



board manual



**Pikes Peak
Habitat
for Humanity®**

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mission

Seeking to put God's love in to action, Pikes Peak Habitat for Humanity brings people together to build homes, communities and hope.

vision

A world where everyone has a decent place to live.



mission principles

core values

Integrity: Demonstrate the highest standards of moral and ethical conduct; be credible, trustworthy and accountable.

Respect: Demonstrate respect for the dignity of others; promote an inclusive culture; and be sensitive to the backgrounds, perspectives and feelings of others.

Teamwork: A willingness and demonstrated skill in working collaboratively to accomplish goals and objectives while building and maintaining constructive partnerships that serve the mission.

Continuous Improvement: Demonstrate the ability to maintain a positive attitude and effectiveness in a changing environment, constantly seeking to improve products, processes, and services to accomplish the mission. Encourage innovation, demonstrate commitment to excellence and effective stewardship.

DEMONSTRATE THE LOVE OF JESUS CHRIST

We undertake our work to demonstrate the love and teachings of Jesus, acting in all ways in accord with the belief that God's love and grace abound for all, and that we must be "hands and feet" of that love and grace in our world. We believe that, through faith, the miniscule can be multiplied to accomplish the magnificent, and that, in faith, respectful relationships can grow among all people.

FOCUS ON SHELTER

We have chosen, as our means of manifesting God's love, to create opportunities for all people to live in decent, durable shelter. We put faith into action by helping to build, renovate or preserve homes, and by partnering with others to accelerate and broaden access to affordable housing as a foundation for breaking the cycle of poverty.

ADVOCATE FOR AFFORDABLE HOUSING

In response to the prophet Micah's call to do justice, to love mercy and to walk humbly with God, we promote decent, affordable housing for all, and we support the global community's commitment to housing as a basic human right. We will advocate for just and fair housing policy to eliminate the constraints that contribute to poverty housing. And, in all of our work, we will seek to put shelter on hearts and minds in such powerful ways that poverty housing becomes socially, politically and religiously unacceptable.

PROMOTE DIGNITY AND HOPE

We believe that no one lives in dignity until everyone can live in dignity. We believe that every person has something to contribute and something to gain from creating communities in which all people have decent, affordable places to live. We believe that dignity and hope are best achieved through equitable, accountable partnerships.

SUPPORT SUSTAINABLE & TRANSFORMATIONAL DEVELOPMENT

We view our work as successful when it transforms lives and promotes positive and lasting social, economic and spiritual change within a community; when it is based on mutual trust and fully shared accomplishment; and when it demonstrates responsible stewardship of all resources entrusted to us.

NON-PROSYLETIZING POLICY

Habitat for Humanity International and its affiliated organizations will not proselytize. Nor will HFH work with entities or individuals who insist on proselytizing as part of their work with HFH. This means that HFH will not offer assistance on the expressed or implied condition that people must adhere to or convert to a particular faith or listen and respond to messaging designed to induce conversion to a particular faith.

about pikes peak habitat for humanity

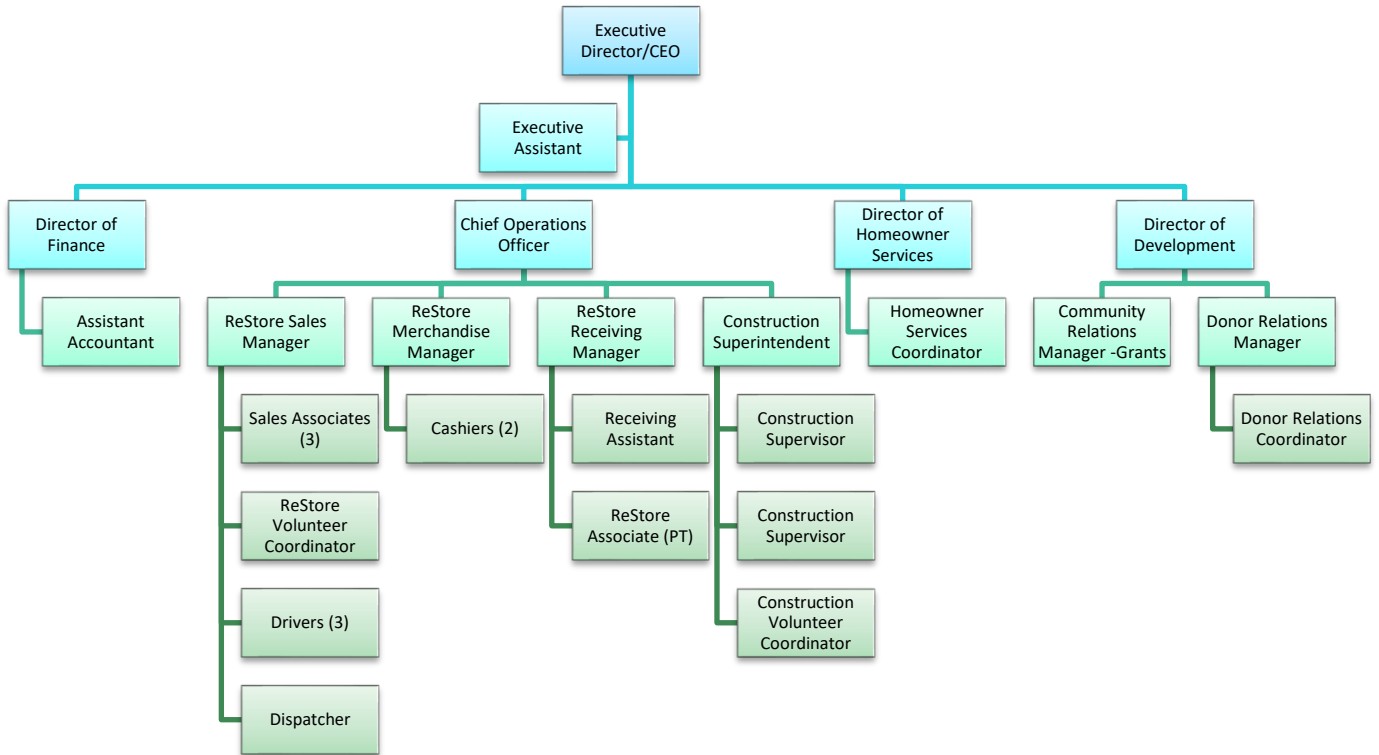
Pikes Peak Habitat for Humanity (PPHFH) was founded in 1986 as an affiliate of Habitat for Humanity International, a worldwide, non-profit ecumenical Christian housing ministry dedicated to eliminating the barriers to adequate housing. People in this community and all over the world partner with Habitat for Humanity to build or improve a place they can call home. Habitat homeowners help build their own homes alongside volunteers and pay an affordable mortgage. With our help, Habitat homeowners achieve the strength, stability and independence they need to build a better life for themselves and their families.

Pikes Peak Habitat for Humanity homeowners complete an average of 350 hours of 'sweat equity' to help build their home and their neighbors' homes. Habitat homes are sold at no-profit and are financed with affordable mortgages. Homeowners' monthly mortgage payments go into a revolving "Fund for Humanity" that is used to build more affordable homes in El Paso County.

In 2015, PPHFH built its 37th home in Woodmen Vistas neighborhood, completing the organization's largest development to-date. After the completion of Woodmen Vistas, construction activity moved south to the Country Living neighborhood in Fountain, CO. This will be PPHFH's second largest development with a total of 34 homes.

As of August 2017, Pikes Peak Habitat for Humanity has provided decent, affordable homes for 152 families in El Paso County.

PPHFH organizational chart



strategic plan

Goal: Build a Sustainable Organization

Between 2015 – 2018, Pikes Peak Habitat for Humanity will ensure that systems and resources are in place to deliver adequate capital to ensure the long term sustainability of PPHFH programs and services.

Fund the Mission by:

- Strengthening financial health/infrastructure of the organization in order to continue to provide affordable housing in the Community.
- Reviewing existing and establishing new written policies with regards to financial infrastructure.
- Fund the mission by implementing strategies to turn volunteers into donors.
- Cultivate and market PPHFH so that we rise to the top three charities of choice for current, lapsed and potential individual donors.

Grow skills and leadership by:

- Reducing staff turnover and loss of organizational talent and enhancing staff engagement to recruit, retain and develop well-qualified, professional and engaged staff to allow the organization to grow.
- Providing an updated resource for Board members to identify the core responsibilities and expectations of the organization's governance to meet the mission, vision and guiding principles.
- Establishing an orientation to the board and board membership that includes core responsibilities, Bylaw provisions, committee structure, meeting practices and what is expected of all board members.

Operate with excellence by:

- Between 2015-2018, PPHFH will improve our capacity to mobilize financial and human resources and steward them faithfully to strengthen the construction process, selection and support of partner families and enhance the volunteer experience.
- Improve mortgage servicing infrastructure to ensure efficiency for staff, accuracy of records, consistency of servicing procedures, and compliance with regulations.
- Define, create and implement a yearly review of all procedures and IT equipment needed for the security of all confidential information/data and address any need for changes in the procedures and the IT equipment.

Goal: Build Community Impact

By 2018, PPHFH will directly serve more than 8 families annually through existing and expanded services.

Grow Community Impact by:

- Serve families by constructing or rehabilitating sustainable, energy- and water-efficient homes; providing access to affordable new and used building materials for home

maintenance projects; and provide quality effective partner family support services.

- Create a robust evaluation and outcome tracking strategy that assesses the effectiveness and quality of PPHFH's programming, while also tracking the impact of our program on the lives of our partner families and the broader community.
- Improve the consistency of the outreach to our service area, pre- and post-purchase support for partner families, and improve overall success in their transition to homeownership.
- Grow capacity to serve the most vulnerable, the disaster-affected and the urbanizing world.

Goal: Build Sector Impact

Between 2015-2018, PPHFH will work to increase and leverage its partnerships and broaden its approach to increasing access to affordable housing in our community and state.

Grow Sector impact by:

- Create an inventory of affordable land that may be developed to meet the housing needs of partner families.
- Leverage shelter as a catalyst for community transformation.
- Provide the Community an opportunity to purchase affordable home improvement supplies.
- Make a positive environmental impact by diverting useful items from the landfill and expanding the recycling program.

Goal: Build Societal Impact

During the 2015-2018 period, PPHFH will increase our advocacy of the need for affordable housing.

Grow Societal Impact by:

- Increasing community awareness of the need for affordable permanent housing through various media and legislative opportunities to help the public understand the need and potential for community change.

habitat for humanity international 2020 strategic plan



GLOBAL GOALS AND OBJECTIVES FOR 2020



FY 2019 budget summary

Pikes Peak Habitat for Humanity
P&L - 2019 Budget Summary
 For Fiscal Year Ending June 30, 2019

	Admin	Development	Mortgage Activity	ReStore	Program	Total	
Revenue							
Contributions		434,000.00				434,000.00	
Grants		431,000.00				431,000.00	
ReStore				1,861,710.00		1,861,710.00	
In-Kind					331,696.00	331,696.00	
Sale of Homes			1,420,857.00			1,420,857.00	
Other		10,000.00	28,990.00			38,990.00	
Total Revenue	-	875,000.00	1,449,847.00	1,861,710.00	331,696.00	4,518,253.00	
Expense							
Cost of Homes Sold	1				1,000,000.00	1,000,000.00	
Mortgage Activity	2		600,000.00			600,000.00	
Compensation	3	291,577.23	277,474.00	700,874.01	392,048.76	1,661,974.00	
Professional Development/Conferences/Mileage	5	4,114.66	6,186.84	17,608.30	10,681.20	38,591.00	
Fundraising/Advertising/Printing	6	605.00	56,060.00	82,300.00	4,670.00	143,635.00	
Noncapital Program Costs	7			49,465.00	62,825.00	112,290.00	
Insurance	8	6,995.23	8,903.02	56,952.15	16,433.60	89,284.00	
Loan Interest	9			35,460.00		35,460.00	
Occupancy/Supplies/Postage/ Closing/Admin	10	25,325.22	48,889.82	125,859.00	27,621.96	227,696.00	
Professional Fees/Subscriptions/Memberships	11	2,886.95	3,674.30	14,959.65	4,724.10	26,245.00	
Depreciation (Bldg/Equipment/Vehicle/Software)	12		1,871.00	59,050.00	15,263.00	76,184.00	
Professional Services (Audit/Legal/Payroll)	13	13,130.52	802.48	3,152.60	4,066.40	21,152.00	
Purchased Goods/Consignment	15			122,760.00		122,760.00	
Tithe	14		65,000.00			65,000.00	
Total Expenses		344,634.81	468,861.46	600,000.00	1,268,440.71	1,538,334.02	4,220,271.00
Net Gain/(Loss)		<u>(344,634.81)</u>	<u>406,138.54</u>	<u>849,847.00</u>	<u>593,269.29</u>	<u>(1,206,638.02)</u>	<u>297,982.00</u>

8% 11% 81% 100%
 Admin/TI Ex Dev/TI Ex Program/TI Exp

board responsibilities

It is the responsibility of the PPHFH Board of Directors (“Board”) to set forth the guidelines that the organization shall follow when making decisions regarding finances. The Board requires the Treasurer to oversee Pikes Peak Habitat for Humanity’s (“PPHFH”) finances with the contribution and guidance from the Finance Committee. Day-to-day accounting is handled by a paid Director of Finance and the Executive Director. Annual review and audits are completed by a third party accounting firm which produces audited financial statements to be accepted by the Board. The Finance Committee meets monthly to discuss the financial position of the organization by a detailed review of the Income Statements and Balance Sheets and addresses any issues that arise. The Director of Finance and Executive Director/Treasurer are available to answer questions and/or make decisions in the interim between meetings.

Ultimate responsibility for PPHFH’s financial affairs lies with the Board. This responsibility includes reviewing and comprehending the financial statements of the affiliate, reviewing and adopting an annual budget, and developing and implementing policies that ensure there are adequate internal controls. The Board elects a Treasurer annually for oversight. The Treasurer is the Chairman of the Finance Committee which meets monthly prior to the Board meeting to review the finances and related issues. The standard make-up of the Finance Committee includes attendance by the Executive Director, Director of Finance and appointed members of the committee. Staff of PPHFH and Directors are always welcome.

board-executive director partnership

Activity	Board of Directors	Executive Director	Share
<i>Relationship Building</i>			
1. Build and Sustain organization culture			Share
2. Board team building	Lead	Support	
3. Board meeting management	Lead	Support	
4. Board recruitment & orientation	Lead	Support	
5. Board development & assessment	Lead	Support	
6. Hire, assess, and remove Executive Director	Lead	Support	
7. Hire staff and volunteers			
8. Staff development and assessment	Support	Lead	
9. Staff and volunteer team building	Support	Lead	
10. Staff and volunteer recognition	Support	Lead	
<i>Community Building</i>			
1. Build community partnerships	Support	Lead	Share Share Share
2. Raise organizational visibility			
3. Ensure board representation			
4. Build a culturally competent organization			
<i>Visioning and Planning</i>			
1. Ensure mission-based decisions	Lead	Support	Share
2. Create organizational vision	Support	Lead	
3. Establish organization priorities			
4. Develop operations policies	Support	Lead	
5. Monitor strategic plan's accomplishments	Lead	Support	
6. Develop and assess programs	Support	Lead	
<i>Resource Development</i>			
1. Create fundraising plans			Share
2. Cultivate and ask major donors	Support	Lead	
3. Develop and analyze annual funds	Support	Lead	Share
4. Build funder relationships			
5. Develop annual budgets	Support	Lead	
6. Prepare financial reports	Support	Lead	Share
7. Monitor budgets and finances			
8. Educate Board regarding fundraising roles	Support	Lead	
<i>Change Agent</i>			
1. Develop and manage organization change processes	Support	Lead	
2. Create and manage executive transition process	Lead	Support	
Note: Lead = Overall responsibility and accountability; makes sure the job gets done Share = Agreed-upon leadership responsibilities and accountability for each Support = Provide information, expertise, and assistance to get the job done			

board pledge pyramid

- Each Gift level = \$9,375.
- Two year commitment.



PPHFH Board Commitment Form

I, _____, understand that as a member of the Board of Directors of Pikes Peak Habitat for Humanity, I have the legal and moral responsibility to ensure that the organization does the best work possible in pursuit of its goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as its steward.

As part of my responsibilities as a Board member: I will

- Attend a minimum of 75 percent of Board meetings, including retreats, special meetings, and committee meetings. I will attend at least two PPHFH special events per year and will serve on at least one Board standing committee.
- Consider fundraising to be a key responsibility in support of PPHFH's short- and long-term development goals. I will be responsible for an annual financial contribution that places PPHFH in the top three of my giving commitments and that each Board member must contribute.
- I realize there is no maximum contribution given by me, or solicited from others.
- Assist with creating and implementing a fundraising strategy.
- Participate in the Board development process and ensure the Board is self-perpetuating and efficient through identification of skills needed and recruitment; I will participate in a self-evaluation process regularly.
- Participate in the Executive Director's evaluation process as directed by the Executive Committee. I appreciate, understand, and am committed to the Board-Executive Director partnership and recognize its interdependence.
- Approve budgets recommended by the Finance Committee and review regular financial reports and ensure proper internal controls and that no inappropriate liabilities occur as overseen by the Finance Committee. I will review the audit and management letter recommended by the Finance Committee.
- Interpret PPHFH's work and values to the community and represent the organization in a positive manner. I will work in good faith with staff and other Board members as partners toward achievement of our goals.
- Speak with one voice when a Board decision is made and will maintain confidentiality on Board discussions.
- Act in the best interests of the organization, and excuse myself from discussions and votes where I have a conflict of interest.
- Stay informed about what's going on in the organization. I will participate in and take responsibility for making decisions on issues, policies, and other Board matters.

If I don't fulfill these commitments to the organization, I will expect the Board President to call me and discuss my responsibilities with me.

In turn, PPHFH will be responsible to me in several ways:

- I will be given, without request, regular financial reports and an update of organizational activities that allow me to meet the "prudent person" section of the law.

- Opportunities will be offered to me to discuss with the Executive Director and the Board President the organization’s programs, goals, activities, and status; additionally, I can request such opportunities.
- The organization will help me perform my duties by keeping me informed about issues in the industry and field in which we are working, and by offering me opportunities for professional development as a Board member.
- Board members and the Executive Director will respond in a straightforward fashion to questions I have that I feel are necessary to carry out my fiscal and legal responsibilities to this organization.
- PPHFH will provide Directors and Officers Insurance

If the organization does not fulfill its commitments to me, I can call on the Board President and Executive Director to discuss these responsibilities.

Signed and accepted by:

_____ Date: _____
Member, Board of Directors

Printed Name

_____ Date: _____
President, Board of Directors

Printed name

Approved by the Board of Directors on: 2/5/18

PIKES PEAK HABITAT FOR HUMANITY

CONFLICT OF INTEREST POLICY

BACKGROUND: In fulfilling the duties of the Board of Directors, each individual member of the Board has certain responsibilities. Specifically, each individual Director owes *a duty of care* and *a duty of loyalty*.

1. **A DUTY OF CARE** means that a Director (a) will keep him or herself reasonably informed of the activities of the affiliate and the Board; (b) will participate in making the decisions as a steward of the organization and a member of the Board; and (c) will do these things in good faith and with the care of an ordinarily prudent person.
2. **A DUTY OF LOYALTY** requires that each Director always act in the best interests of Pikes Peak Habitat for Humanity. This duty requires that each Director avoid conflicts of interest and that no Director take advantage of corporate opportunities. This duty also requires that each Director avoid the appearance of a conflict of interest that could undermine the interests of the affiliate and must act in the best interests of the organization.
3. **A DUTY OF OBEDIENCE** requires that the board members be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the organization's central goals.

POLICY: It is the policy of Pikes Peak Habitat for Humanity (PPHFH) to avoid all conflicts between the interests of PPFH and the interests of its Directors and employees. Its Directors and employees shall not engage in any activities or maintain any relationships that are in conflict with the duties and responsibilities of their role as Directors. Conflicts of interest, or potential conflicts of interest, shall include relationships and activities that impair or could impair the independence of judgment, or influence decisions in matters pertaining to PPFH. Further, a conflict of interest exists when the actions of the individual may result in improper personal gain or advantage to the Director or have an adverse effect on the interests of PPFH. Whenever a Director thinks such a conflict exists, he or she must first disclose the conflict before the Board takes any action on the matter. Such disclosure should be in writing and be recorded in the minutes. The Director who has the conflict should not participate in any discussion of the motion regarding the transaction, should abstain from voting on the matter, and should leave the meeting while the discussion is taking place. The Director's absence from the meeting and discussion, and his or her abstention from the vote shall be recorded in the minutes.

The Board of Directors, *April 2, 2018*, adopts this conflict of interest policy. It shall be **presented** to the Board **annually**.

Signed and accepted by:

_____ Date: _____
Member, Board of Directors

Printed Name

articles of incorporation

INCORPORATED

300

NOT FOR PROFIT FILED
COLO. DEPT. OF STATE
655110 527

JAN 27 AIO: 21

ARTICLES OF INCORPORATION

OF

PIKES PEAK HABITAT FOR HUMANITY, INC.

A COLORADO NONPROFIT CORPORATION

ARTICLE 1

The name of the Corporation is PIKES PEAK HABITAT FOR HUMANITY, INC.

ARTICLE 2

PERIOD OF DURATION

The period of duration of the Corporation is perpetual.

ARTICLE 3

PURPOSES AND POWERS

Section 3.01. Purposes. The purposes for which the Corporation is organized are as follows:

To engage in any lawful activity to promote the welfare of low-income persons who have inadequate housing by making low-cost housing available to such persons. In order to accomplish this purpose, the Corporation shall be permitted to do any or all of the following:

a. To implement the gospel of Jesus Christ, by working with economically disadvantaged people without regard to race, creed, color or sex, to help them create a better human habitat in which to live and work;

b. To communicate the gospel of Jesus Christ, by means of the spoken word and by distribution of Bibles and other Christian literature.

c. To build or rehabilitate low-cost housing and sell such housing on a no-profit, no-interest basis.

d. To cooperate with other benevolent and charitable organizations to develop better habitats for economically disadvantaged people.

COMP. CH'D. T.R.

COMPUTER DATE COMPLETED
5/10

1000000000

Section 3.02. Ancillary Purposes. To do everything necessary, proper, advisable, or convenient for the accomplishment of the foregoing purposes, and to do all other things incidental to them or connected with them that are not forbidden by other law, or by these Articles of Incorporation.

Section 3.03. Powers. The Corporation, subject to any specific written limitations or restrictions imposed by the Act or by these Articles of Incorporation, shall have and exercise the following powers:

(a) **Statutory Powers.** To have and exercise all the powers specified in the Colorado Non Profit Corporations Act;

(b) **Guaranties.** To make any guaranty respecting indebtedness, interest, contracts, or other obligations created by any domestic or foreign corporations, associations, partnerships, individuals, or other entities;

(c) **Construction of Powers.** Each of the foregoing clauses of this Section shall be construed as independent powers and the matters expressed in each clause shall not, unless otherwise expressly provided, be limited by reference to, or inference from, the terms of any other clause. The enumeration of specific powers shall not be construed as limiting or restricting in any manner either the meaning of general terms used in any of these clauses, or the scope of the general powers of the Corporation created by them; nor shall the expression of one thing in any of these clauses be deemed to exclude another not expressed, although it be of like nature.

Section 3.04. Carrying Out of purposes and Exercise - of Powers in Any Jurisdiction. The Corporation may carry out its purposes and exercise its powers in any state, territory, district, or possession of the United States, or any foreign country.

Section 3.05. Direction of Purposes and Exercise - of Powers By Directors. The Board of Directors, subject to any specific written limitations or restrictions imposed by the Act or by these Articles of Incorporation, shall direct the carrying out of the purposes and exercise the powers of the Corporation without previous authorization or subsequent approval by the members of the Corporation.

Section 3.06. No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for service rendered and to make payments and distributions in furtherance of the purposes set forth in Article Three hereof.

Section 3.07. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section 3.08. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Section 3.09. No loan shall be made by the corporation to an officer or director.

Section 3.10. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purposes of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 4

PROVISIONS FOR REGULATIONS OF THE INTERNAL AFFAIRS OF THE CORPORATION

Section 4.01 Bylaws. The initial Bylaws shall be adopted by the Board of Directors. The power to alter, amend, or repeal the Bylaws or to adopt new Bylaws shall be

vested in the Board of Directors.

Section 4.02. Transactions in Which Directors Have an Interest. Any contract or other transaction between the Corporation and one or more of its directors, or between the Corporation and any firm of which one or more of its directors are shareholders, members, directors, officers, or employees, or in which they are interested, shall be valid for all purposes, notwithstanding the presence of the director or directors at the meeting of the Board of Directors of the Corporation that acts upon, or in reference to, the contract or transaction, and notwithstanding his or their participation in the action, if the fact of such interest shall be disclosed or known to the Board of Directors and the Board of Directors shall, nevertheless, authorize or ratify the contract or transaction and the contract or transaction is fair and reasonable to the Corporation, the interested director or directors to be counted in determining whether a quorum is present and to be entitled to vote on such authorization or ratification. This section shall not be construed to invalidate any contract or other transaction that would otherwise be valid under the common and statutory law applicable to it.

Section 4.03. Indemnification and Related Matters.

Power to Indemnify. The corporation shall have power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he is or was a director, officer, employee or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses including attorney's fees, judgments, fines and amounts paid in settlement actually and reasonably incurred by him in connection with such action, suit or proceeding.

Section 4.04 Removal of Directors. At a special meeting of the shareholders called expressly for that purpose, Directors may be removed in the manner provided in this section. The entire Board of Directors may be removed, with or without cause, by a vote of the holders of a majority of the memberships then entitled to vote at an election of Directors.

Section 4.05. Amendment of Articles of Incorporation. The Corporation reserves the right to amend the Articles of Incorporation in any manner.

ARTICLE 5

ADDRESS OF INITIAL REGISTERED OFFICE AND
NAME OF INITIAL REGISTERED AGENT

Section 5.01. Registered Office. The address of the initial registered office of the Corporation is 15-C E. Bijou, Colorado Springs, Colorado. *80903*

Section 5.02 Registered Agent. The name of the initial registered agent of the Corporation is Robert Buckner.

ARTICLE 6

DATA RESPECTING DIRECTORS

Section 6.01. Initial Board of Directors. The initial Board of Directors shall consist of seven members, who need not be residents of the State of Colorado or shareholders of the Corporation.

Section 6.02 Names and Addresses. The names and addresses of the persons, a majority of whom are citizens of the United States, who are to serve as Directors until the first annual meeting of shareholders and until their successors shall have been elected and qualified, follow:

David Shelman 516 W. Hancock Colo. Springs, CO 80903	Harry Wolverton 2830 Casden Circle Colo. Springs, CO 80909
Kenneth Conklin 2334 N. Circle Drive Colo. Springs, CO 80909	Anna Foster P.O. Box 26013 Colo. Springs, CO 80936
Robert Buckner 515 N. Tejon, Apt #5 Colo. Springs, CO 80903	Fred O'Connell 1420 Querida Drive Colo. Springs, CO 80909
Robert Honeywell P.O. Box 54 Colo. Springs, CO 80901	

Section 6.03. Increase or Decrease of Directors. The number of Directors may be increased or decreased from time to time by amendment of the Bylaws; but no decrease shall have the effect of reducing such number below three or of shortening the term of any incumbent director. In the absence of a provision in the Bylaws fixing the number of Directors, the number shall be seven.

ARTICLE 7

MEMBERS

Section 7.01. Number. The aggregate number of members that shall belong to the corporation shall be determined by the Board of Directors.

Section 7.02. Qualifications. Qualifications to become a member of the corporation shall be determined by the Board of Directors.

