

Habitat for Humanity of Mesa County
Board of Directors
June 11th 2020 Minutes

Location: Restore Conference Room

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

Board Members Absent: None

Guests: Jason Hensel

The following members of management staff were present: Janet Brink

Alice called the Board of Directors meeting to order at 7:31 a.m. and welcomed Jason Hensel as a guest as a potential Board member candidate. Alice offered the opening prayer.

Board Minutes (Tab 1) – Alice asked for the Board of Directors to take a few minutes to review the May 14th, 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” May 14th, 2020 Board meeting minutes.

May 2020 Benchmarks & Financials (Tab 2) – Erin reported on the May benchmarks noting that the Restore was back open starting May 1 and revenue was good but the benchmark wasn’t met but still managed to cover expense. The checking account balance is up due to the PPP loan and the City of GJ grant which might need to be returned due to non-usage. We still have another month for quarterly contributions. The Restore Ratio is up due to 7 weeks of being closed and building expenses still being paid. Payroll expenses are in line and we had no homeowner transfers. Erin noted that the income statement shows Habitat receiving the 2nd half of the Women’s Build payment. The Balance Sheet reflects an overall good cash position. Account 1270 reflects 3042 Arna building costs. The PPE & City of GJ Grant are showing as a liability until we know if any funds will need to be paid back (if any). Justin reported on the changes “at this time” on the PPP loan. It is now a 60/40 payroll vs expense and instead of 8 weeks they have taken it to 24 weeks. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Alice asked for a motion to “accept” the May 2020 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Justin. The Board of Directors “accepted” the May 2020 Benchmarks and Financials as presented.

Budget 2020-2021 Presentation (Tab 3) Erin stated the budget committee met and changed the program income costs (account 4201) because we are moving to 3 homes instead of 4 homes due to COVID-19. Adjusting account 4204 due to adjusted store sales history over the last year, COVID-19 closure and taking into account there is no rental income. Barb is going to continue to purchase paint supplies (4202-30) but discontinuing mattress sales. Dropped payroll, taxes, etc. as well. Erin asked for any comments and/or questions prior to voting at the July meeting.

May 2020 Delinquencies – None

Review Phase III Budget/Payout Requests (Tab 4) – Scott presented the Payout Request # 3 from Sorter for \$132,958.20. Discussion ensued and the Board of Directors accepted the Construction Committee’s review and approval of the invoice. Justin asked if we are doing a lien waiver. Scott will follow up.

Previous Business

Williams, Turner and Holmes Letter – Isaiah updated the Board about the irrigation clean out. Isaiah recommended that the HOA should take on the clean out of the irrigation. He will draft an agreement between the HOA and the owner stating we will control the maintenance and responsibility of the clean out. Janet will check with the Lewis family concerning how they would prefer the fence line to be laid out around the clean out.

COMMITTEE REPORTS

Executive Committee –Alice stated the committee met on June 3rd, 2020 at the CLT conference room and discussed the following:

1. Employees are getting back in the groove of working, PP equipment and social distancing. They are also getting to know the new employees and items are arriving on the sales floor faster.
2. Reviewed the new Board member application (Jason Hensel).
3. Have had a few group builds and keeping them under 10 persons per build or spacing out more projects.
4. Total Property Management attended the Construction meeting and working is on policies and CCR updates.
5. Had notification from Jane Hilt that our applications for exemption of Condo A & B are under review.
6. Water break at the Coleman house has been resolved. It was a failure of the “shark” bite
7. Need to recruit more Board members.
8. Had a homeowner that did not satisfy the bankruptcy from 2016 and Janet was contacted by the trustee and explained the ESA was a true recorded document. Isaiah was going to contact trustee. The Board does not want to buy the house back.

Construction Committee – Scott reported the committee met on June 2nd, 2020. The Evans dedication at 3042 Arna has been pushed back to July 10th. Janet hired Tom Swenson as the new HFHMC General Contractor. We retained the GC in order to pull permits on behalf of Habitat. Tom will work about 10 hours per week to oversee the construction site. Donna Reynolds with Top Property Management is doing a good job in taking over the Hoffman HOA and monitoring activities. Donna is working to make issues clearer for Homeowners to understand. The construction volunteers are down a little bit and Kostas has moved the start of the day to 7:00 am to get a jump on the heat. Phase III has the curb, gutters and sidewalks in. There is a pile of dirt at the Arna home that needs to be hauled off to be in compliance with Mesa County on the site. Scott will talk to Sorter and get a bid to haul it off. The committee talked about the plans for the shed on the property and to get it down. (Map –Tab 4)

Family Selection Committee – Justin reported that the committee met on June 2nd, 2020 and discussed two families. The “KR” family is a single mother with 3 children (ages 14, 9 & 4). She has steady work in the healthcare profession. The DTI ratio is good. Kirk and Janet did a site visit even though the family moved from application time till site visit time. Overcrowding and temporary housing verifies the need. A motion was made to approve the “KR” family by Minde and seconded by Erin. The Board of Directors approved the “KR” family. Janet will let Kirk know of the decision. Justin discussed the “AK” family which is a single mother with 1 child. The DTI ratio did not line up due some debt that needs to be cleaned up. Kirk will hold the application until the “AK” family can address the issue and the committee will revisit in a month.

Family Support Committee – Minde reported that Kirk sent out the homeowner reports and that all of them met their hours. The Evans family will dedicate in July. The Danner family was site assigned to 3039 Arna Drive.

ReStore Advisory Committee – Alice reported the committee met on June 3rd, 2020. The Restore was closed for the month of April and reopened on May 1st. The Restore had great numbers in May and the employees are glad to be back. They miss the volunteers and recognize the importance of having volunteers at Habitat. We are still closed on Mondays and will be utilizing the 2nd cash register on Friday’s and Saturday’s.

Public Relations Committee – No Committee Meeting held due to COVID-19. Jill noted that Marie is concentrating on the FEMA masks giveaway to qualifying non-profits June 24 to June 26, 2020 in front of the affiliate.

Volunteer Advisory Committee – Minde reported the Volunteer Advisory Committee met by conference call on June 4th, 2020. Some volunteers are returning with social distancing in their areas and are wearing masks. Workforce Center and RSVP are allowing their volunteers to return to Habitat. The committee discussed the discounts that volunteers receive and the mandatory monthly service was waved due to COVID-19 and being closed to volunteers from mid-March until the end of May.

Department Reports (Tab 7) – Janet stated that most topics were covered during the meeting but feel free to take the May reports with you.

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 Minde seconded the motion. The June 11th, 2020 Board of Directors meeting adjourned at 8:50 a.m.