

PPHFH Board of Directors

Agenda

May 3, 2021

5:45 Opening Prayer & Greeting (Ryan M.)

- Introduction
- Mission Moment: Future homeowner, Monya Collins, Veteran Build, 5314 Beauport Dr, Sand Creek

5:55 Opening Devotions (Janna)

6:00 Approval of Minutes (Ryan M.)

- April 5, 2021 Minutes (vote)

6:10 Finance Report

- March 2021 Financial Dashboard (Stephanie C.)
- Budget process recap

6:15 ITEMS REQUIRING DISCUSSION &/OR VOTE

- Resolution 2021-005 Ratification City HOME Funds application (Janet) (vote)
- Resolution 2021-006 Ratification to sell 2 homes (Janet) (vote)
- Board Education: Homeowner Services and deed restrictions presentation (Janet)
- Adoption of extended PPHFH deed restriction period to 99 years (Kris) (vote)

6:45 Executive Director & Staff Report

- ED, Staff & Committee Report (Kris)

6:50 Committee Reports

- Executive Committee (Ryan M)
- Governance (Ryan Teeples)
 - Executive Committee position descriptions
 - Reminder! ½ Day Board Retreat July 17, July 24, or August 14

7:15 Adjournment

6 Strategic Plan Goals (FY2019-FY2021)

- #1 Open 2nd ReStore – Update included in ED Report
- #2 Increase the number of families served through implementation of a Critical Home Repair program, growth in the Brush with Kindness program, and strengthening of homeowner services
- #3 Implement a Faith in Action Program
- #4 Stabilize annual home construction to 7-8 homes per year
- #5 Strengthen Board Governance
- #6 Grow Organizational Capacity (See update in Board Packet)

Calendar:

- May 6-8 Women Build
- May 17 Extended Tax Day – Remind your friends and family they can still donate to PPHFH!
- May 22-June 2 Kris on PTO
- May 31st Memorial Day Holiday – PPHFH sites are closed; Construction takes the Saturday before Monday
- June 7th **PPHFH Annual Board Meeting to ratify new board members and elect officers**
- June 26 FFH Home Dedication, The Ridge at Sand Creek (time TBD)

BOARD MINUTES

PPHFH (virtual) Board Meeting Minutes

DATE: April 5, 2021

Board Members	Present?	Staff and Guests	Present?
Shannon Baumgartner	Y		
Jay Carlson	Y		
Rob Giunta	Y	Stephanie Campbell, Director of Finance/HR	Y
Joel Hamilton	N	Greg Kovach, <i>Director of Operations</i>	Y
Peter Hilts	Y	Kris Medina, <i>Executive Director/CEO</i>	Y
Martha Johnson, Vice President	Y	Iain Probert, <i>Director of Strategic Partnerships</i>	N
Ryan Mohling, President	Y	Janet Risley, <i>Director of Homeowner Services/Real Estate Acquisition</i>	Y
Janna Mulder	Y	Jeff White, <i>Chief Operations Officer</i>	Y
Ryan Panariso, Secretary	Y		
Peter Scanlon, Treasurer	N (Tech issue)		
Chuck Smith	Y		
Eric Stolp	Y		
Ryan Teeples	Y		
Laurel Thorstensen	Y		
Candy Vandenberg	Y		
Bill Wall	Y	Guests:	
		Lian Mung and Zen Niang, Future Homeowners	

CALL TO ORDER The (virtual) April 5, 2021 regular meeting of the PPHFH Board of Directors was called to order at 5:48pm by Mr. Ryan Mohling, president.

OPENING DEVOTIONS ~ INTRODUCTIONS ~ ANNOUNCEMENTS:

Future homeowners, Lian Mung and Zen Niang were introduced by Ms. Janet Risley. Their future Sand Creek home is sponsored by Clark Land Surveying. The family spoke briefly about their excitement of having a home.

Kris Lewis Medina's devotional centered around the celebration of Easter as well as remembering that Jesus mourned with Mary and Martha, Lazarus' sisters when Lazarus passed away and then Jesus celebrated with the sisters when he summoned Lazarus from the tomb and family and friends were reunited, as we all will be reunited because of Jesus' resurrection.