Section 7.03. Meetings. An annual meeting of members will be held as provided in the bylaws. Additional meetings of members may be held when called by the Board of Directors or any officer of the corporation.

Section 7.04. Notice of Meetings. Notice of meetings shall be as provided for in the bylaws.

Section 7.05. Classes of Members. There shall be as many classes of members in the corporation as may be decided by the Board of Directors.

Section 7.06. Voting. Each member shall have one vote at all meetings. Said vote may be exercised in person or by proxy.

ARTICLE 8

DATA RESPECTING INCORPORATOR

The name and address of the incorporator of the Corporation, a natural person and citizen of the United States, is Dale W. Pedersen, 3 South Tejon Street, Suite 315, Colorado Springs, Colorado 80903.

EXECUTED this 24th day of January,
1986.



Dale W. Pedersen

VERIFICATION

STATE OF COLORADO)
)ss.
COUNTY OF EL PASO)

I, the undersigned, a Notary Public duly commissioned to take acknowledgements and administer oaths in the State of Colorado, do hereby certify that on this day, personally appeared before me Dal. W. Pedersen, who, being by me first duly sworn, declared that he is the only incorporator referred to in Article 8 of the foregoing Articles of Incorporation, and that he signed these Articles as such and that the statements contained therein are true.

Witness my hand and seal this 24th day of January, 1986.

My commission expires: January 14, 1990

[Handwritten Signature]

Notary Public
3 S. Tejon Street,
Colorado Springs, CO 80903

bylaws

PIKES PEAK HABITAT FOR HUMANITY, INC.

Adopted 8/1/1994
 Amended 8/1/2004
 Amended 12/4/2006
 Amended 8/1/2011
 Amended 6/6/2016

BYLAWS

ARTICLE I

Purpose

The purpose of Pikes Peak Habitat for Humanity, Inc. shall be to engage in any lawful activity to promote the welfare of low-income persons who have inadequate housing by making low-cost housing available to such persons. In order to accomplish this purpose, Pikes Peak Habitat for Humanity, Inc. shall be permitted to do any or all of the following:

- A. To implement the gospel of Jesus Christ, by working with economically disadvantaged people without regard to or consideration for any individual's gender, sex, pregnancy, race, color, national origin, ancestry, creed, religion, age, physical or mental disability, genetic information, marital status, sexual orientation, transgender status, military status, and any other basis protected by federal, state or local law, to help them create a better human habitat in which to live and work
- B. To witness to the gospel of Jesus Christ through loving acts and the spoken and written word.
- C. To build or rehabilitate low-cost housing and sell or repair such housing on a no-profit basis.
- D. To cooperate with other benevolent and charitable organizations to develop better habitats for economically disadvantaged people.
- E. To engage in fund-raising and social ventures to accomplish the above activities.

ARTICLE II

Terminology

Hereafter in this document, Pikes Peak Habitat for Humanity, Inc. shall be referred to as "the Corporation."

ARTICLE III

Offices

The Corporation shall have and continuously maintain in the State of Colorado, a registered office and registered agent whose office is identical with such registered office as required by

the Colorado Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office in the State of Colorado.

ARTICLE IV

Membership

The Corporation shall have members who shall be eligible to vote at the annual meeting and other open meetings. Members are defined as:

- A. Members of the Board of Directors.
- B. The adult members of Partner Families.
- C. Donors of money or materials.
- D. Volunteers.
- E. Sponsors (one vote per organization)

ARTICLE V

Board of Directors

1. Number, Tenure and Qualifications. The Corporation shall be controlled and administered by a Board of Directors which shall consist of not fewer than twelve (12) nor more than eighteen (18) members. The number of directors may be changed by amendment to these Bylaws, but no decrease in the number of directors shall have the effect of shortening the term of any incumbent director. None of the directors shall be paid staff of the Corporation or of any organization receiving financial support from the Corporation. The qualifications to be a director are:

- A. Have a commitment to the mission and goals of the Corporation;
- B. Be willing to sign the covenant of support for the purposes and objectives of Habitat for Humanity;
- C. Be willing and able to contribute financially to the Corporation;
- D. Be willing to commit the time and effort necessary to achieve the mission and goals of the Corporation;
- E. Be eighteen (18) years of age or older at the time of election.

2. Officers. The Officers of the Board of Directors shall be composed of a president, vice president, secretary, and treasurer, and others that the existing Board approves by a two-thirds vote of assent. Officers shall be elected by the Board of Directors after each annual meeting. The Nominating Committee shall present a slate of nominees. Nominations may also be made from the floor. All nominees must be members of the Board of Directors. Each officer shall hold office for a period of one (1) year, or until such officer's death, resignation, removal, incapacity to serve, or until such officer's successor is elected. No person may be appointed to serve for more than three (3) successive terms in the office of president or in the office of vice-president. No person may be appointed to serve for more than six (6) successive terms in the office of secretary or in the office of treasurer. A director may hold only one Office at a time. The duties of the Officers shall be:

- A. President. The President shall be the Chairman of the Board of Directors of the Corporation and, subject to the control of the Board of Directors, shall supervise and

control the management of the Corporation in accordance with these bylaws. The President may sign, with the Secretary or any other proper officer of the Corporation so authorized by the Board of Directors, any deeds, leases, mortgages, bonds, contracts, or other instruments which lawfully may be executed on behalf of the Corporation, except where the signing and execution thereof expressly shall be delegated by the Board of Directors to some other officer or agent of the Corporation, or where required by law to be otherwise signed and executed. The President shall serve as the chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors. The President shall, in general, perform all duties incident to the office of President and such other duties as may be prescribed from time to time by the Board of Directors.

- B. Vice President. In the absence of the President, or in the event of the death, inability or refusal to act of the President, the Vice President, unless otherwise determined by the Board of Directors, shall perform the duties of the President and, when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice President shall also serve as vice chairperson of the Board of Directors and, in the absence of the President, shall preside at all meetings of the Board. The Vice President shall perform such other duties as may be assigned from time to time by the President or the Board of Directors.
- C. Secretary. The Secretary shall: (a) cause to be prepared minutes of all meetings of the Board of Directors and of the Executive Committee; (b) authenticate records of the Corporation when requested to do so; (c) give all notices required by law and by these bylaws; (d) have general charge of the records and of the corporate seal, if any, and affix the corporate seal to any lawfully executed instrument requiring it; (e) sign such instruments as may require such signature and; (f) in general, perform all duties incident to the office of Secretary and such other duties as may be assigned from time to time by the President or the Board of Directors.
- D. Treasurer. The Treasurer shall be the chief financial officer of the Corporation and, subject to the control of the Board of Directors: (a) have responsibility for all funds and securities belonging to the Corporation and disburse the same; (b) oversee the keeping of full and accurate accounts of the finances of the Corporation; (c) cause such returns, reports, and/or schedules as may be legally required to be prepared and filed in a timely manner; (d) develop and present for approval of the Board of Directors an annual budget for the Corporation; (e) cause a true balance sheet (statement of assets, liabilities and fund balance) of the Corporation as of the close of each fiscal year and true statements of activity (support and revenue, expenses, and changes in fund balance), functional expenses, and cash flows for such fiscal year, all in reasonable detail, to be prepared and submitted to the Board of Directors; and (f) in general, perform all duties incident to the office of Treasurer and such other duties as may be assigned from time to time by the President or the Board of Directors.
3. Term of Office. The Board of Directors shall consist of two classes of approximately equal size. One class, on a rotational basis, shall be elected each year at the Annual Meeting. The term of office shall be from July 1 through June 30 of the second year. Each director shall serve for a term of two (2) years and until his or her successor is elected, or until such director's earlier death, resignation, incapacity to serve, or removal. Unless elected to complete the remaining term of a prior board member under paragraph 8 of this Article the

terms of directors elected during the year shall begin with the ratification of their election at the next Annual Meeting. Notwithstanding the preceding, approximately one half of the Board of Directors first elected under these Bylaws shall be elected for an initial term of one (1) year and until his or her successor is elected, or until such director's earlier death, resignation, incapacity to serve, or removal. A duly elected director shall not be eligible for re-election to the Board of Directors if he or she has served three (3) consecutive two (2) year terms. Upon expiration of a director's term of office, the director shall then be ineligible to again serve as a director for a period of one (1) year commencing at the expiration of the final term.

4. Compensation. Each member of the Board of Directors shall serve without compensation, however, the Board may authorize the Corporation to reimburse a director for expenses actually incurred by the director in the conduct of the affairs of the Corporation.

5. Voting. At all meetings of the Board of Directors each director shall have one (1) vote. The president will not vote on issues unless there is a tie vote among the members present of the Board of Directors.

6. Resignation of Directors. Any member of the Board of Directors may resign at any time, such resignation to be made in writing and delivered to any Officer and to take effect immediately.

7. Removal of Directors. Any member of the Board of Directors may be removed---with or without cause--at a meeting of the Board of Directors called expressly for that purpose, provided that the members present constitute a quorum. Removal shall be accomplished by a two-thirds vote. In addition, a director may be removed by the affirmative vote of two-thirds of the directors then in office for failing to attend three (3) consecutive, regular meetings of the Board of Directors.

8. Vacancies. Any vacancy on the Board may be filled by the affirmative vote of a majority of the remaining directors, from candidates recommended by the nominating committee. Upon the resignation, death or removal of any member of the Board, a new member will be elected by a majority vote of the Board of Directors to complete the remaining term of said Board member.

9. Presumption of Assent. A member of the Board of Directors who is present at a meeting at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his/her dissent shall be entered in the minutes of the meeting or unless he/she shall file a written dissent confirming his dissent to such action with the secretary within five (5) days of the meeting.

10. Meetings of the Board. The Board of Directors shall meet regularly, at such times and places as the Board may determine. All meetings of the Board of Directors shall be open to members of the Corporation. However, only Board members may vote on issues at meetings of the Board of Directors. Also, the Board of Directors may vote to meet in executive session, temporarily closing the meeting to those who are not directors.

11. Notice of Meeting. No notice need be given of any regular meeting of the Board, so long as it is at a place and time as previously established. Notice of a special Board meeting shall be given at least five (5) days prior to such meeting by written notice delivered personally or

sent by fax, email or by mail at the address of each director as reflected in the records of the Corporation.

12. Quorum. A quorum shall be accomplished if a majority of the Board members are in attendance. A quorum shall be necessary for the transaction of business at all meetings of the directors. The directors present at a duly organized meeting may continue to transact business until adjournment, notwithstanding that sufficient directors have withdrawn so that those remaining no longer constitute a quorum.

13. Manner of Acting. The passage of motions of all issues shall be accomplished by a majority of those members in attendance, except as otherwise provided in these Bylaws.

14. Action by Directors Without a Meeting. Except as otherwise provided in these Bylaws any action required or permitted to be taken at a meeting of the Board may be taken without a meeting if a written notice setting forth the action to be taken is transmitted to all directors and signed by a majority of the directors. E-mail may constitute written consent. Such written consent shall be inserted in the minutes of the board as if it were the minutes of a Board meeting.

15. Telephone and Electronic Meetings. Directors may participate in a meeting through use of conference telephone, electronic video screen communication, or other communications equipment so long as all of the following apply:

- A. Each director participating in the meeting can communicate with all of the other directors concurrently;
- B. Each director is provided with the means of participating in all matters before the Board, including the capacity to propose, or to interpose an objection to, a specific action to be taken by the board;
- C. Each director communicating by telephone, electronic video screen, or other communications equipment is positively identified.

A director participating in a meeting in this manner is deemed to be present in person at the meeting.

16. Duties of Directors. Each Director is expected to perform the following duties to the best of their ability:

- A. Regularly attend and participate in meetings of the Board of Directors and in an annual retreat;
- B. Provide support to the staff of the Corporation in the execution of their duties;
- C. Be an emissary of the Corporation in the community;
- D. Regularly participate in the fundraising activities and events of the corporation;
- E. Perform or provide support to tasks as from time to time may be requested by the President of by the Board.

17. Director Conflict of Interest Transactions. A conflict of interest transaction is a transaction with the Corporation in which a director of the Corporation has a direct or indirect interest. For purposes of this section, a director has an indirect interest in a transaction if: (a) another entity in which the director has a material interest or in which the director is a general partner is a party to the transaction or (b) another entity of which the director is a director, officer, or

trustee is party to the transaction. A conflict of interest transaction is not violable or the basis for imposing liability on the director if the transaction was fair at the time it was entered into or is approved in advance as hereinafter provided. A transaction in which a director has a conflict of interest may be approved in advance by a vote of the Board of Directors or a committee of the Board if: (a) the material facts of the transaction and the director's interest are disclosed or known to the Board or committee of the Board and (b) the directors approving the transaction in good faith reasonably believe that the transaction is fair to the Corporation. For purposes of this section, a conflict of interest transaction is approved if it receives the affirmative vote of a majority of the directors on the Board or on the committee, who have no direct or indirect interest in the transaction, but a transaction may not be approved under this section by a single director. If a majority of the directors on the Board who have no direct or indirect interest in the transaction vote to approve the transaction, a quorum is present for the purpose of taking action under this section. The presence of, or a vote cast by, a director with a direct or indirect interest in the transaction does not affect the validity of any action taken under this section if the transaction is otherwise approved as herein above provided.

18. Executive Director of the Corporation. The board of directors shall cause to be hired an Executive Director, who shall be the chief executive officer of the Corporation and, subject to the control of the Board of Directors, have overall responsibility for the routine management of the affairs of the Corporation. The Executive Director shall report to the Board of Directors and work closely with the President of the Board. Duties of the Executive Director shall include: (a) coordinating the activities of the operating committees; (b) representing the Corporation in the community; (c) overseeing the building projects of the Corporation; (d) supervising the administrative functions of the Corporation; and (e) in general, performing such other duties as may be assigned from time to time by the President or the Board of Directors. The Board of Directors may approve compensation and benefits for the Executive Director. The Executive Director may not be elected to serve on the Board of Directors.

19. Professional Staff. The board of directors may authorize and appoint additional professional staff to execute the functions of the Corporation.

ARTICLE VI

Annual Meeting

1. An Annual Meeting will take place during the last quarter of each fiscal year.
2. An election of approximately one-half of the entire Board of Directors for the Corporation will take place at the Annual Meeting.
3. Members of the Corporation shall be notified in writing of the Annual Meeting at least 14 days in advance.
4. Any members may request an absentee ballot from the secretary for election of the new Board of Directors up to the day prior to the Annual Meeting. Any absentee ballot will be included in the count of members in attendance if it is returned prior to the vote for the new Board of Directors.

5. A quorum shall be accomplished by the presence of a majority of the Board of Directors for the corporation.
6. The passage of motions on all other issues, unless otherwise stated in the Bylaws, shall be accomplished by a majority of those members in attendance, assuming a quorum has been accomplished. Email and telephonic provisions shall not apply to voting actions at the annual meeting.
7. A Nominating Committee of at least three (3) persons shall prepare a slate of members to be considered for the new Board of Directors in advance of the Annual Meeting.

ARTICLE VII

Committees of the Board

1. The following STANDING committees shall be established: Executive Committee, Resource Development, Finance, Family Selection & Services, Construction, Faith Relations, Governance, and ReStore.
2. Special committees may be created by the president alone or in coordination with the rest of the Board of Directors.
3. Standing Committees and other special committees shall meet as needed to complete the work of the Corporation. These meetings may be held without a written notification to the membership.
4. The position of chairperson of each standing or special committee may be filled by a member of the Board of Directors of the Corporation.
5. The president or his/her designee shall be an ex-officio member of all standing and special committees.
6. Committees of the Board shall report directly to the Board of Directors and receive direction from the Board.
7. Committee Operations and Records. Each committee shall elect their chairpersons each year within thirty (30) days of the annual meeting with such election subject to approval by the Board. The name of the chairperson and all the names of committee members are forwarded to the Board for information and to foster Board support and knowledge. Members join committees with the approval of the committee chair; if there is no chair, they join with the approval of the President. Committees must have enough members to fulfill their functions. Committee chairpersons, or a representative, are expected to attend the regular meetings of the Board of Directors for the purpose of reporting on the work of their committees, receiving direction and guidance, and seeking approval of actions proposed by their committees requiring Board approval. Committees shall perform the functions described below and such other functions as the Board of Directors may provide. Each committee shall publish minutes of all committee meetings recording the date, time, and attendance at each meeting and the actions and decisions taken. Such minutes shall be maintained by the Corporation.

8. Executive Committee. The executive committee of the Corporation will be comprised of the president, vice president, secretary, and treasurer, who shall be the principal officers of the Corporation, and up to three (3) additional directors appointed by the president, provided that the appointment of additional directors must be approved by a majority of all the directors in office when such action is taken. The president or his designee shall serve as the chairperson of the executive committee and shall preside at all of its meetings. Except to the extent prohibited or limited by resolution of the Board of Directors, the Executive Committee may exercise the authority of the Board of Directors at such times as the Board is not in session and/or when rapid action is deemed essential. The Executive Committee coordinates activities of the Corporation and focuses issues for action by the Board of Directors. In addition, the Executive Committee shall perform the functions described below:

- A. **Human Resources Functions.** In performing this function, the Committee shall oversee the implementation and administration of policies and procedures relating to volunteers and employees of the Corporation.
- B. **Strategic and Long-range Planning Functions.** In performing this function, the Committee shall: (i) coordinate the strategic and long-range planning activities of the Corporation; and, (ii) monitor and evaluate the performance of the Corporation with respect to the achievement of its mission, purposes, and goals.

9. Resource Development. This committee works with the Staff to plan and conduct activities/events to raise funds and solicit contributions and donations for the Corporation. The Committee creates fundraising strategies and works with the Staff on publicizing events.

10. Finance. This committee coordinates the financial activities of the Corporation. It maintains the financial records, handles donor contributions and pledges, and oversees the mortgage origination and servicing processes. The Committee is responsible for a yearly budget and recommends and provides oversight of financial policies, generates financial reports, and works with the Resource Development Committee and ReStore Committee to secure funds. The Treasurer is the chairperson.

11. Family Selection & Services. This committee drafts selection criteria for Board approval, develops application and other forms, holds public meetings to inform applicants about the selection process and qualifications, evaluates applicants, and recommends families to the Board of Directors for approval as prospective homeowners. This committee also provides a communication link between the Corporation and homeowners. It provides help to new homeowners with the process of becoming a homeowner, budgeting, construction choices, media interviews, keeping track of sweat equity hours, and the fundamentals of homeownership.

12. Construction. This committee supports planning and scheduling the actual construction/rehabilitation of homes. It oversees the development of lots and the building of each home and coordinates donations of time and materials.

13. Faith Relations. This committee provides a communication and action link between Habitat and covenant and faith institutions. It fosters and maintains the relationships with existing faith partners and it constantly seeks out new faith relationships and provides help to them with becoming a partner in the mission of Habitat.

14. Governance. This Committee shall manage overall board development. Its responsibilities include determining the priorities for board composition, being responsible for identifying and recruiting prospective directors of the Corporation and presenting a slate of nominees for election as directors at the annual meeting. Committee responsibilities also include organizing

orientation for new board members, organizing ongoing education for the entire board, and oversee board evaluation activities. The Committee shall also present a slate of nominees for election as principal officers of the Corporation.

15. ReStore. This committee coordinates the finances and operations of the Pikes Peak Habitat ReStore in partnership with the Finance Committee. The committee is responsible for developing a yearly budget for inclusion in the organization's overall budget, a strategic plan, ReStore operations policies and procedures and presenting these to the Board of Directors for ratification as required.

ARTICLE VIII

Indemnification

The corporation shall have the power to indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative by reason of the fact that he/she is or was a director, officer, employee or is or was serving at the request of the Corporation as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses including attorney's fees, judgments, fines, and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding.

ARTICLE IX

General Provisions

1. Contracts. Any two authorized members of the Board of Directors, or the Executive Director, may enter into any contract or execute any instrument in the name of and on behalf of the Corporation provided contracts exceeding \$50,000 must be preauthorized by a majority vote of the Board of Directors. The execution of any contract shall not bind the corporation to an indebtedness greater than that set forth in a resolution vote of Directors.

2. Checks, Drafts, Etc. All checks, drafts or other orders for payments of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the Executive Director, and another person if the Board of Directors deems necessary per the approved policy.

3. Deposits. The funds of the Corporation shall be deposited in such banks or trust companies as the Board of Directors shall designate.

4. Transfer of Corporation Property. Any sale or transfer of any real estate, or any other property standing in the name of the Corporation shall be valid only after the approval of the Board of Directors.

5. Financial Reports. The books of the Corporation shall be closed at the end of each fiscal year and financial statements shall be prepared and submitted to the Board of Directors. At the discretion of the Board of Directors, the Corporation may engage an independent certified public accountant to audit or review the financial statements.

6. No Loans to or Guaranties for Directors. The Corporation may not lend money to or guarantee the obligation of a director or officer of the Corporation, but the fact that a loan or

guaranty is made in violation of this section does not affect the borrower's liability on the loan.

ARTICLE X

Fiscal Year

The Fiscal Year of the Corporation shall begin on July 1st and end on June 30th of the following year.

ARTICLE XI

Corporate Seal

The corporate seal shall be in such form as approved by the Board of Directors. The impression of the seal may be made and attested by any two designated members of the Board of Directors for the authentication of contracts or other papers requiring the seal.

ARTICLE XII

Corporate Books and Records

Pursuant to the statutes, the books and records of the Corporation shall be kept at such place designated by the Board of Directors.

ARTICLE XIII

Audit

An audit of the records of the Board of Directors shall be performed at least once every two years.

ARTICLE XIV

Parliamentary Authority

The latest edition of ROBERT'S RULES OF ORDER shall serve as the basis for governing the Corporation unless an alternative procedure has been specified in this set of Bylaws.

ARTICLE XV

Amendments to the Bylaws

All Bylaws of the Corporation shall be subject to alteration or replacement by two-thirds vote of the Board of Directors or by two-thirds vote of the members at the Annual Meeting, provided a quorum is present. Those changes made by the Board during the year shall be ratified at the Annual Meeting by a two-thirds vote, provided a quorum is present. The Bylaws shall be reviewed not less than every other year.

ARTICLE XVI

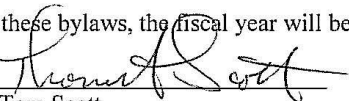
Dissolution of the Corporation

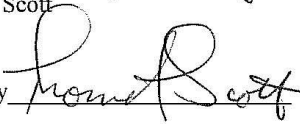
In the event of dissolution of the Corporation, the Board of Directors shall--after paying of making provision for the payment of all liabilities of the Corporation---dispose of all of the assets of the Corporation directly to Habitat for Humanity International, Inc. to designated Fund for Humanity.

ARTICLE XVII

Temporary change of fiscal year

At adoption of these bylaws, the fiscal year will be considered to have begun January 1, 1994.

SIGNED BY: 
Tom Scott

OFFICER: Secretary  DATE SIGNED: June 6, 2016

policies

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Anti-Discrimination Policy

Board member non-discrimination policy

Pikes Peak Habitat for Humanity is firmly committed to a policy of equal opportunity in recruitment of board members based on merit, qualifications, and competence. Except in cases where required or permitted by law, board membership decision and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law. In addition, it is Habitat's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, racial, religious, or ethnic.

Fair employment practices - Equal Employment Opportunity

The supporting organization is firmly committed to a policy of equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of a person based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decision and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law. In addition, it is Habitat's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age – related, racial, religious, or ethnic.

Unlawful Harassment and Discrimination

Habitat is firmly committed to providing a positive work environment that is free of discrimination and bias. It is, therefore, the responsibility of each employee to maintain such an environment. Habitat, therefore, prohibits any actions or conduct which may discriminate against or harass other employees. Any such conduct may result in disciplinary action, including immediate discharge.

Habitat does not tolerate any actions, words, jokes, or comments based on an individual's sex, sexual orientation, race, ethnic background, age, religion, physical condition, or other legally protected characteristic. No conduct or action, whether overt or subtle, which creates an offensive or hostile work environment is prohibited. Such actions or words are forms of discrimination which violate Title VII of the Civil Rights Act of 1964 and Habitat's policy. Comment or actions, therefore, which demean or are hurtful to people of certain sex, race, age, religion, or national origin, are prohibited.

Anti-discrimination of homeowners or volunteers

Habitat for Humanity does not discriminate in any form in regards to race, color, sex, sexual orientation, national origin, age, religion, disability, socio-economical background, or any other characteristic protected by law. Habitat also complies in all respects to the Fair Housing Act and Child Labor Law.

Criminal Background Check and Sex Offender Policy

Purpose: As a ministry, Pikes Peak Habitat for Humanity (PPHFH) values the safety of children, our employees, volunteers and the families that we serve. We want to take prudent measures to protect our human and material resources. In addition, and in compliance with our Family Selection Policies and Procedures, this Criminal Background Check and Sex Offender Policy will help us to ensure that potential partner families are able to meet the three basic criteria for Family Selection: Need for Housing, Ability to Pay, and Willingness to Partner.

Policy: PPFH requires that sex offender registry and criminal background checks be conducted for all potential partner families, board members, employees and key volunteers (including but not limited to volunteers who are allowed access to PPFH databases and sensitive information), and in particular, those who may have unsupervised contact with a child, the elderly or persons with disabilities. PPFH reserves the right to recheck sex offender status or criminal backgrounds at any time during the homebuilding process, course of employment and/or service. Any person who does not consent to a sex offender registry check will not be permitted to become a partner family, work and/or volunteer with PPFH.

1. Disqualification Criteria:

1.1. Potential partner families:

1.1.1. A sex offender registry finding or previous conviction may disqualify an applicant from homeownership with PPFH. The results of a sex offender registry check and a criminal background check will be used to identify the two convictions listed below, and if either of these two convictions is revealed as stated below, the family's current application for a PPFH home will be denied.

- *Conviction of pedophilia by any adult who would reside in the PPFH home.* "Willingness to Partner" is required for home ownership with Habitat for Humanity. PPFH believes that "Willingness to Partner" is indicated in part by displaying behavior that is to the good of one's community and neighborhood. We further believe that a past conviction of pedophilia indicates potential danger to the children in the neighborhood of a PPFH home, and therefore indicates an absence of "Willingness to Partner." For this reason, if any of the adults who are listed as potential residents of the PPFH home have been at any time convicted of pedophilia, the family's application will be denied.
- *Conviction of drug sales in the state of Colorado within the 36 months prior to application date.* An applicant's "Ability to Pay" is required for home ownership with Habitat for Humanity. PPFH believes that a conviction of drug sales within the 36 months prior to the date of application indicates behavior that could in the future lead to the seizure of the applicant's property including the PPFH home and therefore affects the family's "Ability to Pay." For this reason if any

adult whose income is included in the application for the PPHFH home has been convicted of drug sales in the state of Colorado within the 36 months prior to the application date, the family's application will be denied.

1.1.2. In addition to the two convictions described above, PPHFH may take into consideration other information revealed on a sex offender registry check or a criminal background check in order to determine the family's "Need for Housing," "Ability to Pay," and "Willingness to Partner." In determining eligibility, PPHFH, in its sole discretion, may consider several factors, including without limitation, one or more of the following:

- nature of the convictions and whether children were involved;
- time elapsed since the offense;
- age of the applicant when the offense occurred;
- number of convictions;
- any information produced by the person, or produced on the person's behalf demonstrating rehabilitation and good conduct;
- whether partnering with the applicant would pose a risk to the organization;
- the nature of the build, i.e., proximity of houses, mixed use communities, etc.; and/or
- any other factor that PPHFH deems relevant to the decision.

