

AGENDA
PPHFH BOARD OF DIRECTORS
PPHFH ReStore
411 S. Wahsatch
5:45-7:00 pm
June 4, 2018

CALL TO ORDER (Sam):

OPENING DEVOTIONS (Kris) ~ INTRODUCTIONS ~ ANNOUNCEMENTS:

APPROVAL OF MINUTES: From the May 7 regular Board Meeting (Vote required)

FINANCE REPORT:

- Month ending April 2018 (Peter)
- Budget summary for FY 19 (Peter)
- Red Flag report & Anti-Money Laundering policy (Dave)

EXECUTIVE DIRECTOR'S & STAFF REPORTS:

- ED Report (Kris)
- Mortgage Delinquency Report (Janet)

COMMITTEE REPORTS & RECOMMENDATIONS:

- Executive Committee (Sam)
- Family Selection & Services (Janet) – did not meet
- Development Committee (Iain) – did not meet
- Site Selection Committee (Tye) – did not meet
- Building Committee (Matt)
- Faith Relations Committee (Barb)
- ReStore Committee (Jeff)
- Governance Committee (Martha)

OLD BUSINESS:

NEW BUSINESS:

COMING EVENTS:

- June 9 - Raphael and Rosette House Dedication – Saturday, from 9:30 am – 10:30 am 831 Bunting Avenue
- June 9 - Jean and Nadia House Dedication – Saturday, from 11:00 am – 12:00 at 218 Red Finch Lane
- June 16 - Sonni and Karen House Dedication – Saturday, from 11:00 am – 12:00 pm at 214 Red Finch Lane
- June 16 – Sonia House Dedication – Saturday, from 12:30 to 1:30 pm at 215 Red Finch Lane
- July 3 - Karma Hour – Tuesday from 6:00 – 8:00 pm at Bristol Brewing Company
- July 4 – Red Leg Brewing 4th of July event – 10 AM to 7 PM
- September 1 – PPHFH featured Sky Sox Charity – 6 PM to 10 PM

PPHFH Board of Director Meeting Minutes – May 7, 2018

Board Members, Staff and Guests Present:

Board Members	Staff / Guests
Sam Adams, <i>President</i>	Kris Medina, <i>Executive Director/CEO</i>
Joel Hamilton, <i>Vice President</i>	Stephanie Campbell, <i>Director of Finance</i>
Peter Scanlon, <i>Treasurer</i>	Iain Probert, <i>Director of Development</i>
Matt Manzione	Janet Risley, <i>Director of Homeowner Services</i>
Jeff Mawhirter	Linda Stahnke, <i>Executive Assistant</i>
Chuck Smith	
Lauren Thorstensen	Lori Sorrels, guest
Tye Tutt	

Excused Absence

Barb Treacy
Martha Johnson
Ryan Mohling
Dan Apricio
Victoria Selfridge
Dave Warner

CALL TO ORDER:

The May 7, 2018 PPHFH Board of Directors Meeting was called to order at 5:48 pm by Sam Adams, *President* at the ReStore.

OPENING PRAYER ~ INTRODUCTIONS ~ ANNOUNCEMENTS:

Mr. Hamilton shared a devotion.

Mr. Adams brought a newspaper article about Jaime's home dedication.

APPROVAL OF MINUTES:

The minutes from the April 2, 2018 board meeting were presented for review and approval. A motion was made, seconded and unanimously approved to accept the minutes.

FINANCE REPORT:

Mr. Scanlon presented the financials for March 31, 2018. The Assets total \$7.31MM net the Unamortized Mortgage Discount of \$(2.29MM); Liabilities total \$1.40MM, with Total Equity of \$5.91MM. Cash in banks total \$2.07MM (versus \$2.28MM 6/30/17). The amount of the RLOC with ANB is \$200,000, and as of 3/31/2018, the balance owed was \$0.

Mr. Scanlon informed the Board that March was pretty solid, especially the ReStore. The ReStore has now surpassed the forecasted net income budget for March. The projection for the end of year net income is very positive. Individual contributions are a little off compared to the month prior. Mr. Scanlon remarked that he is confident Mr. Probert is working hard to close the year off strong. He added that cash balance will increase when we sell the donated house. It is expected to be on the market by the end of May. Projected sales price is \$240,000.

In discussing investments, Mr. Scanlon reported that PPHFH is trading water as the bond and equity markets have been choppy. PPHFH investments are down about 1.8% for the year. The Finance Committee will dig into this more deeply. Mr. Scanlon also plans to compare the same months in previous years as he evaluates. He will have a more detailed report the next Board

meeting.

Mr. Scanlon pointed out that the balance sheet (in cash and combined categories) is strong through the cash balance is reduced due to paying off the Country Living land loan.

Mr. Scanlon also mentioned that the Finance Committee has done the first review of the 2019 budget as proposed by the staff. Ms. Campbell’s summary has been very helpful for understanding the plan. The committee would welcome Board members’ attendance at the May committee meeting which will include a second review. This would help members be informed in advance of the June Board meeting when the budget will be presented for approval.

EXECUTIVE DIRECTOR REPORT:

Mr. Adams explained that the goal of including the minutes of the committee meetings in the Board packet is to move to a consent-type process and reduce the amount of time spent on committee reports and to allow for more forward thinking strategic discussions.

Ms. Medina directed the Board to the ED report. She explained that there are more Adopt-a-Days than previous years. Some companies have difficulty understanding the requested \$2500 fee to cover the volunteers’ material costs. Staff are explaining the need to cover employees’ time and the building materials used. Adopt-a-days have been the entry level for corporate giving. There are new groups. Previously Thrivent and Bike and Build were continuous house sponsors. Losing those sponsorships has harmed corporate giving in comparing this year to previous years’ corporate giving activities.

Ms. Medina also mentioned the pending sale of a Woodmen Vistas home and approximate \$28,000 sale proceeds from the forgivable second mortgage.

Other highlights of her report were that Hunter Elledge has completed his internship with the business office. A new temporary-to-hire employee will start in that position Wednesday. She also mentioned that she, Ms. Risley and Mr. White will attend Camp Colorado later in the week. Board member, Mr. Scanlon will also be attending.

Mortgage Delinquency Report:

The following delinquency data was presented for April 2018.

Total # of active loans as of 3/28/18	68
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LOANS LESS THAN 1 MONTH BEHIND	# of Loans	\$ Amt ¹	% of portfolio at risk ²
Less than 1 month behind	1	\$ 128.53	1.47%
<i>Last month</i>	<i>0</i>	<i>\$0.00</i>	<i>0.00%</i>

LOANS MORE THAN 1 MONTH BEHIND	# of Loans	\$ Amt ¹	% of portfolio at risk ²
1 month behind	1	\$ 194.39	1.47%
2 months behind	0	\$ -	0.00%

3 months behind	0	\$ -	0.00%
More than 4 months behind	0	\$ -	0.00%
Total	1	\$ 194.39	1.47%
<i>Last month</i>	2	\$982.28	2.99%
<i>April 2017</i>	2	\$512.10	2.94%

¹ Amounts reflect principal balances outstanding and do not include outstanding escrow and late fee balances.

² Calculated against the total number of outstanding mortgages.

Executive Committee:

Ms. Medina pointed to the information in the packet regarding the Board's prior approval of creating a Community Housing Development Organization (CHDO). Documents have been drafted by Ireland Stapleton, PPHFH's attorneys, and are ready for the Board's approval. She pointed out that the CHDO is created to support PPHFH and that the documents clearly state the CHDO is a Christian ministry. The CHDO is designed to promote and develop low income housing. Directors and staff are indemnified. Dissolution could only be decided upon by the PPHFH Board. Accounting records will have to be maintained for 15 years. She explained that the by-laws create the Board size and that one person could hold two officer roles. One-third of the CHDO Board must be persons of low income or someone who lives in a low income area. A Habitat homeowner will fill that position.

Following the Board's approval of the legal documents, policies will need to be put in place. Ms. Risley will be the Executive Director (Ms. Medina cannot legally serve in this role). These policies will be based on what the PPHFH Board has already approved. In addition, there will be a new community awareness policy due to required participation by homeowners in decision-making for the community. Ms. Campbell will perform the accounting for the CHDO. Jan Plimpton will be the sole paid employee.

There was a motion to approve the documents presented. Mr. Manzione abstained as he had an email problem and had not received the documents and the proposed names for the CHDO Board. Mr. Warner had sent a written proxy to Mr. Adams for his vote. There was a second and the members voted to approve the documents.

Mr. Adams led a discussion about the Board Commitment form which was recently signed by all members. He encouraged any member who felt they needed to take time away from the Board, that it would be perfectly appropriate. He also stated that the form states that a person who is not upholding their commitment should expect a call from the Board President. Board members should hold one another accountable for their performance and consistent involvement.

Family Selection & Services Committee:

The Family Selection & Support Committee did not meet. Ms. Risley explained that the application process began today for homes to be built at the Dale Street property. Due to the HOME funds being utilized for this project, one of the four units must be owned by a veteran and all units will have an accessible ground level floor bedroom and bathroom. The committee will meet in June, July and August. Information sessions have been taking place over the last six weeks. Units can be 3, 4 or 5 bedrooms.

Mr. Manzione asked if the 5-bedroom design is completed or still in the concept phase. Mr. White responded that the concept is settled for adjusting the 4-bedroom plan. Timelines necessary to go through Regional Building Department for approvals should be on track to

proceed with the August ground-breaking times as planned.

The Dale Street project will be two lots with a duplex on each. These units will not have yards; however, this is consistent with the existing units' design.