Following the devotional, Ms. Lewis Medina requested permission to leave the board meeting early following the board's upcoming discussion and vote to increase the front-end ratio. Permission was granted.

APPROVAL OF MINUTES:

Motion made, seconded, and passed to approve the March 1, 2021 minutes as presented. No further discussion occurred.

FINANCE REPORT

In Mr. Scanlon's absence, Ms. Stephanie Campbell, director of finance and HR, presented the February 2021 Financial Dashboard. There is a slight net income loss for the month; however, the year-to-date net income is positive and exceeds budget. ReStore sales continue to exceed budget, and investment accounts returned a moderate monthly increase. Being no questions, the financial dashboard will be filed as presented.

ITEMS REQUIRING DISCUSSION AND/OR VOTE:

Ms. Janet Risley, director of homeowner services and real estate and Ms. Medina explained the front-end ratio requirement of future homeowners needing to pay no more than 30% of their gross income towards housing expenses to not be considered cost burdened. Currently PPHFH uses 28% for the ratio; however, HFHI and all other affiliates are using the 30% front end ratio as it assists in strengthening the affiliate's financial sustainability. Homeowners pay a slightly increased mortgage while PPHFH receives a slightly increased mortgage payment, which reduces the affiliate's subsidy to the homeowner. Motion was made, seconded and passed to increase the front-end ratio from 28% to 30%.

Mr. Mohling and Ms. Medina presented HFHI's Safeguarding Policy #34 to the board. HFHI, which adopted the policy in January 2021, is requiring the adoption of this policy by affiliates. The focus is to demonstrate that all affiliates are committed to the highest ethical standards and oppose all forms of exploitation and abuse, particularly of vulnerable populations, children, and the elderly. It also requires affiliate staff, key volunteers to prevent physical and or sexual abuse and exploitation, harassment, or bullying of the people in the community we serve. Motion made, seconded, and passed to adopt HFHI's Safeguarding Policy #34.

Ms. Medina also explained that staff, volunteers, or community members who wish to report concerns anonymously may do so through the "My Safe Workplace Portal."

EXECUTIVE DIRECTOR and STAFF REPORTS:**Executive Director and Staff Report**

Being no questions regarding the Executive Director, Staff and Committee Report, Ms. Medina left the meeting with permission. Ms. Risley and Ms. Campbell continued taking notes for the minutes.

Executive Committee

Mr. Mohling thanked the board members who have remitted their Board Pledge forms and for their financial support. The number of board pledges received in the report were 10, though it increased by 2 since the report was presented. Total is 12 of 16 board members have submitted their pledge form. Mr. Probert was asked by some board members to verify if their pledge forms were submitted as this is a two-year program and some forms may have been submitted last year and the board member does not remember if they completed the form.

COMMITTEE REPORTS & RECOMMENDATIONS:**Executive**

Mr. Mohling noted Executive Committee met. Primary discussion was the upcoming election of PPHBH board officer.

Governance Committee

Mr. Ryan Teeples requested board members who are interested in joining executive committee or learning more about the officer positions beyond the committee description included in the board packet should reach out to him, or to Mr. Mohling or Ms. Medina. He also reminded the board about the upcoming Board Build on April 24th.

Mr. Mohling presented the Interfaith Build for Unity Ground Blessing faith leaders' video for the meeting's closing.

OLD BUSINESS:

NEW BUSINESS:

COMING EVENTS:

MEETING ADJOURNED:

Mr. Mohling adjourned the meeting.

FINANCIALS AND RELATED REPORTS

FY 2021 Operations Dashboard

March 2021

Current Profit and Loss Highlights

Current Net Income (Loss)	\$	(222,649)
YTD Income (Loss)	\$	340,893



Board of Directors

Balance Sheet Summary

ASSETS			
Current Assets			
Checking/Savings	\$	1,114,150	
Investment Cash/Equivalents		20,438	
Investment Securities		1,268,040	
Accounts Receivable		43,049	
Other Current Assets		2,930,061	
Total Current Assets	\$	5,375,739	
Fixed Assets	\$	3,671,206	
Other Assets		2,499,100	
TOTAL ASSETS	\$	11,546,045	
LIABILITIES & EQUITY			
Liabilities			
Total Current Liabilities	\$	462,087	
Long Term Liabilities		1,578,822	
Total Liabilities	\$	2,040,909	
Total Equity		9,505,136	
TOTAL LIABILITIES & EQUITY	\$	11,546,045	