1.2. Applicants for employment and Candidates for board and/or volunteer service:

A sex offender registry finding or previous conviction may disqualify an applicant from employment or board members and volunteers from service with PPHFH. In determining eligibility, PPHFH, in its sole discretion, may consider several factors, including without limitation, one or more of the following:

- nature, duties and responsibilities of the position;
- nature of the convictions and whether children were involved;
- time elapsed since the offense;
- age of the applicant/candidate when the offense occurred;
- number of convictions;
- any information produced by the person, or produced on the person's behalf demonstrating rehabilitation and good conduct;
- whether hiring, transferring or promoting the applicant and/or candidate would pose a risk to the organization;
- the nature of the build, i.e., proximity of houses, mixed use communities, etc.; and/or
- any other factor that PPHFH deems relevant to the decision.

2. Procedure: PPHFH will make good faith efforts to comply with the following procedures:

2.1. Sex offender checks:

- utilize National Sex Offender Public Website (<http://www.nsopw.gov>) as a resource and check all states in which the person has resided for the last ten (10) years;
- ensure that application materials state that the position or partner family relationship requires a sex offender registry check;
- seek prior written approval;
- initiate sex offender registry checks prior to the selection of partner families, hire or promotion of an employee, and acceptance of a candidate for board or volunteer service;
- review sex offender registry checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or family partnerships.

2.2. Criminal Background Checks

- check all states in which the person has resided for the last ten (10) years;
- ensure that application materials state that the position or partner family relationship requires a criminal background check;
- seek prior written approval in accordance with applicable laws;
- initiate criminal background checks using third party vendor prior to hire/selection to ensure that application materials state that the position or partner family relationship requires a criminal background check;
- review criminal background checks that reveal convictions and determine within a reasonable time whether such convictions disqualify individuals from positions and/or family partnerships.

3. Employment Offer Contingent on Sex Offender Registry and Criminal Background Checks:

In the employment context, PPHFH may extend an offer of employment to an applicant that is contingent on the completion of the sex offender and criminal background checks. However, the applicant may not start work before the sex offender and criminal background checks and the final employment and/or service eligibility decision has been made by PPHFH.

4. Denial of Application for Homeownership, Employment or Service:

Based on any or all of the criteria outlined in this policy, PPHFH may, in its sole discretion, decide that a partner family will be denied homeownership, an employee will be terminated, a volunteer will be dismissed or an applicant will not be hired. In the employment or volunteer context, PPHFH may, in its sole discretion, also choose to reassign a former convict to a job involving less exposure to risk by considering locations of work, degree of supervision, and any other relevant factors.

Employee Protection (Whistleblower) Policy

Objective: This Policy represents Pikes Peak Habitat for Humanity's course of action for Whistleblowers.

If any employee reasonably believes that some policy, practice, or activity of Pikes Peak Habitat for Humanity is in violation of the law, a written complaint must be filed by that employee with the Executive Director or the President of the Board.

It is the intent of Pikes Peak Habitat for Humanity (PPHFH) to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy or practice to the attention of the Executive Director or the President of the Board of PPHFH and provides PPHFH with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Pikes Peak Habitat for Humanity will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of PPHFH or of another individual or entity with whom PPHFH has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Pikes Peak Habitat for Humanity will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of PPHFH that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

Approved by Board of Directors on:

11/03/2015

Anti-Money Laundering Policy

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GLOSSARY

AML	Anti-Money Laundering
BSA	Bank Secrecy Act
FinCEN	Financial Crimes Enforcement Network (U.S. Treasury Dept.)
OFAC	Office of Foreign Assets Control (U.S. Treasury Dept.)
RMLO	Residential Mortgage Lenders and Originators
SAR	Suspicious Activity Report
SDN	Specifically Designated Nationals and Blocked Persons List

1. Introduction

PIKES PEAK HABITAT FOR HUMANITY (“Habitat”) is committed to a comprehensive anti-money laundering (“AML”) program. It is the policy of Habitat to comply fully and completely with all applicable governmental requirements that have been designed to prohibit and prevent both actual and potential money laundering, as well as other activities that facilitate money laundering and the funding of terrorists and/or other criminal activity, including mortgage fraud.

Habitat intends that these AML Policy and Program Procedures (“the Policy”) will be reviewed at least annually and updated from time to time as necessary to keep up with changes in applicable law and changes in Habitat’s operations. The Policy is intended to be supplemented by training of all Habitat’s non-construction employees and any volunteers who perform administrative duties (“designated volunteers”). The Policy is solely for the use of, and is binding upon, Habitat’s employees and designated volunteers. Willful or grossly negligent failure of an employee or designated volunteer to follow this AML Policy and Program Procedures Policy and such additional procedures as shall be issued to implement this Policy may be grounds for discipline, up to and including termination, and may in certain circumstances expose the employee or designated volunteer to criminal prosecution, fine, and/or imprisonment.

2. Money Laundering, Terrorist Financing and Mortgage Fraud

2.1 Money Laundering

“Money laundering” is generally defined as engaging in acts designed to conceal or disguise the nature, control, or true origin of criminally derived proceeds so that those proceeds appear to have been derived from legitimate activities or origins or otherwise constitute legitimate assets. Generally, money laundering occurs in three stages:

- 2.1.1 **Stage 1 - Placement:** Cash generated from criminal activities is “placed” in the financial system or the retail economy, often by converting the cash into monetary instruments, such as money orders or securities or investing it in real estate, commodities, or high-end consumer products (e.g., automobiles, boats, jewelry). Illegally obtained money is most vulnerable during the “placement” stage, because, over the years, regulators and law enforcement authorities have imposed a variety of reporting requirements and have required financial institutions, including residential mortgage lenders and originators (“RMLOs”), to train their employees to look for suspicious transactions.

To disguise the placement of unlawful funds, money launderers will often use a technique called “**Structuring**.” Structuring involves the breaking up of a transaction that would normally have to be recorded or reported into smaller transactions at dollar amounts below the recording/reporting thresholds.

- 2.1.2 **Stage 2 - Layering:** Funds are transferred or moved into other financial institutions to further separate the money from its criminal origin.
- 2.1.3 **Stage 3 - Integration:** Funds are reintroduced into the financial system and then integrated into the economy by purchasing legitimate assets or funding legitimate businesses or other criminal activities.

2.2 Terrorist Financing

Unlike money laundering, terrorist financing is typically motivated by ideological, rather than profit-seeking concerns, and often may not involve the proceeds of criminal conduct. Money laundering is frequently an important component of terrorist financing, and the methods used are often similar or identical to those used by money launderers. Large sums are not necessarily involved, and the original funds may well be legitimate rather than illegally obtained. The goal of terrorist financing is to establish flexible and mobile sources of funding for the purchase of products and services that will be used to further or commit terrorist acts.

2.3 Mortgage Fraud

Mortgage fraud is a crime in which the intent is to materially misrepresent or omit information on a mortgage loan application to obtain a loan or to obtain a larger loan, or a loan on different terms, than would have been obtained had the lender or borrower known the truth. Lenders or borrowers involved in mortgage fraud engage in conduct including the following: providing false financial information in the mortgage loan application, providing false information regarding occupancy, using nominees for the purchase of the property, falsifying documents (such as tax returns and verifications of income or deposits) and failing to disclose material information.

Government officials are increasingly focusing on mortgage fraud, and concerns regarding mortgage fraud contributed to the expansion of AML program requirements to RMLOs such as Habitat. The detection and prevention of mortgage fraud are important goals of Habitat’s AML program.

3 AML Compliance Officer Designation and Duties

3.1 Designation of Compliance Officer

As required under the Bank Secrecy Act (“BSA”) (1970), the USA PATRIOT Act (2001), and FinCEN’s Anti-Money Laundering (“AML”) Program and Suspicious Activity Report Filing Requirements for Residential Mortgage Lenders and Originators, Habitat hereby designates an AML Compliance Officer (the “Compliance Officer”) for Habitat. The Compliance Officer, or any of his or her authorized designees (hereinafter, a “Designee”), is responsible for ensuring (1) Habitat’s ongoing compliance with all state and federal AML laws, including monitoring compliance by the Habitat’s employees and designated volunteers with their obligations under Habitat’s AML program; (2) that Habitat’s AML Program is updated as necessary; and (3) that all non-construction employees and designated volunteers receive training on AML requirements before conducting business on behalf of Habitat and, thereafter, on an ongoing basis as needed.

The Compliance Officer will report directly to The PPHFH Board of Directors.

PIKES PEAK HABITAT FOR HUMANITY
2802 N. Prospect Street, Colorado Springs, CO 80907

DESIGNATION OF AML COMPLIANCE OFFICER

Compliance Officer: Kristina J. Medina, Executive Director

Date: November 2, 2015

Approved by PPHFH Board of Directors


Tom Scott, PPHFH Board Secretary

3.2 Compliance Officer Duties and Responsibilities

The duties and responsibilities of the Compliance Officer include, but are not limited to, the following:

- Maintain a thorough knowledge of all state and federal statutes pertaining to anti-money laundering with respect to Habitat's operations, including OFAC requirements and detecting and addressing Red Flags and SAR requirements.
- Supervise the development and periodic updating of policies and procedures related to compliance with all applicable federal and state statutes regarding anti-money laundering and related requirements.
- Supervise the execution of an AML/BSA/OFAC risk assessment within a regular 18 month cycle and more frequently if circumstances dictate.
- Schedule and coordinate annual employee training seminars regarding anti-money laundering and related requirements.
- Supervise the development of training procedures to ensure compliance with the applicable state and federal statutes regarding anti-money laundering and related requirements.
- Supervise the proper completion, timely submission, and complete and accurate recordkeeping with respect to government filings pertaining to anti-money laundering and related requirements, including but not limited to Suspicious Activity Reports ("SARs"), which are filed with FinCEN.
- Serve as liaison with law enforcement and regulatory agencies regarding matters of compliance/examinations/reports pertaining to anti-money laundering and related requirements.
- Supervise the monitoring of statutory examinations conducted by any government agency pertaining to anti-money laundering and related requirements.
- Supervise the maintenance of a record related to any documents requested by law enforcement and/or regulatory agencies pursuant to subpoena, summons, or other administrative or court documents pertaining to anti-money laundering or related requirements.

- Cooperate with periodic Independent Audits of the AML program (see Section X below).

4 Risk Assessment

The development and implementation of an effective AML Program must be based on a risk assessment. For this reason, Habitat is required to conduct an AML/BSA/OFAC risk assessment of its business, customers, products, and the geographic location in which it operates, in accordance with a standard risk assessment methodology.

The Compliance Officer must determine the AML vulnerabilities of Habitat's products/services, the AML risks associated with the geographies in which it operates, and the AML risks of the customers with whom it deals. The Compliance Officer must also assess the effectiveness of Habitat's controls to manage and mitigate the AML risks. The selection of risk categories and the weights given to risk categories in a money laundering risk assessment vary depending on the circumstances.

In order to provide a framework for identifying AML risks, the Compliance Officer shall conduct a money laundering risk assessment by first determining inherent money laundering risk, then reviewing mitigating controls, and in consideration of the inherent risk and mitigating controls, determine the overall residual money laundering risk. The results of the risk assessment and any recommendations for control improvements must be provided to senior management for review and approval. Results of the money laundering risk assessment, the methodology, the analysis, and any supporting documentation of each will be maintained for at least three years.

Habitat's money laundering risk assessments must be updated on a regular basis, generally at least every 18 months. Habitat's AML/BSA/OFAC risk assessment must also be updated whenever material changes occur to products, services, customers or geographies that would materially impact the risk assessment. Any new product or sales activity or new line of business must undergo an AML risk assessment as described in this Section.

5 Checking Office of Foreign Assets Control ("OFAC") Lists

Habitat must comply with Office of Foreign Assets Control ("OFAC") regulations, which prohibit transactions involving certain individuals, entities, or countries that are subject to sanctions or other special concerns. In connection with mortgage loan origination and lending activity (including but not limited to: accepting mortgage loan applications, processing mortgage loan applications and closing mortgage loans), we will routinely check to ensure that a customer does not appear on the United States

Department of the Treasury's OFAC Specifically Designated Nationals and Blocked Persons List (the "SDN List") and is not from, or engaging in transactions with people or entities from, countries and regions subject to economic sanctions or embargo that are listed on the OFAC website (see www.treas.gov/offices/enforcement/ofac/sdn/index.html). We will regularly check the list and subscribe to receive updates when they occur. We may, if deemed necessary by the Compliance Officer and concurred in by the Board, access these lists through various software programs to ensure speed and accuracy.

If there is no potential match with the OFAC lists, the transaction may proceed. If, however, our checking indicates a potential match, we will perform additional due diligence to ascertain whether the match is actual or a false positive vis-à-vis the name on the OFAC lists.

In the event that we determine a customer, or someone for whom the customer is transacting, is on the SDN List, or is from or engaging in transactions with a person or entity located in an embargoed or sanctioned country, we will reject the transaction or block the customer's assets, as appropriate under OFAC regulations, and file a blocked assets or rejected transaction form with OFAC. We may also call the OFAC Hotline: 1-800-540-6322.

As part of Habitat's SAR filing process (which is described in Section VIII.A. below), any blocking reports sent to OFAC will be reviewed to determine whether anything contained therein constitutes suspicious activity. Not all transactions, accounts, or customers identified in a blocking report constitute suspicious activities that require the filing of a SAR.

6 Customer Identification and Verification

Habitat will collect certain minimum customer identification information from each mortgage loan applicant and compare customer identification information with government-provided lists of suspected terrorists as mentioned above in Section V.

6.1 Required Customer Information – Minimum ID Requirements

Prior to engaging in any activity which potentially may involve money laundering, Habitat will collect the following information for all customers:

- **Name**
- **Address** (residential or business street address for an individual; for armed services personnel, an Army Post Office ("APO") or Fleet Post

Office (“FPO”) number). If necessary, address will be confirmed by a current utility bill mailed to the customer at the address in question.

- **Date of Birth** (verifiable via an unexpired government-issued identification evidencing nationality or residence and bearing a photograph or similar safeguard, such as a government-issued passport or driver’s license)
- **Government-issued identification number**, which will be a Social Security number or other taxpayer identification number (for U.S. persons) or one or more of the following: passport number and country of issuance, alien identification card number or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or other similar safeguard (for non-U.S. persons). All such documents must be unexpired. We will refuse any transaction in the event that a customer has applied for, but has not received a taxpayer identification number and cannot prove his/her identity to our satisfaction.

6.2 Customers Who Refuse To Provide Information

If any customers have questions regarding the necessity of providing identification, we will inform them it is required by federal regulations. If, however, a potential or existing customer **refuses to provide the information** described above when requested, or appears to have intentionally provided misleading information, **we will not complete the transaction** with the customer, and if, after consultation with the Compliance Officer or Designee, it is determined to be required, Habitat will file a SAR.

6.3 Verification of Information

To the extent reasonable and practicable, at the time a customer relationship is established, Habitat will ensure, based on our assessment of the AML-related risks posed by the customer’s location, nationality, and overall profile, that we have sufficient information to form a reasonable belief that we know the true identity of our customers. In verifying customer identity, we will analyze any logical inconsistencies in the information we obtain such as through documentary evidence.

The customer’s identity will be verified using the information set forth in Section VI.A. above. We are not required to take steps to determine whether any document that the customer has provided to us for identity verification has been validly issued, and we may rely on a government-issued identification as verification of a customer’s identity. However, if we detect that the document evidences some form of fraud or other

irregularities, we will consider that factor in determining whether we can form a reasonable belief that we know the customer's true identity.

If a customer's identity cannot successfully be validated based on the information in Habitat's possession, Habitat may, in its sole discretion, contact the customer and request that the customer provide via facsimile (i) a true and correct copy of the customer's unexpired, government-issued identification card with photograph, and (ii) a copy of any current utility bill where the name and mailing address on the bill match the information provided by the customer.

If we find information that indicates possible suspicious activity such as money laundering, terrorist financing activity, or other criminal activity, including mortgage fraud, we will, after consultation with the Compliance Officer or Designee, file a SAR, if that is deemed necessary or appropriate by the Compliance Officer or Designee.

6.4 Lack of Verification

When we cannot form a reasonable belief that we know the true identity of a customer with respect to transactions requiring customer identification, we will do the following: (i) not perform the transaction; and (ii) if deemed necessary or appropriate by the Compliance Officer or Designee, file a SAR.

6.5 Recordkeeping

We will document our verification, including all identifying information provided by a customer, the methods used and results of verification, and the resolution of any discrepancy in the identifying information. We will maintain records confidentially containing a description of any document that we relied on to verify a customer's identity, noting the type of document, any identification number contained in the document, the place of issuance, the date of issuance, if any, and expiration date. **These records must be retained for at least five (5) years** following termination of the customer relationship or dormancy of an account. All such records may be retained in electronic form.

6.6 Comparison with Government Provided Lists of Terrorists, Other Criminals and Debarred or Excluded Individuals

Habitat may receive notice that a federal government agency has issued a list of known or suspected terrorists. Within a reasonable period of time after receipt, we will determine whether a customer appears on any such list of known or suspected terrorists or terrorist organizations issued by any federal government agency and

designated as such by U.S. Department of the Treasury. We will follow all federal directives issued in connection with such lists.

We will continue to comply with OFAC rules prohibiting transactions with certain foreign countries or their nationals as mentioned in Section V.

7 Monitoring for Suspicious Activity

We will monitor a sufficient amount of mortgage loan origination activity to permit identification of suspicious activity, such as the “red flags” identified in Section VII. A. below. The Compliance Officer or Designee will be responsible for this monitoring, will document when and how it is carried out, and will report suspicious activities to the appropriate authorities. We will create employee guidelines with examples of suspicious money laundering activity and conduct an appropriate investigation before a SAR is filed.

7.1 Detecting Red Flags

Red Flags can arise at any time, including during the application process and throughout the customer relationship. An individual red flag can be business- or industry-specific or can apply more broadly to all businesses and industries in which our customers are active. Various governmental and quasi-governmental web sites, both domestic and international, contain lists of red flags. Examples include the OECD’s Financial Action Task Force, www.fatf-gafi.org, and the Federal Financial Institutions Examination Council, www.ffiec.gov/bsa.

Red Flags that signal possible money laundering include, but are not limited to:

- The customer exhibits unusual concern about Habitat's compliance with government reporting requirements and Habitat's AML policies (particularly concerning his or her identity or type of business), or is reluctant or refuses to reveal any information concerning business activities, or furnishes unusual or suspicious identification or documents.
- A fraud or activity alert is included with a consumer report obtained with respect to the consumer.
- A consumer reporting agency provides a notice of credit freeze in response to a request for a credit report.
- A consumer reporting agency provides a notice of address discrepancy.

- The customer wishes to engage in a transaction that appears to lack sense.
- The information provided by the customer that identifies a legitimate source for funds is false, misleading, or substantially incorrect.
- Upon request, the customer refuses to identify or fails to indicate any legitimate source for his or her funds and other assets.
- The customer (or a person publicly associated with the customer) has a questionable background or is the subject of news reports indicating possible criminal, civil, or regulatory violations.
- The customer exhibits a lack of concern regarding transaction costs.
- The customer has difficulty describing the nature of his or her business.
- The customer asks for exemptions from Habitat's AML policies.
- The customer requests that a transaction be processed to avoid Habitat's normal documentation requirements.

Habitat's unique mortgage products and practices greatly reduce the likelihood of mortgage fraud occurring. Red Flags that signal possible mortgage fraud in the broader mortgage industry include, but are not limited to:

- The customer appears to be acting as an agent for an undisclosed principal, but declines or is reluctant, without legitimate reasons, to provide information or is otherwise evasive regarding that person or entity.
- Title to the subject property is held by virtue of an unrecorded deed.
- A loan on the proposed security property was recently paid off.
- The proposed sale is occurring within a year of obtaining title.
- The real estate sales contract provides for a large seller allowance which may signal that the allowance is a method for the seller to funnel down payment funds to the buyer.
- The brokers or other agents are receiving excessive commissions.
- The sales price of the property exceeds fair market value.

- A party requests that the loan be used to pay debts not secured by the property or required by the lender to be paid off.
- The file contains more than one contract with significant differences in price.
- The buyer's check indicates another to be the provider of funds and no gift letter is presented.

7.2 Grand Jury Subpoenas

We understand that the receipt of a grand jury subpoena concerning a customer does not in itself require that we file a SAR. When we receive a grand jury subpoena, we will conduct a risk assessment of the customer subject to the subpoena, as well as review the customer's file and activity. If we uncover suspicious activity during our risk assessment and review, we will elevate that customer's risk assessment and file a SAR in accordance with the SAR filing requirements. We understand that none of our officers, employees, volunteers or agents may directly or indirectly disclose to the person who is the subject of the subpoena its existence, its contents or the information we used to respond to it. To maintain the confidentiality of any grand jury subpoena we receive, we will process and maintain the subpoena by retaining such communications in secure locations. If we file a SAR after receiving a grand jury subpoena, the SAR will not contain any reference to the receipt or existence of the subpoena. The SAR will only contain detailed information about the facts and circumstances of the detected suspicious activity.

7.3 Responding to Red Flags and Suspicious Activity

When an employee or volunteer of Habitat detects any red flag, he or she will immediately contact the Compliance Officer or Designee to see whether further investigation should be undertaken. Any such investigation would take place only under the direction of the Compliance Officer or Designee and might include gathering additional information internally or from third-party sources, including the applicant. Ultimately, information obtained in such an investigation may lead to the Compliance Officer contacting the government or authorizing the filing of a SAR (see Section VIII, below). SAR logs will be maintained by the Compliance Officer or Designee and will be used to track the auditing of accounts that may be subject to SAR filing. All accounts subject to SAR filing will be documented and will include information such as SAR date, reported dollar amounts, FinCEN submission date, and tracking number used in the SAR Log.

8 Suspicious Transactions and BSA Reporting

8.1 Filing a SAR

Habitat will file SARs for any activity conducted or attempted through a Habitat location involving (or in the aggregate) \$5,000 or more of funds where we suspect, or have reason to suspect, that

- the transaction involves funds derived from illegal activity or is intended or conducted in order to hide or disguise funds or assets derived from illegal activity as part of a plan to violate or evade federal law or regulation or to avoid any transaction reporting requirement under federal law or regulation;
- the transaction is designed, whether through structuring or otherwise, to evade the requirements of the BSA regulations;
- the transaction has no apparent business or lawful purpose or is not the sort in which the particular customer would normally be expected to engage, and, after examining the background, possible purpose of the transaction, and other facts, we have found no reasonable explanation for the transaction; or
- the transaction involves the use of Habitat to facilitate criminal activity.

Habitat will report suspicious transactions by completing a SAR, and we will collect and maintain supporting documentation as required by the BSA regulations. We will file a SAR no later than thirty (30) calendar days after the date of the initial detection of the facts that constitute a basis for filing a SAR. If no suspect is identified on the date of initial detection, we may delay filing the SAR for up to an additional thirty (30) calendar days, or a total of sixty (60) days after the date of initial detection of the facts, pending identification of a suspect.

We will retain copies of any SAR filed and any supporting documentation for at least five (5) years from the date of filing. We will identify and maintain supporting documentation and make such information available to FinCEN, any other appropriate law enforcement agencies, or federal or state regulators, upon request.

8.2 SAR Confidentiality

Habitat will maintain as **strictly confidential** any SAR and its supporting documentation. **We will NOT notify any person involved in the transaction that the transaction has been reported**, except as permitted by the BSA regulations. In

general, disclosure of the fact that a SAR filing is contemplated or has been made is a violation of federal law. Any Habitat employee or volunteer who is subpoenaed or required to disclose a SAR or the information contained in the SAR will report the existence of that subpoena or requirement immediately to the Compliance Officer and **prior** to disclosure of the SAR or the information contained in the SAR. Except where disclosure is requested by FinCEN or other appropriate law enforcement or regulatory authority, as determined by the Compliance Officer, Habitat and the employee will decline to produce the SAR or to provide any information that would disclose that a SAR was prepared or filed.

8.3 Maintaining SARs

Every SAR and copies of any supporting documentation will be maintained separately from all other books and records of HABILITAT in order to avoid inadvertent disclosure of SAR filings. Every SAR and copies of any supporting documentation will be kept in a secure location. As noted above, the Compliance Officer or Designee will handle all subpoenas or other requests for SAR information.

The Compliance Officer or Designee will be responsible to ensure that AML records are maintained properly and that any SARs are filed as required.

8.4 Records Required

Habitat will create and maintain SARs and relevant documentation on customer identity and verification as part of Habitat's overall AML compliance program. We will also maintain required records related to customers listed on the OFAC list. We will maintain all BSA-related records and their documentation for at least five (5) years.

9 Training Programs

Under the leadership of the Compliance Officer, we will develop and provide ongoing training of our employees and any volunteers who perform administrative duties. Training will occur on at least an annual basis. The training offered will include, at a minimum, the following:

- How to identify "red flags" and signs of money laundering;
- What to do after the risk is identified;
- The employee's role in Habitat's compliance efforts;
- Habitat's record retention policy related to AML compliance; and

- Disciplinary consequences (including civil and criminal penalties) for non-compliance with the BSA.

The training program offered will include maintenance of records to indicate which persons received training, the dates of training, and the subject matter of the training.

Training may also include educational pamphlets, videos, intranet systems, in-person training, and explanatory memos, as necessary to effectuate full compliance with AML laws and regulations and Habitat policy.

New hire non-construction employees/volunteers shall receive AML training within NO LATER THAN 2 MONTHS AFTER START DATE of commencing employment with Habitat.

Periodically, we will review our operations to see if certain employees or volunteers require specialized additional training. For example, we may offer additional or refresher training to employees returning from leaves of absence (including family medical, maternity, and military) as needed upon their return to work. Our written procedures will be updated to reflect any such changes.

10 Independent Audit of AML Program

Independent testing of our AML program will be performed by an outside, independent, qualified third-party or internally by a qualified member of our staff who is totally independent from Habitat's AML compliance team. If an outside party is chosen, we will conduct the necessary due diligence to select the company that will perform the audit. The independent testing will test compliance with this Policy, the BSA/AML regulations and SAR requirements and will include a review of:

- How suspicious activity is monitored and identified;
- Whether all identified suspicious activity was reviewed and appropriately handled; and
- Whether suspicious activity was properly reported.

Upon completion of the audit, the auditor will issue a report of all findings to the Compliance Officer, and that report will be shared with Habitat's senior management and board of directors. Habitat will address and respond to each of the resulting recommendations.

11 Vendor Management

At this time, Habitat does not utilize outsourcing arrangements relating to, among other things, OFAC, employment and occupancy screening and additional services as necessary, including loan servicing but all these may be outsourced in the future. Habitat understands it cannot contract out its regulatory responsibilities and therefore remains responsible for the anti-money laundering systems and controls in relation to the activities outsourced.

In all instances of outsourcing, Habitat bears the ultimate responsibility for the duties undertaken in its name. Therefore, Habitat will take the following steps to ensure that if contracted, the service provider performs its activities in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of money laundering, terrorist financing or other crimes, such as mortgage fraud: (a) require, by contract, that service providers have policies and procedures designed to detect, prevent, and mitigate the risk of money laundering, terrorist financing or other crimes, such as mortgage fraud; and (b) require, by contract, that service providers review Habitat's AML Policy and Program Procedures and report any Red Flags to the Compliance Officer or Designee.

12 Monitoring Employee Transactions

Employee's transactions will be subject to the same AML policies and procedures as are applicable to non-employee customers.

13 Additional Areas of Risk

Habitat will periodically review all areas of its business to identify potential money laundering risks, terrorist activity or terrorism financing risks, and risks of other criminal activity, including mortgage fraud, that may not be covered in the program described above and will continually work to improve its AML compliance program.

14 Board Approval

By signing below, each board member approves this AML program as reasonably designed to achieve and monitor Habitat's ongoing compliance with the requirements of the Bank Secrecy Act, the USA PATRIOT Act, and FinCEN's Anti-Money Laundering Program and Suspicious Activity Report Filing Requirements for Residential Mortgage Lenders and Originators and the implementing regulations under it.