Development Committee:

Mr. Probert reported that the committee met by phone and regular meetings will begin next month. He also said that two development positions will be posted this week. He is also working on agreements for sponsorship with several restaurants and breweries. An event with Bristol Brewery is planned for July 3, the day they have their largest receipts. Sept. 1 will be a Habitat Sky Sox day with Ms. Medina pre-recording a radio spot and Mr. Hamilton throwing out the first pitch.

Site Selection Committee:

Mr. Tutt referred members to the information in the packet about the purchase of property at 407 Race Street in Fountain. The Board extended thanks to Ms. Risley for finding this property. Members also discussed adjoining properties that are for sale. Mr. Tutt reviewed preliminary findings through discussion with officials in Fountain government offices. Habitat's involvement would be deemed a service to the neighborhood, bringing higher values to the area. The committee will continue to perform needed due diligence. Additionally, there is adjoining property which could add to the scope of what could be done in that location. There was a motion and a second to give the Executive Director authority to pursue this purchase and that of adjacent property as advised by the Site Selection Committee. The vote for approval was unanimous.

Building Committee:

The committee did not meet.

Faith Relations Committee:

The committee minutes were included in the packet. There were no questions.

Finance Committee:

The committee minutes were included in the packet. There were no questions.

ReStore Committee:

The committee minutes were included in the packet. There were no questions.

Mr. White showed everyone the award given to the ReStore by Goodwill. PPHFH was one of five recipients.

The Board complimented Mr. White on improvements at the ReStore and in the controls he has put in place.

NEW BUSINESS:

OLD BUSINESS:

A copy of the electronic approval by the Board for the May and June sale of six Country Living homes was included in the packet.

COMING EVENTS:

The annual and next board meeting will be on June 4, 2018 at 5:45pm. Location will be at the ReStore.

Information on upcoming home dedications and ground blessings is included in the packet. Reminder that Jean & Nadia's house is the Board Build.

CLOSING PRAYER/ADJOURNMENT:

Mr. Mawhirter moved for adjournment. The meeting ended at 7:15 pm.

Respectfully submitted,

Joel Hamilton, *Vice President*

PIKES PEAK HABITAT FOR HUMANITY
Profit & Loss Budget Performance
April 2018

Ordinary Income/Expense	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget	YTD Notes
Income						
4000 · Contributions/Donations	15,441.58	13,550.00	274,078.01	370,050.00	474,000.00	GE Johnson/Monthly Donors/BOD Pledges/YEA/Mark/Linda Kissel Family Fdn//Adopt A Day(s)/Thrivent Financial - Pikes Peak Assn Realtors/GE Johnson (AdoptADay)Veterans United Group
4045 · Grants	30,000.00	0.00	199,605.00	278,355.00	297,105.00	El Pomar/MyronStraton Home/Monkier Fdn/ T.Rowe/Lowes/HFHC/Expired balance sheet note payable entry/GWB/Lowes
4100 · In-Kind Donations	8,049.00	5,687.50	166,046.08	117,393.00	185,176.00	Tap fees/Atty fees for land purchase 2 home sold
4200 · Sale to Homeowners	168,000.00	622,000.00	322,500.00	777,000.00	887,000.00	HHCO homeowner grant
4202 · Home Purchase Down Payments	-1,000.00		-7,000.00			Getting more product in the store and on the floor/more employees working on getting product/6 days of scheduled pick ups vs 5 days
4400 · Resale Store Income	156,500.16	168,560.00	1,465,391.01	1,650,600.00	1,996,720.00	
4500 · Other Program Income	13,848.01	16,575.00	222,252.13	172,450.00	205,575.00	Monthly mortgage discount amortization
4600 · Other Non-Program Income	-2,781.01	0.00	2,678.40	0.00	0.00	YTD interest on cash accounts
Total Income	388,057.74	826,372.50	2,645,550.63	3,365,848.00	4,045,576.00	
Gross Profit	388,057.74	826,372.50	2,645,550.63	3,365,848.00	4,045,576.00	
Expense						
5000 · Program Services	353,592.15	1,176,664.95	1,881,822.65	2,949,102.07	3,498,987.97	2 home sold
7000 · Management and General	-12,439.00	14,174.26	88,305.96	153,673.47	183,289.73	
8000 · Fundraising	22,765.42	28,197.07	276,282.03	276,223.15	335,734.30	Newsletter cost including the 8000 names from the HFHI list and the 700 names from the realtors group.
Total Expense	363,918.57	1,219,036.28	2,246,410.64	3,378,998.69	4,018,012.00	
Net Ordinary Income	24,139.17	-392,663.78	399,139.99	-13,150.69	27,564.00	
Net Income	24,139.17	-392,663.78	399,139.99	-13,150.69	27,564.00	Net income primarily because of the expired balance sheet forgivable note payable entry

PIKES PEAK HABITAT FOR HUMANITY
Profit & Loss Budget Performance - ReStore
April 2018

	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget	YTD Notes
Ordinary Income/Expense						
Income						
4000 · Contributions/Donations						
4044 · ReStore-Contributions	0.00	0.00	0.00	0.00	0.00	
Total 4000 · Contributions/Donations	0.00	0.00	0.00	0.00	0.00	
4400 · Resale Store Income						
4410 · Resale Store Income Gross	134,683.72	165,500.00	1,238,101.01	1,612,500.00	1,950,500.00	
4410-01 · Short/Over Resale Store Inc Gro	0.00	60.00	91.77	600.00	720.00	
4410-02 · Purchased Goods/Sales Inventory	11,432.95		137,440.44			
4410-03 · Purchased Paint-Consignment	4,950.00		46,815.00			
4410-04 · ReStore Cash	0.00		1,100.00			
4451 · Individual Donation - ReStore	823.94		8,468.31			
4520 · ReStore Program Income	4,589.60	3,000.00	32,294.13	37,500.00	45,500.00	Budget includes both scrap and paint - paint program not yet implemented.
Total 4400 · Resale Store Income	156,480.21	168,560.00	1,464,310.66	1,650,600.00	1,996,720.00	
4500 · Other Program Income						
4525 · Vendor Adj/Disc. Income	0.00		0.00	0.00	0.00	
Total 4500 · Other Program Income	0.00		0.00	0.00	0.00	
Total Income	156,480.21	168,560.00	1,464,310.66	1,650,600.00	1,996,720.00	
Gross Profit	156,480.21	168,560.00	1,464,310.66	1,650,600.00	1,996,720.00	
Expense						
5000 · Program Services						
5105 · Building & Personal Prop Ins.	0.00	942.09	11,646.68	9,157.86	11,042.00	Add'l coverage (Business Interruption)
5100 · Construction Costs						
5106 · Operating Supplies and Tools	452.25	791.67	3,068.44	7,916.70	9,500.00	
Total 5100 · Construction Costs	452.25	791.67	3,068.44	7,916.70	9,500.00	
5104 · Liability/E&O Insurance	2,354.00	2,775.19	9,996.77	11,077.69	11,077.69	
5200 · Other Mission Specific Costs						
5202 · Property Tax	250.00	75.00	250.00	75.00	75.00	
5206 · Credit Checks	0.00		12.00	75.00	75.00	
5208 · Volunteer Expense	2,649.06	0.00	3,348.76	4,187.50	4,687.50	
Total 5200 · Other Mission Specific Costs	2,899.06	75.00	3,610.76	4,337.50	4,837.50	
5206-1 · Background Checks	36.00		72.00	80.00	80.00	
5250 · Compensation Accounts-Prgm						
5253 · Accrued Compensation Accounts	0.00		0.00			
5255 · Wages-Pgm Svcs	46,845.57	55,511.47	448,030.71	555,114.70	666,137.66	Difference is due to actual staffing (<100%) vs budgeted staffing (100%)
5260 · Payroll Tax	0.00	0.00	0.00	0.00	0.00	
5270 · Employer SIMPLE-IRA Match	66.56	191.59	664.65	1,915.90	2,299.07	Not all employees are participating in this benefit plan
5280 · Other Employee Benefits	2,822.05	7,774.39	35,918.98	77,743.90	93,292.70	Not all employees are participating in the benefit plan(s)
5290 · Workers Comp Ins.	0.00	2,214.00	15,741.00	15,498.00	21,277.00	
5291 · Recruitment	0.00	0.00	0.00	150.00	150.00	
6560 · Employer Payroll Taxes	4,081.08	4,862.22	37,996.97	48,622.20	58,346.61	Difference is due to actual staffing (<100%) vs budgeted staffing (100%)
Total 5250 · Compensation Accounts-Prgm	53,815.26	70,553.67	538,352.31	699,044.70	841,503.04	
5315 · Bank & Credit Card Fees	2,306.16	1,630.00	20,194.79	16,300.00	19,560.00	Budget based off of history-FY18 new vendors/contracts signed with a different calculation rate/fee
5320 · Legal Fees	0.00		3,746.49			Paint contract atty fees not budgeted
5325 · Dues/Subscriptions	0.00	0.00	10,724.35	10,320.00	10,440.33	Expenses higher than budget
5330 · Supplies						
5332 · Office Supplies	834.39	833.33	3,241.99	8,858.30	10,700.00	
Total 5330 · Supplies	834.39	833.33	3,241.99	8,858.30	10,700.00	
5335 · Payroll processing fee	183.34	209.79	2,558.49	2,218.28	2,637.86	Payroll fee for setting up new benefit plans
5340 · Telephone and Fax	1,905.93	1,218.00	14,153.80	12,180.00	14,616.00	Cancellation and set up fee of switching cell phone carriers at RS
5350 · Postage and Shipping	13.90	15.00	185.90	244.38	313.00	
5355 · Staff Appreciation	171.23	638.80	3,241.21	3,909.40	4,571.40	
5356 · Uniforms	0.00	0.00	552.15	1,075.00	1,125.00	
5360 · Occupancy Expense						
5361 · Building Equipment & Repairs	630.96	0.00	5,769.81	7,875.00	10,500.00	
5362 · Office Rent	0.00	0.00	0.00	0.00	0.00	

