

Habitat for Humanity of Mesa County
Board of Directors
July 9th, 2020 Minutes

Location: Restore Conference Room

Board Members Present: Micah Adams, Erin Doebele, Minde Harper, Jason Hensel, Lisa Martin, Justin Menge, Isaiah Quigley, Jill Ruckman

Board Members Absent: None

Guests: Troy Reynolds, FCI; Donna Reynolds, Total Property Management

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:30 a.m. and welcomed Troy Reynolds as a guest as a potential Board member candidate and introduced Donna Reynolds with Total Property Management. Lisa offered the opening reflection.

Board Minutes (Tab 1) - Lisa asked for the Board of Directors to take a few minutes to review the June 11th, 2020 Board meeting minutes. Lisa asked if there were any additions or corrections and having heard none, a motion was made by Justin to approve the minutes and Erin seconded the motion. The Board of Directors “approved” June 11th, 2020 Board meeting minutes.

Annual Board Minutes (Tab 2) - Lisa asked for the Board of Directors to take a few minutes to review the June 11th, 2020 Annual Board meeting minutes. Lisa asked if there were any additions or corrections and having heard none, a motion was made by Justin to approve the minutes and Isaiah seconded the motion. The Board of Directors “approved” June 11th, 2020 Annual Board meeting minutes.

June 2020 Benchmarks & Financials (Tab 3) – Erin reported on the June benchmarks noting that the ReStore Revenue did not cover expenses this month. There were some annual adjustments and extra vehicle expenses. The Restore Sales didn’t hit benchmark, but good considering COVID effects. Expenses vs Income difference was due to the ReStore being closed for seven weeks and is catching up. Justin reported that we weren’t in the forgiveness state yet on the PPP Loan. Discussion was held about how/where it will be shown on the Balance Sheet. Erin reviewed the Balance Sheet and noted the cash position was good. She reviewed account 1270, 1500 and 1602. Erin stated the Waldeck Funds for that quarter had been received and noted on the Income Statement. She addressed account 4212 which included loans that sold to CHFA and account 5750 of the vehicle costs of the big truck needing DOT maintenance and had an oil leak with replacement of injectors. Erin asked if there were any questions on the Balance Sheet, Statement of Activities, and/or Income Statement reports and hearing none, Lisa requested a motion to “accept” the June 2020 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Justin. The Board of Directors “accepted” the June 2020 Benchmarks and Financials as presented.

Budget 2020-2021 Presentation (Tab 4) Erin reviewed the final 2020-2021 budget (previously emailed) showing the updated payroll changes and adjusted tax accounts. Justin made a motion to adopt the 2020-2021 budget as presented and Erin seconded the motion. The Board of Directors “approved” the 2020-2021 Budget.

June 2020 Delinquencies – None

Review Phase III Budget/Payout Requests (Tab 4) – Micah presented the Payout Request # 4 from Sorter for \$81,688.79 which included the hauling off of dirt. Sorter quoted 20 loads and we halted the process after 55 loads. The construction committee will explore what to do with the remaining dirt and get in compliance with Mesa County. 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. Janet will ask Scott to follow up with Sorter on the waiver.

Previous Business

Williams, Turner and Holmes Letter – Isaiah updated the Board about the irrigation clean out. Isaiah wants to prepare a resolution of having the Hoffman Country HOA be responsible for the irrigation cleanout. Fence issue needs to be addressed on the Lewis property. Janet will contact the Lewis’.

COMMITTEE REPORTS

Executive Committee –Lisa stated the committee met on July 1st, 2020 and discussed the following:

1. There was one employee who resigned because she didn’t want to wear a mask.
2. Board Recruitment – Still need one more to be in compliance
3. Full Build Schedule for August
4. Condo A & B – Tax exemption under review at the state level
5. Camelot letter HOA requesting ½ payment of retention pond clean out. Habitat is still the registered agent for Camelot II HOA. Janet will work to remove HFHMC as the registered agent. Isaiah reported that being a registered agent does not cause any liability on our end.
6. Health Insurance no longer going to offer the current plan the employees are on and Janet will be seeking new options.

Construction Committee – Micah reported the committee met on July 7th, 2020. There are plumbing & appliances this week with the dedication at 3042 Arna on July 24th. The Marez family home (3047 Arna) has been permitted and looking to start dirt work and the pushout for the foundation this week. The Danner family was site assigned to 3039 Arna. Phase III is coming along well. Sorter is on hold and waiting on Excel. The homeowner at 379 Wedgewood is taking one of her white pickets to match the stain. The homeowner at 3044 Arna put concrete close to the fence at 379 Wedgewood and deviated from the approved plan that the committee approved. However both homeowners are in agreement that it is okay. **(Map – Tab 6)**

Family Selection Committee – Justin reported that there wasn’t a June 2020 meeting.

Family Support Committee – Minde reported that Kirk sent out the homeowner sweat equity reports and that all of them met their hours. There was good participation on group builds from the families. The Evans family will dedicate July 24, 2020 at 6:00 pm with COVID-19 restrictions in place. Kirk has started scheduling education classes for the current homeowners. Kirk is also working with a couple of families that are applying for the program. Janet may need to close the application process late summer to early fall. We don’t want families to be in the program too long.

ReStore Advisory Committee – Lisa reported the committee met on July 1st, 2020. The Restore numbers in June were down a little bit but still great at this time due to COVID-19. The committee is running sales events on overstocked items. Donations (material & dollars) are doing well. Total transaction numbers are down. The ReStore still remains closed on Monday’s but people are still dropping off items. At this time Barb is still planning on the Anniversary Sale in October. There was an issue of a break-in and items organized to take them out the side. When the burglar opened the east door the alarm went off and they took off. Police came but with no camera surveillance they wouldn’t dust for prints. The front doors are not alarmed and we believe it was left unlocked. We will be doing some extra security and looking at a camera system along with locking the side door when the front doors are unlocked.

Public Relations Committee – Jill reported the committee met on July 7th, 2020. She reported the Beacon was giving us a free ad to make up for the poor print quality of our last ad. The GJ Chamber ad is still running in the Daily Sentinel for free. Marie will not be running an anniversary sale ad due to social distancing and mask requirement. We are not sure if there will be an anniversary sale due to limitations on the number of people you can have in the ReStore. The plan is to have July 20th as a distribution day for the FEMA masks in Delta. Kirk and Marie are handling this event. Marie is working with Barb and Michele to develop a consistent template for our ads for the Restore and Volunteers. World Habitat Day is Monday, October 5th and there will be the artist reception of the created doors and windows. Jill suggested the Board of Directors create a door this year. Janet will get with Kirk to organize a creative day for the Board. Janet stated the Legislative Build is still a go with a target date the last week of September.

Volunteer Advisory Committee – Minde reported the Volunteer Advisory Committee met by conference call on July 1st, 2020. Michele is operating with limited volunteers and the hours are good even with the number of volunteers are down. Kostas still needs construction volunteers. The committee decided it is up to the volunteer if they want to come back. Michele won't pick and choose who will be allowed back and therefore alleviate the perception of unfairness.

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

Upcoming Event Schedule- Noted Lisa noted that the Annual Audit will take place August 4-6, 2020. Lisa asked if there was any other new business before adjournment. Janet stated that during the power outage this week, the backup server batteries were damaged and the cost is \$500.00 to replace. The administration computer also took a hit and Kirk and Janet are working with Provelocity to see if a restoration is possible. Erin made a motion to adjourn the meeting and Minde seconded the motion. The July 9th, 2020 Board of Directors meeting adjourned at 8:46 a.m.