Signed:  Date: 11-2-15
 Name: EYE TUTT Russell
 Title: Board President

Signed:  Date: 11-2-15
 Name: Sam Adams
 Title: Board Vice President

Signed:  Date: Nov 2, 2015
 Name: Tom Scott
 Title: Board Secretary

Signed:  Date: 11/2/15
 Name: Tim Trowbridge
 Title: Board Treasurer

Signed:  Date: 11/2/15
 Name: Richard Klaber
 Title: Board Member

Signed:  Date: 11/2/15
 Name: Deanne Cain Fischlein
 Title: Board Member

Signed:  Date: 11/2/15
 Name: Jeff Mawhirter
 Title: Board Member

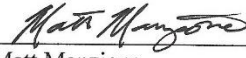
Signed:  Date: 2 Nov. 2015
 Name: Barb Treacy
 Title: Board Member

Signed:  Date: 11-02-2015
 Name: Laurel Thorstensen
 Title: Board Member


Signed:  Date: 1-20-14
 Name: Steve Kearney
 Title: Board Member

Signed: 
Name: Peter Scanlon
Title: Board Member


Date: Nov 2, 2015

Signed: 
Name: Matt Manzione
Title: Board Member

Date: 11/2/15

Signed: 
Name: Victoria Selfridge
Title: Board Member

Date: 11/2/15

Signed: 
Name: David Warner
Title: Board Member

Date: 11/2/15

Signed: 
Name: Dan Apricio
Title: Board Member

Date: 11-2-15

Approved by the Board of Directors on:

11/02/2015

Accelerated Asset Recovery

Purpose: To establish a maximum percentage of the Pikes Peak Habitat for Humanity's ("PPHFH") loan portfolio that can be sold.

Background: The Pikes Peak Habitat for Humanity may choose to sell homeowner mortgages to allow the affiliate to meet its liquidity needs to fund the building of homes, development and/or purchase of land/finished lots or other capital needs. Accelerated asset recovery allows the affiliate to liquidate some of its assets so that land can be purchased in a timely manner and infrastructure work can begin on projects. Accelerated asset recovery provides Habitat the cash flow to begin projects rather than borrowing money from outside sources.

1. Pikes Peak Habitat for Humanity may sell a maximum of 50% of its mortgage portfolio to outside sources to accelerate asset recovery. Any sale of mortgages should take into account the fees and expenses associated with that sale and the amount of mortgages sold should be beneficial to PPHFH. In addition, asset recovery may include leveraging mortgage loans which may include securitization.
2. Any sale of mortgages that would exceed the above noted threshold would require prior approval from the Board of Directors.
3. It is preferred that any sale of mortgages through an accelerated asset recovery program must be at par to PPHFH; however, Habitat would consider the sale of mortgages with a market rate not to exceed 3.25% with a total discount of no more than 40%.

For example, if Mortgages with \$2,200,000 of Principal Balances Outstanding were sold at a market Annual Discount Rate of 2.00% based on an Average Mortgage Term of 25 Years the resulting net proceeds would be 74.26% of the principal balances resulting in a total discount of 25.27%.

Proceeds of sale	\$1,730,154
Fees w/ sale	\$ 96,500
Net Proceeds	\$1,633,654
Net Proceeds as % Of Principal Balances	74.26%

4. PPHFH would also consider the sale of mortgages to Colorado Housing Finance Authority (CHFA) should the opportunity occur.
5. PPHFH requires that any agreements with outside sources must include the ability of Pikes Peak Habitat to repurchase or substitute a performing mortgage for one that becomes non-performing. The Finance Committee will be responsible for setting a minimum dollar reserve and number of mortgages to be held for said replacement.

Approved by the Board of Directors on:

02/02/2015

Approved by Finance Committee on:

01/20/2015

Cash Management

Objective: To maintain a high level of liquidity and strong net worth Pikes Peak Habitat for Humanity (“PPHFH”) must maintain good relationships with banks and other financial sources to fund the building of homes and for purchase/development of lots.

Philosophy: Pikes Peak Habitat for Humanity is very conservative fiscally and has an extremely low tolerance for risk with financial affairs and instruments. In order to meet our stated mission of seeking to put God’s love into action by bringing people together to build homes communities and hope, PPHFH must have adequate cash, good relationships with banks, controlled operating expenses, and many sources of capital to fund the building of homes, finance the purchase or development of lots and provide operating funds.

Cash:

PPHFH does not maintain any cash accounts in its office.

Management of Cash:

In accordance with the Philosophy noted above, PPHFH keeps the majority of its funds in federally insured financial institutions. Banking institutions are chosen on various strengths, including but not limited to financial strength, commitment to affordable housing, and relationship quality.

1. *Management of Cash* - PPHFH uses five-star rated banks for its main operating accounts, a money market account earning interest on funds available for future use and a Carhof account for escrow. Any funds exceeding those estimated for current operations shall be invested in additional five-star rated banks or other such financial institutions which pay interest and are supportive of PPHFH.
 - The bank or credit union must have a five star rating as determined by BauerFinancial at www.bauerfinancial.com. BauerFinancial has been analyzing and reporting on banks and credit unions since 1983. No institution can pay them to rate it nor can they choose to be excluded. The Finance Committee will review any deposit institution being used on a Quarterly basis.
 - All bank accounts are to be FDIC insured to limit the risk of loss. The Finance Committee will manage the cash in any one bank/credit union to ensure the security of the affiliate’s funds. Balances in any bank/credit union with less than a four or five star rating will not exceed the FDIC insurance limitations.
2. *Liquidity* - The Finance Committee oversees maintaining liquidity to ensure sufficient funds are always available and that the aims and objectives of the Habitat are being achieved.
3. *Minimum Cash Reserve Requirements* – PPHFH will maintain cash reserves to cover three months of operating expenses reported on the Board-approved Budget for the current fiscal year. The operating expenses shall be adjusted for non-cash items, such

as depreciation and mortgage discount expense. Under a worst case scenario in which all building is halted and the related building expenses eliminated, the minimum cash should be sufficient to cover at least six months of expenses.

- Any non-compliance of the above noted cash reserve requirements would require Board approval.

Calculation: Current annual Budget Expenses less Mortgage Discount Expense/Non-cash items divided by 12 = Monthly Operating Expenses x 3 = Minimum Cash Reserve Required

EXAMPLE:	Current Annual Budget Expenses	\$2,188,764
	Less Non-cash items	<u>567,200</u>
	Total Annual Expenses	\$1,621,564
	Divided by 12 months	\$ 135,130
	3 months of Expenses	\$ 405,391

Taking the above budget into consideration and excluding building related expenses of \$915,800 under a worst case scenario with all building halted, total annual expenses would be \$705,764 with a minimum 6-month reserve requirement of \$352,882.

Original Policy Approved:
 Approved by the Board of Directors on:
 Approved by Finance Committee on:

Pre-2014
02/02/2015
01/20/2015

Two Signatures on Checks of \$20,000

Objective: To establish a standard regarding expenditure approval on Pikes Peak Habitat for Humanity expenses.

1. All checks for expenditures of \$20,000 or more are required to have two authorizing signatures.
2. The Executive Director may sign checks up to Twenty Thousand US Dollars (\$20,000.00).
3. The Director of Homeowner Services, the Director of Development, or the Chief Operating Officer may sign checks up to \$10,000.
4. Any checks over \$20,000 will require a second signature. The second signature must be a member of the Executive Committee.

Original Policy Approved:

Revision Approved by Finance Committee:

Approved by the Board of Directors:

Revision Approved by Finance Committee:

Revision Approved by the Board of Directors:

Pre-2014

01/20/2015

02/02/2015

03/19/2018

04/02/2018

Capitalizing Vs. Expensing

Objective: To establish a consistent procedure for capitalizing versus expensing furniture, fixtures, equipment and vehicles.

1. Items purchased for \$5,000 or more will be capitalized in accordance with GAAP (“Generally Accepted Accounting Principles”). This will also be true for donated items valued at \$5,000 or more. (The item must have a three year or longer life.) The value of donated items will be at the fair market value of the items received and in accordance with GAAP as further outlined in the Affiliate Operations Manual (AOM).
2. All other furniture and fixtures, equipment and vehicles purchased or valued at **under** \$5,000 will be treated as an expense item.

Original Policy Approved:

Approved by the Board of Directors on:

Approved by Finance Committee on:

Pre-2014

02/02/2015

01/20/2015

Outstanding Checks Issued by PPHFH

Objective: To establish a consistent procedure for handling old/outstanding checks issued by Pikes Peak Habitat for Humanity.

1. The Director of Finance will address checks outstanding for 90 days or more issued to, but never cashed by, the recipient on a monthly basis.
2. Such checks will be reissued after follow up, if necessary. The Director of Finance or Executive Director will decide, based on the amount of the check and the time elapsed since the issue date, if a stop payment on the original check is in order.
3. For any checks reissued and still not cashed, funds will be remitted to the Great Colorado Payback as required by Colorado statutes.

Original Policy Approved:
Approved by the Board of Directors on:
Approved by Finance Committee on:

Pre-2014
02/02/2015
01/20/2015

Policy and Guidelines for Investments

Purpose:

The purpose of this policy is to provide a clear statement of PPHFH's investment objectives; the responsibilities of the Board of Directors and other parties involved in managing PPHFH's investments; and guidelines for investing excess cash for short and long term periods in a manner that earns the highest possible total rate of return consistent with prudent standards for preservation of assets and maintenance of liquidity given a dynamic investment environment.

Objectives:

1. The overall investment objective is to maximize the return on invested assets while minimizing risk and expenses through prudent investing and maintenance of a well-diversified portfolio.
2. To ensure that key planning components and investment philosophies are identified and used by fiduciaries in directing investment activities.
3. To ensure that assets are managed with care and that investment related decisions are made following a prudent process of evaluation and consideration.

Delegated Authority:

1. The Board of Directors has ultimate responsibility for the investment and management of PPHFH's assets and the Board's approval is required for the hiring of any investment managers, consultants or advisors
2. The Board hereby delegates authority for investment decisions to the Executive Committee within the scope of this policy.
3. The Executive Committee may also establish an Investment Advisory Committee (which may include non-directors) to provide investment advice. The Investment Advisory Committee shall have no authority to act for the organization, but will monitor compliance with this investment policy, recommend changes, and assist the Board or Executive Committee in selecting and retaining investment consultants and managers.
4. The Board hereby authorizes the Executive Director and members of the Executive Committee to execute any required legal documents on behalf of the organization in connection with investment decisions (two signatures required).
5. The Board hereby delegates oversight of investments to the Finance Committee, and within the scope of this policy the Finance Committee's role in the investments of the organization will be to:

- a) Conduct a thorough and complete search and evaluation of banks, investment vehicles and qualified investment managers, consultants and advisors and provide recommendations to the Board and Executive Committee.
 - b) Perform due diligence on potential and existing investment managers and investment opportunities.
 - c) Advise and recommend the retention or termination of investment managers.
 - d) Approve an authorized list of permissible securities, banks, and investment vehicles which can be used for all investments.
 - e) Coordinate with all financial or investment organizations to monitor performance and accomplish their responsibilities under this policy.
 - f) Advise and recommend asset allocations.
 - g) Establish performance parameters for investment vehicles as described in this policy and conduct investment performance analysis.
6. No pledging of investments is allowed without approval of the Board of Directors.

Responsibilities:

1. The specific responsibilities of the Board, Executive Committee, Finance Committee or the Investment Advisory Committee, as applicable, include:
 - a) Prudently and diligently selecting one or more qualified investment professionals, including investment manager(s), investment consultant(s), and custodian(s).
 - b) Communicating PPHFH's financial needs to the investment advisors/managers in a timely manner.
 - c) Determining the organization's risk tolerance and investment horizon(s) and communicating these to the appropriate parties.
 - d) Establishing reasonable and consistent investment objectives, guidelines and allocations which will direct the investment of the assets, to be reviewed by the Board on an annual basis.
 - e) Regularly evaluating the performance of investment manager(s) to assure adherence to policy guidelines and to monitor investment objective progress.
 - f) Developing and enacting proper investment performance review and control procedures; e.g., replacing investment manager(s) due to a fundamental change in the investment management process, or for failure to comply with established guidelines.
2. The specific responsibilities of the Investment Advisors and Managers, as applicable, include:
 - a) Each investment manager will invest assets placed in their care in accordance with this investment policy.
 - b) Each investment manager will have discretion in making investment decisions for the assets placed under their care and management, while operating within all policies, guidelines, constraints, and philosophies outlined in this investment policy. Specific responsibilities of investment manager(s) include:

- 1) Discretionary investment management, including decisions to buy, sell, or hold individual securities, and to alter allocation within the guidelines established in this policy.
- 2) Reporting investment performance results in a timely manner.
- 3) Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of the investment process.
- 4) Informing the organization, in a timely manner, of any changes in portfolio management personnel, ownership structure, investment philosophy, etc.
- 5) Voting proxies on behalf of the organization with notification to the organization.
- 6) Administering the organization’s investments at reasonable cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, transaction costs and other reasonable administrative costs chargeable to the organization.

General Investment Guidelines:

1. For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, the portfolio shall be allocated to the following funds and held as separate investment pools and the assets allocated as follows:

Fund	Target	Upper Limit
Operating Fund ¹	3 months of operating expenses based upon the current FY budget or 15% whichever is greater	25%
Short-term Reserve Fund	25%	40%
Long-term Reserve Fund	60%	75%

2. A copy of this investment policy shall be provided to all investment managers/advisors.
3. PPHFH is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code. This tax-exempt status shall be taken into consideration when making investments.
4. PPHFH is expected to operate in perpetuity; therefore, a 10 year investment horizon shall be employed. Interim fluctuations should be viewed with appropriate perspective.
5. All funds will maintain a reasonable and appropriate diversification of investment assets between asset classes and investment categories at all times.

¹ As regards the Operating Fund: In the event of a conflict between this policy and the organization’s Cash Management Policy, the Cash Management Policy shall be controlling.

6. All investments and funds shall seek to minimize all fees and charges including, but not limited to, account fees, management fees, and transaction charges.
7. Investments in the equity securities of any one company shall not exceed 5% of any fund nor shall the total securities position (debt and equity) in any one company exceed 10% of the portfolio.
8. Reasonable sector allocations and diversification shall be maintained and no more than 20% of the entire portfolio may be invested in the securities of any one sector.
9. Each investment must be available for review, i.e., no “blind pool” investments are allowed.
10. The following direct investments/transactions are prohibited: purchase of non-negotiable securities, derivatives, high risk or junk bonds, private placements, short sales, any margin transactions, straddles, warrants, options, life insurance contracts, leverage or letter stocks. Mutual funds which invest in these types of investments as part of their overall investment strategy to manage risk are acceptable.
11. No fixed income security shall have an equivalent credit quality below investment grade at the time of purchase, defined as:
 - BBB by Standard & Poors for straight bonds and convertibles
 - Baa3 by Moody’s Investor Service for straight bonds and convertibles
 - A1 by Standard & Poors for short term securities
 - P1 by Moody’s Investor Service for short-term securities
 - AAA for money market accounts
12. Disbursements from investment accounts must go directly to the organization. Disbursements directed to third parties are prohibited.
13. Security donations to the organization will be sold and converted into cash as soon as practicable. The preferred timeframe is within sixty (60) days of receipt.

Operating Fund Guidelines

1. Purpose: To provide sufficient cash to meet the day-to-day financial obligations of PPHFH in a timely manner and in accordance with the Cash Management Policy.
2. Objectives: Preservation of capital, liquidity and to optimize the investment return within the constraints herein.
3. Allowable Investments:
 - 1) Interest bearing savings accounts;
 - 2) Interest bearing checking accounts;
 - 3) Money market funds of insured commercial banking organizations;
 - 4) Certificates of Deposit at insured commercial banking organizations;

4. Maturity: The maturities on investments for the Operating Fund shall be 12 months or less.

Short-term Reserve Fund Guidelines

1. Purpose: To meet expenses occurring as a result of unanticipated activities and to improve the return on the funds held for expenditure for up to five years.
2. Objectives: Preservation of capital, liquidity and to optimize the investment return within the constraints herein.
3. Allowable Investments:
 - 1) Those investments allowed under the Operating Fund;
 - 2) Money market funds that invest in government backed securities;
 - 3) Direct obligations of the U.S. Government, its agencies and instrumentalities.
 - 4) Mutual funds that invest in direct obligations of the U.S. Government, its agencies and instrumentalities.
 - 5) Overnight repurchase agreements collateralized by investment grade securities.
4. Maturity: The maturities on investments for the Short-term Reserve Fund shall have a weighted average maturity of three years or less. The maximum maturity shall be 5 years.

Long-term Reserve Fund Guidelines

1. Purpose: To provide secure long-term funding for and sustainability of the mission of PPHFH.
2. Objectives: The emphasis shall be on total return; that is, the aggregate return from capital appreciation and dividend and interest income. The primary objective in the investment management of the Long-term Reserve Fund is long-term growth of capital and preservation of purchasing power through investment risk management.
3. Allowable Investments:
 - 1) Those investments allowed under the Short-term Reserve Fund;
 - 2) Domestic and international equities and marketable securities subject to the constraints contained herein. (Marketable securities are defined as securities that can be traded quickly and efficiently with minimal impact on market price). These include:
 - Corporate notes and bonds (investment grade, at least BBB);
 - High yield fixed income investments;
 - Preferred and Common stock;
 - Real Estate Investment Trusts (REITs),
 - Exchange Traded Funds (ETFs);
 - Precious metals;
 - Mortgage-backed bonds;
 - Convertible notes and bonds;
 - Convertible preferred stocks;
 - American Depository Receipts of non-US companies (ADRs);

- And Mutual Funds that invest in securities as allowed in this policy.
4. Maturity: Long term investments consist of assets that will generally be held for a period longer than five years. These assets are diversified to ensure that adverse results from one or more assets or asset classes will not jeopardize the ability to meet the organization’s long-term objectives.
 5. Allocation: Asset allocations shall adhere to the following guidance:

Asset Class	Range
Cash Equivalents	15% - 30%
Fixed Income	25% - 35%
Equities	35% - 60%

Investment Performance Monitoring

1. The Finance Committee shall monitor the performance of all investments and shall review quarterly reports representing investment results achieved over the prior quarter, year-to-date, one-year, three-year and five-year periods to allow for market fluctuations and volatility.
2. Performance objectives are to be met on a net of fees basis.
3. The investment performance of each asset allocation class will be measured on two levels: against inflation objectives for the total organization and against index objectives for individual portfolio components.
4. An investment performance report will be prepared by the Treasurer at least quarterly or upon request of the Board of Directors and will be presented to them at their next meeting. This report will include: the schedule of investments for each fund; interest and dividend income year to date; current yield.

**Pikes Peak Habitat for Humanity
Authorized Banks and Investment Vehicles**

Authorized Banks:

To Be Determined by the Finance Committee

Authorized Investment Vehicles:

To Be Determined by the Finance Committee

Approved by the Board of Directors on:

03/07/2016

Approved by Finance Committee on:

02/22/2016

House Pricing Policy

Purpose: This policy is adopted in order to establish consistent guidelines for house pricing so that Pikes Peak Habitat for Humanity (“PPHFH”) is able to:

1. provide affordable homeownership opportunities to qualified individuals and families in El Paso County earning between 35 and 80% of Area Median Income;
2. ensure that all PPHFH partner families are treated equally and equitably with respect to monthly and total housing costs; and
3. operate sustainably by recovering construction and related house costs through mortgage payments.

Background: In accordance with Habitat for Humanity International (“HFHI”) policies and guidelines, PPHFH intends to recover total construction costs up to the fair market value of Habitat homes, while maintaining an affordability formula in which starting monthly house payments (including principal, taxes, insurance, and HOA fees) are no more than 28% of a family’s gross monthly income. Homes will be financed with an affordable 1st mortgage, forgivable 2nd mortgage and may include additional subsidies from PPHFH and other entities.

Responsibility and Policy Review: The Director of Homeowner Services, with support from the Executive Director and the Director of Finance will be primarily responsible for consistent application of these policies and procedures. The PPHFH Finance Committee will be responsible for completing an annual review of the policy. Substantive changes to the policy must be approved by the PPHFH Board of Directors.

Key Terms:

Total Construction Costs

Total construction costs of a PPHFH home are defined by this policy as the total amount of actual construction expenses incurred by PPHFH, in addition to the in-kind value of donated materials and professional services. In addition, per HFHI guidance, PPHFH may include up to an additional 10% of the previously named costs to account for the indirect (overhead) costs associated with building the home.

Contract Sales Price

The contract sales price is the total sales price agreed upon by lender (PPHFH) and buyer (PPHFH future homeowner). This is the amount listed on the Statement. The contract sales price encompasses all down payments paid by the future homeowner, the total of all mortgages and deferred development fees on the property. In general, the contract sales price should be equal to the fair market value of the home at closing, established by an appraisal of the property upon completion of the home.

Policy: The contract sales price for each PPHFH home will be established by a final appraisal of the home after construction has been completed. The total cost to the homeowner, to be paid back to PPHFH by way of a down payment and an affordable first mortgage will be established by the total construction costs, but not to exceed the final appraised value or the maximum amount that a future homeowner can pay according to the affordability formula. The difference

between the value of the first mortgage and the contract sales price will be encompassed by a second “forgivable” mortgage that requires repayment only if the homeowner defaults or chooses to sell the home prior to the end of the loan term. The second forgivable mortgage may also be reduced by subsidies obtained by PPHFH from grants and other sources.

Procedure: Upon acceptance of a future homeowner into PPHFH’s homeownership program, PPHFH will provide a partnership invitation letter to the future homeowner that communicates an estimated sales price based on preconstruction estimates and estimated appraisal values. PPHFH will also communicate a maximum total cost to the future homeowner, with monthly payments based on 28% of the partner family’s gross monthly household income at the time of the application.

1. Upon completion of the home, PPHFH will obtain a final appraisal to determine the contract sales price of the home, and calculate the total costs in order to determine the cost to the future homeowner. PPHFH will recertify the eligibility of the future homeowner, and recalculate the future homeowner’s income. However, the total cost to the future homeowner may not exceed the amount communicated in the initial partnership invitation letter.
2. The Director of Homeowner Services will use a mortgage calculation tool in order to compile the relevant figures for approval from the Executive Director prior to finalizing the Sales Contract. Future homeowners may be offered loan terms of up to 30 years as long as the loan terms offered remain affordable to the homeowner.
3. PPHFH reserves the right to separately price any unique homes, or homes within unique developments, on a project by project basis. PPHFH reserves the right to separately price houses that are acquired in a manner other than new construction; such as purchase, re-purchase, foreclosure, or purchase for rehabilitation (repair/remodel), etc. For example, when pricing a PPHFH home which has been re-acquired through foreclosure and rehabilitated, PPHFH may choose to calculate the Total Costs by including the remaining mortgage amount owed on the properties in addition to costs associated with the rehabilitation.
4. PPHFH reserves the right to adjust house pricing as needed through Finance Committee review in response to circumstances that may arise including but not limited to changes to development costs, significant change in house costs, tap fees or other relevant factors.

AMI Update Approved by the Board of Directors on:

04/03/2017

Records Retention and Destruction Policy

Objective: This policy represents Pikes Peak Habitat for Humanity's policy regarding the retention and disposal of paper as well as electronic documents.

All employees, directors, officers and volunteers of Pikes Peak Habitat for Humanity (PPHFH) must comply with the document retention and destruction requirements within this policy.

In order to eliminate accidental or innocent destruction, PPHFH maintains the attached document retention requirements per the Internal Revenue Service. Records and documents outlined in this policy includes paper, electronic files (including e-mail) and voicemail records regardless of where the document is stored, including network servers, desktop or laptop computers and handheld computers and other wireless devices with text messaging capabilities.

In accordance with 18 U.S.C. Section 1519 and the Sarbanes-Oxley Act Section 802, employees, directors, officers or volunteers of PPHFH shall not knowingly alter, falsify, destroy or conceal a document in order to prevent its use in an official proceeding. If an official investigation is underway or even suspected, document purging must stop in order to avoid criminal obstruction. Records include essentially all records produced by employees, directors, officers and volunteers, whether paper or electronic.

PPHFH shall retain records for the period of their immediate or current use, unless longer retention is necessary for historical reference or to comply with contractual or legal requirements. If organizational records are relevant to litigation, or potential litigation (i.e. a dispute that could result in litigation), then PPHFH must preserve those records until the organization determines the records are no longer needed. This exception supersedes any previously or subsequently established destruction schedule for those records. If there is a question about whether a document should be retained or destroyed, it should be referred to the Executive Director.

Approved by Board of Directors on:

5/2/2011

Red Flag Rules

Purpose: To implement a policy and procedures to maintain an identity theft prevention program in accordance with the requirements of the Federal Trade Commission (FTC) and the Fair and Accurate Credit Transactions Act (FACTA) and the rules promulgated thereunder.

Definitions:

Identity Theft: A fraud that is committed or attempted using a person's identifying information without authority.

Covered Transactions/Accounts: Transactions/Accounts that are used primarily for personal, family, household or business purposes that involve or are designed to permit multiple payments or transactions. Any account where there is a reasonably foreseeable risk to Habitat families, donors, employees, employee applicants, ReStore customers, vendors and suppliers or the safety and soundness of Pikes Peak Habitat for Humanity. Covered transactions/accounts include, but are not limited to, applicant information, mortgage loans, credit card transactions, donor, customer, vendor and supplier information, check processing and employee payroll information.

Responsibility: The Pikes Peak Habitat for Humanity Board of Directors will approve this written program and approve any material changes; a senior management employee will oversee the development, implementation and administration, ensuring that staff is trained.

Administration methods for the program will include:

- Training staff members on specific responsibility for the program.
- Preparing and delivering to the board of directors an annual report regarding compliance with the Red Flag rules. *(This report should address matters related to the program and issues, such as the effectiveness of the policies and procedures that address the risk of identity theft in connection with the opening of covered accounts or existing covered accounts, significant incidents of identity theft and management's response to these incidents, and recommendations for material changes to the program.)*
- Providing guidance for the board of directors to approve material changes to the program.

Requirements:

Pikes Peak Habitat for Humanity will implement the following procedures to:

- Identify relevant red flags for covered transactions/accounts
- Detect red flags

- Respond appropriately to red flags to prevent and mitigate identity theft in connection with the opening of certain accounts or certain existing accounts and performance of certain transactions.
- Ensure policy and procedures are updated periodically to reflect changes in risks to Habitat families, donors, ReStore customers, employees, vendors, suppliers and Pikes Peak Habitat for Humanity.

Pikes Peak Habitat for Humanity will identify relevant red flags and conduct a risk assessment that includes—financial, operations, compliance, reputation, and litigation; and determine whether it offers or maintains covered accounts taking into consideration:

- Types of covered transactions/accounts offered or maintained
- Methods provided to open accounts
- Methods provided to access accounts
- Previous experiences with identity theft
- Methods used to reflect changes in identity theft

Pikes Peak Habitat for Humanity will address the detection of red flags by: (1) obtaining identifying information about and verifying the identity of the Habitat families and employees; (2) monitoring monthly mortgage payments; (3) verifying the validity of change of address requests, and (4) verifying the validity of employment verification requests.