PIKES PEAK HABITAT FOR HUMANITY
Profit & Loss Budget Performance - ReStore
April 2018

	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget	YTD Notes
						ReStore cleaning up and training employees of what is an acceptable donation to prevent it from being trashed
5363 · Trash Removal	2,946.00	1,250.00	15,817.00	12,500.00	15,000.00	
5364 · Utilities	1,694.32	2,100.00	18,113.10	21,000.00	25,200.00	
5367 · Security	216.13	220.00	11,688.64	11,526.64	15,076.00	
5368 · Janitorial	600.00	725.00	12,085.24	12,275.00	13,500.00	
Total 5360 · Occupancy Expense	6,087.41	4,295.00	63,473.79	65,176.64	79,276.00	
5370 · Vehicle Expense						
5371 · Vehicle Expense						
5371F · Vehicle Lease	886.28		8,862.80			New truck line item reclassified from the balance sheet - not a budgeted item
5371A · Vehicle - Tax/Lic	0.00	175.00	131.97	1,175.00	1,175.00	
5371B · Vehicle - Insurance	1,176.42	728.50	4,128.30	2,914.00	2,914.00	New truck ins higher than budgeted
5371C · Vehicle - Fuel/Propane	840.34	712.50	9,052.45	7,125.00	8,550.00	Gas for F250 not a budgeted item
5371D · Vehicle - Expense/Repairs	2,131.72	1,651.33	8,620.59	10,713.30	12,016.00	Repairs on ReStore's older truck and forklift (not regular maintenance issues)
5371E · Propane - Forklift	0.00	0.00	0.00	0.00	0.00	
Total 5371 · Vehicle Expense	5,034.76	3,267.33	30,796.11	21,927.30	24,655.00	
5372 · Equip Repairs/Maint	0.00	0.00	0.00	0.00	0.00	
5373 · Vehicle/Equipment Rental	125.00	2,500.00	6,428.82	10,000.00	10,000.00	
Total 5370 · Vehicle Expense	5,159.76	5,767.33	37,224.93	31,927.30	34,655.00	
5380 · Printing and Publications						
5386 · Advertising & Marketing	5,846.40	7,863.64	61,449.00	70,772.76	86,500.00	
5388 · IT	206.89	1,081.89	2,218.89	5,463.90	6,028.00	
5380 · Printing and Publications - Other	0.00	0.00	1,569.42	3,000.00	4,000.00	
Total 5380 · Printing and Publications	6,053.29	8,945.53	65,237.31	79,236.66	96,528.00	
5400 · Confs, Mtgs, Prof'al Dev'mt	1,616.69	498.00	9,559.04	9,725.00	12,116.00	
5410 · Interest	3,157.84	3,311.17	31,713.12	33,111.70	39,735.00	
5420 · Depreciation, Depletion etc.						
5422 · Depreciation - Vehicle	0.00	919.48	0.00	9,194.80	11,034.00	Do not own new truck/leasing, so is not depreciable
5423 · Depreciation - Office Equip	380.86	380.86	3,808.60	3,808.60	4,571.00	
5424 · Depreciation - Building Equip	29.62	312.43	285.97	3,124.30	3,750.00	
5426 · Depreciation - Building	4,215.67	3,947.85	41,553.48	39,478.50	47,375.00	
5427 · Depreciation-Sign	0.00	214.29	0.00	857.16	1,286.00	
Total 5420 · Depreciation, Depletion etc.	4,626.15	5,774.91	45,648.05	56,463.36	68,016.00	
5450 · Expense Reimbursement						
5452 · Mileage & Parking Expense	0.00	50.00	450.88	500.00	600.00	
Total 5450 · Expense Reimbursement	0.00	50.00	450.88	500.00	600.00	
5490 · Other Expenses						
5570 · Cost of Purchased Mdse Sold	5,153.59	5,641.50	70,480.11	78,444.01	91,045.00	
5571 · Consignment Purchase	0.00	2,800.00	19,274.95	28,000.00	33,600.00	
5572 · Cash Short and Over	0.00	60.00	91.77	600.00	720.00	
5574 · COGS-Adjustment(s)	-1,455.83		-4,644.34			ReStore inventory ADJ's
Total 5490 · Other Expenses	3,697.76	8,501.50	85,202.49	107,044.01	125,365.00	
5573 · ReStore PPHFH Contribution	0.00	0.00	0.00	0.00	0.00	
Total 5000 · Program Services	95,370.42	116,825.98	963,855.74	1,169,904.48	1,398,294.82	
Total Expense	95,370.42	116,825.98	963,855.74	1,169,904.48	1,398,294.82	
Net Ordinary Income	61,109.79	51,734.02	500,454.92	480,695.52	598,425.18	
Net Income	61,109.79	51,734.02	500,454.92	480,695.52	598,425.18	

PIKES PEAK HABITAT FOR HUMANITY
Balance Sheet
As of April 30, 2018

	Apr 30, 18	Jun 30, 17	\$ Change	% Change	YTD Notes
ASSETS					
Current Assets					
Checking/Savings					
1015 · Bank Accounts	1,984,175.74	2,286,848.82	-302,673.08	-13.24%	CHFA sale deposit
Total Checking/Savings	1,984,175.74	2,286,848.82	-302,673.08	-13.24%	
Accounts Receivable					
1100 · Accounts Receivable	8,988.96	201,414.43	-192,425.47	-95.54%	Lowes/HFHC
Total Accounts Receivable	8,988.96	201,414.43	-192,425.47	-95.54%	
Other Current Assets					
1229 · Investment/Securities	100,414.31	100,414.31	0.00	0.0%	
1230 · Current Portion of Mortgages	39,958.32	39,958.32	0.00	0.0%	
1245 · Prepaid Expenses	0.00	29,891.83	-29,891.83	-100.0%	
1280 · Inventory	28,167.21	22,829.75	5,337.46	23.38%	
1300 · Construction In Process	1,372,804.26	887,941.09	484,863.17	54.61%	2 home sold
Total Other Current Assets	1,541,344.10	1,081,035.30	460,308.80	42.58%	
Total Current Assets	3,534,508.80	3,569,298.55	-34,789.75	-0.98%	
Fixed Assets					
1410 · Leasehold Improvements -ReStore	10,915.74	10,915.74	0.00	0.0%	
1411 · Equip/Furniture - ReStore	49,678.44	49,678.44	0.00	0.0%	
1413 · Accumulated Depreciation-RS	-74,477.99	-69,623.77	-4,854.22	-6.97%	
1430 · Office Equipment & Furniture	0.00	0.00	0.00	0.0%	
1432 · Construction Equipment	28,031.75	35,198.15	-7,166.40	-20.36%	
1434 · Land	260,270.00	260,270.00	0.00	0.0%	
1435 · Building	1,243,915.75	1,284,709.58	-40,793.83	-3.18%	
1440 · Cars and Trucks	50,102.96	55,436.26	-5,333.30	-9.62%	
1450 · Computer Software	2,182.76	-20,996.93	23,179.69	110.4%	
Total Fixed Assets	1,570,619.41	1,605,587.47	-34,968.06	-2.18%	
Other Assets					
1610 · Mortgages Receivable	4,508,986.09	4,515,840.55	-6,854.46	-0.15%	
1620 · Unamortized Mortgage Discount	-2,369,969.08	-2,426,488.74	56,519.66	2.33%	
1640 · Notes Receivable	822.36	920.26	-97.90	-10.64%	
Total Other Assets	2,139,839.37	2,090,272.07	49,567.30	2.37%	
TOTAL ASSETS	7,244,967.58	7,265,158.09	-20,190.51	-0.28%	
LIABILITIES & EQUITY					
Liabilities					
Current Liabilities					
Accounts Payable					
2010 · Accounts Payable	62,266.47	40,550.32	21,716.15	53.55%	
Total Accounts Payable	62,266.47	40,550.32	21,716.15	53.55%	
Credit Cards					
2045 · Great Western Bankcard	13,171.48	0.00	13,171.48	100.0%	
2050 · First Bankcard	178.23	14,024.46	-13,846.23	-98.73%	
Total Credit Cards	13,349.71	14,024.46	-674.75	-4.81%	
Other Current Liabilities					
2016 · Accrued Wages	0.00	18,134.69	-18,134.69	-100.0%	
2150 · HFHI Tithe	5,944.79	0.00	5,944.79	100.0%	
2151 · Global Village Trip	0.00	64.11	-64.11	-100.0%	
2020 · Accrued Expenses	4,722.20	9,476.70	-4,754.50	-50.17%	
2210 · Homeowner Escrow Liability	53,953.03	72,575.54	-18,622.51	-25.66%	
2317 · NP-Current Portion	73,527.70	73,527.70	0.00	0.0%	
2500 · Other Payroll Liabilities	49,497.50	51,225.56	-1,728.06	-3.37%	Yearly vacation accrual
Total Other Current Liabilities	187,645.22	225,004.30	-37,359.08	-16.6%	
Total Current Liabilities	263,261.40	279,579.08	-16,317.68	-5.84%	
Long Term Liabilities					