Finance Committee Notes

Current net income (loss):

- Current net income loss due to the adjusting entry from the appraisal for the Sand Creek land
- PPP was reclassified from balance sheet to P&L #4050 (paid in full notification received)
- Another positive month for individual contributions and the YTD actual has surpassed the annual budget
 - ◊ PPHFH has many generous supporters of affordable housing in El Paso County
- ReStore sales continue to exceed budget
- Investment account had a modest monthly return

YTD net income continues to remain solid

Available Cash Balance

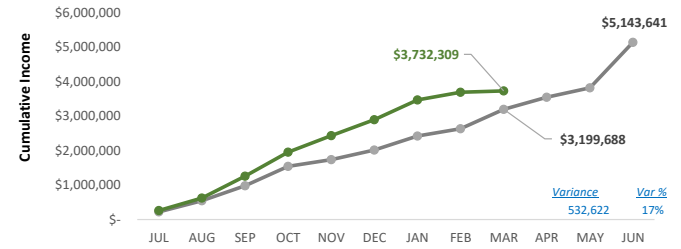
Operations	\$	1,110,536	46%
Short Term	\$	20,777	1%
Long Term	\$	1,267,701	53%
Total	\$	2,399,015	

Pending Major Disbursements

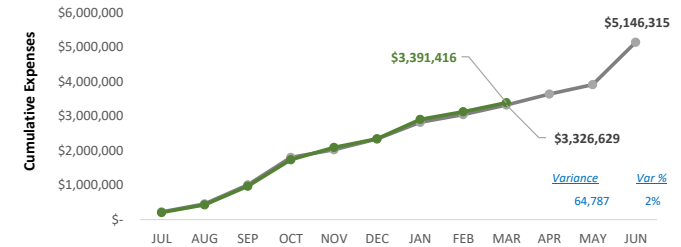
Item	Apr-21	May-21	Jun-21
Total			

- Operations Target is 3-months of operating expenses [\$939,031] or 15%, whichever is greater.
- Operations amount excludes the construction draw bank account.

PPHFH YTD Income Performance



PPHFH YTD Expense Performance



Development

Current Donation Performance

FY 2021	Actual	Budget	Variance	Var %
Indiv	\$ 13,433	\$ 5,693	\$ 7,740	136%
Bequest	\$ -	\$ -	\$ -	-
Corps	\$ 57,924	\$ 17,750	\$ 40,174	226%
Grants	\$ 329,730	\$ 316,213	\$ 13,517	4%
Other	\$ -	\$ 3,000	\$ (3,000)	-100%
Total	\$ 401,087	\$ 342,656	\$ 58,431	17%

YTD Donation Performance

FY 2021	Actual	Budget	Variance	Var %
FY 2020	\$ 44,723	\$ 62,450	\$ (17,727)	-28%
FY 2019	\$ 12,048	\$ 32,500	\$ (20,452)	-63%

ReStore South

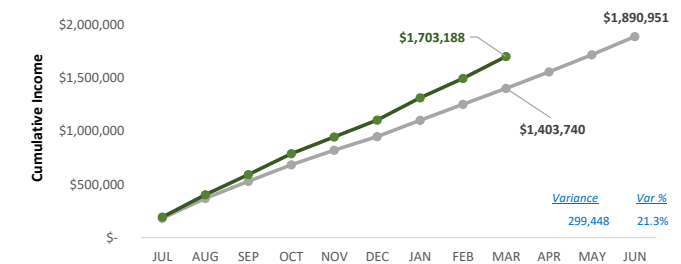
Monthly Donations - no data for current mo