Possible sources used for detecting red flags include:

- Alerts, notifications or other warnings received from consumer reporting agencies or service providers, such as fraud detection services
- Presentation of suspicious or altered documents
- Presentation of suspicious, inconsistent or altered personal identifying information such as a suspicious address change
- Attempts to access an account by unauthorized users
- Unusual use of or other suspicious activity related to a covered transaction or account
- Notice from Habitat families, donors, customers, employees, vendors and suppliers or other victims of identity theft, law enforcement authorities or other persons regarding possible identity theft in connection with covered accounts

Response Program: Pikes Peak Habitat for Humanity will provide appropriate responses for preventing and mitigating identity theft. These responses will consider factors that may heighten the risk such as: a data security breach; notification that a Habitat family, donor, customer, vendor or supplier has provided account information to someone claiming to represent Pikes Peak Habitat for Humanity; or has provided information on a fraudulent website. These responses may include:

- Monitoring a covered account for evidence of identity theft
- Contacting the Habitat families, donors, employees, customers, vendor, supplier, etc.
- Changing any passwords, security codes, or other security device that permit access to a covered account
- Reopening a covered account with a new account number

- Not opening a new covered account
- Closing an existing covered account
- Not attempting to collect on a covered account or not selling a covered account to a debt collector
- Notifying law enforcement
- Determining that no response is warranted under the particular circumstances

Updates: This policy and its procedures will be updated periodically to reflect and respond to:

- Experiences with identity theft
- Changes in methods of identity theft
- Changes in methods to detect, prevent, and mitigate identity theft
- Changes in the business arrangements of Pikes Peak Habitat for Humanity including mergers, acquisitions, alliances, joint ventures, and service provider arrangement.

Approved by Board of Directors on:

11/03/2015

Gift Acceptance Policy and Procedures

1. MISSION

Seeking to put God's love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities and hope.

2. PURPOSE

This policy serves as a guideline for Pikes Peak Habitat for Humanity (PPHFH) staff, board members, volunteers, outside advisors who assist in the gift planning and solicitation process, and prospective donors who wish to make gifts to PPFH of unrestricted, restricted and endowment funds. Pikes Peak Habitat for Humanity actively solicits gifts and grants to further the mission of PPFH. As gifts can encourage others to give or do the opposite, this gift acceptance policy is intended only as a guide and allows for flexibility on a case-by-case basis. In addition, the policy further addresses the valuation of any gifts or donations based on generally accepted accounting principles.

3. POLICY GUIDELINES

- 3.1** The Executive Director of PPFH, Director of Development and designated Board members, volunteers, or staff of PPFH, have authority to solicit and/or accept gifts on behalf of PPFH.
- 3.2** The Executive Director may designate the Development Committee responsible for recommending whether or not to accept proposed gifts. The Committee shall consist of no less than three members from the Development Committee, as well as the Executive Director as a non-voting member and convener, and the Director of Development as a non-voting member. The Chairperson shall have the authority to appoint other volunteers or employees, on an ad hoc basis, who have special expertise that may be needed in order to make a decision on a specific gift.
- 3.3** The Development Committee may consider each gift according to its intended use, restrictions, liabilities and financial impact on PPFH, now and in the future. Only gifts, bequests, devises, endowments, trusts and similar funds that are designated for PPFH's use consistent with the stated goals and mission of PPFH will be considered for acceptance.
- 3.4** The Executive Director or gift solicitor will refer to the Development Committee, before acceptance, gifts that are given with unusual restrictions or designations, have the potential of jeopardizing the tax-exempt status or violating PPFH and its policies, local, state or federal laws.

4. TYPES OF GIFTS

4.1 CASH

- 4.1.1 Pikes Peak Habitat for Humanity, regardless of amount, shall accept all gifts by cash, credit card, or check.
- 4.1.2 Checks shall be made payable to Pikes Peak Habitat for Humanity, Inc. (aka Pikes Peak Habitat, or PPHFH), unless otherwise specified. In no event shall a check be made payable to an individual who represents PPHFH.

4.2 PUBLICLY TRADED SECURITIES

- 4.2.1 Pikes Peak Habitat for Humanity can accept readily marketable securities, such as those traded on a stock exchange.
- 4.2.2 Gift securities are likely to be sold immediately by PPHFH.
- 4.2.3 For Pikes Peak Habitat for Humanity's gift crediting and accounting purposes, the value of the securities is the average of the high and low on the date of the gift, in accordance with IRS regulations.

4.3 CLOSELY HELD SECURITIES

- 4.3.1 Gifts of closely held corporate stock will only be accepted with an appraised value in advance.
- 4.3.2 An appraisal of securities must be provided by the gift or to determine both value and potential for sale.
- 4.3.3 Gifts of securities that require a holding period will be accepted and sold when the holding period has expired.
- 4.3.4 Gifts of securities that will not be accepted include: securities that are assessable or in any way could create a liability to PPHFH; securities that, by their nature, may not be assigned (such as "S" corporation stock); securities that on investigation have no apparent value; any security that may give the impression of "self-dealing".

4.4 REAL ESTATE

- 4.4.1 The Building Committee and Site Selection Committee will review gifts of real estate and determine if it fits one of two criteria:
 - The property would be rehabilitated so that we may select a qualified homeowner to occupy, or
 - The property would be sold for financial income.
- 4.4.2 The donor is responsible for obtaining an appraisal of the property, unless otherwise determined by PPHFH.
- 4.4.3 A member of the Site Selection Committee must conduct a visual inspection of the property. If the property is located in a geographically distant area, a local real estate broker with no ties to the seller may substitute for a member of the Committee in conducting the visual inspection. Pikes Peak Habitat also requires an environmental site assessment including Title V status for possible contamination, (i.e., leaking underground storage tanks) or other restrictions (i.e.,

wetlands). Paying for this assessment is negotiable; however, the costs must in no way exceed the fair market value of the property.

- 4.4.4 Due to the expenses associated with gifts of real estate, only gifts valued in excess of \$10,000 will be accepted.
- 4.4.5 If the donor is giving a life estate gift, the donor may be asked to pay for all or a portion of the following: maintenance cost; real estate taxes; insurance; real estate broker's commission and other costs of sale; appraisal costs. If the real estate is an outright gift, PPHFH will pay for these costs.
- 4.4.6 For Pikes Peak Habitat for Humanity's gift crediting and accounting purposes, the value of the gift is the fair market value of the real estate.
- 4.4.7 Properties with mortgages will be considered on a case-by-case basis. Consideration may include an independent appraisal and the mortgage percentage of property value. Mortgaged property is not acceptable for charitable remainder trusts.
- 4.4.8 When possible, mortgages will be cleared before the transfer of property.
- 4.4.9 Pikes Peak Habitat adheres to all federal and state requirements for disposing gifts of tangible personal property and filing appropriate forms.

4.5 LIFE INSURANCE

- 4.5.1 Pikes Peak Habitat for Humanity will accept gifts of life insurance policies only when PPHFH is named as the owner and beneficiary of 100% of the policy.
- 4.5.2 If the policy is paid-up, the value of the gift for PPHFH's gift crediting and accounting purposes is the policy's replacement costs.
- 4.5.3 If the policy is partially paid up, the value of the gift for PPHFH's gift crediting and accounting purposes is the policy's cash surrender value.

4.6 TANGIBLE PERSONAL PROPERTY

- 4.6.1 Gifts of tangible personal property made directly to PPHFH, should have a use related to PPHFH's exempt purpose. The exception would be those gifts made to the PPHFH ReStore.
- 4.6.2 Gifts of jewelry, artwork, collections, equipment, and software shall be accepted with approval by PPHFH. Other matters that will be taken into consideration by PPHFH before deciding on acceptable gifts of personal property include: transportation cost; storage cost; cost of selling; cost of maintenance and repairs; location of property; cost of insurance; IRS Forms 8282 and / or 8283.
- 4.6.3 Such gifts of tangible personal property defined above shall be used by or sold for the benefit of PPHFH.
- 4.6.4 Depending upon the anticipated value of the gift, and in compliance with IRS Forms 8282 and 8283, the donor shall have a qualified outside appraiser value the gift before it can be accepted by PPHFH. A minimum threshold will be an anticipated value of \$5,000.
- 4.6.5 Pikes Peak Habitat for Humanity adheres to all federal and state requirements for disposing gifts of tangible personal property and filing appropriate forms.

4.7 PLANNED GIFTS AND MEMORIALS

- 4.7.1 The staff and volunteers shall encourage assets transferred through bequests that have immediate value to PPHFH, or that can be liquidated. Gifts that appear to require more cost than benefit shall be discouraged or rejected.
- 4.7.2 Pikes Peak Habitat may accept and administer bequests and memorials designated for specific purposes, at a minimum amount to be agreed upon by the Development and Finance Committees.

5. ADMINISTRATIVE ISSUES

- 5.1 Pikes Peak Habitat for Humanity and its staff shall not act as an executor (personal representative) for a donor's estate.
- 5.2 Pikes Peak Habitat for Humanity may act as co-trustee of a charitable trust when the trust names Pikes Peak Habitat for Humanity, Inc. (aka Pikes Peak Habitat, or PPHFH) as a beneficiary of 50% or more of the trust.
- 5.3 Pikes Peak Habitat for Humanity will pay for the drafting of legal documents for a charitable remainder trust of which PPHFH is named as a beneficiary of 50% or more of the trust. The donor's own counsel must review the documents at the donor's cost.
- 5.4 Terms and conditions must be agreed upon before an endowment is established; therefore, contact with PPHFH's Executive Director for appropriate documentation is required.
- 5.5 In accordance with PPHFH's Investment Policy, a minimum contribution is required to establish a named endowment (amount to be determined by the Development Committee).
- 5.6 For restricted and endowed funds, if future circumstances change, or the donor fails to fulfill his pledge obligation, or the purpose for which the fund is established becomes illegal, impractical, or no longer meets the needs of PPHFH, PPHFH may designate an alternative use in the spirit of the donor's original intent for the gift to further the objectives of PPHFH.
- 5.7 Pikes Peak Habitat for Humanity may elect to refuse gifts of cash, securities, real estate or other items of value if there is a reason to believe that such gifts are incompatible with the mission of the organization, conflict with its core values, or would create a financial, administrative, or programmatic burden. Questionable gifts will be directed to the Executive Director or the Board of Directors for guidance on a case-by-case basis.
- 5.8 Pikes Peak Habitat for Humanity may elect to refuse gifts of any type if the potential gift poses a conflict of interest, including, but not limited to, real conflicts of interest, appearances of conflicts of interests, or perceived conflicts of interest.
- 5.9 Pikes Peak Habitat for Humanity operates in accordance with the Donor Bill of Rights (developed by Association of Fundraising Professionals) and the Association of Fundraising Professionals' Code of Ethics.
- 5.10 Requests by donors to remain anonymous, have their names removed from mailing lists, or to restrict appeals will be honored. Private information about donors will not be made public. Donors will not be subjected to excessive pressure when solicited for contributions.

5.11 Pikes Peak Habitat for Humanity does not pay fundraisers based on a percentage of the amount raised or other commission formula.

6. ACCOUNTING OF IN-KIND DONATIONS

- 6.1** The value of In-kind donations or gifts will be recorded in a proper and consistent manner that is in compliance with current generally accepted accounting principles.
- 6.2** Donated construction materials, if significant in amount, should be recorded at their fair value at the date of receipt.
- 6.3** The recording of donated services will comply with generally accepted accounting principles and related statements of position.
- a) The recorded value of donated professional services will be at the current market value.
 - b) The value of donated non-professional labor will be recorded at 120% of the state's current minimum wage at the time the home is sold to the partner family.
- 6.4** The recorded value of donated land will be based on the current market value as stated in the HUD-1 real estate transaction document (Line 101: Contract Sales Price, minus any price discount applied), or, in cases of land bequest, on the current appraised value.

This policy is to be reviewed annually by The Finance Committee

Original Policy Accepted by Development Committee:	<u>06/13/2013</u>
Original Policy Approved by Board of Directors:	<u>09/09/2013</u>
Revised Policy Accepted by Finance Committee:	<u>01/20/2015</u>
Revised Policy Approved by Board of Directors:	<u>02/02/2015</u>

Family Selection Policies and Procedures

1. **Purpose:** Pikes Peak Habitat for Humanity (“PPHFH”) builds affordable housing for people who are living in inadequate housing and who are unable to secure adequate housing by conventional means. PPHFH selects homeowner partner families based on their need for adequate shelter; their ability to pay for the PPHFH home; and their willingness to partner with PPHFH. The following policies and procedures outline the criteria and process through which PPHFH selects homeowner partner families under the guiding principles of Habitat for Humanity International (“HFHI”)² and in compliance with relevant federal legislations including, but not limited to: the Fair Housing Act, the Equal Credit Opportunity Act (“ECOA”), the Americans with Disabilities Act, the Gramm-Leach-Bliley Act, the Real Estate Settlement Procedures Act (“RESPA”) and the Fair Credit Reporting Act. These policies and procedures will be used by the Director of Homeowner Services and the Family Selection Committee (“the Committee”) in order to screen applicants and recommend families to the PPHFH Board of Directors (“the Board”) for acceptance into PPHFH’s affordable homeownership program.
2. **Policy:** PPHFH is an Equal Housing Lender that offers affordable homeownership opportunities to individuals and families who meet the following the three basic criteria as required by Habitat for Humanity International:
 - i. Need for adequate housing;
 - ii. Ability to pay for the Habitat home; and
 - iii. Willingness to partner with Habitat.
3. **Eligibility Criteria.** The following criteria are used to determine eligibility for PPHFH’s affordable homeownership program. Each criteria relates to at least one of the above listed three basic criteria. Information used to determine applicant(s)’ eligibility will be derived from 1) information supplied by applicant(s) on the PPHFH application and related forms; 2) supporting documentation supplied by the applicant(s); and 3) information derived from screenings obtained with consent from the applicant(s) including: tri-merge credit reports, criminal background checks, sex offender registry checks, Office of Foreign Asset Control screening, and any other necessary databases that may need to be checked with permission from the applicant(s).
 - 3.1. **Residency/Citizenship** (*Relates to Ability to Pay, Willingness to Partner*). In order to meet residency/citizenship requirements, all **applicants and/or any household member who earns/receives a portion of the household income** must demonstrate that they:
 - i. have resided in El Paso County for at least one full year prior to application date; and

² PPHFH will refer to the most current version of the HFHI “Affiliate Operations Manual,” as well as Legal Advisories released by HFHI as a basis of changing current and adopting new policies and procedures related to Family Selection.

- ii. are U.S. Citizens or Permanent Residents of the United States.
- iii. Supporting Documentation may include: U.S. Certificate of Birth, unexpired U.S. Passport, certificate of naturalization, unexpired Lawful Permanent Resident Card (“Green Card”).
- iv. At the time of application, the applicants(s) must be legal, permanent resident status of the United States. If applicant(s) are permanent, legal residents, then PPHFH must evaluate whether the income will last for at least three years. If applicant(s) are not permanent, legal residents, this will constitute immediate ineligibility based on an inability to pay. For any spouse, domestic partner, or individual family member of the applicant who wants to be on the Deed of Trust and Note, but is not providing income, the individual will have to be a legal, permanent resident of the United States. In brief, an individual who does not hold Permanent US Resident status will not be permitted to purchase the house and cannot be on the Deed of Trust and Note.

3.2. History of Homeownership *(Relates to Need for Housing)*

- i. To be eligible for homeownership, no **applicant** may have owned residential property (not including mobile homes) within the last three years prior to application date.

3.3. Marital Status *(Relates to Ability to Pay)*

- i. If any potential applicant is separated or in the process of a divorce and the applicant’s legal spouse is not a permanent member of the household, the divorce must be finalized prior to the date of the application, or the applicant must have legal proof that the spouse has no right to the applicant’s property.
- ii. Supporting Documentation may include: divorce decree, court order.

3.4. Household Size *(Relates to Ability to Pay)*

- i. Eligibility for homeownership is based in part on the applicant(s)’ ability to meet income guidelines (see 3.6) which are relative to household size.
- ii. Household size is defined by the number of individuals who are expected to reside permanently in the Habitat home.
- iii. PPHFH selects families for homes based on current need, meaning that household size may not include projections of future household size, with the exception that household members who are pregnant at the time of application may be counted as two household members.
- iv. Each adult member of the household must be listed as an **applicant** unless:
 - i. the individual can be claimed as a dependent of another applicant;
 - ii. the applicant(s) can provide reasonable evidence that the individual is expected to be a permanent member of the household but will not be financially responsible for the mortgage; or

- iii. there are other special circumstances that allow for adult household members to not be listed as applicants, as approved by the Committee.
- v. For individuals who are not applicants to be counted as **members of the household**, they must be:
 - i. minor dependents (including expected pregnancies) who reside with the applicant(s) at least 50% percent of the year;
 - ii. other adult members of the household who can provide reasonable evidence that they will be permanent members of the household.

3.5. Custody of Dependents *(Relates to Ability to Pay)*

- i. To include dependents as members of the household, applicants must be able to demonstrate at least 50% custody for each dependent.
- ii. Supporting Documentation may include: Birth certificates, court-ordered custody agreements.

3.6. Income *(Relates to Ability to Pay)*

i. **Income stability.**

- i. Applicants must be able to demonstrate a two (2) year history of employment or show that their source of income has been consistent for two (2) years. In a two (2) year work history, there may not be more than a three (3) month gap in employment.
- ii. All income sources must be able to be reasonably projected out at least 36 months into the future.

ii. **Eligible income sources.**

- i. Household income will include all income earned by applicants as listed on the application. Household income may include income received by applicants on behalf of dependents (for example, disability income received by an applicant on behalf of a minor dependent), as long as that income is used for household purposes and can be reasonably projected out at least 36 months into the future. In general, income earned by non-applicant household members should not be included in the calculation of income. (For example, the income of a 17 year old dependent in the household who has a part-time job should not be included in the income calculation.)
- ii. The following types of income, with supporting documentation, may be used to determine total household income:
 - Income earned through employment
 - Income earned through self-employment
 - Supplemental Security Income (SSI) Benefits

- Social Security Disability Income (SSDI) Benefits
- Veteran's Benefits
- Supplemental Nutrition Assistance Program (SNAP) Benefits

Note: Food Stamps may not count for more than 35% of household income.

- Child Support

*Note: Child support must be court-ordered **AND** the applicant must be able to document that the court-ordered amount is being received on a regular basis. Child support income that is received but not court-ordered may be included on a case by case basis if the applicant can document 12 months of consistent payments.*

- Other permanent income sources may be considered at the discretion of the Committee.

iii. The following types of income **may not** be used to determine household income:

- Temporary Assistance for Needy Families (TANF)
- Unemployment Benefits
- Section 8 vouchers
- Income that is temporary.
- Income that cannot be documented.

iii. **Documentation of Income.** The Director of Homeowner Services along with the Committee will determine the guidelines for assessing the validity of supporting documentation. For example, the Director of Homeowner Services may request that documentation of employment history consist of 3-4 months of consecutive pay stubs prior to the date of application. Applicants whose income is derived from self-employment must be able to document 24 months of income history. However, the Director of Homeowner Services/the Committee may be willing to accept other forms of documentations (i.e. a letter from an employer, evidence of direct deposits into an applicant's bank account, etc.).

iv. **Income guidelines.** To be eligible for homeownership, applicants' gross household income must be at a minimum of 35% and may not exceed 80% of the Median Family Income (El Paso County) for the household size for the current year.

3.7. Debt-to-Income Ratio *(Relates to Ability to Pay)*

- i. The Director of Homeowner Services will use a standardized tool ("DTI Calculator") for calculating each applicant's debt to income ratio (See attached "Exhibit A"). The tool will calculate the average gross monthly income based on

all eligible documented income supplied by the applicant(s). In order to be recommended to the Board for approval, applicants must be able to afford the minimum monthly payment for the size of house for which they are recommended. This affordability amount correlates to AMI, house size and construction costs and is set and reviewed annually by the Board.

- ii. Debt: the Director of Homeowner Services will input all debt listed that appears on the applicant(s) tri-merge credit report and application documents into the DTI Calculator. Debt will be calculated in the total monthly household payments as follows:
 - i. Alternative Credit can be considered but only in the absence of traditional credit accounts not in lieu of. Sources of Alternative Credit can include:
 - Rent – must demonstrate a 12 month payment history and not more than one (1) 30 day late payment
 - Utilities, Car Insurance, Renters, Insurance, Cable, Phone, Childcare
 - ii. **Child care expenses** will be deducted from the applicant's total gross income **prior** to calculation of the DTI Ratio.
 - iii. For **installment loans** (including auto and personal loans) the actual monthly payment as documented by a monthly statement or from the credit report will be used in the DTI.
 - iv. Student loan payment amounts should be calculated using 1% of the balance owed unless a monthly payment amount is indicated on the most recent statement or the credit report. If the student loans are in an income-based repayment plan, then use that monthly payment. Include student loan debts even if they are in deferment or forbearance. Student loans in deferment or forbearance will be calculated at 1% of the balanced owed. For **revolving accounts** (including credit cards and lines of credit), the monthly obligation used in the DTI Calculator will be 3% of the outstanding balance.
 - v. For **collection accounts**, the monthly obligation used in the DTI Calculator will be 3% of the outstanding balance. Total collections should not exceed \$2,500, all non-duplicative collections must be in a payment plan and a written, signed explanation regarding collection accounts should be provided by applicant(s).
 - vi. The applicant(s) payments cannot have been 30 days late two (2) or more times in the last 12 months and/or 60 days late one (1) or more times in the past 12 months.
 - vii. All other **monthly debt obligations** will be calculated into the DTI based on the best estimated monthly payment amount.
 - viii. If applicant has less than 10 months remaining on installment debt, do not include payment in debt ratio calculation.

- ix. Co-signed accounts must demonstrate 12 months on-time payment history and will not be included in debt ratio. Staff will verify through canceled checks, bank statements, etc.
- iii. PPHFH's maximum "**front-end ratio**" is 28%, meaning that the anticipated monthly housing costs of a Habitat home (incl. principal, property taxes, hazard insurance, and HOA dues, if applicable) may not exceed 28% of the applicant(s)' gross monthly household income.
- iv. PPHFH's maximum "**back-end ratio**" is 40%, meaning that the anticipated monthly housing costs of a Habitat home (incl. principal, property taxes, hazard insurance, and HOA dues, if applicable) plus all other debts for which the applicant(s)' have a monthly liability may not exceed 40% of the applicant(s)' gross monthly household income.
- v. The DTI Calculator may be adjusted annually at the discretion of the Committee to reflect annual changes in Area Median Family Income and any other necessary modifications.
- vi. No repossessions, foreclosures or evictions three (3) years prior to application date. PPHFH will consider extenuating circumstances such as illness, death, or divorce.
- vii. All liens must be paid in full and discharged by the court.
- viii. All judgments must be paid in full and satisfied.
- ix. Bankruptcies must have been discharged for at least two (2) years from date application is submitted. And following a bankruptcy, household must demonstrate satisfactory financial stability.

3.8. Customer Identification/Office of Foreign Assets Control (OFAC) Check

(Relates to Willingness to Partner). Per PPHFH's "Anti-Money Laundering Policy and Program Procedures," applicants are required to supply appropriate proof of identity that can be compared with the information listed on the OFAC website. The Director of Homeowner Services will follow the appropriate procedures if a potential applicant is a match with an individual on the OFAC list.

3.9. Criminal Background/Sex Offender Status *(Relates to Willingness to Partner).*

Prior to Board review, a criminal background check will be run for applicants who have been recommended by the Committee to the Board for approval. Any information revealed by a criminal background check will be addressed on a case by case basis according to PPHFH's "Criminal Background Check and Sex Offender Policy" and in consultation with an attorney, if necessary.

- 3.10. Current Housing Situation** *(Relates to Need for Housing).* In order to be eligible for homeownership, applicant(s) must demonstrate a need for housing. The Committee will consider the applicant(s) current housing situation during the home visit and document any concerns on the PPHFH "Housing Need Assessment" form

(see Exhibit B.) The following instances can constitute evidence of a need for housing:

- i. Structural issues (leaky roof, unsafe flooring, etc)
- ii. Inadequacy of interior heating, electrical and/or plumbing
- iii. Unhealthy conditions such as mold or pest infestation
- iv. Lack of functioning entrance and exit points
- v. Inoperable kitchen or bathroom
- vi. Little or no insulation
- vii. Broken or missing windows or improper locks on windows/doors
- viii. Inadequate number of bedrooms based on family size and ages/gender of kids
- ix. Cost of rent, not including utilities, is 35% or more of overall income
- x. Homelessness-to include living with friends/relatives or in temporary housing
- xi. Unsuitable neighborhood (unsafe or unsanitary)
- xii. Unsuitable for human habitation (crime-ridden or deteriorated)
- xiii. Family has been denied a conventional or government assisted mortgage loan
- xiv. Other circumstances determined by the Committee to constitute a need for housing.

3.11. Bedroom Policy In order to select applicants for a specific home, the household composition must be such so that in the Habitat home:

- i. no more than two (2) people share each bedroom;
- ii. children of opposite genders do not share a bedroom; and
- iii. children of the same gender who share a bedroom do not have an age difference that exceeds five (5) years.

3.12. Revision to Eligibility Criteria for Special Programs. Occasionally, PPHFH may open special homeownership or repair programs that require slightly different eligibility criteria than what is described above. For example, special grants may offer PPHFH the opportunity serve a very low income bracket and PPHFH may wish to limit such a program only to those with very low incomes (i.e. 25-35% Median Family Income). In such instances, the eligibility criteria may be altered on a case-by-case basis for specific programs, as long as the revised criteria still includes the three basic criteria required by HFHI and all relevant federal and local laws and regulations. Revisions to the eligibility criteria for special programs will occur in consultation with the Committee and with approval by the Board.

4. Application Process

4.1. Open Application Periods. PPHFH will make applications available to prospective applicants at periods during the year when PPHFH has upcoming builds that do not

yet have a family selected. Once PPHFH has received enough qualified applicants to fill the available slots, PPHFH may close the application period until new builds are available.

- i. **Waiting List.** PPHFH will not at any time maintain a waiting list of prospective applicants. PPHFH may however keep a list of names and contact info and provide notification when the open application period is beginning.
- ii. **Information Session.** PPHFH will provide information sessions for new applicants which will cover the eligibility requirements and an overview of the program. Applicants are encouraged to attend an information session prior to submitting an application.

4.2. Applications Sent and Received.

- i. Submitted applications will not be processed until the application, all required supporting documentation and the credit report fee are received. Applications will then be processed in the order that they are received. Applicants are required to pay a non-refundable fee to pull the applicants' credit report.
- ii. Upon receiving any piece of application information, PPHFH will send a letter to all applicant(s) within 30 calendar days notifying the applicant(s) of receipt of the application and indicating that the current status of the application is either:
 - i. under review and in-progress;
 - ii. incomplete and requiring additional information from the applicants;
 - iii. denied due to ineligibility (see 4.2.v. below); or
 - iv. approved.
- iii. Applications will be processed by Director of Homeowner Services or other designated PPHFH staff. Processing an application entails:
 - i. Checking for all required documentation and forms;
 - ii. Requesting credit history;
 - iii. Completing DTI Calculator.
- iv. If a processed application reveals that an applicant clearly does not meet one of the three basic eligibility criteria, the Director of Homeowner Services will send a letter of denial to the applicant(s) within 30 days of the receipt of the application. If the denial is based on information revealed on a credit report, the denial letter will include the appropriate language and credit bureau contact information as required by the Fair Credit Reporting Act.
- v. Homeowner Services staff will interview all eligibility applicants prior to meeting with the Family Selection Committee to discuss the three basic eligibility criteria, the Habitat process, requirements and answer questions the applicants may have about the program.

- vi. If a processed application appears to meet the three basic eligibility criteria, or if the Director of Homeowner Services is unsure about the eligibility of the applicant(s), the application will be reviewed by the Committee at the next scheduled meeting.