PIKES PEAK HABITAT FOR HUMANITY

Balance Sheet

As of April 30, 2018

	Apr 30, 18	Jun 30, 17	\$ Change	% Change	YTD Notes
2510 · Notes Payable	1,043,745.83	1,446,758.65	-403,012.82	-27.86%	1 Expired balance sheet forgivable note payable entry
Total Long Term Liabilities	1,043,745.83	1,446,758.65	-403,012.82	-27.86%	
Total Liabilities	1,307,007.23	1,726,337.73	-419,330.50	-24.29%	
Equity					
3030 · Unrestrict Net Assets	5,072,733.81	5,072,733.81	0.00	0.0%	Net income primarily because of the expired balance sheet forgivable note payable entry
3100 · Retained Earnings	466,086.55	285,433.30	180,653.25	63.29%	
Net Income	399,139.99	180,653.25	218,486.74	120.94%	
Total Equity	5,937,960.35	5,538,820.36	399,139.99	7.21%	
TOTAL LIABILITIES & EQUITY	7,244,967.58	7,265,158.09	-20,190.51	-0.28%	

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					1,000,000.00	1,000,000.00
Mortgage Activity			600,000.00			600,000.00
Compensation	291,577.23	277,474.00		700,874.01	392,048.76	1,661,974.00
Professional Development/Conferences/Mileage	4,114.66	6,186.84		17,608.30	10,681.20	38,591.00
Fundraising/Advertising/Printing	605.00	56,060.00		82,300.00	4,670.00	143,635.00
Noncapital Program Costs				49,465.00	62,825.00	112,290.00
Insurance	6,995.23	8,903.02		56,952.15	16,433.60	89,284.00
Loan Interest				35,460.00		35,460.00
Occupancy/Supplies/Postage/Closing/ Admin	25,325.22	48,889.82		125,859.00	27,621.96	227,696.00
Professional Fees/Subscriptions/Memberships	2,886.95	3,674.30		14,959.65	4,724.10	26,245.00
Depreciation (Bldg/Equipment/Vehicle/Software)		1,871.00		59,050.00	15,263.00	76,184.00
Professional Services (Audit/Legal/Payroll)	13,130.52	802.48		3,152.60	4,066.40	21,152.00
Purchased Goods/Consignment				122,760.00		122,760.00
Tithe		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)	(344,634.81)	406,138.54	849,847.00	593,269.29	(1,206,638.02)	297,982.00

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

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

Revenue	Total
Contributions	471,500.00
Grants	431,000.00
ReStore	1,866,350.00
Other	38,990.00
Loan Sale(s)	-
Homeowner Prin Mthly Transfer	268,650.00
Total Cash Inflow	3,076,490.00
Expense	
Compensation	1,661,974.00
Professional Development/Conferences/Mileage	38,591.00
Fundraising/Advertising/Printing	143,635.00
Noncapital Program Costs	112,290.00
Insurance	89,284.00
Loan Interest	35,460.00
Occupancy/Supplies/Postage/Closing/Admin	227,696.00
Professional Fees/Subscriptions/Memberships	26,245.00
Professional Services (Audit/Legal/Payroll)	21,152.00
Inventory Purchased Goods/Consignment	120,000.00
Tithe	65,000.00
Loan Principal Pmts	54,091.64
Construction in Progress (CIP)	475,000.00
Total Cash Outflow	3,070,418.64
Net Cash Inflow	6,071.36
Option: reducing planned staffing	(60,000.00)
Capital Expense: Mortgage Servicing Software	20,000.00
Capital Expense: ReStore IT	7,000.00
Capital Expense: ReStore 2 - Study	25,000.00
Net Cash Inflow	14,071.36

MEMORANDUM

DATE: May 14, 2018

TO: Board of Directors

FROM: Kris Medina
Compliance Officer

RE: Annual Board Report for Identity Theft Red Flags

Purpose:

Pikes Peak Habitat for Humanity is required 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).

Summary:

The Red Flag Policy was approved by the Board on *November 3, 2015*. There has been zero (0) incident(s) related to identity theft where reinforcement of the policies and procedures was necessary.

Effectiveness of Policies and Procedures:

Staff continues to follow the procedures and respond appropriately to detect red flags to prevent and mitigate identity theft.

Material Changes to the Program:

Staff recommends no changes to the program material at this time.

MEMORANDUM

DATE: May 14, 2018

TO: Board of Directors

FROM: Kris Medina
Compliance Officer

RE: Annual Board Report for Anti-Money Laundering (“AML”)

Purpose:

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.

Summary:

The Anti-Money Laundering (“AML”) policy revision was approved by the Board on November 2, 2015. There has been zero (0) incident(s) related to the AML policy. This policy has been recently reviewed by PPHFH’s auditor “Wipfli/Bauerle and Company”.

Effectiveness of Policies and Procedures:

Staff continues to follow the AML procedures and respond appropriately to prevent and mitigate fraud.

Material Changes to the Program:

Staff recommends no changes to the program material at this time.

Executive Director Report
June 4, 2018

DEVELOPMENT

- Builds –

Thrivent Builds: Board Member Laurel Thorstensen hosted a kick-off meeting at First Lutheran Church for the legacy churches that have been longtime partners with Thrivent Builds. In attendance were representatives from First Lutheran, Prince of Peace Lutheran, Ascension Lutheran, and Holy Cross Lutheran. Future homeowner Penny shared her story, and in addition to Laurel's presentation, team members Caitlin, Isaac and Laura were on hand with details about the program and to answer questions.

Thrivent groundbreaking & ground blessing for 222 Red Finch was attended by members of the board, representatives from Thrivent, future homeowner Penny and her family, and volunteers who were scheduled to be at the construction site. The team provided coffee and donuts proved to be a big hit on the crisp morning of Saturday, May 19th.

National Women Build Week 2018: Approximately 150 volunteers participated in the four-day event, including five future homeowners and 14 Lowe's employees. Work included fencing, landscaping, painting and siding at Country Living. This event raised \$2,125 in addition to the Lowe's \$5K Women Build grant. Lunches were donated by Domino's, Jersey Mike's and Qdoba.

Real Estate Build: The team continues to pursue funding and support for the current 2017/2018 build. See *corporate* section for news of a realtor sponsoring company working at Country Living and ReStore.

Veteran Home Build: Via an introduction made by Joel Hamilton, Mt. Carmel Veterans Service Center has shown interest in having their staff volunteer in support of the Veteran Home Build house.

Red Leg Brewing are hosting a 4th of July event at the brewery that will feature various fun activities, with the overarching theme benefitting our Veteran Build. The Dipjars will be featured around the event, to include being stationed at a planned dunk tank. Mountain Country radio will be MC'ing the event with a possible live feed in the works. Red Leg has requested banners and supporters of PPHFH to be present to talk up all that we are doing, but in particular our outreach to Veterans.

- Corporate – On-site during the month of May/early June we had groups from Tarleton Wesley, Red Leg Brewing, Boecore, and a number of military groups. Also supporting the mission of PPHFH were two Keller Williams Realty Groups (60 volunteers) at the Construction site and (30 volunteers) at the ReStore on May 10th.

Adopt-A-Days have been booked by Boecore Inc. (June 2nd), CarMax (June 16th), Allegion (June 22nd), Integrity Bank (June 30th), Bike & Build (July 11th & 12th), Great Western Bank (July 21st), and HomeAdvisor (July 27th). Adopt-A-Day discussions are being had with Travelers Insurance and GE Johnson.

Chapel Hills Mall has selected Pikes Peak Habitat for Humanity as a quarterly recipient of the change that is retrieved from the mall's fountain. The mall recently donated over \$300.00 in loose change in support of permanent, affordable housing!

ALINK Insurance Services presented PPHFH with a check for \$200.00 on May 24th.

- Development Committee – The committee will meet on Wednesday, June 13th. Agenda items will include the creation of a corporate 'door opening' strategy, potential third interviews of candidates for posted positions, and MarCom opportunities through earned media and events.
- Faith Relations Committee – Committee met on May 24th. An update to committee member position description was discussed along with a potential *Interfaith Build* in FY20.
- Grants - The environmental review for the Dale Street project (\$400K HOME funds request to the City) is under evaluation and we expect to hear results by the end of June. At that time a sub-recipient agreement will be created for the funding.
- MarCom - E-newsletter was transmitted on Friday, May 25th, to nearly 5000 subscribers. As of May 29th there was a 22% open rate.

- Volunteers – The volunteer outreach events for the month of May included the Pasta Bowls Event with the Greek Life Groups at Colorado College and the community engagement reception at Colorado College, and T-Rowe Price's Volunteer Engagement event.
- Web/Social Media – The website has been updated with staff and board pictures and bios (if you haven't got your bio in yet please send it to Iain). The testing phase of the Board Portal continues. Official roll out to board and committee members is expected sometime in August 2018.

- **Dates for the diary***

Bristol Brewing Karma Hour Tuesday 3rd, July 6-8 PM

Red Leg Brewing 4th of July event 10 AM-7 PM

PPHFH featured Sky Sox Charity Saturday 1st, September 6 PM to 10 pm

The Sky Sox have entered their fifth season hosting the Charity Spotlight program. The purpose is to shed a light on select charities in the community and give them exposure at Security Service Field. Twenty-eight selected charities were showcased at the ballpark throughout the 2017 season, receiving free exposure as well as a live interview on the teams' radio broadcast.

**Attendance and active participation by as many members of the board/committees as possible would be of immense help and benefit to community outreach. Having affiliate volunteer leadership and decision makers' present/front and center at these large public facing/community events, will send a far greater message about PPHFH's mission and goals as opposed to just having team members representing the affiliate.*

RESTORE

- Paint Care is officially underway and gives us a new revenue stream for donated paint.
- May looks to be a strong sales month.
- New receiving dock along with cleaning up the south lot have created a huge improvement in donations and how they are processed.
- Jeff attended Camp Colorado and made several good connections with vendors and other ReStores.