Type	\$	#	Avg
No Data Available for Current Month			

Top 5 Sales Categories

Class	Total	Qty	Avg
Furniture	\$ 37,326	1323	\$ 28
Cabinets	\$ 19,442	642	\$ 30
Doors	\$ 16,514	523	\$ 32
Plumbing	\$ 13,222	1400	\$ 9
Appliances	\$ 11,639	207	\$ 56
All Class Total	\$ 205,293	31,142	\$ 7

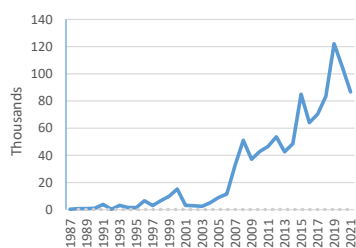
ReStore South YTD Income Performance



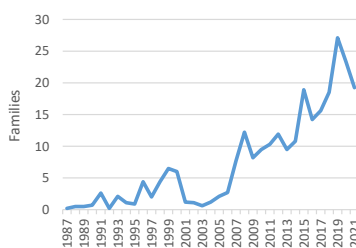
Affiliate Tithe Impact

Q3	Year	Amount	Fam Srv'd
	2021-CY	\$ 86,600	19.2
10-Year Tithe History	2020	104,875	23.3
	2019	122,125	27.1
	2018	83,378	18.5
	2017	70,310	15.6
	2016	64,000	14.2
	2015	85,025	18.9
	2014	48,484	10.8
	2013	42,597	9.5
	2012	53,581	11.9
	2011	46,471	10.3
35-Yr Total	\$ 1,058,991	277.2	

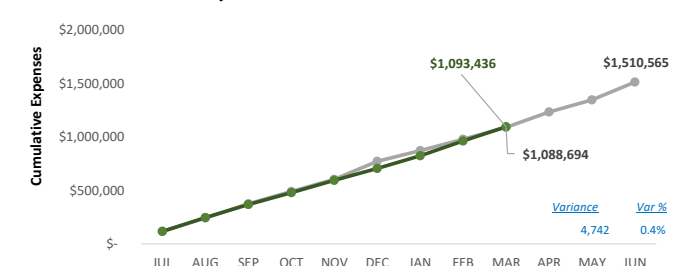
PPHFH Tithe History



Int'l Families Served



ReStore South YTD Expense Performance

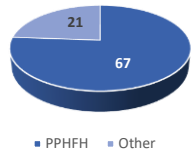


Homeowner Services

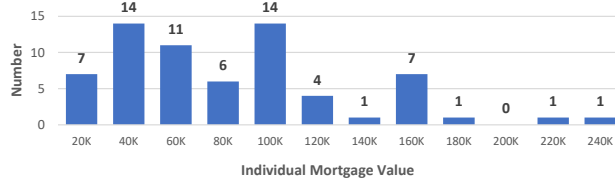
Total Active Mortgages: 88

Total Portfolio Value: \$5,017,240

Loans Serviced



67 Active PPHFH Mortgages



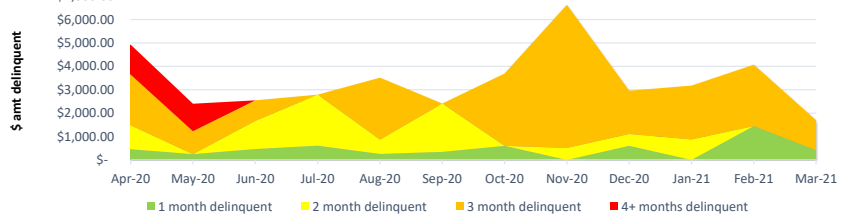
Delinquency Report

Current Status ▲

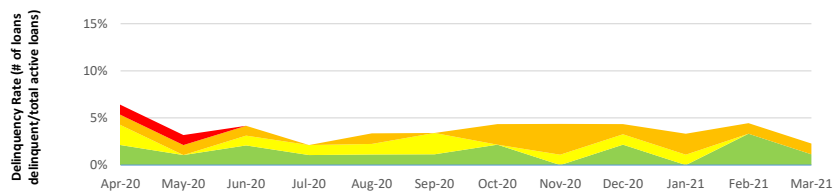
- ▲ Healthy
- ▲ Needs Attention
- ▲ Major Problem