4.3. Review by Family Selection Committee.

- i. The Committee will meet monthly while the application process is open and there are applications to review. The Director of Homeowner Services will bring processed application packets for applicants who may be qualified for homeownership to the monthly meeting for review.
- ii. Among the current application pool, the Committee will determine those who meet the three basic eligibility criteria and make arrangements for a visit to the applicants' homes.
- iii. Those who are deemed ineligible by the Committee will be sent the appropriate denial letter by the Director of Homeowner Services.

4.4. Home Visits. Members from the Committee (a team of two committee members in most cases) will visit the home of qualified applicants to assess the current housing situation. Committee members will complete and submit the following forms to the Director of Homeowner Services:

- i. **“ Housing Needs Assessment” Form (Exhibit B)**

4.5. Review and Discussion by Committee.

- i. Following applicant home visits, the Committee will once again convene to review and discuss the home visit, and determine if the applicant(s) do in fact meet the PPHFH eligibility criteria.
- ii. If the Committee deems that applicant(s) meet all of the eligibility criteria, the application will be recommended to the Board for approval.
- iii. If there are more qualified applicants than slots available, the applicants will be prioritized based on 1) need for housing; 2) ability to pay; and 3) willingness to partner. If all is equal the **date** that the application and **all** required documentation submitted will be the deciding factor as to who is recommended to the Board for approval.
- iv. If application meets all of the requirements but no slot/home of the appropriate size is currently available (or likely to be available within the next 6 months), the Director of Homeowner Services will send a denial letter, with an explanation of the situation and encouragement to re-apply the next time that the application process is open.

4.6. Completion of Application

- i. An application for acceptance into PPHFH's homeownership ownership program is deemed complete once the applicant has meet all of the above requirements, including participation in a home visit from the Committee.

- ii. The application for acceptance into PPHFH's homeownership program as described in this policy refers to the initial process of acceptance for partnership with PPHFH, including **pre-approval** for a home mortgage. The final loan application as defined by RESPA guidelines will be compiled upon completion of all program requirements and prior to closing once the information about property value and loan amounts have been finalized. Unless otherwise specified (as in section 5), the application process defined in this policy does not refer to a loan application as defined by RESPA.

4.7. Review By Board

- i. At their scheduled monthly meeting, the Board will review any applications recommended for approval by the Committee.
- ii. The Director of Homeowner Services will prepare a summary of the applicant(s) household, redacting any personal identifying information about the applicant(s).
- iii. The Board will have the opportunity to discuss the application and ask questions of the Director of Homeowner Services.
- iv. The Board must approve a motion in order to accept applicant(s) into the homeownership program.

4.8. Approval and Notification

- i. Following approval by the Board, the Director of Homeowner Services will notify the applicant(s) in writing of the decision. The applicant(s) must acknowledge and accept the offer to participate in PPHFH's affordable homeownership program by signing the notification of acceptance letter and the Partnership Agreement within 30 days of the date of the notification letter.
 - ii. If the applicant(s) decide to decline the offer to participate in PPHFH's affordable homeownership, they are not restricted from applying again in the future.
 - iii. Once a Habitat Family Applicant has been accepted into the PPHFH affordable homeownership program, they have the right to decline/refuse a location four (4) times in a row. If an applicant chooses to decline/refuse a location for the fourth (4) time in a row, they will not be able to apply for another Habitat for Humanity house, until 2 years from the date of their decline/refusal.
5. **Final RESPA loan application:** Upon completion of all program requirements (sweat equity, homeownership classes, etc.) and upon completion of construction on a partner family's home, PPHFH will obtain a real estate appraisal in order to establish a sales price of the home. At this time, PPHFH will re-certify that a partner family continues to

meet **all** eligibility requirements^{3,4} as detailed in this policy. This will be done by collecting updated income and credit information for the applicants. PPHFH will then calculate the sales price and loan amounts in accordance with the PPHFH House Pricing Policy. Establishing the sales price and loan amounts, in addition to the personal and income information previously collected, will constitute a completed loan application as defined by RESPA and trigger PPHFH to issue all required disclosures according to the timeline specified by RESPA.

6. **Records:** PPHFH will maintain records of all applications submitted for a period of 36 months. All applications and materials containing personal information about a PPHFH applicant will be kept in a secure location. Physical files will remain in locked file cabinets at all times. Electronic records will be protected by appropriate computer safeguards and with access limited only to authorized users.

Revised Policy Approved by Board of Directors:

04/05/2018

³ The only exception to the eligibility requirements are cases in which, after acceptance, applicants' income rises above PPHFH's established income maximum. In these cases, increases in income will not disqualify applicants from the program and homeownership.

⁴ If applicants are found to be ineligible for the program at the time of re-certification, he/she/they will be given a period of 90 days to correct the issue prior to deselection from the program and denial of the home mortgage.

Mortgage Origination and Servicing Policies & Procedures

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Preface

Pikes Peak Habitat for Humanity (PPHFH) as an affiliate of Habitat for Humanity International (HFHI) works to create decent, affordable housing in partnership with those in need and to make shelter a matter of conscience with people everywhere. This manual defines the Mortgage Origination and Servicing Policies & Procedures used by PPHFH. References to other PPHFH policies shall be interpreted to mean the applicable policy in force at the relevant time in the mortgage process. These policies and procedures are designed to be consistent with all applicable Federal, Colorado, and local laws regarding mortgage origination and servicing, as well as HFHI policies, procedures and guidance to U.S. affiliates. In particular, the following references from HFHI are applicable to this document:

- Exhibit G of the U.S. Affiliated Organization Policy Handbook
 - Policy 11: Homeowner Partner Selection
 - Policy 17: Records Retention
 - Policy 22: Closing and Servicing
 - Policy 23: House Pricing
 - Policy 24: Mortgage
 - Policy 25: Family Support
 - Policy 26: Equal Treatment of Habitat Homebuyers
- The following elements of the Affiliate Operations Manual (AOM):
 - Construction AOM
 - Family Selection AOM
 - Family Support AOM
 - Financial Policies and Procedures AOM

Loan Originator Employees Policy

1. **Purpose:** To ensure that PPHFH and its employees and/or volunteers involved in loan origination activities are in compliance with all aspects of the Truth in Lending Act (TILA) and any other relevant federal and state regulations and HFHI policies.
2. **Responsibility:** The PPHFH Executive Director will be responsible for compliance with this policy, ensuring that all new hires meet the requirements below, and that all current loan originator employees maintain current education and licensing (if applicable) requirements.
3. **Definition**
 - 3.1. *PPHFH Designated Loan Originators*
Loan Originators are defined as individuals who are compensated to perform activities such as: taking an application for a mortgage or home repair loan secured by real property, arranging a credit transaction, assisting a consumer in applying for credit, offering or negotiating credit terms, making an extension of credit, referring a consumer to a loan originator or creditor and advertising or communicating to the public that PPHFH can or will perform any loan origination services.
 - 3.2. PPHFH Loan Originators will include the Director of Homeowner Services and any other staff members identified by the Executive Director with responsibilities specifically designated to facilitate loan origination.
 - 3.3. Employees and/or volunteers who perform solely clerical or administrative tasks, accept applications without discussion, or perform loan application processing tasks that do not involve making credit decisions are not considered loan originators. Board members and volunteers who review loan documents and recommend acceptance into the PPHFH affordable homeownership program are also not considered loan originators.⁵
4. **Policies:**
 - 4.1. PPHFH will ensure financial responsibility, character and general fitness of all individuals designated as loan originators.
 - 4.2. Loan originator compensation will be salaried or hourly wages. Compensation for PPHFH loan originators will under no circumstances be tied to the number or dollar-amount of loans originated.
5. **Procedures:** PPHFH will take the following actions upon hire or designation of a loan originator employee:
 - 5.1. Obtain a criminal background check, credit report, and any information from the individual loan originator related to any civil, criminal or administrative decision.
 - 5.2. Review documentation obtained and ensure that at a minimum, the individual has not been convicted of or plead guilty to:
 - a. any felony during the last 7 years; or
 - b. any felony involving fraud, dishonesty, breach of trust, or money laundering at any time.

⁵ Acceptance into the PPHFH affordable homeownership program does not constitute approval of a home mortgage, which is contingent upon completion of all PPHFH program requirements, a final credit check, and re-certification of household income. The Director of Homeowner Services is responsible for final loan approval prior to closing.

- 5.3.** Assess financial responsibility by considering relevant factors such as:
- a.** the existence of current outstanding judgments, tax liens or other government liens;
 - b.** nonpayment of child support; or
 - c.** a pattern of bankruptcies, foreclosures, or delinquent accounts.
- 5.4.** Assess character and general fitness by considering relevant factors such as:
- a.** acts of unfairness or dishonesty;
 - b.** dishonesty in the course of seeking employment;
 - c.** dishonesty concerning qualifications; or
 - d.** disciplinary actions by regulatory or professional licensing agencies.
- 5.5.** Ensure completion of initial and ongoing training such as:
- a.** Required 12-course American Bankers Association (ABA) training provided by Habitat for Humanity International (HFHI).
 - b.** Additional training and resources through HFHI.
 - c.** Pre-licensing and continuing education for state-licensed Nationwide Mortgage Licensing System (NMLS) loan originators.

Approved by the Board of Directors on:

03/02/2015

Loan Origination and Underwriting Policy

1. **Purpose:** To establish a consistent policy and procedure for loan origination and underwriting for Pikes Peak Habitat for Humanity (PPHFH)'s affordable homeownership program that is compliant with all relevant federal and state regulations and applicable HFHI policies.
2. **Responsibility:** The PPHFH Director of Homeowner Services will be responsible for compliance with this policy.
3. **Policy:** Designated loan originator employees, with support from the Family Selection Committee, will follow consistent practices for all activities related to applicant outreach, dissemination of application information, collection and processing of applications and loan origination. All practices will be compliant with relevant legislation, including in particular the Equal Credit Opportunity Act (ECOA) and the Real Estate Settlement Procedures Act (RESPA).
4. **Procedures:**
 - 4.1 **Accepting applications and interacting with applicants**
 - 4.1.1 PPHFH designated loan originators will follow policies and procedures for accepting and reviewing applications for PPHFH's affordable homeownership program as outlined in the PPHFH Family Selection Policy.
 - 4.1.2 All non-loan originator staff and volunteers will limit interaction with potential applicants to providing general information about the PPHFH application process. Specific questions about an individual's application or eligibility will be referred to a PPHFH loan originator.
 - 4.1.3 Reception staff, Family Selection volunteers and others who may have contact with potential applicants on a regular basis will be trained as to how to greet and share general application information with potential applicants.
 - 4.1.4 Applicant inquiries and submissions of information will be responded to in accordance with the guidelines of the ECOA.
 - 4.2 **Re-certification at closing.** Partner families accepted into PPHFH's affordable homeownership program are considered "pre-approved" for a home mortgage loan, up to a certain amount as specified in the initial partnership letter. Upon completion of all program requirements (sweat equity, homeownership classes, etc.) and upon completion of construction or rehabilitation of a partner family's home, PPHFH will obtain a real estate appraisal in order to establish a sales price of the home. At this time, PPHFH will re-certify that a partner family continues to meet all eligibility requirements as detailed in the PPHFH Family Selection Policy. PPHFH will then calculate the sales price and loan amounts in accordance with the PPHFH House Pricing Policy. Establishing the sales price and loan amounts, in addition to the personal and income information previously collected, will constitute a completed loan application as defined by RESPA and trigger PPHFH to issue all required disclosures according to the timeline

specified by RESPA. Within forty-five days prior to closing, the Director of Homeowner Services will re-certify the partner families' eligibility and ability to pay a Habitat mortgage prior to granting final loan approval. Re-certification will include:

- 4.2.1 obtaining a new tri-merge credit report for each applicant;
 - 4.2.2 obtaining updated documentation for all income sources provided at the time of initial application;
 - 4.2.3 obtaining documentation of any changes to household income and finances;
 - 4.2.4 obtaining a report from the partner families' required meeting with a Credit Counseling Service; and
 - 4.2.5 review and input of credit and income information into PPHFH's Debt-To-Income (DTI) calculator to ensure the partner family still meets the affordability criteria.⁶
 - 4.2.6 If applicants are found to be ineligible for the program at the time of re-certification, they will be given a period of 90 days to correct the issue prior to deselection from the program and denial of the home mortgage.
- 4.3 **Closing Costs.** The closing costs associated with the sale to the homeowner are paid by Pikes Peak Habitat for Humanity. The cost of the first year of homeowner's insurance and Home Owner's Association (HOA) reserves, if applicable, which are typically collected at closing, are the homeowner's responsibility.
- 4.4 **Referral Fees/Kickbacks.** PPHFH and/or its loan originator employees shall not pay or receive any kickbacks or referral fees for referral of business for any professional service related to the origination of a mortgage loan.
- 4.5 **Down Payment.** PPHFH partner families are required to make a down payment of at least \$1,000 on their home. Down payment funds are due no later than the closing date on the home.
- 4.6 **Review of Closing Documents.** The Director of Homeowner Services or other designated loan originator staff will prepare all closing documents except those that are prepared by the title company. All PPHFH originated closing documents will be reviewed for completeness and accuracy by a non-loan originator staff member immediately prior to the closing.
- 4.7 **Input of Loan Information.** Following a closing, mortgage loan information will be entered into the appropriate PPHFH databases (e.g., accounting software, mortgage servicing software, etc.) by the PPHFH Bookkeeper. Following data entry, the databases will be double checked for completeness and accuracy by a second staff member.

Approved by the Board of Directors on:

03/02/2015

⁶ The only exception to the eligibility requirements are cases in which, after acceptance, applicants' income rises above PPHFH's established income maximum. In these cases, increases in income will not disqualify applicants from the program and homeownership.

File Retention Policy

1. **Purpose:** To establish consistent policies and procedures regarding retention of application and mortgage files in compliance with all relevant federal, state regulations and HFHI policies, and local legislation, and in order to safeguard the personal, non-public information of PPHFH applicants and homeowners in compliance with the PPHFH Privacy Policy.
2. **Responsibility:** The PPHFH Director of Homeowner Services will be responsible for compliance with this policy.
3. **Policy:**
 - 3.1 All physical PPHFH applications, and mortgage files containing sensitive information will be stored in locked filing cabinets in a secure location. Only specific employees who use the files, such as the Director of Homeowner Services, the Executive Director, the Director of Finance and other authorized staff, will have access to these files.
 - 3.2 All electronic PPHFH applications, and mortgage files containing sensitive information will be stored on PPHFH's password-protected and secure server.
 - 3.3 Denied and incomplete applications for PPHFH's affordable homeownership will be retained for a period of 36 months.
 - 3.4 Active mortgage files held by PPHFH will be retained for the entire life of the loan.
 - 3.5 Inactive/closed mortgage files that have been sold by PPHFH, transferred, paid-in-full through scheduled payments or sale, foreclosed, satisfied with a Deed in Lieu of Foreclosure or written off will be retained for a period of seven (7) years.

Approved by the Board of Directors on:

03/02/2015

Mortgage Servicing Policy

1. **Purpose:** To establish consistent policies and procedures for the servicing of PPHFH active mortgages in compliance with RESPA and any other relevant federal and state regulations and HFHI policies.
2. **Responsibility:** The PPHFH Director of Homeowner Services and the PPHFH Director of Finance will be responsible for compliance with this policy.
3. **Policy:** PPHFH will follow established procedures and timelines in regards to servicing PPHFH mortgages in order to ensure that homeowners are treated consistently and that they are able to access mortgage information with ease and transparency.
4. **Procedures**
 - 4.1 **Periodic Statements.** PPHFH will issue monthly statements to homeowners with active mortgages that detail:
 - 4.1.1 the amount of the last payment received and how it was applied to principal, escrow, late fees, etc.;
 - 4.1.2 the amount of the next payment scheduled, including the amount due and the due date;
 - 4.1.3 all amounts past due including any late fees that have been assessed; and
 - 4.1.4 instructions for how to make a payment to PPHFH.
 - 4.2 **Payment Methods.** PPHFH shall accept mortgage payments through the methods listed below. PPHFH shall not accept mortgage payments by cash or credit card. Payment options include:
 - 4.2.1 payment by check or money order dropped off in-person to the PPHFH office;
 - 4.2.2 payment by check or money order sent by mail to PPHFH's physical address or Post Office Box;
 - 4.2.3 scheduling a non-recurring withdrawal from a checking or savings account through PPHFH's website; and
 - 4.2.4 Signing up for automatic monthly deduction from a checking or bank account. Homeowners will be required to complete an authorization form and provide PPHFH with a voided check.
 - 4.3 **Receiving Payments.** All PPHFH office staff will be trained in receiving in-person payments and writing receipts for homeowners. PPHFH volunteers will not be permitted to receive homeowner payments or to write receipts.

4.4 Recording Payments. Homeowner mortgage payments will be promptly credited as of the day of the receipt. The Director of Homeowner Services and the Director of Finance will reconcile payment history at least once per month to ensure accuracy across PPHFH's databases.

4.5 Application of Payments. Payments will be applied to mortgage accounts in the order as outlined in the homeowner's mortgage documents (Deed of Trust and Promissory Note). If the mortgage documents do not specify order of payment application, payments will be applied in the following order:

- Principal towards the oldest month outstanding;
- Escrow towards the oldest month outstanding;
- Principal towards next oldest month outstanding or current month;
- Escrow towards next oldest month outstanding or current month;
- After all principal and escrow amounts have been satisfied remaining payment amounts will be applied to outstanding late fees and other loan charges.

4.6 Partial, extra and advance payments.

4.6.1 PPHFH may accept partial payments for current and past due mortgage accounts. Homeowners with a past due balance shall be strongly encouraged to establish a payment plan to repay past-due mortgage amounts in lieu of making unscheduled installments on the mortgage debt. Upon accepting a partial payment, PPHFH shall provide the homeowner with a "Receipt of Payment with Reservation of Rights" indicating that by accepting a partial payment, PPHFH does not waive any of its rights for collection of remaining past due amounts, and that PPHFH may in the future choose not to accept partial payments depending on the level of delinquency of the homeowner.

4.6.2 When a homeowner pays amounts in excess of their regular required monthly mortgage payment, but that are less than \$5.00, the excess payment will be applied to the homeowner's escrow account, unless otherwise specified by the homeowner.

4.6.3 When a homeowner pays amounts in excess of their regular required monthly mortgage payment, but that are more than \$5.00, the excess payment will be applied to the homeowner's principal balance, unless otherwise specified by the homeowner.

4.6.4 Homeowners may make mortgage payments for months in advance of the current payment period by specifying how they would like the payment to be applied. Extra payments received without specification will be applied to the principal balance.

4.7 Late Fees

4.7.1 Late fees will be assessed according to the amount and timeline specified in the homeowner's mortgage documents.

4.7.2 Late fees will only be assessed on the outstanding balance due for the current month's mortgage payment.

4.8 Error Resolution and Information Requests

4.8.1 Error Resolution

4.8.1.1 PPHFH will acknowledge homeowner requests for error resolution within 5 days.

4.8.1.2 PPHFH will correct error and provide written notification of correction, or investigate and provide written notification that no error occurred within 30 days.

4.8.2 Information Requests

4.8.2.1 PPHFH will provide requested information or search for the information and provide a written notification as to why it is not available within 30 days of the request.

4.8.2.2 For payoff balance requests: PPHFH will provide an accurate payoff balance no later than 7 business days after a receipt of a written request from a homeowner.

4.9 Force-place insurance. PPHFH may obtain force-placed insurance for any homeowner whose insurance has been cancelled or lapsed due to non-compliance with the hazard insurance policy as outlined in the homeowner's mortgage documents. Unless otherwise defined in the homeowner's mortgage documents the force-place insurance procedure is as follows:

4.9.1 First Force-place Insurance Notification Letter

4.9.1.1 PPHFH will provide written notification to the homeowner immediately upon receipt of a cancellation notification from the insurance carrier. This letter will include:

- a reminder that they have an obligation to maintain hazard insurance;
- the statement that PPHFH does not have proof of current insurance coverage (e.g., per a cancellation notice);
- the statement that if they do not provide proof of coverage within 45 days, PPHFH may purchase force-place insurance and charge the homeowner the cost of the policy;
- a statement that PPHFH-purchased hazard insurance may cost more and may not provide as much coverage as insurance purchased by the homeowner; and
- the procedures for providing evidence of existing coverage.

4.9.2 Force-place Insurance Cost Determination

4.9.2.1 PPHFH will solicit quotes for hazard insurance for the subject property for purposes of protecting PPHFH's interest in the property.

4.9.2.2 The lowest cost force-placed insurance policy shall be selected.

4.9.3 Reminder Force-place Insurance Letter

4.9.3.1 If the homeowner has not provided sufficient evidence of insurance coverage within 30 days of the first notification PPHFH will send a reminder notification to the homeowner. This notification will include:

- The same information provided in the first notification letter;
- The annual cost of the force-placed insurance premium to be charged;
- the statement if they do not provide proof of coverage within 15 days, PPHFH may force-place insurance and charge the homeowner the cost of the policy; and
- the procedures for providing evidence of existing coverage.

4.9.4 Force-place Insurance Purchase

4.9.4.1 If the homeowner has not provided sufficient evidence of insurance coverage within 15 days of the reminder notification PPHFH will purchase the policy.

4.9.4.2 All appropriate homeowner mortgage files and PPHFH databases will be updated with the hazard insurance policy information.

4.9.4.3 The cost of the force-placed insurance shall be deducted from the homeowners escrow account, unless the cost of the policy is greater than the cost available to the homeowner. In that case the cost cannot, by law, be charged to the homeowner and PPHFH shall pay the premium.

4.9.4.4 Annually, but not less than 45 days prior to the anniversary date of the policy, PPHFH will send a notification to the homeowner.

Approved by the Board of Directors on:

03/02/2015

Escrow Accounts Administration Policy

1. **Purpose:** To establish and document the procedure used by Pikes Peak Habitat for Humanity to administer escrow accounts in compliance with RESPA and all relevant federal and state regulations, HFHI policies and appropriate accounting methods.
2. **Responsibility:** The PPHFH Director of Homeowner Services and the PPHFH Director of Finance will be responsible for compliance with this policy.
3. **Policy:** PPHFH will follow all applicable regulations in the administration of homeowner escrow accounts.
4. **Procedures:**
 - 4.1 All escrow funds will be deposited in a federally insured account designated as an escrow trust account and kept separate, distinct and apart from funds belonging to PPHFH. The account will be properly titled and set up as a trust or escrow account.
 - 4.2 PPHFH will perform an annual analysis of each homeowner's escrow account within 30 calendar days of the end of the escrow account and send the homeowner an escrow analysis statement showing the deposits and disbursement activity in the account and a projection of the anticipated activity for the coming year.
 - 4.3 Any overage of a homeowner's escrow balance exceeding 1/6 of the total escrow requirement shall be refunded to the homeowner. If there is a delinquency with the homeowner's mortgage loan payments, the homeowner will be encouraged to apply the escrow overage to the mortgage principal delinquency.
 - 4.4 At the time of the annual analysis, the Director of Homeowner Services will review escrow requirements for the coming year and determine any increase/decrease in their monthly payment due to changed property taxes or insurance costs.

Approved by the Board of Directors on:

03/02/2015

Annual Mortgage Audit Policy

1. **Purpose:** To establish the guidelines for an ongoing review of PPHFH's adherence to the Mortgage Origination and Servicing Policies and the completeness and accuracy of homeowner mortgage files in order to ensure compliance with federal and state mortgage regulations as well as to ease PPHFH's ability to leverage its loan portfolio in future loan sale transactions.
2. **Responsibility:** The PPHFH Director of Homeowner Services and the PPHFH Executive Director will be responsible for compliance with this policy.
3. **Policy:** PPHFH will complete an annual audit of the Mortgage Origination and Servicing Policies and a comprehensive review of all loan files closed in the prior year (or since the previous audit).
4. **Procedures:**
 - 4.1 PPHFH will engage volunteers with mortgage specific knowledge and understanding of current federal and state mortgage regulations, or engage a professional auditing firm in order to review the Mortgage Origination and Servicing Policies and Procedures and for continued compliance with relevant legislation.
 - 4.2 PPHFH will perform a comprehensive review of all loans closed since the previous mortgage audit in order to ensure that the files:
 - 4.2.1 are securely stored;
 - 4.2.2 contain all complete and signed loan documents relevant to the transaction, including recording information for all deeds, subordinate mortgages and deed restrictions; and
 - 4.2.3 reflect that PPHFH is servicing each loan according to the terms established in the loan documents (application of payments, assessment of late fees, etc.).
 - 4.3 Following the audit, the Director of Homeowner Services will provide a report of the findings of the audit to the Board of Directors including any corrective actions taken and recommendations for changes to this policy.

Approved by the Board of Directors on:

03/02/2015

Delinquency Management Policy

1. **Purpose:** Pikes Peak Habitat for Humanity (“PPHFH”) provides affordable homeownership opportunities for low-income and underserved communities who are living in inadequate housing and unable to secure adequate housing by conventional means. PPHFH selects homeowner partner families based on their need for adequate shelter; their ability to pay for the PPHFH home; and their willingness to partner with PPHFH. Prior to moving into their home, PPHFH partner families are provided with education on the responsibilities of homeownership and the consequences of noncompliance with and nonpayment of their mortgage.

The following policies and procedures outline the process through which PPHFH will address mortgage delinquency and default due to nonpayment or other noncompliance. The primary purpose of these policies and procedures is to guide the consistent practice of collection and loss mitigation tactics in a way that supports sustainability of the organization while also encouraging the success of PPHFH homeowners by holding them accountable to the responsibilities and requirements of their mortgages. These policies and procedures are written with respect to the guiding principles of Habitat for Humanity International and in compliance with relevant state and federal mortgage laws and regulations. These policies and procedures will be used by the Director of Homeowner Services and the PPHFH Delinquency Committee (“the Committee”) in order to review and make decisions regarding homeowner mortgage accounts that become delinquent or in default.

2. **Responsibility:** The Director of Homeowner Services, with support from the Executive Director and the Committee, will be primarily responsible for consistent application of these policies and procedures. The Committee will convene on an as needed basis, dependent on whether any homeowners are currently 90+ days delinquent or have become chronically delinquent. The Director of Homeowner Services will prepare a report for the Committee which will provide background information, payment history and outstanding balances of homeowners whose mortgage accounts are under review. The Director of Homeowner Services must seek approval from the Committee for all loan modifications, deed-in-lieu of foreclosures offers, referrals to attorneys for collection, and actions to accelerate a loan. If the Committee wishes to pursue foreclosure proceedings, these actions must also be approved by the PPHFH Board of Directors.

3. **Key Terms:**

Delinquency

A Delinquency is defined in this Policy as a failure to pay any amount to PPHFH on time and in full, in the manner required by the controlling documents or relevant convention.

Default

A Default is defined in this Policy as any act or event, or any failure to act, that puts the homeowner(s) or other obligor(s) in noncompliance with any provision of the controlling Promissory Note or other controlling document. Without limitation, the term includes any delinquency of any duration.

Chronic Delinquency

A Chronic Delinquency is defined in this Policy as occurring when a homeowner(s)' mortgage account remains: one full payment past due for a period of 12 consecutive months **or** at least two full payments past due for a period of 3 consecutive months; **and** without any attempt by the homeowner to make and fulfill payment arrangements with PPHFH in order to correct the delinquency.

Default Notice

A Default Notice is defined in this Policy as a notice to the homeowner(s) alerting them of the default of the loan, the reason for the default, and the action that must be taken to cure the default and avoid further enforcement action.

Acceleration Notice

An Acceleration Notice is defined in this Policy as a notice to the homeowner(s) or other obligor(s) that an event of Default previously brought to the homeowners' attention was not cured in the time and manner required and that, based on that failure to cure the Default, the entire remaining, unpaid balance of the note(s) is due in full.