CONSTRUCTION

- 211 Red Finch closed this month
- 831 Bunting has COOs
- 214, 215, 218 Red Finch are close to completion
- 210 & 219 Red Finch are finishing rough mechanicals and will be insulated and sheet-rocked next.
- 226 Red Finch will have Thrivent volunteers starting in a few weeks.
- 230 Red Finch (George Hammond build) – we have started reaching out to vendors for donations on this house.

HOMEOWNER SERVICES

- Staff has completed the annual escrow analysis. Disclosure statements will be mailed to all homeowners June 1st.

FAMILY PARTNERSHIP

- Dedications will be held for:
 - Raphael and Rosette – June 9th, 9:30 am @ 831 Bunting Avenue. Fund for Humanity is sponsor.
 - Jean and Nadia – June 9th, 11:00 am @ 218 Red Finch Lane. Board Build sponsor.
 - Sonni and Karen – June 16th, 11:00 am @ 214 Red Finch Lane. CSI Blitz Build is sponsor.
 - Sonia – June 16th, 12:30 pm @ 215 Red Finch Lane. Fund for Humanity is sponsor.
- Jamie O'Brien and Patricia Welch have closed on their homes. Staff will be closing on four more homes by the end of June.

FAMILY SELECTION

- Staff received 17 applications from the May application cycle. Once all the applications have been reviewed, staff will present qualified applicants to the June 21st Family Selection Committee for discussion and assignment of home visits. Family Selection Committee will make their recommendations to the Board of Directors at the August meeting.

REPAIRS

- Staff sent out 12 application packets to interested applicants. Five applicants turned in their applications for the repair program, of which, three will move on to determine the scope of work and two applicants did not meet program eligibility.

ED ACTIVITIES

Out and about:

- Kris met with Dave Ito, owner of Acordia homes and former Building Committee member.
- Uganda GV trip presentation to Downtown Colorado Springs Rotary.
- Kris and Chuck Smith met with Councilman Gieslinger to discuss permanent affordable housing. Kris also met with Councilmen Bennett and Knight. Meetings have been scheduled with all city councilmembers to update them on PPHFH happenings. Next set of public awareness meetings will be with county commissioners.
- We continue to reach out to the school districts to set up meetings.

Advocacy:

- HB18-1195 died in committee. This was the proposed statewide permanent affordable housing tax credit. There just wasn't enough money in the upcoming budget to make this happen though supported by both sides of the aisle. We will propose this legislation again this coming session.

Strategic plan and focus projects:

- Karen Kallenberg with HFHC will facilitate a strategic planning session June 14th with the executive team to create the tactics and timelines to meet the board's recently created strategic plan. The team hopes to have a written document presented to the Board at the August board meeting.

Total # of active loans as of 5/29/18	69
---------------------------------------	----




LOANS LESS THAN 1 MONTH BEHIND	# of Loans	\$ Amt ¹	% of portfolio at risk ²
Less than 1 month behind	0	\$ -	0.00%
<i>Last month</i>	<i>1</i>	<i>\$128.53</i>	<i>1.45%</i>

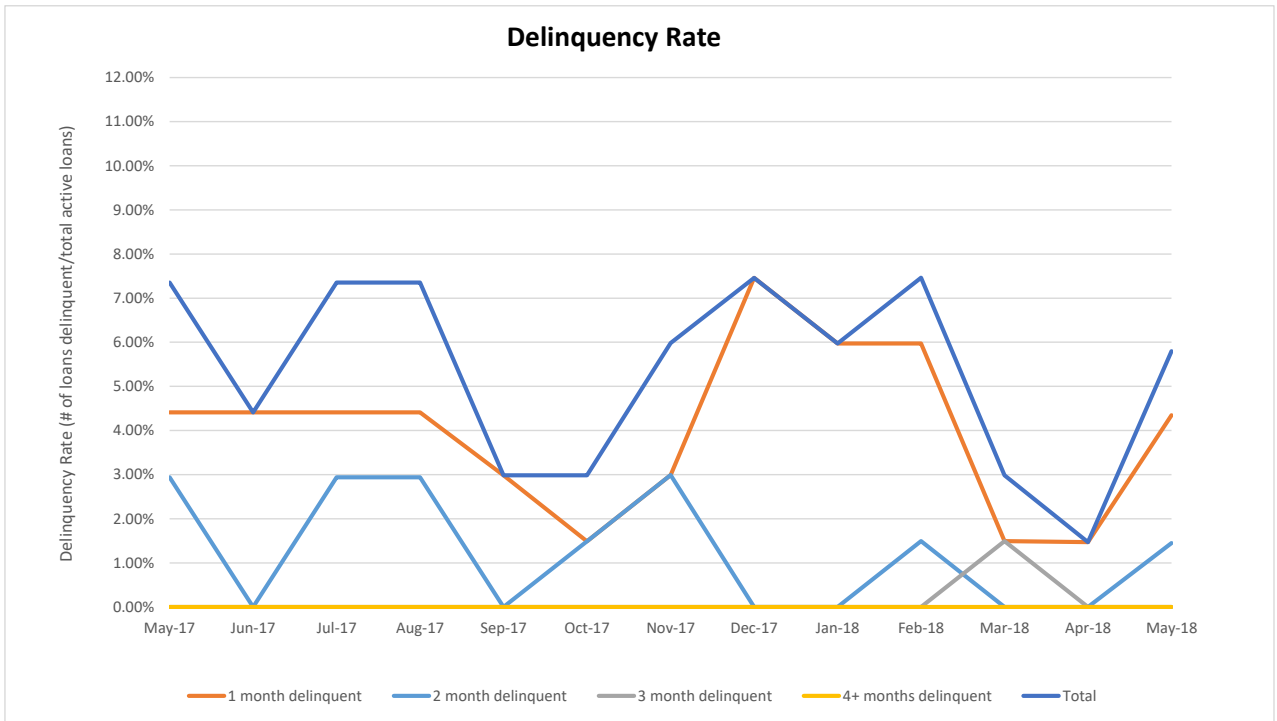
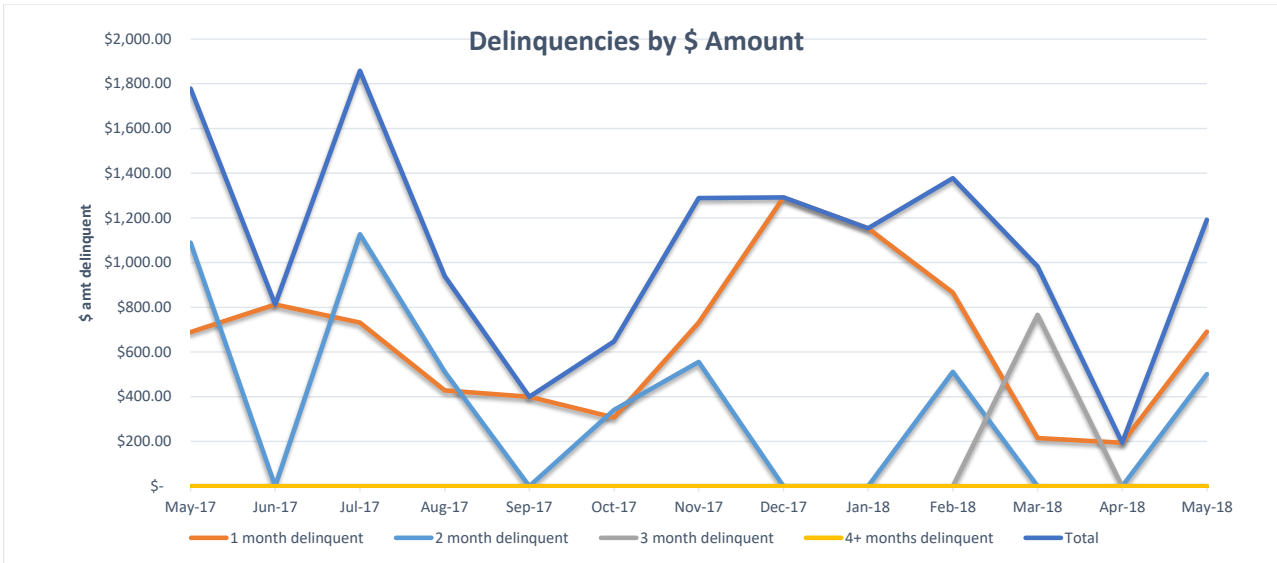
LOANS MORE THAN 1 MONTH BEHIND	# of Loans	\$ Amt ¹	% of portfolio at risk ²
1 month behind	3	\$ 691.00	4.35%
2 months behind	1	\$ 501.24	1.45%
3 months behind	0	\$ -	0.00%
More than 4 months behind	0	\$ -	0.00%
Total	4	\$ 1,192.24	5.80%
<i>Last month</i>	<i>1</i>	<i>\$194.39</i>	<i>1.47%</i>
<i>May 2017</i>	<i>5</i>	<i>\$1,778.97</i>	<i>7.35%</i>

¹ Amounts reflect principal balances outstanding and do not include outstanding escrow and late fee balances

² Calculated against the total number of outstanding mortgages

Your "delinquency rate" is the percentage of mortgages that are 30 days or more delinquent.

-  Healthy Delinquency rate (not in yellow or red)
-  More than 20% overall or 12% at 60 days and more is a **problem (action required)**.
-  More than 20% at 60 days and more is a **major problem**.