MONTHS DELINQUENT	# Loans	\$Amt	% portfolio at risk
Less than 1 month behind	4	\$ 1,686.70	4.55%
<i>Last month</i>	0	\$0.00	0.00%
1 month behind	1	\$ 420.34	1.14%
2 months behind	0	\$ -	0.00%
3 months behind	1	\$ 1,275.00	1.14%
4+ months behind	0	\$ -	0.00%
Total	2	\$ 1,695.34	2.27%
<i>Last month</i>	4	\$4,072.20	4.44%
<i>March 2020</i>	7	\$4,284.35	10.00%

Delinquencies by \$ Amount



Delinquency Rate

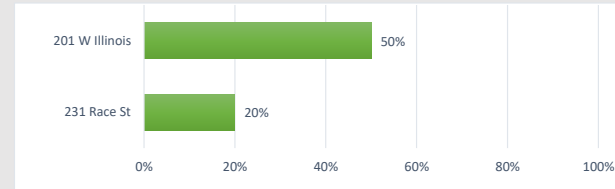


Construction

Active Building Progress

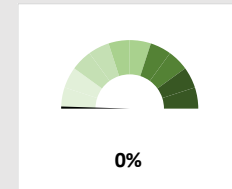
Micah's View

Fountain, CO



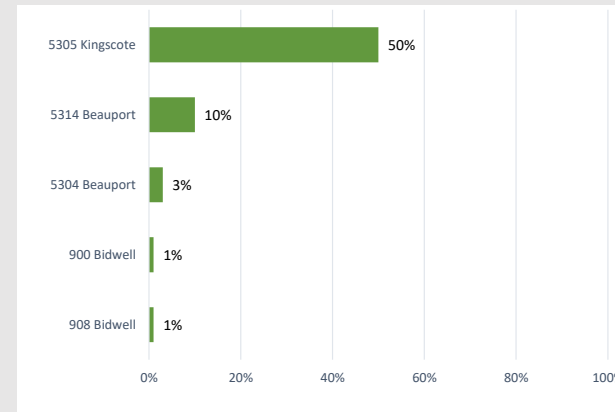
% Site Completion

3 Home Site

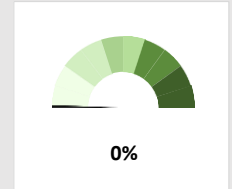


The Ridge at Sand Creek

Colorado Springs, CO

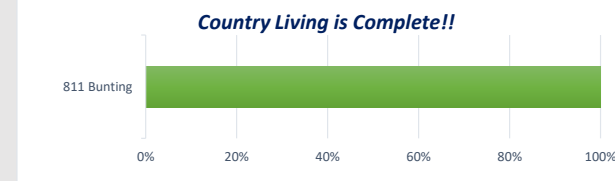


30 Home Site

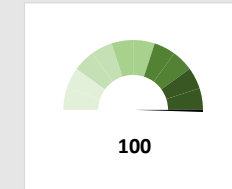


Country Living

Fountain, CO



34 Home Site



Repair Program

Repair Category	Applicants Selected	In Process	Complete
Critical Home Repair	2	0	2
Home Preservation	5	0	5
Critical & Home Preservation	2	0	2

Program Completed

EXECUTIVE DIRECTOR, STAFF
& COMMITTEE REPORTS

Executive Director, Staff & Committee Report

May 3, 2021

Homeowner Services:

- Staff is working on PPHFH's Community Housing Development Organization (CHDO) re-certification status so that an application for funding can be submitted to the City's Community Development Division for down payment assistance for The Ridge at Sand Creek Subdivision.
- Staff continues to work with St. Vrain Habitat for Humanity (Loveland) to create and expand website's homeownership training/education opportunities.
- Staff will give a short educational presentation to the Board regarding funders' Deed Restrictions and potential PPHFH deed restriction.
- Preparing the Board for the October homeowner selection process, next month, staff will continue Board education regarding PPHFH's current sales price model to establish mortgage amounts/payments.

Family Selection:

- Staff is in the process of updating marketing material for the next homeownership application cycle. Cycle begins in mid-July 2021 with an anticipated approval recommendation to the Board in October 2021.