Curable Delinquencies

Curable Delinquencies are delinquencies that are typically the result of a temporary hardship, unforeseen circumstance or temporary loss of income that causes the homeowner(s) to become delinquent on one or more installment(s) or other payment obligations, but from which the Committee believes that the homeowner(s) can recover and get back in good standing. Despite the missed payments, the homeowner(s) income remains or will become stable and the homeowner(s) will be able to continue making full and timely mortgage payments in the future. The homeowner wants to remain in the home and is in contact with PPHFH regarding resolution of the delinquency. *(Example: A death in the family resulted in unexpected travel expenses and unpaid time off of work. The homeowner missed several mortgage payments but is now able to return to making regular payments. The homeowner is willing to make payment arrangements in order to take care of the past due balance.)*

Incurable Delinquencies

Incurable Delinquencies are delinquencies that are the result of a more permanent situation which leads to a homeowner(s)' inability or unwillingness to pay the outstanding balance and/or continuing to make full and timely monthly payments. In addition, a homeowner's inability to comply with past payment arrangements/delinquency interventions, or a lack of communication with PPHFH staff may also contribute to the account being considered "incurable" by the Committee. The amount of the delinquency, the nature of the homeowner(s)' changed circumstances, the homeowner(s)' past efforts to cure or return to good standing and any other relevant factors combine to lead the Committee to believe that the homeowner cannot recover and return the account to good standing. *(Example: A homeowner has been delinquent on their mortgage on and off for many years and currently is behind by five months. The homeowner has not communicated with PPHFH staff and has broken past payment arrangements.)*

Promise to Pay Agreement

A Promise to Pay Agreement is an arrangement that allows homeowners to make payments towards a delinquent balance according to a reasonable repayment plan over a fixed period of time, in exchange for which PPHFH agrees to delay or to temporarily refrain from taking its standard collection steps. Typically, the promise to pay agreement divides the arrearage into 3-6 payments to be paid along with the existing monthly mortgage payments. A Promise to Pay Agreement may not exceed 12 months. A Promise to Pay Agreement does not modify any terms of the note and it does not restore the account to good standing until it is completed as agreed. If not paid as agreed, PPHFH will resume its standard collection steps to enforce the terms of all relevant documents, as originally written.

Loan Modification

A loan modification is an agreement signed by the homeowner(s) and PPHFH that makes any change to the terms of a homeowner's promissory note including but not limited to:

- Change in loan term/maturity date
- Change in monthly principal payment
- Temporary forbearance or escrow only payments
- Any combination of the above.

If the modified loan is not paid as agreed, the modified loan documents will be enforced pursuant to the applicable provisions of this Policy.

Deed in Lieu of Foreclosure

A Deed in Lieu of Foreclosure is a voluntary procedure that offers homeowner(s) the opportunity to deed their home back to PPHFH, vacate the property, and relinquish ownership in exchange for forgiveness of the total outstanding debt owed. A deed in lieu is offered in many cases as an alternative to Foreclosure. This process is advantageous to the homeowner, as the credit ramifications are far less severe than a foreclosure. In certain cases, the homeowner may be offered a cash payment of up to \$500 to ensure their complete cooperation in the process, including moving out on a timely basis, and leaving the property clean and in good condition. The homeowner is relieved of any further liability on their mortgage regardless of the costs incurred to refurbish and resale the property.

4. **Delinquency Management Procedures:** The following actions may be taken when homeowners become delinquent on their mortgage accounts:

4.1 Stage One: Reminder Call and First Notice

Reminder Phone Call: A friendly reminder phone call is made on the business day prior to the last day of the grace period (10th and 15th of each month) as a reminder for homeowners who have not made the current month's payment. The homeowner(s) is/are also reminded that a late fee will be added to their account if they do not make their payment by the end of the grace period. This is designed to help discourage late payments and avoid the need to assess late fees.

First Notice (<30 days delinquent): The first notice is a letter sent along with the next monthly invoice. The first notice informs the homeowner that a delinquency has resulted in a late fee being added to the account and that the amounts now due include the

amounts from the previous delinquencies. Homeowners are advised that failure to make payments on the past due balance will result in Habitat reporting adverse action to the major credit bureaus. No contact and no payment will lead to Stage 2. See Attachment A for a sample stage one letter.

Late Fees: If a monthly mortgage payment is not received in the PPHFH office by 4:30 pm on or before the last day of the grace period specified by the homeowner's Promissory Note ("the Note"), the homeowner will be assessed a late charge, not to exceed the percentage of the monthly payment specified in the Note. The Director of Homeowner Services may choose to waive a late fee on a case by case basis—such as if a homeowner has notified PPHFH of the anticipated late payment in advance of the due date. The Director of Homeowner Services may not waive more than three late fees in a rolling 12-month period for any particular homeowner(s).

4.2 Stage Two: Second Notice (30+ days delinquent)

The Second Notice is sent to notify homeowner(s) to advise that the mortgage account is now behind by two months. This notice urges the homeowner(s) to contact our office to discuss payment arrangements and makes them aware of the late charges added to their account. This notice is designed to catch those who are falling behind and get them to bring their accounts current before the balance owed becomes unbearable. An attempt to reach the homeowner(s) whose account goes to a full second month of being delinquent will be made to invite the homeowner(s) to come to the PPHFH office to discuss the nature of the delinquency and to make payment arrangements. The homeowner(s) will also be notified at this time by letter advising that if their account goes into a third month of delinquency, other actions will be taken. No contact and no payment will lead to Stage 3. See Attachment B for a sample stage two letter.

4.3 Stage Three: Third Notice (60+ days delinquent)

This letter warns that continued non-payment and/or unwillingness to make payment arrangements may result in further actions taken by the Board of Directors Delinquency Committee ("The Committee") including but not limited to foreclosure. This notice urges the homeowner to contact the PPHFH office to make payment arrangements and advises that failure to do so will result in review by the Committee. This letter will be sent by first-class and certified mail to each homeowner listed on the mortgage. If the individual makes contact with the office, the Director of Homeowner Services may work with them to develop a Promise to Pay Agreement or apply for a Loan Modification. No contact leads to Stage Four. See Attachment C for a sample stage three letter.

Note: Individuals that do not respond may receive a home visit from the Director of Homeowner Services to see what arrangements may be made.

4.4 Stage 4: Fourth Notice and Review by Board of Directors Delinquency Committee (90+ days delinquent)

The fourth notice alerts homeowners that the Committee has reviewed or will be reviewing the file and that failure to bring the account into good standing will result in PPHFH taking action to enforce the terms of the mortgage. This letter will be sent by

first-class and certified mail to each homeowner listed on the mortgage. Homeowners whose mortgage accounts reach 90+ days delinquency will be reviewed by the Committee. On a case by case basis, the Committee may determine the appropriate course of action in part based on whether a delinquency is deemed to be **curable** or **incurable**:

The Committee may recommend options for homeowners whose delinquencies are deemed “curable” including, but not limited to:

- **Promise to Pay Agreement**
- **Loan Modification:** Loan modifications may be offered to homeowners who are actively working with the Director of Homeowner Services and Committee in order to address a delinquent mortgage balance. Homeowners may be asked to complete certain requirements and submit relevant financial information in order to be eligible for a loan modification. The type of loan modification offered to homeowner(s) will be determined by the Committee, based on the circumstances of the delinquency and the homeowners’ financial hardship. Homeowners will generally be allowed no more than two loan modifications per loan term, however cases of financial hardship due to verified extenuating circumstances such as medical or employment issues may be considered on a case-by-case basis.

In order to qualify for the above-listed interventions, homeowners may be asked to provide PPHFH and The Committee with a letter documenting the hardship that has contributed to the delinquency, a household budget, documentation of income, a loan modification application, and any other information that the Committee requests as a condition of the modification or payment plan. See Attachment D for a sample stage four letter where the delinquencies are deemed curable.

The Committee may recommend the following actions for homeowners whose delinquencies are deemed “incurable” including, but not limited to:

- **Authorizing an Acceleration Notice Calling Note due in Full**
- **Offering a Deed in Lieu of Foreclosure**

See Attachment E for a sample stage four letter where the delinquencies are deemed incurable.

4.5 Chronic Delinquencies

Homeowners whose mortgage accounts meet the criteria of a chronic delinquency as defined by this policy will be reviewed by the Committee. The Committee may take the following actions, in the following order, in regards to chronic delinquencies:

4.5.1 Notification of Chronic Delinquency

PPHFH will send a letter by first-class and certified mail to each homeowner listed on the mortgage notifying the homeowner(s) that due to the chronic delinquency, the account must be brought current within 30 days. Failure to do

so will result in PPHFH referring the loan to an attorney. The letter will also notify the homeowner that any attorney fees incurred by PPHFH as a result of this action may be charged to the homeowner to the extent allowed by the Deed of Trust and Note. See Attachment F for a sample letter for chronic delinquencies.

4.5.2 Referral to attorney

If homeowner(s) fail to respond to a Notification of Chronic Delinquency by paying the full past due balance, the loan may be referred an attorney for collection. The attorney may send a notice demanding the full amount outstanding be paid, to include any allowed attorney's fees and expenses.

4.5.3 Acceleration of Note

Failure to respond to a demand letter from the attorney may result in an acceleration of the note under recommendation of the Committee. Homeowners will be notified of the acceleration through an Acceleration Notice sent by the attorney.

If at any point a chronically delinquent account reaches a delinquency of 120 days past due, the Committee may decide to offer the homeowner(s) a Deed-in-lieu of Foreclosure, or immediately proceed to Stage 5.

If a chronically delinquent account is referred to an attorney and the delinquency is cured, but within 12 months of the referral the homeowner(s) again become delinquent by at least one full mortgage payment for 30 days, the account may be referred immediately back to the attorney and recommended for acceleration under recommendation of the Committee.

4.6 Stage 5: Foreclosure

The Committee may recommend foreclosure proceedings if other appropriate options for recovering the outstanding debt have been explored and not produced acceptable results. A homeowner may not be recommended for foreclosure for a delinquency that is less than 120 days, barring unusual circumstances or in the case that there is another default unrelated to, or coinciding with, the delinquency. If the Committee recommends foreclosure, the file will be brought before the PPHFH Board of Directors for review and to approve or deny the recommendation to initiate foreclosure proceedings. Once approved by the Board of Directors, the Executive Director and the Director of Homeowner Services will work closely with a local attorney experienced with foreclosure law to initiate foreclosure proceedings in accordance with all relevant state and federal laws.

Prior to filing for foreclosure, the attorney will provide the appropriate notification to the homeowner offering one final opportunity to avoid foreclosure, providing information about foreclosure prevention resources, and specifying the total amount of debt owed to PPHFH. The homeowner will have thirty days to respond to this notification prior to the foreclosure filing.

Once an account goes into foreclosure, the homeowner will have to pay all delinquent payments, late fees and any attorney fees in full, before the account can be reinstated. No partial payments will be accepted. Also, in order to prevent misunderstandings and problems, the full payment must be received at least 7 days prior to the scheduled foreclosure sale and any such payments must be made through the attorney handling the case.

- 5 Default Management Procedures:** Defaults other than delinquencies will be dealt with on a case-by-case basis because of the unique attributes of each likely default situation. As nearly as is possible and to the extent practicable, the steps taken to advise all obligors of the existence of the default and to make demand that the default be cured to bring the homeowner(s)' account back into good standing will be similar to those taken in the Delinquency Management Policies outlined above. Because of the often unique circumstances of these types of default, the Committee would anticipate adapting the procedures set forth in 4(e) and 4(f) to the default situation at hand, but the Committee reserves the right to act differently or to authorize other or additional action that it believes will best meet the Purpose of the Policy as stated above in section 1.

Approved by the Board of Directors on:

02/02/2015

Privacy Policy

Rev. 02/2014

FACTS		WHAT DOES PIKES PEAK HABITAT FOR HUMANITY, INC. DO WITH YOUR PERSONAL INFORMATION?	
Why?	Financial companies choose how they share your personal information. Federal law gives consumers the right to limit some but not all sharing. Federal law also requires us to tell you how we collect, share, and protect your personal information. Please read this notice carefully to understand what we do.		
What?	<p>The types of personal information we collect and share depend on the product or service you have with us. This information can include:</p> <ul style="list-style-type: none"> • Social Security number and income • credit history and account balances • transaction history and employment information. 		
How?	All financial companies need to share customers' personal information to run their everyday business. In the section below, we list the reasons financial companies can share their customers' personal information; the reasons Pikes Peak Habitat for Humanity chooses to share; and whether you can limit this sharing.		
Reasons we can share your personal information		Does Pikes Peak Habitat for Humanity share?	Can you limit this sharing?
For our everyday business purposes—such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus		YES	NO
For our marketing purposes—to offer our products and services to you		NO	We don't share
For joint marketing with other financial companies		NO	We don't share
For our affiliates' everyday business purposes—information about your transactions and experiences		NO	We don't share
For our affiliates' everyday business purposes—information about your creditworthiness		NO	We don't share
For nonaffiliates to market to you		NO	We don't share
Questions?	Call (719) 475-7800 ext. 3		

Who we are	
Who is providing this notice?	Pikes Peak Habitat for Humanity
What we do	
How does Pikes Peak Habitat for Humanity protect my personal information?	To protect your personal information from unauthorized access and use, we use security measures that comply with federal law. These measures include computer safeguards and secured files and buildings.
How does Pikes Peak Habitat for Humanity collect my personal information?	<p>We collect your personal information, for example, when you</p> <ul style="list-style-type: none"> • apply for a loan or give us your income information • provide employment information or give us your employment history • pay by check. <p>We also collect your personal information from others such as credit bureaus and other companies.</p>
Why can't I limit all sharing?	<p>Federal law gives you the right to limit only</p> <ul style="list-style-type: none"> • sharing for affiliates' everyday business purposes—information about your creditworthiness • affiliates from using your information to market to you • sharing for nonaffiliates to market to you <p>State laws and individual companies may give you additional rights to limit sharing.</p>
Definitions	
Affiliates	<p>Companies related by common ownership or control. They can be financial and nonfinancial companies.</p> <p><i>Pikes Peak Habitat for Humanity has no affiliates.</i></p>
Nonaffiliates	<p>Companies not related by common ownership or control. They can be financial and nonfinancial companies.</p> <p><i>Pikes Peak Habitat for Humanity does not share with nonaffiliates so they can market to you.</i></p>
Joint marketing	<p>A formal agreement between nonaffiliated financial companies that together market financial products or services to you.</p> <p><i>Pikes Peak Habitat for Humanity doesn't jointly market.</i></p>
Other important information	
Empty space for other important information	

Right of Repurchase and Shared Appreciation Policy

1.0 Purpose

The purpose of this policy is to define the terms and conditions that are required for Pikes Peak Habitat for Humanity (PPHFH) mortgages, home buybacks, and appreciation sharing. This policy is also intended to ensure that our current mortgage procedures are in compliance with Habitat for Humanity International's U.S. Affiliated Organization Policy Handbook.

2.0 General Principles

2.1 Pikes Peak Habitat for Humanity's primary mission is to provide decent, affordable homes for qualified home buyers. We believe these homes empower families with access to credit, ongoing financial stability through affordable monthly payments and long term financial opportunity.

2.2 Habitat believes we have a duty to be good stewards of the resources that have been donated to build Habitat homes. This duty includes establishing provisions to allow the investment made in Habitat homes to potentially be "recycled" for another family if the original homeowner decides to sell.

2.3 Habitat is committed to increasing the stock of affordable housing, which means ensuring long term affordability of the property.

3.0 Mortgages

3.1 The term of PPFH mortgages will not exceed 30 years.

3.2 It is the intent of PPFH to recover the selling price of homes as quickly as possible, while utilizing the 'Affordability Formula' below. Monthly principal payments for the 1st mortgage should be set at the maximum allowable amount, as follows:

$$\begin{array}{r}
 28\% \text{ of Gross Monthly} \\
 \text{Income} \\
 \text{Minus} \\
 \text{Monthly taxes and insurance} \\
 \text{Minus} \\
 \text{Mandatory Assessments (HOA, etc.)} \\
 \text{Equals} \\
 \text{Monthly Principal}
 \end{array}$$

PPFH will consider other special assessments for inclusion in the affordability formula on a case by case basis.

3.3 Historically, PPHFH has had little turnover of properties, either through foreclosure or from the sale of Habitat homes on the open housing market. We recognize that our current program and restrictions by themselves result in a substantial level of long term affordability.

3.4 PPHFH will continue to accept government grants that put resale and recapture provisions on the Habitat homes. PPHFH works in many jurisdictions around the area, and restrictions vary. Generally, recapture and 80% AMI resale provisions do not affect Habitat homeowners or this policy in substantive ways.

However, 60% AMI resale restrictions impose some limitations. The 60% AMI resale restrictions are imposed over a set period of time (usually 20 years) and may make it difficult for the family to sell the home. This is especially true in the first 10 years of the mortgage. In some cases, PPHFH may need to consider buying these homes, recycling the homes for other Habitat families.

3.5 Homeowners are required to use their Habitat home as their principal residence until all Habitat mortgages have a zero balance. Mortgage documents shall include as an event of default use of the house as anything other than a principal residence.

3.6 Upon completion of work and before sale, PPHFH will have a licensed appraiser perform an appraisal of the completed home to determine the real estate fair market value. The fair market value will be the sales price of the property. In some cases, government funding may reduce the sales price below the fair market value.

3.7 When the sales price exceeds the 1st mortgage, a 2nd mortgage will be recorded against the house for the difference up to the sales price minus any borrower financed closing costs. PPHFH will be the holder of the 2nd mortgage. The term of 2nd mortgage will be the same as the 1st mortgage. The 2nd mortgage will be forgiven in full at the end of the 1st mortgage term, provided the Borrower is in good standing on the 1st mortgage. In the event that the 1st mortgage term is extended beyond the maturity date of the 2nd mortgage, then the 2nd mortgage maturity date will also be modified to match the modified maturity date of the 1st mortgage.

3.8 All payments of mortgage, taxes, insurance, HOA dues, and PPHFH fees must be fully current to receive any forgiveness of the 2nd mortgage.

4.0 Resale of Habitat Homes and Related Mortgage Restrictions

4.1 Repurchase of homes by PPHFH and provisions for appreciation sharing do not pertain to home foreclosures or other default provisions allowed in our mortgage documents, in HOA policies, or within this policy.

4.2 PPHFH and Borrower will sign a Right of Repurchase and Shared Appreciation Agreement when conveying title to the property to the Borrower, giving PPHFH the option to repurchase the home in the event the owner decides to sell. The right of repurchase will run for the term of the loan as outlined in the promissory note. PPHFH will have the option to repurchase homes under this provision, but under no circumstances will PPHFH be required to repurchase homes.

4.3 **Fair Market Value.** PPHFH believes that the most equitable way to determine the value of a home in all transactions is the fair market value as assessed by the greater of the sales price or by a licensed residential real estate appraiser (subject to market conditions and board review). If PPHFH chooses to exercise its option to repurchase, the fair market value will be the purchase price of the property.

4.4 **Purchase Price.** If PPHFH chooses to exercise its Repurchase Right, the amount PPHFH shall pay to Owner at Closing shall be determined as follows:

(a) If the Repurchase Right is exercised during years zero (0) through five (5) after the date of Agreement, PPHFH shall pay Owner an amount equal to Zero and no/100 Dollars (\$0.00).

(b) If the Repurchase Right is exercised during years six (6) through fifteen (15) after the date of Agreement, PPHFH shall pay Owner an amount equal to fifty percent (50%) of the Repurchase Equity Value (as defined below);

(c) If the Repurchase Right is exercised during years sixteen (16) through the term of the First Mortgage after the date of this Agreement, PPHFH shall pay Owner an amount equal to one hundred percent (100%) of the Repurchase Equity Value.

"**Repurchase Equity Value**" shall mean an amount, as reasonably determined by PPHFH, equal to fair market value of the Property as of the date of exercise of the Repurchase Right, less the outstanding principal amount of all liens and encumbrances on the Property (including the First Mortgage, the Deferred Mortgage and the Forgivable Mortgage), less the value of any significant capital improvements made to the Property by the Owner (as reasonably determined by PPHFH, and excluding items relating to normal property upkeep and maintenance), less all closing costs and expenses associated with closing the repurchase by PPHFH.

Example Allocation of Repurchase Equity Value

Fair market value = (greater of the Sales Price or Appraisal)	\$150,000
↓	↓
Minus Principal Balance of all liens	\$125,000
↓	↓
Minus Homeowner Capital Improvements	\$5,000
↓	↓
Minus All Closing Costs & Expenses	\$1,000
↓	↓
Equals = Equity Value	\$19,000
↓	↓
Years 0 through 5 of Home Ownership → 0% of Equity	\$0
Years 6 through 15 of Home Ownership → 50% of Equity	\$9,500*
Years 16 through 30 of Home Ownership → 100% of Equity	\$19,000
Repurchase Equity Value to Owner (assume selling in year	\$19,000 + \$9,500 = \$28,500

If PPHFH chooses not to exercise its Repurchase Right and Owner conveys the Property to third party by any means (including, but not limited to, any sale, foreclosure, or other transfer of

title), the parties shall share any Appreciation Value (as defined below) of the Property. Owner shall pay to PPHFH its portion of the Appreciation Value as follows:

- (a). If the sale of the Property occurs during years zero (0) through five (5) after the date of Agreement, PPHFH shall receive one hundred percent (100%) of the Appreciation Value.
- (b). If the sale of the Property occurs during years six (6) through fifteen (15) after the date of Agreement, PPHFH shall receive fifty percent (50%) of the Appreciation Value, and Owner shall retain the remaining fifty percent (50%) of the Appreciation Value.
- (c). If the sale of the Property occurs during years sixteen (16) through the term of the First Mortgage after the date of this Agreement, Owner shall retain one hundred percent (100%) of the Appreciation Value.

"Appreciation Value" shall mean an amount, as reasonably determined by PPHFH, equal to the fair market value of the Property as of the date of sale of the Property, less the fair market value of the Property at the time of sale of the Property by PPHFH to Owner, less the value of any significant capital improvements (as reasonably determined by PPHFH) made to the Property by the Owner (excluding items relating to normal property upkeep and maintenance).

Example Allocation of Appreciation Value

Current Fair Market Value (greater of Sales Price or Appraisal)	\$150,000
↓	↓
Minus Original Appraisal	\$135,000
↓	↓
Minus Homeowner Capital Improvements	\$5,000
↓	↓
Equals = Appreciation Distribution	\$10,000
↓	↓
Homeowner to receive:	
Years 0 through 5 of Home Ownership → 0% of	\$0
Years 6 through 15 of Home Ownership → 50% of	\$5,000*
Years 16 through 30 of Home Ownership → 100% of	\$10,000
Shared Appreciation to Owner (assume selling in year 12)*	\$10,000 + \$5,000 =
Shared Appreciation to PPHFH	\$5,000
	\$5,000

4.5 At the time of sale of a Habitat home back to PPHFH, and as determined by a PPHFH appointed licensed appraiser or third party house inspector, property damage beyond normal wear and tear will be deducted from the Borrower's AD percentage and retained by PPHFH.

4.6 The Shared Appreciation provision will only be triggered if the homeowner sells the property within 30 years of the initial sale date.

Approved by Board of Directors on 2/5/2018

PPHFH Sweat Equity Policy

One of the criteria for the selection of a family is the “willingness to partner”, which means that the future homeowner is willing to participate in the construction of their home. Habitat calls the work they do to earn their home “Sweat Equity”.

Sweat Equity is a requirement for the future homeowner, and Pikes Peak Habitat for Humanity (PPHFH) draws no exceptions on this requirement. PPFH requires that each individual applicant complete 200 hours of sweat equity. At least 150 of the 200 sweat equity hours be completed on the construction site for each individual applicant. PPFH may make accommodations, on a case by case basis, for future homeowners who are unable to perform construction work due to a disability or other special circumstance. In lieu of construction work, future homeowners who are granted an accommodation may do clean-up work, work with committees, administration, and at the ReStore. As a last resort, there are also alternative hours that may be performed with other community agencies. However, alternative hours must have the approval of the Family Selection Committee.

Each Future Homeowner must complete at least 25 hours of Sweat Equity before a Ground Blessing can be scheduled or color selections can be made.

The following chart shows the breakdown of Sweat Equity requirements:

	Total	Homeowner (at least):
Single Adult Family	200	200
Two Adult Family	400	400

In a two adult household, each spouse must complete at minimum of 200 hours each. If a third adult is listed as a co-applicant, he or she must complete at minimum of 200 sweat equity hours.

The time included in sweat equity for the future homeowner includes all PPFH meetings, events Financial Counseling/Coaching and construction.

Sweat equity must be completed in a manner that displays a healthy, cooperative partnership including:

- a. Cooperatively working with volunteers, PPFH staff, and other homeowners.
- b. Obtaining the signature from a PPFH staff member for all hours of sweat equity that are completed.
- c. Demonstrating a willingness to complete the tasks at the job site, including working on own home and working on other Habitat partner homes. Future homeowners will never be asked to do anything outside their abilities.
- d. Arriving on time and leaving only after cleaning-up for each shift, unless an agreement has been made with the construction supervisor and Director of Homeowner Services.
- e. Keeping up with required minimum monthly hours as specified in the Sweat Equity Addendum. And notifying the Director of Homeowner Services if unable to complete scheduled sweat equity hours due to illness or other unavoidable circumstances.