Linda Stahnke <linda@pikespeakhabitat.org>

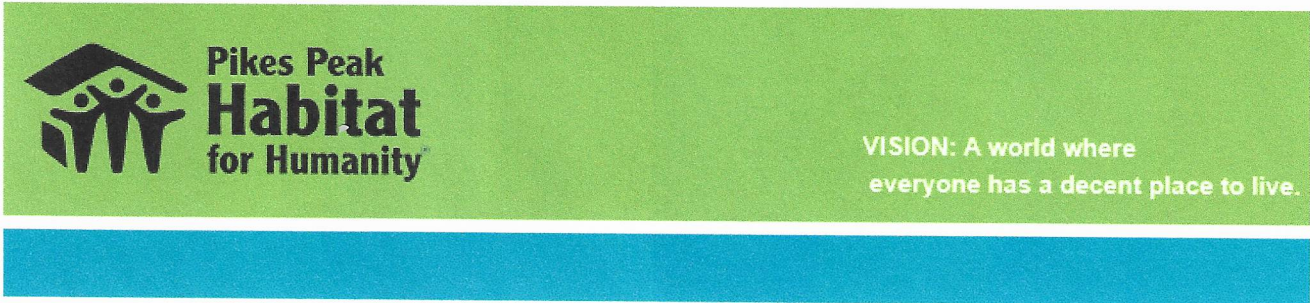
[TEST] Ready to Partner with Pikes Peak Habitat?

1 message

Iain Probert <iain@pikespeakhabitat.org>
To: linda@pikespeakhabitat.org

Thu, May 31, 2018 at 11:51 AM

THIS IS A TEST EMAIL



May 2018

A big Pikes Peak "thank you" to all our donors, members, partner families, ReStore supporters, sponsors, and volunteers without whom the possibility of permanent, affordable homes in El Paso County would not be a reality!

Pikes Peak Habitat for Humanity Annual Meeting

Join us for a short gathering wherein Habitat members and staff will elect new Board members.

Pikes Peak Habitat for Humanity 2018 Annual Meeting

5:45 p.m. – 6:00 p.m. on Monday, June 4, 2018

at the ReStore

411 S. Wahsatch Avenue, Colorado Springs, CO 80903

Welcome to our Newest Homeowner!

"Pikes Peak Habitat for Humanity has restored my faith in humanity!"

Last month, a new chapter began for Jamie O'Brien as she completed the homeownership process with us, signed her mortgage documents, and received the keys to her new Pikes

Peak Habitat for Humanity Home!



Read about Jamie's journey in our [October 2017 print newsletter](#).

An Amazing Journey That Continues



veteran home build

Pikes Peak Habitat for Humanity (PPHFH) cannot say thank you enough to [Mountain Country 107.3 FM & 1530 AM](#) for sponsoring and leading the charge in El Paso County to build a permanent affordable home for a local veteran. Supporting Mountain Country's effort to raise awareness, funds, and the recruitment of volunteers, is veteran-owned Red Leg Brewing Company. Red Leg's President and Founder, Todd Baldwin, and the brewery's Veteran & Community Outreach Coordinator, David Shoup, have led and encouraged, among other things, [Red Leg's Cannon Crew volunteer team](#), a group of wonderful patrons and staff of the brewery to help build a home for veteran and single dad, Richard, and his twin daughters.

We would be remiss to not mention the wonderful listeners and business friends of Mountain Country, who have also provided financial support, sweat, tears, materials and services in-kind to make the Veteran Home Build possible.

Richard and his girls' future home, while special, is in actuality extra special -- their Habitat house is a World Record Breaking home because of the efforts, love, and sheer determination of 107.3 & 1530's owner, Dave West, and Lo Harris, his co-host on the morning show. In the space of one week, Dave and Lo attempted, and in most cases broke, the World Records for the following (they called it Records for a Roof):

1. The first known attempt of this new record: Longest live radio broadcast while skydiving. **WORLD RECORD ATTEMPT SUCCESSFULLY COMPLETED**
2. Most bands playing live music on the radio in one hour. **WORLD RECORD ATTEMPT SUCCESSFULLY COMPLETED** with 15 live acts.
3. Dave and Lo shattered the record for "Most Fitbit Steps by Two People in an Hour While Hosting a Radio Show." The former record was held by two Australian radio hosts, with an impressive 14,223 steps. Dave and Lo, though, crossed the finish line with 15,741 steps! **WORLD RECORD ATTEMPT SUCCESSFULLY COMPLETED**
4. Two World Records Attempted! Lo went for: "Most CDs balanced on a tennis ball in 10 seconds," and Dave went for: "Longest time a cup of water is balanced on an elbow."
5. Tallest stack of donuts. **WORLD RECORD ATTEMPT SUCCESSFULLY COMPLETED** with 49.5 inches. See [Guinness World Records.com](http://GuinnessWorldRecords.com)

Stop the presses: Some bittersweet news as this newsletter was about to be sent is that Lo Harris has sadly departed Mountain Country. PPHFH is pleased to learn that she is heading to Africa for a month and then moving with her husband to a new duty station. Lo, your fans, friends and supporters at Habitat wish you and your husband the very best of happiness, health and luck. **You will be missed!**

The Veteran Home Build is still in of need of support. Please learn how you can help build Richard's record breaking home [here](#).

The Fountain of Change

A HUGE thank you goes out to Chapel Hills Mall for selecting Pikes Peak Habitat for Humanity as a quarterly recipient of the change that is retrieved from the mall's fountain. The mall recently donated over \$300.00 in loose change in support of permanent, affordable housing!





Thank you for your continued support of Pikes Peak Habitat!

Our Contact Information

Pikes Peak Habitat for Humanity

2802 N. Prospect St.

Colorado Springs, CO 80907

719.475.7800

<http://www.pikespeakhabitat.org/>

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Construction Committee Minutes
May 16, 2018, 5:30
PPFH Class Room

Committee Members	Staff / Guests
Matt Manzione, <i>Board Member & Chair</i>	Jeff White, <i>Chief Operations Officer</i>
Jim Riggins	Trevor Bennet, <i>Construction Superintendent</i>
Laurel Thorstensen, <i>Board Member</i>	Linda Stahnke, <i>Executive Assistant</i>
Larry Gilland	

Excused Absence

CALL TO ORDER

The meeting opened at 5:30 PM.

CONSTRUCTION UPDATE

Mr. Bennett remarked that there are 3 dedications and 1 closing coming up in the next few weeks. Energies will be focused largely on those properties for now, finishing up before the end of the fiscal year.

He expressed concerns for the condition of the sidewalk at 214 Red Finch Lane. They will be working to repair that soon. They will also check the driveway. Subcontractors who performed the work have been spoken to.

Overview:

- 210 Red Finch – rough mechanical
- 214 Red Finch – final inspections, touch ups, carpet
- 215 Red Finch – counters this week, landscaping almost done
- 218 Red Finch – counters this week, final mechanicals
- 219 Red Finch – rough mechanicals, siding
- 222 Red Finch- awaiting 3201.1 plan approval at PPRBD
- 226 Red Finch- ground blessing this weekend
- 831 Bunting – everything done but carpet

Discussion of the delay on closing at 207. Not due to construction.

Mr. Riggins asked about the Energy Logic inspections. Mechanical finals are next. Staff will get these scheduled within two weeks. He also asked a question about the discount program on water taps. Is that continuing? Yes it is.

A discussion followed about ERVs and the specs that show their effectiveness for small homes. Options and the expense of others that meet code were discussed. Future possible mandates were discussed.

211 Red Finch Lane closes tomorrow.

Thrivent Build (226 Red Finch Lane) is this weekend. Crew will start building on Monday.

There are 5 remaining lots open at Country Living.

NEW LAND

Mr. Manzione told the committee about the land that is being purchased, pending due diligence, in Fountain. This was reviewed and approved at the last Board meeting.

PLANS

Dale Street location (2620 & 2618 at Yuma & Dale)

The committee reviewed plans brought in by Mr. Gilland for the redesign of our duplex plans to add additional bedrooms as requested by Ms. Risley for the upcoming Family Selection process. These duplexes will be built with HOME funding from the City of Colorado Springs. Drafts of the redesign need to go to Regional Building Department in August.

Mr. Riggins said that they will qualify for energy efficiency rebates if we are meticulous in our air sealing/caulking. Mr. Manzione asked if they would qualify for Water Sense rebates as well.

There were questions and discussion about the neighborhood and how begin working with them. There is no official HOA, but a loose association. Mr. White has already reached out to them and begun dialog.

Members of the committee will do a field visit to review the area and what façades would fit in best.

Discussion followed about getting the new plans drawn up and who would be available to do that. Mr. Gilland's firm is available if the current drafter does not have time to work it in as we are on a tight timeline.

The committee review how the addition of more bedrooms fit into the plans. 3-, 4-, and 5-bedroom options are needed. Roof lines, plenum walls, etc. were considered. The truss packages will have to be engineered to fit. Need to get our supplier started on that.

Mr. White commented that these plans are simple and variable. We will be able to adjust them and reuse them with a number of different configurations. If you needed walkouts on a future site, they could be adapted to that.

Mr. Riggins noted that the lots are narrow and deep. With an east face, they would be solar ready.

The team discussed ADA compliance with the plans as well.

Soils test are needed at the site. This will determine whether crawlspaces or slab on grade will be necessary.

Next steps:

- Mr. White will see about getting the CAD files of the current plans
- Mr. Gilland will create a laundry list of info he needs to put into the updated plans
- The committee will make a decision about exterior finishes after they complete a field visit
- New plans will be drawn by Mr. Gilland to be submitted to RBD
- Mr. Riggins will take a set of plans to Energy Logic for review

Faith Relations Committee Minutes
May 16, 2018, 5:30
PPHFH Class Room

Committee Members & Staff Present:

Barb Treacy
Corey Almond
Jeff Mawhirter
Jan Plimpton
Iain Probert
Kris Medina
Linda Stahnke

Excused: Chuck Smith

Opening Prayer: Barb

HFHI has recently made it a priority to get more churches involved through the Faith Relations Committee. Will develop a new affiliate guide.