ReStore:

- April sales set the new record for highest month sales.
- Donation drop offs continue to be very strong.
- We now have four months of sales over \$200K for FY2021 (4 of 7 all time).
- ReStore NE: Floor poured, roof metal complete, window frames being installed, and donation area canopy nearly complete.

Development Committee and Staff:

- **Please send Sarah Bunch your Board Thank-A-Thon call notes if you have not already!**
- Volunteer Appreciation Awards Video will be released via the May eNews
- Build the Story of Home with ReStore Campaign:
 - Launching mid-May
 - The campaign will speak to ReStore's holistic community impact, Fund for Humanity partner family stories, and illustrate what is possible if donors help PPHFH expand its ReStore operations with a second location
 - The campaign will be set up to receive funding for items needed but will give donors the option to inquire about donating the actual items as well (GIK)
 - We plan for a wall of plaques (higher donors) and nameplates (lower donors) to recognize donors to the campaign:
 - The sizes of the plaques will be related to the sizes of the donations.
 - We will allow donors to remain anonymous, choose to make their gifts in honor or memory of someone else or in recognition of special events/accomplishments, or choose to have their name printed on the plaque or nameplate. Higher-level donors will have the choice to have their logo printed on their plaque as well.
 - Naming rights will be available for the forklift and any other high-value items for a period of time relative to the size of the donation.
- Home is the Key Campaign:
 - Results will be provided at board meeting
 - Spring Print Newsletter will be mailed towards the end of May
- Ground Blessings conducted on:
 - April 17th @ The Ridge at Sand Creek
 - FFH – Liz

- 3rd Annual Veterans Build – Monya
- April 24th @ The Ridge at Sand Creek
 - Clark Land Surveying – Lian and Zen
 - Thrivent Faith Build - Brittany

Grant funding:

- Walmart Community Grants from two local Sam’s Club stores, \$1,250 (\$1,000 for Micah’s View and \$250 for general operations)
- Kum & Go store campaign in March, \$2,000 (via HFHI)
- Colorado Springs Utilities, \$35,000 for tap fees for three houses at Sand Creek
- Colorado Division of Housing (via HFHC), funding allocations for four Sand Creek houses, \$15,500/house for construction materials.

Faith

- April monthly e-newsletter sent to ~100 faith organizations
- April “new prospect” e-newsletter sent to ~125 faith organizations
- 70% of Thrivent Faith Build volunteer Saturdays, July to December, filled (as of 4/27/21)
- 96% of IBU volunteer Saturdays/Sundays, April to December, filled (as of 4/27/21)
- First IBU volunteer day completed on Saturday, April 3rd, with participation from First Congregational Church
 - Upcoming IBU Build Days on
 - May 1st
 - May 15th
- Thrivent Faith Build Hybrid Virtual Ground Blessing
 - Live on Zoom, Small gathering on site
 - Ps. Breck Merkle from Cross Fellowship Palmer Park attended as a guest pastor.
 - TFB Ground Blessing highlight video created and to be shared on social media and newsletters.
- Met/Recognized by 4 “Tier 1” faith contacts, 2 “interfaith and friends” contacts, 4 “guides”, , and 5 “other prospect” contacts (from 4/1 to 4/27, as defined by the CB Grant benchmarks)

Advocacy:

- Thank you to those Board members who sent emails to our state and federal legislators in support of affordable housing!

Construction/Repair Program:

- A BIG thanks to all those who participated in the Board Build on 4/24. Teams were split across 3 active homes with tasks including floor decking on our Veteran home, foundation form building on 5304 (Clark Land Surveying) Beauport and drywall hanging in 5305 Kingscote.
- The Ridge at Sand Creek:
 - 5305 Kingscote 3BR – drywall complete/finishing in progress, exterior siding 75% complete and should be complete by 4/30, tentative closing in late June.
 - 5314 Beauport 4BR – Framing blitz continues all this week (4/28-5/1) with first floor framing completed on Wednesday. Another big thanks to those regular volunteers who answered the call for help and to Alex for working through the wind and rain on Tuesday to prepare the layout.
 - 5304 Beauport 4BR – foundation wall building at 50%

- Micah' View:
 - 201 W Illinois (scheduled for completion near the end of June) drywalling is complete with finishing beginning 4/29. Wheelchair accessible ramp installation in progress and gas distribution by Black Hills Energy set to occur 4/29 through 5/3.
 - 231 S Race truss/decking complete and ready for shingles (thanks Total Roofing) on 5/6.

