

Habitat for Humanity of Mesa County
Board of Directors
October 8th, 2020 Minutes

Location: Restore Conference Room

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

Board Members Absent: Troy Reynolds

Guests: None

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:33 a.m. and offered the Morning Prayer.

Lisa recognized the birthdays of Jason, Justin and Minde.

Board Minutes (Tab 1) - Lisa asked for the Board of Directors to take a few minutes to review the September 10th, 2020 Board meeting minutes. Lisa asked if there were any additions or corrections. Minde stated that Family Support Committee report (Page 3) was done by Janet. Justin made a motion to approve the minutes as corrected and Erin seconded the motion. The Board of Directors “approved” September 10th, 2020 Board meeting minutes.

September 2020 Benchmarks & Financials (Tab 2) – Erin reported on the September benchmarks noting that the ReStore Revenue did not meet the benchmark or cover expenses this month. Erin also noted the audit fee expense and SOSI fee expense were recorded and accounted for the additional \$15,000 in expenses. The trend of sales has been down. The checking account is down but no concerns about cash flow. Erin discussed the Balance Sheet, noting the checking account balance is good overall. The Statement of Activity was reviewed with notations of contributions from WCCF, Guild Mortgage and Alpine Bank. Erin noted the Income Statement with an increase in building maintenance with doors and lighting. 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 September 2020 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Minde. The Board of Directors “accepted” the September 2020 Benchmarks and Financials as presented.

September 2020 Delinquencies (Tab 3) – Janet reported there was one homeowner of the list but has since taken care of the past due payment. This homeowner will not return Janet’s message. There is assistance from Housing Resources if the homeowner would call and meet with Janet for the details.

Affiliated Organization Covenant & Quality Assurance Checklist (Tab 4) – This is the annual report that is reviewed by the Board of Directors and approved before Jill (Secretary) can sign off on it for HFHI. All of the Board Members reviewed the covenant. Justin made a motion for approval and signature of acceptance and Erin seconded the motion. The Board of Directors approved the U.S. Affiliated Organization and Habitat International Covenant and Quality Assurance Checklist.

Previous Business

PPP Loan Discussion – Justin stated Alpine is now accepting applications. The Board of Directors discussed the pros and cons about filing now, waiting to file or wait to see if there will be forgiveness on anything under \$150,000.00. We are still within our window to file. The Board of Directors decided to table the issue and wait until later and revisit when new information becomes available.

Williams, Turner and Holmes Letter – Isaiah updated the Board of Directors that there hasn't been a response regarding the proposal that was submitted on September 14, 2020 to Kirsten Kurath of Williams, Turner & Holmes.

3049 / 3047 Arna Drive – Property Line Dispute (Tab 6) – Ms. Coleman has declined to sign the encroachment agreement document. If the agreement changes and does not require property insurance on the part of Ms. Coleman she would consider signing it. Per Isaiah the removal of concrete would be the preferred method of resolution.

COMMITTEE REPORTS

Executive Committee – Lisa stated the committee met on September 30th, 2020 and discussed the following:

1. Erin is waiting on Dave Patterson to complete the 990. Janet will get with Alice (past president) to sign it when it is ready.
2. The Condo Rental Agreement with Lois Dunn has expired. Ms. Dunn recommended using a more prominent commercial agent. Janet will be looking at using Mike Foster.
3. Community Hospital will be doing flu shots next Thursday (October 15th) starting at 8:00 a.m. It is open to all employees and board members. Just let Janet know if you would like to sign up for a flu shot.
4. The door project went really well. There was a great turn out for the Artist Reception. Thank you to Alpine Bank for sponsoring World Habitat Day and the Artist Reception.

Construction Committee – Micah reported the committee met on October 6th, 2020. The Marez house has plumbing done with HVAC scheduled. The Danner home site plans are submitted and waiting on planning clearance. The Rohde family is back in compliance and hoping for a November site assignment. Phase 3 has no pay request this month. There is still landscaping left to do but the landscapers are waiting on Xcel to finish first. Tom reviewed with the committee “Best Practices” to use and developing a list of preferred contractor for bids over \$5,000. Discussion about needing signatures on changes to CCR's and a common element area was discussed by the Construction Committee as well as the Board of Directors at today's meeting. (**Map –Tab 7**)

Janet stated that Habitat for Humanity of Mesa County needs to secure a Letter of Credit from Alpine Bank for the warranty period for the City of Grand Junction once Phase III of Hoffman Country Estates is complete. Justin discussed the options of securing it with a CD is the best way to obtain the Letter of Credit from Alpine Bank. HFHMC is in a healthy cash position to do this. Erin made a motion to secure the Letter of Credit from Alpine Bank and Isaiah seconded the motion. The Board of Directors approved the motion.

Family Selection Committee – Justin reported the committee did not meet in October. Applications have been put on hold until November 1st, 2020.

Family Support Committee – Minde reported the committee met by a conference call on October 5th, 2020. The Marez, family seems more involved in the construction of their home. The KR family is back in compliance. All families are moving along.

ReStore Advisory Committee – Lisa reported the committee met on September 30th, 2020. The Restore sales did not meet the benchmark but the revenue and cash donations (at the registers) are up from October 2019. Lisa stated the Customer Appreciation Sale is this Saturday, October 10th. Barb is honoring the discount today and tomorrow for pre-shopping by the board members. The sale is 50% off everything except light bulbs and purchased paint supplies. We had a broken glass door (interior) from last week. You can tell the frame was hit by an object. Janet and Barb will not have any merchandise in the front parking spaces any longer and won't have big things taken out the front. The fence by the dumpster will be done the first week of December. That is the soonest Taylor fence could get to us. Janet wrote a grant to the City of Grand Junction for security cameras and we made it to the December budget meeting and will be on hold until we get the go ahead approval.

Public Relations Committee – Janet reported the committee did not meet in October due to World Habitat Day being October 5th. The artist reception had a great turn out. Marie has resigned and we have a new hire (Christina Martin) that we are excited to join Habitat for Humanity of Mesa County. She is the daughter of Lisa Martin. The report is behind Tab 6.

Volunteer Advisory Committee – Minde reported that the Volunteer Advisory Committee met on October 1st, 2020. Minde stated that when Michele left she indicated that she spent about 20 hours per week. The committee doesn't feel we need to replace her at this time. Kirk presented a flow chart to the committee which divided the duties. Barb (ReStore Manager) is taking an expanded role in Volunteer coordination.

Department Reports (Tab 8) – Janet stated that most topics were covered during the meeting but feel free to take the August reports with you.

Upcoming Event Schedule- Noted Lisa asked if there was any other new business before adjournment. Janet asked Isaiah if there was an update on the bankruptcy of the home in Hoffman. Janet will forward the case number to Isaiah today.

After hearing no further business, Lisa asked for a motion for adjournment. Erin made a motion to adjourn the meeting and Justin seconded the motion. The October 8th, 2020 Board of Directors meeting adjourned at 8:30 a.m.