Intros around the table

Jan: handout – Memorandum

Affiliate guide to be revised
Partnership guide to come

HFHI will be doing 4 more webinars (one previously – Barb and Jan did it.) 1 hour in length

Tied to “My Habitat” site. Corey needs to be added. Is Jeff’s expired? Available to this committee’s members.

Will help organize, plan, develop structure for this committee

Barb: Other document

Jan: Also working on a capacity building grant – faith relations manager. \$105k over 3 years (100% first year for salary, 70% for salary second year, 30% for third year.)

Other affiliates that have great faith relations work in Colo. Ft. Collins and Greeley are recommend. Person in Ft. Collins has tripled income from churches.

Need to decide how this would fit into our organization.

Ft. Collins person works 32 hours
1/3 of that time is spent coordinating Global Village trips

Research (handout) – history of fund development from our churches
Data since 2004; Apostles Build since 2007

JM – Woodmen Valley & First Pres – each sponsored a house in years prior
We had a board member who attended there.
Got this data from Quick Books

First Pres has consistently contributed since 2004

Woodmen Valley as well – stopped suddenly

Ken Smitherman – WV member – on other committee

Jan: recognition of donor orgs very important – going and saying thank you

Barb: Isaac – sent PPT, pics/ don't know if it got used

Jan: Long-term strategy – get HFHI grant

Short-term strategy – say thank you

26 top donor churches – need to go, say thank you

Discussion – how can we better serve them, meet their needs?

Corey: Fall meeting coming up w/Bishop

Have shout out?

Recognition piece?

Jan: 4-5 hours each visit to church

Barb: cold calling – new churches

Jan: maybe a couple of minutes during service, maybe in fellowship time afterward

Barb: table in narthex?

Might involve a trip or 2 or 3

JM: Men's group – best place at his church to say thank you, recognize past involvement

Barb: need something after Apostles Build

Barb: Plaque on wall – don't want to miss a year

Jan: Banner – that HO signs

Jan: Wanted to get this out in front of you

8 things, 9th blank for additions

Will take staff coordination (Jan willing to help)

Will be working on what we need to have in place to get the grant

Corey: Cycle?

Jan: Apply in January, she thinks. Would take a couple of months to hear back

Doug Morrell – contact at HFHI

Barb would like to go meet Erica in Ft. Collins. (And person in Greeley?)

Every 3rd week in Sept – Building in Faith event (Doug)

Could conflict with Chuck's Youth Day

Could we tie these together?

October – world Habitat day

Other – world Habitat day of prayer

Barb: Change in volunteer form recently – adjusted column to include church affiliation

Brochure – for churches (she has about 30 at home)

Application window – letter / email that was sent to church database – send info

Not sure there was any response, but does keep us in front of them.

Kris: can't say "Zero interest" – federal regs.

Brochures, letter needs to be revamped.

Corey would be happy to put it out.

Interfaith Build – Ground blessing in March 2019

Change Apostles Build title

Kris: "Faith Build" would work

JM: How did they say to handle Christians – interfaith

Give to all

Kris: HFHI – stress Abrahamic connection

Jan: researched on My Habitat – there is a 32-page guide – for interfaith relations

One-pager on Christian rationale for working together

Support for this concept

Interfaith Addendum

Barb: Old letter of partnership (sponsorship)

Current MOU for Faith Build?

Jan: found a 2016 version

3 changes needed

Start out with mission

Paragraph #8 – Habitat mission & vision

#9 – post build-eval

Good: #6 – add tithe to their donation – to go to Global

Barb: Wants opportunity for churches that have people, but no money, OR money but no people

Feels it is too rigid

Kris agrees

Iain – engagement comes in all different shapes and sizes

Corey – still need the money – we are providing a service

JM, BT: Some churches that raised more – helped churches who couldn't raise it all

Kris – some congregations come up with the money over 2 years

15 congregations to get \$75k

Barb: would like to get a letter out – is being asked for info on next Apostles Build -- wants to get letter out (3 churches)

Iain – combine with thank you,

Kris – intro Iain, Jan, update

Next meeting –
Tues/Thurs

Need to wordsmith #4 – Jan & Iain will work on it (sponsorship commitment)
Hours?

Jan – how do we reach out to groups that we haven't worked with

Kris – we have connections with Jewish (want to work Sunday)

Barb – Buddhists?
Unitarians

Iain -

Barb – NDP

City Serve – Jeff is part of that (Evangelical)
1st weekend in Oct.

COS I love you – future goal
400 projects, thousands of vols

To do prior to next meeting –
Muscrats – ESM pastors

4th Thursday at lunch

Iain – need to grow this committee – more help needed (non-Board members) – also that these people are future Board material

Need a deputy for Barb

Need future presentation on Global Village, process on Tithing – maybe in a 2-3 months

Closing prayer – JM
Story from Jane Talbot – recipient of last Apostles Build home.

ReStore Committee Minutes
May 8, 2018, 3:00-4:30 PM
Kirkpatrick Bank

Committee Members	Staff / Guests
Candy Molter, <i>Chair</i> Peter Scanlon Ryan Panariso	Jeff White, <i>Chief Operations Officer</i> Linda Stahnke, <i>Executive Assistant</i>

Excused Absence

Tim Trowbridge
Rich Klaber
Bill Wall
Tom Scott
Kris Medina

CALL TO ORDER:

Ms. Molter opened the meeting at 3:00 PM with prayer.

Although there were a number of absentees, the committee agreed that it was worth meeting to keep things on track and to stay informed.

STAFF NEWS:

Mr. White reported that Dusty and Andria had learned a lot of valuable information at “New Store University.” He will be looking at HFHI helps and metrics in the future for the current store and potential future store decision-making.

Mr. Scanlon asked about drop-off locations as opposed to an entire store. What was the best for profitability? What are others doing successfully? Mr. White explained that while there are a few organizations using drop-off locations, a good scenario would be to have a drop-off location which would become the location of an additional store, building a base of support prior to opening.

There was also discussion about increased profitability with the addition of more employees.

Mr. White will be attending Camp Colorado later this week and looks forward to networking and gathering ideas.

The team mentioned a possible change in metrics used to evaluate the ReStore. Mr. Trowbridge is working on a scorecard/dashboard. Mr. White said we are gathering more metrics that we used to.

Mr. White explained that Dylan is beginning to be trained as an additional driver. He became a full-time employee in December. He and Alex, our present driver, make a phenomenal team with their great customer service in picking up donations.

We also have 4 AARP volunteers who are helping. They are paid by AARP and get weekly training. They have limitations on the amount they can lift. They are a stable source of help.

Donations Update

Receiving 1264 – about 50 a day (\$64k value)

194 pick-ups – Mr. Scanlon commented that this value amount is higher than usual. Mr. White said there were a number of larger items.

Ms. Molter asked how long it takes to get donations picked up once a call has come in. Mr. White said it takes about 10 days. They keep a "Hot List" of urgent pick-ups and try to work them in at the end of a day when there is time.

Financial Review

\$156,400 – POS number should go up after taxes are calculated. Budget \$165 – goal was \$150k. April of last year was approximately \$130k. There were a lot of lower sales days due to bad weather.

UBIT was 10.49% / 12.67% FY

Campaign is going to be rounding up. Kris wants to allocate this in the future for sending a staff person to Global Village. Scrap was \$4500. Prices are going up.

Net profit end of Nov. (\$42,952.80); Dec. (\$24,512.68); Jan. (\$5,711.06); Feb. +\$7,737.90; Mar. +\$10,383.63; April +\$19,759.40\$ Totals are up \$19k. We have hit \$500k in the budget. Percentage net profit – last year(net income / gross sales) about 26%; running 31% now.

Ms. Molter commented that she remembers when \$450k was considered impossible for the ReStore to reach. With this trend, she could see it trending toward \$590k in future. Discussion continued about "When more is done, more will be asked." Mr. White said he looks forward to what the end of year numbers will be.

Expense to note: expanded the docks. This expense won't show up until May financials. We received a \$6500 tax return from the city which will cover this expense.

Store Changes

The dock at the ReStore is now 8' out from the building and 24' wide. They can move 3 cars in and out at a time. There is a learning curve about how to turn the cars around. They are getting comments that customers like the improved wait time.

They revamped the paint shelving. Also emptied some lockers that were full. They got everything out and it sold quickly.

Paint Care

The ReStore was finally approved as first ReStore in Colorado to be a recycler and reseller of donated paint. (Paint Care company.) They will start with 10 containers in which to put paint. Marketing push will gear up at the end of May. They will encourage people to drop off other kinds of donations or shopping at the same time.

Paint Care will provide free signage. Paint will be picked up weekly. Mr. White would like a covered area for collections. Paint Care is willing to provide this. Recycling is at no cost to us, but helps build traffic.

Mr. Scanlon asked if we might be able to include advertising in brochures for home dedications.

There was a discussion about perhaps having to limit the amount the ReStore can accept at one time so that they are not overwhelmed by donations by contractors who are limited by law in how much paint they can have on hand.

Additional Discussion

There was discussion about forming a ReStore 2 subcommittee. Potential participants and types of expertise needed was discussed. Ms. Molter will talk to Ms. Medina when she returns from Camp Colorado about forming this group, then will get back to the committee with potential members ideas.

There were questions about from which parts of the city our donations come. Can we track demographics?

There was discussion about being available when UCCS, CC students move in and move out.