Revised 8/2014

Revised by Board of Directors – Adopted 4/5/2018

PPHFH Committees

[Building Committee](#)

[Delinquency Committee](#)

[Development Committee](#)

[Executive Committee](#)

[Faith Relations Committee](#)

[Family Selection & Services Committee](#)

[Finance Committee](#)

[Governance Committee](#)

[ReStore Committee](#)

[Site Selection Committee](#)

[Tithe Committee](#)

committee rosters

Building Committee				
Name	Employer	Title	Phone #	Email
Matt Manzione	Colorado Springs Utilities	Program Management Engineer	(719) 668-5005	mbmanzione@msn.com
Jim Riggins	Community Leader	Volunteer	(719) 313-6171	rigginsj@att.net
Laurel Thorstensen	PPHFH Board Member	Volunteer	(719) 550-2882	revmeme@hotmail.com
Tye Tutt	Classic Consulting	Engineer	(719) 447-9973	Tyt.tutt@gmail.com
Bill Ritchie	Oakwood Homes	Development Manager	(720) 985-9387	Bill_ritchie47@msn.com
Larry Gilland	LGA Studios	Architect	(719) 447-9973	larry@lgastudios.com
<i>Jeff White</i>	PPHFH	Chief Operations Officer	(719) 475-7800	jeff@pikespeakhabitat.org

Delinquency Committee				
Name	Employer	Title	Phone #	Email
Candy Molter	Kirkpatrick Bank	VP	(719) 282-3009	Wmolter@comcast.net
<i>Janet Risley</i>	PPHFH	PPHFH Homeowner Services Director	(719) 475-7800	janet@pikespeakhabitat.org
<i>Caitlin Daberkow</i>	PPHFH	PPHFH Homeowner Services Coordinator	(719) 475-7800	caitlin@pikespeakhabitat.org
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

Development Committee				
Name	Employer	Title	Phone #	Email
Sam Adams	Wells Fargo	VP of Market Growth/Development	(719) 593-0973	Samuel.T.Adams@wellsfargo.com
Victoria Selfridge	Ent	VP of Corporate Communications	(719)550-6894	Victoria_selfridge@yahoo.com
Martha Johnson	USOC	Associate Director	(215) 805-9366	Martha.johnson@usoc.org
<i>Iain Probert</i>	PPHFH	PPHFH Director of Development	(719) 475-7800 x105	iain@pikespeakhabitat.org
<i>Laura Williams-Parrish</i>	PPHFH	PPHFH Community Relations Manager	(719) 475-7800	laura@pikespeakhabitat.org

Executive Committee				
Name	Employer	Title	Phone #	Email
Sam Adams, <i>President</i>	Wells Fargo	VP of Market Growth/Development	(719) 593-0973	Samuel.T.Adams@wellsfargo.com
Joel Hamilton, <i>Vice President</i>	Fountain- Ft. Carson School District 8	Director of Operations/Chief Administrative Officer	(571) 419-1392	joelhamilton@hotmail.com
Dave Warner, <i>Secretary</i>	Great Western Bank	Business Banking Manager	(719) 896-0145	Davidcwarner1@gmail.com
Peter Scanlon, <i>Treasurer</i>	Community Leader	Treasurer	(515) 402-0941	Prs174@gmail.com
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

Faith Relations Committee				
Name	Employer	Title	Phone #	Email
Barbara Treacy	PPHFH Board Member	Volunteer	(719) 528-6557	ow13333@gmail.com
Jeff Mawhirter	PPHFH Board Member	Volunteer	(719) 548-8537 (719) 332-3052	jeff@mawhirter.com
Corey Almond	Catholic Charities	VP of Community Ministries	(719)866-6510	calmond@ccharitiesco.org
Sam Edwards	Springs Rescue Mission	Sr. Director of Relief Programs	(719) 669-0180	same@springsrescuemission.org
Kamel Elwazeir	Islamic Society of Colorado Springs	Volunteer	(719) 217-2555	Kamel719@gmail.com
<i>Iain Probert</i>	PPHFH	PPHFH Director of Development	(719) 475-7800 x105	iain@pikespeakhabitat.org

Family Selection & Service				
Name	Employer	Title	Phone #	Email
Beverly Guzman	Loan Depot	Mortgage Consultant	(719) 232-7729 c	Beverly.guzman@imortgage.com
Dan Apricio	First Bank	Sr. VP	(719) 533-3703 w	Daniel.apricio@efirstbank.com
Ryan Mohling	Young Life	Director, Developing Global Leaders	(303) 810-9418 c	Ryan.mohling@gmail.com
Leonie Cramer	Retired	Community Advocate	(719) 649-6119 c	Tyt.tutt@gmail.com
Tim Trowbridge	Retired	Aerospace Engineer	(719) 495-3145 h	Tim.trowbridge@centurylink.net
Joel Hamilton	Fountain- Ft. Carson School District 8	Director of Operations/Chief Administrative Officer	(571) 419-1392 c	joelhamilton@hotmail.com
Ken Smitherman	Retired	ACSI Educator	(719) 660-1152 c	cksjr@msn.com
<i>Janet Risley</i>	PPHFH	PPHFH Homeowner Services Director	(719) 475-7800	janet@pikespeakhabitat.org
<i>Caitlin Daberkow</i>	PPHFH	PPHFH Homeowner Services Coordinator	(719) 475-7800	caitlin@pikespeakhabitat.org

Finance Committee				
Name	Employer	Title	Phone #	Email
Dave Warner	Great Western Bank	Business Banking Manager	(719) 896-0145	Davidcwarner1@gmail.com
Candy Molter	Kirkpatrick Bank	Senior VP	(719) 337-0536	cmolter@comcast.net
Heather Berens	Goodwill	Director of Finance	(719) 351-7854	Heather.berens@yahoo.com
Brad Gann	Ameriprise Financial Services	Private Wealth Advisor	(719) 328-1050	Bradford.a.gann@ampf.com
Peter Scanlon	Community Leader	Treasurer	(515) 402-0941	Prs174@gmail.com
Tim Trowbridge	Retired	Aerospace Engineer	(719) 495-3145 h	Tim.trowbridge@centurylink.net
<i>Janet Risley</i>	PPHFH	PPHFH Homeowner Services Director	(719) 475-7800	janet@pikespeakhabitat.org
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

Governance Committee				
Name	Employer	Title	Phone #	Email
Martha Johnson	USOC	Associate Director	(215) 805-9366	Martha.johnson@usoc.org
Chuck Smith	Forbush Legal	Office Manager	719.238.2289	chuck@forbushlegal.com
Peter Scanlon	Community Leader	Treasurer of Board	(515) 402-0941	Prs174@gmail.com
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

ReStore Committee				
Name	Employer	Title	Phone #	Email
Candy Molter	Kirkpatrick Bank	Senior VP	(719) 337-0536	cmolter@kirkpatrickbank.com
Tim Trowbridge	Retired	Aerospace Engineer	(719) 495-3145 h	Tim.trowbridge@centurylink.net
Rich Klaber				mlklaber@comcast.net
Bill Wall	Self	Media Consultant	(719) 351-7747	Wall5530@hotmail.com
Tom Scott	Retired	Educator; Operations Officer	(719) 660-8702	Tascott2010@hotmail.com
Peter Scanlon	Community Leader	Treasurer	(515) 402-0941	Prs174@gmail.com
Ryan Panariso				Ryan.panariso@anbbank.com
<i>Jeff White</i>	PPHFH	Chief Operations Officer	(719) 475-7800	jeff@pikespeakhabitat.org
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

Site Selection Committee				
Name	Employer	Title	Phone #	Email
Dave Warner	Great Western Bank	Business Banking Manager	(719) 896-0145	Davidcwarner1@gmail.com
Tye Tutt	Classic Consulting	Engineer	(719) 447-9973	Tyt.tutt@gmail.com
Matt Manzione	Colorado Springs Utilities	Program Management Engineer	(719) 668-5005	mbmanzione@msn.com
Bill Ritchie	Oakwood Homes	Development Manager	(720) 985-9387	Bill_ritchie47@msn.com
Bobby Ingels	Norwood Homes	VP	(719) 389-1663	bobby@ingelscompany.com
Marc Whorton	Classic Design	Project manager	(719) 785-0790	MWhorton@Classicconsulting.net
<i>Jeff White</i>	PPHFH	Chief Operations Officer	(719) 475-7800	jeff@pikespeakhabitat.org

Tithe Committee				
Name	Employer	Title	Phone #	Email
Barbara Treacy	PPHFH Board Member	Volunteer	(719) 528-6557	owl3333@gmail.com
<i>Stephanie Campbell</i>	PPHFH	PPHFH Director of Finance	(719) 475-7800	stephanie@pikespeakhabitat.org
<i>Caitlin Daberkow</i>	PPHFH	PPHFH Homeowner Services Coordinator	(719) 475-7800	caitlin@pikespeakhabitat.org
<i>Kris Medina</i>	PPHFH	PPHFH Executive Director	(303) 656-3574	kris@pikespeakhabitat.org

committee descriptions



Position Description: Building Committee Member

PURPOSE

The Building Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in architecture and construction in the design and building of Habitat homes. The Building Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

CHAIR

Matt Manzione
719.499.6974
mbmanzione@msn.com

STAFF

Jeff White
719.460.7907
Jeff@pikespeakhabitat.org

MEMBERS

Committee Chair (selected by the Chief Operations Officer or committee members), Chief Operations Officer, Construction Superintendent, and at-large Committee Members. When possible, representation shall include the disciplines of architecture, construction, engineering, and energy efficiency. Others will be invited to join, so that membership continues to grow to meet additional needs of the committee and PPHFH. Members of the Committee shall be approved by the chair with advice and consent from the Chief Operations Officer.

FREQUENCY

Meets the third Wednesday of every month at 5:30.

RESPONSIBILITIES

- Work in concert with other Committee members to provide expertise and ideas for best practices for construction projects.
- Ensure that building projects are designed to meet needs of recipient families.
- Ensure that building projects are designed to meet building codes.
- Assist in selecting, designing, and updating building plans as needs change.
- Partner with Pikes Peak Habitat for Humanity Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local community for PPHFH. Open doors in personal networks.
- Stay informed about PPHFH events and projects.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPHFH to the community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and community.
- *Chief Operations Officer:* Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes, provide support and resources to Committee.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the Building Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.

QUALIFICATIONS

- Enthusiasm for PPHFH and the Habitat story.



Position Description: Building Committee Member

- Understanding of the Habitat mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with building codes and construction requirements.

TRAINING

- Orientation, Prospective Member Visit, Construction Site Walkthroughs.

BENEFITS TO YOU

- Being personally rewarded by giving back to the community.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.



Position Description: Delinquency Committee Member

PURPOSE

This Committee supports the PPHFH Homeowner Services Department in ensuring consistent and equitable execution of PPHFH's Delinquency Management Policy.

STAFF CONTACT

Janet Risley
 Director of Homeowner Services
janet@pikespeakhabitat.org
 (719) 475-7800

MEMBERS

Director of Homeowner Services, Executive Director, Board Treasurer, Bookkeeper, at-large Committee Members

FREQUENCY

Meets monthly if there are homeowner accounts in need of review. Date and location TBD.

MAJOR RESPONSIBILITIES

- Attending monthly committee meetings and other regularly scheduled events.
- Reviewing information about delinquent homeowners as provided by PPHFH staff and making recommendations based on full understanding of the delinquency policy, and commitment to the equitable treatment of PPHFH homeowners and organization sustainability.
- Research difficult circumstances and topics as needed.

QUALIFICATIONS

- High integrity, strong work ethic, and a connection to Habitat for Humanity's mission
- Detail oriented
- Professional communicator and trustworthy with sensitive information
- Ability to reserve judgment and be committed to equitable and consistent decision-making.
- Culturally competent; ability to work with families from diverse cultures and backgrounds
- Preferred skills and experience of committee members include: knowledge and experience in consumer law, lending and mortgage regulations.
- Proficiency in language(s) other than English is helpful.

TRAINING

- Orientation, ongoing training opportunities on mortgage regulation and cultural competency.

BENEFITS TO YOU

- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.



Position Description: Resource Development Committee Member

PURPOSE

This purpose of this committee is to work with the Staff to plan and conduct activities/events to raise funds and solicit contributions and donations for Pikes Peak Habitat. The Committee creates fundraising strategies and works with the Staff on publicizing events. The Resource Development Committee will ensure development activities effectively accomplish the mission to provide funding for safe, decent, and affordable housing.

CHAIR

STAFF

Iain Probert
719.475.7800
iain@pikespeakhabitat.org

MEMBERS

Committee Chair, Director of Development, Development Associate and at-large Committee Members.

FREQUENCY

MAJOR RESPONSIBILITIES

- Update development by-laws and policies as needed, and work in conjunction with the Faith Relations Committee.
- Develop the annual development strategic plan and budget in cooperation with the Development Director.
- Help identify and recruit long-term donors and sponsors and other committee members.
- Partner with Pikes Peak Habitat for Humanity Staff as necessary for special projects, problem solving, and consultation.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects.
- Be prompt and attend all meetings of the Development Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.
- Actively participate in and contribute to the discussion by making ideas and feelings known.
- Be good ambassadors for PPHFH and promote its mission.

QUALIFICATIONS

- Familiarity with development disciplines (major gifts, annual fund, estate planning, direct mail, social media) and/or communication strategies.
- Members should include professionals from the disciplines of development, communications, sales and marketing.

TRAINING

- Orientation, Prospective Member Visit, Construction Site Walkthroughs.

BENEFITS TO YOU

- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.

Est. Sept. 2015



Position Description: Faith Relations Committee Member

PURPOSE

The Faith Relations Committee of Pikes Peak PPHFH for Humanity (PPHFH) provides a communication and action link between PPHFH and our faith community. It fosters and maintains the relationships with faith institutions and it constantly seeks out new congregations and provides help to them with becoming a partner in the mission of PPHFH. The Faith Relations Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

CHAIR

Barb Treacy
719.528.6577
owl3333@gmail.com

STAFF

Iain Probert
719.475.7800
iain@pikespeakPPHFH.org

MEMBERS

Committee Chair (selected by the Director of Development or committee members), Director of Development, Development Associate and at-large Committee Members. When possible, representation shall be from all major faith communities currently providing support to and sponsoring homes with PPHFH. Others will be invited to join, so that membership continues to grow and diversify to match that of the community in El Paso County. Members of the Committee shall be approved by the chair with advice and consent from the Development Director.

FREQUENCY

RESPONSIBILITIES

- Update development by-laws and policies as needed, and work in conjunction with the Faith Relations Committee.
- Develop the annual strategic plan and budget in cooperation with the Development Director.
- Help identify and recruit long-term faith-based donors and sponsors and other committee members.
- Partner with PPHFH Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local faith community for PPHFH. Open doors in personal faith communities.
- Energetically volunteer for and participate in Committee activities such as: providing support to current faith outreach and reaching out to new supporters in the faith community.
- Plan for and participate in Committee activities and events such as: Building on Faith Week (summer) and International Day of Prayer / World PPHFH Day (fall).
- Share ideas and best practices (volunteer coordination, fundraising, etc.) with others on the Committee. Prepared to speak up/ask questions/offer new ideas and alternatives as appropriate.
- Stay informed about PPHFH happenings.
- Members should include members of the clergy / faith-based community, professionals from the disciplines of development, communications, sales and marketing.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPHFH to the faith community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and faith community.
- *Director or Development:* Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes, provide support and resources to Committee.



Position Description: Faith Relations Committee Member

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the Faith Relations Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.

QUALIFICATIONS

- Enthusiasm for PPHFH and its story.
- Understanding of the PPHFH mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with the faith-based constituency in El Paso County.
- Willingness to help create partnerships with diverse faith-based communities.
- Eagerness to interact with people from all walks of life, particularly those of different faith traditions than one's own.
- Familiarity with development disciplines (major gifts, annual fund, estate planning, direct mail, social media) and/or communication strategies.

TRAINING

- Orientation, Prospective Member Visit, Construction Site Walkthroughs.

BENEFITS TO YOU

- Being personally rewarded by giving back to the community and by learning about other faiths/religions.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's low income families have an opportunity to achieve safe, decent and affordable housing.
- Access to PPHFH for Humanity training resources such as HFH Knowledge Center and PPHFHlearns at my.habitat.org.



Position Description: Family Selection and Services Committee Member

PURPOSE

This committee supports the PPHFH Homeowner Services Department in selecting qualified individuals and families and in assisting partner families in making a successful transition to homeownership. This committee drafts selection criteria for Board approval, develops application and other forms, holds public meetings to inform applicants about the selection process and qualifications, evaluates applicants, and recommends families to the Board of Directors for approval as prospective homeowners. It provides support to new homeowners with the process of becoming a homeowner, budgeting, construction choices, media interviews, keeping track of sweat equity hours, and the fundamentals of homeownership. It also organizes special events such as dedication ceremonies, creates instructional manuals and helps homeowners' access community resources. In addition, the Family Selection and Services Committee assists the Director of Homeowner Services in marketing and outreach efforts to PPHFH's target market.

CHAIR

Joel Hamilton
PPHFH Board Vice President
joelhamilton@hotmail.com

STAFF

Janet Risley
Director of Homeowner Services
janet@pikespeakhabitat.org
(719) 475-7800

MEMBERS

Committee Chair, Director of Homeowner Services, at-large Committee Members

FREQUENCY

Meets as needed.

MAJOR RESPONSIBILITIES

- Attend committee meetings and other regularly scheduled events.
- Review applicant information as provided by the Director of Homeowner Services to support underwriting in order to determine if PPHFH applicants meet PPHFH's eligibility criteria, as defined by the Family Selection policy.
- In teams of two, perform home visits as a fundamental element of the application process. Discuss program requirements and interview applicants in order to ensure program eligibility's "need" requirement.
- Assist with applicant outreach efforts, which may include: attending applicant orientations, meeting with community partners, distributing program information and representing PPHFH at "tabling" and other events.
- Assist with applicant marketing efforts, which may include: creation of marketing materials, solicitation of donations related to marketing efforts, as well as development and implementation of a media plan. Assist with Homeowner education classes by facilitating topics of choice and soliciting donations for meals, etc.
- Work on special topics and planning related to homeowner support.
- Assist PPHFH Staff with planning and event functions related to Ground Blessings and Home Dedications for partner families.
- Assist in recruitment of PPHFH families for volunteer service, in-kind professional volunteers and services, and other resources that can help to support PPHFH homeowners.
- Compile resources and develop helpful content for the PPHFH website and homeowner newsletter.
- Assist with outcome tracking and program/policy evaluation projects as needed and strategic plan tactics.
- Assist with creating a dashboard that helps staff and board make informed decisions.

Revised March, 2017



Position Description: Family Selection and Services Committee Member

QUALIFICATIONS

- High integrity, strong work ethic, and a connection to Habitat for Humanity's mission.
- Detail oriented.
- Professional communicator and trustworthy with sensitive information.
- Ability to reserve judgment and be committed to equitable and consistent decision-making.
- Culturally competent; ability to work with families from diverse cultures and backgrounds.
- Preferred skills and experience include: banking/underwriting experience, knowledge of consumer lending laws, knowledge of family law, other knowledge and experience relevant to ensuring the consistent application of Family Selection policies and procedures.
- Proficiency in language(s) other than English preferred but not required.

TRAINING

- Orientation, ongoing training opportunities on mortgage regulations and cultural competency.

BENEFITS TO YOU

- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.

Revised March, 2017

(Insert Finance Committee descript here)



Position Description: Governance Committee Member

PURPOSE

The Governance Committee of Pikes Peak Habitat for Humanity (PPHFH) serves to develop and recommend best-practices in governance for the Board including, but not limited to, recruitment, nomination, and training of new Board members; evaluation/assessment of the Board and planning for continuous quality improvement; updates needed to the bylaws and/or policies concerning functions of the Board.

CHAIR

Martha Johnson
719.304.4320
martha.johnson@usoc.org

STAFF

Kris Medina
719.475.7800
kris@pikespeakhabitat.org

MEMBERS

Members shall be from the PPFH Board of Directors or others they choose to invite.

FREQUENCY

The committee meets bi-weekly until initial projects are completed, then 4 times per year.

RESPONSIBILITIES

- Review and recommend updates needed in the bylaws and policies pertaining to function of the Board.
- Review past Board assessment results and devise a plan for future evaluation and Board training based on those results. Make recommendations to the Board concerning budget and types of training to be obtained.
- Evaluate the skill sets needed in future recruiting of Board members.
- Create a nominating process for new Board members.
- Create a mentoring process for new Board members.
- Review and update the Board Manual.
- Review and recommend topics for future Board retreats.
- *Chair*: Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent the Governance Committee to the full Board.
- *Executive Director/CEO*: Act as expert advisor to the Committee with regard to Habitat accepted practices, historical PPFH information, and give input regarding PPFH function.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the Governance Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.

QUALIFICATIONS

- Enthusiasm for PPFH and its story.
- Understanding of the PPFH mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with governance in a nonprofit setting.
- Willingness to help develop PPFH's Board in its next stage of growth.

May 2018



Position Description: Governance Committee Member

TRAINING

- BoardSource.org (contact staff for access)
- MyHabitat.org
- Habitat for Humanity Colorado
 - [Board Ambassadors – Ensuring Necessary Resources Meeting](#)
 - [Creating a Strong Nomination Process: Board Recruitment](#)
 - [Engaging Your Board in Strategic Planning](#)
 - [Essentials in Governance Excellence](#)
 - [Financial Management for Boards](#)
 - [Shared Leadership](#)
 - [Staff Succession Planning](#)
 - [Economic Development](#)
 - [Grant Writing](#)
 - [Creating a Culture of Stewardship](#)
- Colorado Secretary of State Nonprofit Board Member Course
<https://www.sos.state.co.us/pubs/charities/boardTraining.html>

BENEFITS TO YOU

- Being personally rewarded by assisting in improving the effectiveness and functionality of the PPHFH Board.
- Work with other professionals to ensure El Paso County's low income families have an opportunity to achieve safe, decent and affordable housing.
- Access to HFHI training resources such as HFH Knowledge Center and HFHILearns at my.habitat.org.



Position Description: ReStore Committee Member

PURPOSE

The ReStore Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in retail and finance in the operation of the ReStore. The ReStore Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

CHAIR

Candy Molter
719.337.0536
cmolter@comcast.net

STAFF

Jeff White
719.460.7907
Jeff@pikespeakhabitat.org

MEMBERS

Committee Chair (selected by the Chief Operations Officer or committee members), Chief Operations Officer, and at-large Committee Members. When possible, representation shall include the disciplines of retail management and finance. Others will be invited to join, so that membership continues to grow to meet additional needs of the committee and PPHFH. Members of the Committee shall be approved by the chair with advice and consent from the Chief Operations Officer.

FREQUENCY

Meets the second Tuesday of every month at 3:00 PM.

RESPONSIBILITIES

- Advise the Chief Operations Officer in the direction of the ReStore.
- Review financial documents pertaining to the ReStore and provide a sounding board for improvement and ideas.
- Assist in selecting land or a second building for another ReStore or other projects.
- Work in concert with other Committee members to provide expertise and ideas for best practices for ReStore management and growth.
- Ensure that PPHFH has income through the ReStore for building future homes and other projects.
- Partner with Pikes Peak Habitat for Humanity Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local community for PPHFH. Open doors in personal networks.
- Stay informed about PPHFH events and projects.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPHFH to the community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and community.
- *Chief Operations Officer:* Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes, provide support and resources to Committee.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the ReStore Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff. No more than two unexcused committee meetings within a 12 month period.



Position Description: ReStore Committee Member

QUALIFICATIONS

- Enthusiasm for PPHFH and the Habitat story.
- Understanding of the Habitat mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with finance in a retail setting.

TRAINING

- Orientation, Prospective Member Visit, ReStore Walkthroughs.

BENEFITS TO YOU

- Being personally rewarded by giving back to the community.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.



Position Description: Site Selection Committee Member

PURPOSE

The Site Selection Committee of Pikes Peak Habitat (PPHFH) provides a source of expertise in architecture and construction in the design and building of Habitat homes. The Building Committee will ensure that activities effectively accomplish the mission of providing safe, decent, and affordable housing.

CHAIR

Tye Tutt
719.447.9973
tye.tutt@gmail.com

STAFF

Jeff White
719.460.7907
jeff@pikespeakhabitat.org

MEMBERS

Committee Chair (selected by the Chief Operations Officer or committee members), Chief Operations Officer, and at-large Committee Members. When possible, representation shall include the disciplines of land development, construction and engineering. Others will be invited to join, so that membership continues to grow to meet additional needs of the committee and PPHFH. Members of the Committee shall be approved by the chair with advice and consent from the Chief Operations Officer.

FREQUENCY

Meets as needed.

RESPONSIBILITIES

- Assist in selecting land, communicating with government entities about development requirements, and guiding PPHFH in acquiring land for home building and other projects.
- Work in concert with other Committee members to provide expertise and ideas for best practices for land development and construction projects.
- Ensure that PPHFH has a supply of land on which to build future homes.
- Consider the needs of recipient families with regard to building locations
- Partner with Pikes Peak Habitat for Humanity Staff as necessary for special projects, problem solving, and consultation.
- Serve as an ambassador to the local community for PPHFH. Open doors in personal networks.
- Stay informed about PPHFH events and projects.
- *Chair:* Devise meeting agendas (with staff liaison), chair and conduct Committee meetings, represent PPHFH to the community at large, serve as a role model and leader among Committee members, provide periodic status updates to staff, Committee and community.
- *Chief Operations Officer:* Act as liaison between the Committee and PPHFH, coordinate meeting and event logistics, create agenda (with Chair), maintain contact list, share meeting minutes, provide support and resources to Committee.

EXPECTATIONS

- Members shall be expected to commit to at least one two-year term beginning in July.
- Make the appropriate time commitment to attend and participate in meetings, with additional time as required for other preparation and special projects – providing periodic status updates in Committee activities and assignments.
- Be prompt and attend all meetings of the Site Selection Committee. If it is necessary to be absent (i.e. an unavoidable work situation or illness) the member will inform the committee chair or staff.



Position Description: Site Selection Committee Member

QUALIFICATIONS

- Enthusiasm for PPHFH and the Habitat story.
- Understanding of the Habitat mission / philosophy and wishing to promote it. An interest in affordable housing issues in El Paso County and the drive for change.
- Familiarity with land development and construction requirements.

TRAINING

- Orientation, Prospective Member Visit, Construction Site Walkthroughs.

BENEFITS TO YOU

- Being personally rewarded by giving back to the community.
- Gaining opportunities to network, meet new friends, and establish professional contacts and references.
- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.

affiliate contact list

BOARD OF DIRECTORS			
NAME	PRIMARY	SECONDARY	EMAIL ADDRESS
Sam Adams, President	719.536.3957 – Work	719.649.1985 - Cell	samuel.t.adams@wellsfargo.com
Joel Hamilton, Vice President	571.419.1392		joelhamilton@hotmail.com
Peter Scanlon, Treasurer, Finance Committee Chair	515.402.0941 –Cell		prs174@gmail.com
Dave Warner, Secretary	719.886.1262 – Work	719.896.0145 – Cell	dwarner@rmbt.net
Dan Apricio	719.533.3703 – Work		daniel.appricio@efirstbank.com
Martha Johnson	719.304.4320		martha.johnson@usoc.org
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Laurel Thorstensen	719.640.0501 – Cell	719.550.2882 - Home	revmeme@hotmail.com
Barb Treacy, Faith Relations Chair	719.271.6013	719.528.6577 – Home	owl3333@gmail.com
Tye Tutt	719.213.9565 – Cell		tye.tutt@gmail.com
STAFF			
OFFICE • 2802 N. PROSPECT ST., COLORADO SPRINGS, CO 80907 • 719.475.7800 • FAX 719.473.3891 • pikespeakhabitat.org			
Kris Medina, Executive Director/CEO	X104	303.656.3574 – Cell	kris@pikespeakhabitat.org
Stephanie Campbell, Director of Finance	X108	502.552.7124 – Cell	stephanie@pikespeakhabitat.org
Iain Probert, Director of Development	X105	719.650.0230 – Cell	iain@pikespeakhabitat.org
Janet Risley, Director of Homeowner Services	X103	719.338.2392 – Cell	janet@pikespeakhabitat.org
Caitlin Daberkow, Homeowner Services Coordinator	X109	719.238.8120 – Cell	caitlin@pikespeakhabitat.org
Hunter Elledge, Accountant	X112		hunter@pikespeakhabitat.org
Isaac Ring, Volunteer Manager	X102	719.330.6145 – Cell	isaac@pikespeakhabitat.org
Linda Stahnke, Executive Assistant	X110	719.231.1540 – Cell	linda@pikespeakhabitat.org
Laura Williams-Parrish, Community Relations Manager	X106	719.209.7755 – Cell	laura@pikespeakhabitat.org
Trevor Bennett, Construction Superintendent	719.290.1969 – Cell		trevor@pikespeakhabitat.org
Gary Blake, Construction Supervisor	719.491.9368 – Cell		gary@pikespeakhabitat.org
Joe Allman, Construction Supervisor	719.648.1792 – Cell		triperdabumble@gmail.com
RESTORE •411 S. WAHSATCH, COLORADO SPRINGS, CO 80903 • 719667.0840 • FAX 719.447.1303 • habitatrestorepp.com			
Jeff White, Chief Operations Officer	719.460.7907 – Cell		jeff@pikespeakhabitat.org
Tony Haltom, Sales/Acquisitions Manager	719.290.6588 - Cell		sales@pikespeakhabitat.org
Andria Vincent, Merchandise Manager	719.459.1362 - Cell		andria@pikespeakhabitat.org
Mitchell Ware, Receiving Manager	719.963.0137 – Cell		mitchell@pikespeakhabitat.org
ADDITIONAL HABITAT CONTACT INFO			
HFH International	800.422.4828		
U.S. Support Center	877.HFHI.HELP		
HFH Colorado	888.834.5830	303.454.8968	
(Stefka Fanchi, HFHC Executive Director)	303.454.8965		stefka@habitatcolorado.org
Affiliate ID #0121-0567 • Affiliate Code #216160 • Tax ID #35-1640064 • CFC #58519			



**Pikes Peak
Habitat
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