**Habitat for Humanity of Mesa County**

**Board of Directors**

**December 10th, 2020 Minutes**

**Location:** Zoom Conference Call

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

Quigley, Jill Ruckman

**Board Members Absent**: None

**Guests:** Hollie Vanroosendaal

The following members of management staff were present: Janet Brink

Lisa called the Board of Directors meeting to order at 7:31 a.m. and Justin offered the opening reflection.

**Board Minutes (Tab 1) -** Lisa asked for the Board of Directors to take a few minutes to review the November 12th, 2020

Board meeting minutes. Lisa asked if there were any additions or corrections and hearing none: Justin made a motion to approve the minutes and Minde seconded the motion. The Board of Directors “approved” November 12th, 2020 Board meeting minutes.

**November 2020 Benchmarks & Financials (Tab 2) –** Erin reported on the November benchmarks noting that the ReStore Revenue did not cover all of the expenses this month and sales were down due to tighter COVID phases changing and new restrictions again. The operating account is sitting just under the benchmark. Total contributions were low in November but will meet the three month average in December. Payroll is up and related to benefits when we changed Healthcare companies to BC/BS Anthem and more employees took advantage of it. The PPP loan balance is still reflecting on the Balance Sheet. Erin discussed the Balance Sheet and Income Statement, noting Fees (5331) to HFHC annual fee and Truck Expenses (5750) with truck repairs and registrations. The Statement of Activity was reviewed with YTD comparisons. 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 November 2020 Benchmarks and Financials as presented. A motion was made by Isaiah and seconded by Justin. The Board of Directors “accepted” the November 2020 Benchmarks and Financials as presented.

**New Business**

**November 2020 Delinquencies – None** Janet is working with two homeowners to get some help from HFHC program. Both of the families were approved for “principal” payments for December and January but will need to pay their own escrow payments.

**Diamond Escrow Letter (Tab 3) –** Janet reported that Diamond Escrow decided to move their office to a private home office. There will not be the capability of dropping off payments any longer. Amy with Diamo nd Escrow mailed letters to each homeowner who will need to mail or wire transfer. The report behind Tab 3 lists how our homeowners are currently making their payments. Janet will research what the liability would be if HFHMC were to be a drop off locati on for payments.

**Hollie Vanroosendaal – Board of Directors Candidate Bio (Tab 4) –** Hollie introduced herself and spoke about her experience. She currently works for Hilltop at the workforce center with a lot of Human Service programs. With no more questions, Hollie signed off the call for a few minutes. Discussion was held about voting Hollie to serve on the HFHMC Board as a new member. The BOD voted unanimously to add Hollie to the HFHMC Board of Directors.

**Previous Business**

**PPP Loan Discussion –** Justin and Janet completed the forgiveness loan application on line and submitted it to Alpine Bank. Justin stated we should hear within a week that they received our application.

**Williams, Turner and Holmes Letter –** Isaiah stated a cleanout will be a common element and HFHMC will maintain it.

Bruce is working with Isaiah on the language for the amendment to the CCR’s.

**3049 / 3047 Arna Drive – Property Line Dispute** – Isaiah has sent the final encroachment agreement to Veronica and Janet will follow up.

**Calderon Bankruptcy Update** – Isaiah stated that the case has been closed and the foreclosure will not go forward. She is paying her mortgage on time.

**COMMITTEE REPORTS**

**Executive Committee –** Lisa stated the committee met on December 2nd, 2020 and discussed the following:

1. Discussed the homeowner who didn’t meet sweat equity hours due to surgery. Will not be sent a letter.

2. Kostas submitted his letter of resignation. He has agreed to stay on until the completion of 3047 Arna. Janet and

Kirk have interviewed a potential candidate.

3. Have received several grants: City of GJ ($5,000 for security system); Bray Cares Foundation ($2,500); and CDOH ($15,500 for Marez home)

4. Janet is working on new server & computers with Provelocity.

5. Break in at 3047 Arna. Janet is working with Partners on restitution.

6. Gary Williams no longer selling his home.

**Construction Committee –** Micah reported the committee met on December 1st, 2020. The Marez house completion is behind. Kostas is still waiting on drywall to be done. There was a COVID outbreak at the drywall company. We are aiming for a January closing and dedication. There are currently no other houses under construction. The committee is working on

2 building permits to be submitted. Phase III is complete. Deep Creek Landscaping will be back in the spring to make sure the system is running. (**Map –Tab 5)**

**Family Selection Committee –** Justin reported the committee did not meet in December, 2020.

**Family Support Committee –** Minde reported the committee met on December 7th, 2020. All of the families completed the required monthly sweat equity hours except the KR family. This family will not receive a second letter of non-compliance due to medical reasons, however will be site assigned when back in compliance. The Kaiser family is only 42 hours from site assigning. The other two new families are settling in nicely and completed their minimum pro-rated sweat equity hours.

**ReStore Advisory Committee** – Lisa reported the committee met on December 2nd, 2020. The ReStore Revenue is down but cash donations are up. YTD transactions are down by 2,000 but that was due to the seven week closure period during COVID. Barb had Black Friday and Veterans Day sales. Barb is also discounting items that haven on the floor for a while by 20%. The new cashier was terminated due to company policy violations (prior warnings issued). The ReStore is now closing at 5:00 pm due to the darkness. Kirk is working on getting the 5 Star County rating. We will be selling one of the forklifts. The smaller truck had lift gate repairs. The window was replaced but the company put in the wrong col or and will get the new one on order and replace at no charge to HFHMC. We are still on the wait list from Taylor fence to install fencing around the dumpster. We are searching for a company to fix the lighting on the sign on North Avenue.

**Public Relations Committee –** Jill reported that the committee met on December 1st, 2020. Christina is working on personal Thank You's for all of business’s that helped with our build season. We are switching the yearly advertising from the Business Times to the Beacon. Colorado Gives Day was a success with us exceeding our $5,000 goal by 43%. People are still pledging on the Colorado Gives web-site.

**Volunteer Advisory Committee –** Minde reported that the Volunteer Advisory Committee met on December 2nd, 2020. Minde stated the number of volunteers/hours is down due to COVID. Kirk has requested a few volunteers not to come in and volunteer at this time for their safety. Volunteers are being encouraged to volunteer at the construction site instead of the Restore at this time.

**Department Reports (Tab 6) –** Janet stated that most topics were covered during the meeting but feel free to take the

November reports with you.

**Upcoming Event Schedule- Noted** Lisa asked if there was any other new business before adjournment. Janet stated that she has followed up with four homeowners and reviewed their walk-thru items that were not completed by Kostas. Janet is working on a schedule to complete these items and make sure there is resolution. Janet also mentioned the issue of the homeless sleeping on the sidewalks and blocking entrance to the affiliate office. Hearing nothing else, Erin made a motion to adjourn the meeting and Justin seconded the motion. The December 10th, 2020 Board of Directors meeting adjourned at 8:33 a.m.