Mr. White talked about a large donation of cabinets and a recent cubicle furniture donation. They try not to turn things down or only focus on one kind of donation. They are willing to try new things.

Ms. Molter talked about how it makes a difference when the thank people well, following up.

The meeting adjourned at 4 PM.

PPHFH Governance Committee
PPHFH Business Office
May 14, 2018
2:00-3:15 PM

Present:

Martha Johnson
Chuck Smith
Peter Scanlon

Kris Medina, *Executive Director/CEO*
Linda Stahnke, *Exec. Assistant*

INTRODUCTION

Prayer – Peter Scanlon

Review Purpose of a Governance Committee

Ms. Medina explained that the Governance Committee had been created one year ago via board approving Bylaw revisions. Unfortunately, it never really took off.

Historically, Ms. Medina and board president recruits Board Members. This is ok, but not optimal. Present Board Members may roll off for a year, then come back. Their commitment is appreciated, but that doesn't bring new connections or new ideas to the organization.

ITEMS FOR THE COMMITTEE TO CONSIDER

- Create and manage a board development plan (to be adopted by full board)
 - Orientation – current process discussed
 - Cultivating; selecting; training; and motivating board members – Ms. Medina thinks this is our weakest area.
 - Timeline of governance items – every quarter?
 - Evaluation (board and individual board members) – past assessment included in committee packet
 - We have a summary of the compilation, but individual data was not saved.
 - Mr. Scanlon remarked that he doesn't remember the assessment results being fully discussed after the initial board presentation.
- Suggested projects (from Ms. Medina) for this group to take up (now in recommended priority)
 - Review current bylaws (Amended June 2016) – these are presently with Ireland Stapleton (attorneys) – changes being made, to be taken to the Annual Meeting in June
 - Membership presently too broad; potential risks
 - Board originally may have thought this was requirement of Colorado law
 - Mr. Scanlon – Due to various organization's business being discussed, should we consider having future board meetings closed
 - This committee could make recommendations to the Board for potential change to charter, by-laws
 - Review previous board assessment results
 - Policy changes that have been passed by the board are being incorporated
 - Board responsibilities
 - Create board recruitment process
 - Identify needed board training and determine consultants/education budget

- Establish a new board member mentoring process
- Review and update (if needed) board manual
- Annual board retreat
- Elect governance committee chairperson
- Set meeting schedule

DISCUSSION

Ms. Johnson asked how Ms. Medina would rank these projects. Ms. Medina responded that these are in the order she would place them, based on results of Board assessment. The Board Manual could move down in priority.

Mr. Scanlon asked if the committee needed to discuss and establish what seats are needed on the bus. Four Board members will roll off in June 2019. Two are up for renewal this June. These need to be discussed by the Executive Committee. Recommendation as to retention of board members includes current engagement with board meetings, ground blessings and dedications.

A discussion followed about how to increase church involvement through the Faith Relations Committee. Some knew of meetings of groups of pastors. Need to build relationships, connecting through known individuals who are church members. Have we asked our Board members to connect us to their churches? Can they make an appointment with a pastor for us in the next 60 days?

Mr. Smith discussed the Youth Clean-up Day. He would like to include the “pitch” as part of the June Board packet. We must include what is in it for the churches. We must build connections.

The committee decided to move the Board Manual to next to last, just above the retreat.

Once the governance committee completes the primary focus of bylaw review and revisions; board self-assessment; board member recruitment; board member training; and board mentor process in place, this committee might only need to meet twice per year. Adding Board members will be put on hold until after the Committee gets these processes in place.

RESOURCES FOR THE COMMITTEE

Board Source (online) – Ms. Medina will provide access for this committee’s members

Dos and Don’ts of Recruiting Nonprofit Board Members

Having a Board that reflects the makeup of our community – more women, more people of color.

Board Recruitment Matrix

What types of industries/expertise are we needing?

We need to offer substantive ideas to the Board.

We presently cycle four to six Board members off every 2 years. Does that need to be changed?

Board Member Job Description

Do we want to add this to the Board Manual?

Includes an info sheet for candidate to fill out, a rating form

Ms. Medina would like to get a copy of Metro Denver’s rating form for potential candidates

Board Responsibilities – from the PPHFH manual

New Board Member Orientation – packet from January 2018 training

PPHFH By-Laws

Discussion of mentoring of new Board members. Mr. Smith would like to have that himself.

Discussion of new Board Portal – it is presently in development.

Discussion of makeup of Executive Committee. Immediate past President should be on this committee to help new President. Should become standard procedure. That person would need to be able to adjust to a new role.

Discussion of current tradition of Vice President becoming President. Also, consider having 2-year roles for Board President. Ms. Medina changes bosses every year.

Mr. Scanlon suggested that the committee reconsider the three term pattern, rolling people off that we need. We are losing too many good, smart people at the same time. Plan is to look at by-laws by the next meeting, put together changes to be recommended to the full Board by September.

Ms. Johnson suggested that the first project should also be to revamp the nomination process.

Mr. Smith suggested that criteria for good Board members should be passion for our mission; having the right reason for wanting to be on the Board; would they be good to work *with*, and would they be good to work *for*?

Ms. Johnson suggested that the committee provide 5-minute, bite-sized training at each Board meeting, choosing topics from the assessment. Ms. Medina suggested a training on “Conflict of Interest.” Mr. Scanlon suggested a training on how Board members could be undercutting management. Ms. Medina also suggested “Duty of Care” and running ideas up the flagpole. Communications training and Media training were other ideas considered.

The group discussed professional assistance for training and assessment.

The committee discussed how often to meet. There is a lot of work for the near term. The group agreed to meet every two weeks.

Next meeting – Thursday, May 24, 11 AM to Noon.

Ms. Johnson agreed to be the Chair of the committee.

PPHFH Governance Committee
PPHFH Business Office
May 24, 2018
11:00 AM-12:00 PM

In attendance: Martha Johnson
Chuck Smith

Kris Medina
Linda Stahnke

Excused absence: Peter Scanlon

Prayer – Ms. Medina

Bylaws Discussion

- Ms. Medina shared the new information from our attorneys, including what we can and cannot cover in the Annual Meeting on June 4. Some items the committee would like to recommend to the Board for changes will have to be addressed with a separate special meeting with 14 days prior written notification of the members. (Probably August) The content items/changes will have to be available for voting members to review in advance.

A discussion followed about who usually attends the annual meeting.

Ms. Medina referred to page 3 of the email from the attorneys – red print are his responses to Kris' questions (from the committee as well).

One concern is the wording about if the affiliate were to close, resources would go to HFHI. Bylaws language is that resources would go to a like-minded organization.

Language on amendments to the bylaws – set it up so that Board can approve with 2/3 majority. Articles do not say that presently.

Language concerning whether the Board Commitment should be included in the articles or outside them as a policy.

Matters concerning proxy votes – see attorney email page 2

Executive Director is not a voting member of the Board. Confusing language on that in the bylaws.

Discussion about the language on how many members must be on the Board. At one time, they did not have enough people to do business as one too many persons resigned. The committee discussed changing the language from “12 to 18 members” to between 1 and 18. When current term-limited Board members roll off, the Board will be down to 13 members.

The committee would like to see a change in the broad description of members who may attend the annual meeting. It presently includes homeowners, vendors, volunteers and donors.

The committee would like to take up consideration of closing Board meetings.

The committee discussed how Board members roll off and potentially back onto the Board after being off for one year. They discussed present members on the Board who have done that. The committee would like to recommend that that change to two years. Board members who roll off could still serve on committees.

Ms. Medina will talk with the Executive Committee about changes being considered and about having a special meeting.

Mr. Smith expressed concern with Board members who abstain from voting on a matter (unless there is a conflict of interest or they are uninformed about a matter). Being on the Board means that you participate, you express your opinions and vote accordingly. You are there to serve.

Ms. Medina noted that if Board members do not speak up in opposition, it is taken as agreement. Should this be in the bylaws?

Discussion about Committees

- Ms. Medina also shared that some committees are meant to assist the Board (Finance, Governance) and some are meant to assist the staff with operations (Site Selection and Building Committee for example). Clarification is needed in the Committee Position Descriptions regarding which report to staff and which report to the Board.

The committee discussed potential additions to several committees.

The committee reviewed a first draft of the Governance Committee Position Description and made some revisions.

Discussion about Board Assessment

- The committee reviewed the previous assessment document and reported results used by the Board. It was agreed that they would like to update this document.

The consensus was that this document does not fit the present Board and would not reveal its strengths well. Ms. Johnson would like to add some open-ended questions. She will do some research to find another tool. There was further discussion about whether the Board members would be fully honest about their evaluations on some questions.

Discussion about Board Training

- The committee discussed several ways to provide training for the Board

Ms. Medina noted that there have been several opportunities for the Board members to attend training or to participate in webinars, but they have been underutilized. The committee discussed ways to increase involvement with more of the Board.

The committee also discussed whether a facilitator was needed or not. Ms. Medina offered to check with Habitat Colorado and see if there was someone there who could assist with this. The committee also discussed budget needed for this.

Adjourn - noon

Handouts:

- Agenda
- Attorney email
- Position Description: Governance Committee Member
- Board Assessment document
- Board Assessment results
- Copy of Amended and Restated Bylaws (from attorney) – not yet adopted

Future Meeting Dates Adjusted:

- ~~May 24~~ ~~11 AM-12 PM~~
- June 14 11 AM-12PM
- June 28 11 AM-12 PM
- July 12 11 AM-12 PM
- July 26 11 AM-12 PM
- August 9 11 AM-12 PM
- August 23 11 AM-12 PM
- September 6 11 AM-12 PM
- September 20 11 AM-12 PM

Continuing on to end of year? – Will change as needed.