janet and Kostas will meet with the VC family to do the corrections. **(Map –Tab 4)**

Family Selection Committee – No Committee Meeting held due to COVID-19

Family Support Committee – No Committee Meeting held due to COVID-19

ReStore Advisory Committee – Alice reported the committee met by conference call on May 6th, 2020. The Restore was closed for the month of April and reopened on May 1st. The Restore changed its hours to be open Tuesday – Saturday from 9:00 am until 6:00 pm. We will stay closed on Monday’s for now. Pick-ups will start next week. Kirk has reviewed the pandemic plan with all of the employees. We will have one way aisles, Entrance and Exit Doors are separate. Masks and gloves are required by employees and masks are required by shoppers. Not having much push back. Plexiglas is installed at one register on the entrance set of doors. The water fountains and coffee machine have been taken away. There are no public bathrooms at this time. The employee lunch and break times have been set for social distancing in the smoking area and break room.

Public Relations Committee – No Committee Meeting held due to COVID-19

Volunteer Advisory Committee – Minde reported the Volunteer Advisory Committee met by conference call on May 12th, 2020. There were a total of 14 volunteers that were all at the construction site. Michele is currently not planning on volunteers at the Restore at this time. Kirk is waiting on further direction from Mesa County.

Department Reports (Tab 5) – Department reports were emailed to Board Members in your May packet for review. Family Selection will hopefully have a family in a month to present to the Board of Directors for approval.

Upcoming Event Schedule- Noted Alice asked if there was any other new business before adjournment. Hearing none, Justin made a motion to adjourn the meeting and Isaiah seconded the motion. The May 14th, 2020 Board of Directors meeting adjourned at 8:22 a.m.