- Veteran Repairs:
 - Five approved applications received with four home visits occurring over the last few weeks. Two of the homes are in desperate need of roof replacement while the others need gutters and window replacements. One final visit will occur within the week and then final determination will be needed to as to which homeowners have the greatest needs and which work can we pursue based on our budget. Scope of Work documents must be submitted by 5/28 to HFHI for approval.

- Rising Building Material Costs:
 - Lumber continues to be a concern as national pricing has seen a jump of 250% (HBA statistics on 4/28/21) on lumber costs with the OSB decking material being the greatest contributor (cost of a single 4'x8' sheet is now between \$55-\$60 / sheet (up from \$17 / sheet prior to COVID-19 outbreak).
 - The latest Random Lengths prices as of the week ending on April 23 show the price of framing lumber near \$1,200 per thousand board feet — up nearly 250% since last April when the price was roughly \$350 per thousand board feet.
 - National averages are indicting lumber costs are adding approximately \$36,000 to each build.

- Home Electrification:
 - Three homeowners have chosen to proceed with all-electric solutions for heating (and cooling) their homes. A visit to Flatirons Habitat for Humanity to review their successes (and challenges) is scheduled for 5/3.
 - Working closely with Colorado Springs Utilities (rebate), Rampart Supply and Mitsubishi (equipment) so that PPHFH can apply this all-electric solution affordably and with the utmost efficiency.

Upcoming Calendar Dates:

- May 6th - 8th: Women Build
- May 7th: eNews
- May 17th: Tax Day (extended)
 - (Donors can still choose to donate part or all of their state income tax refund to PPHFH by entering Pikes Peak Habitat for Humanity and our registration number, 20023003432, in the Donate to a Colorado Nonprofit Fund line on your state income tax return or tax software.)
- June 7: PPHFH Board Meeting: Election of Officers and continuing Board Education regarding Homeowner Services
- June 26th : (Saturday) FFH – Liz's Home Dedication at The Ridge at Sand Creek (first home to be dedicated at Sand Creek)

PRIORITY ITEMS FOR DISCUSSION/VOTE



RESOLUTION 2021-005

THE GOVERNING BOARD OF PIKES PEAK HABITAT FOR HUMANITY INC, (THE COMPANY) A COLORADO NONPROFIT CORPORATION, ADOPTS THE FOLLOWING RESOLUTION EFFECTIVE MAY 3, 2021

WHEREAS, the City of Colorado Springs administers HOME Investment Partnerships Program (HOME) funds, federal grant assistance provided by the U.S. Department of Housing and Urban Development (HUD) in order to provide decent and affordable housing, particularly housing for low- and very low-income Americans; and

WHEREAS, the company has on this date approved the application to the City of Colorado Springs, Community Development Division, for HOME funds for The Ridge at Sand Creek Subdivision; and

WHEREAS, the Board recognizes Kris Medina, Executive Director, as the chief executive officer of the company and has overall responsibility for the routine management of the affairs of the company;

NOW THEREFORE BE IT RESOLVED, that Kris Medina, Executive Director/CEO shall have full signatory authority in regard to all contracts and corresponding documents associated with agreements entered into by the company and the City of Colorado Springs; and

BE IT THEREFORE FURTHER RESOLVED, that Kris Medina, Executive Director/CEO, shall delegate company staff as needed to act as an agent of the company for the purpose of authorizing and signing payment requests, quarterly financial status reports, quarterly project performance reports, monitoring documents, and other documents as required by the application for this funding.

IN WITNESS WHEREOF, the undersigned has executed this Resolution with the Effective Date, _____,

PIKES PEAK FOR HUMANITY, INC.
A Colorado nonprofit corporation,

By: _____
Ryan Mohling
Title: President



RESOLUTION 2021-006

THE GOVERNING BOARD OF PIKES PEAK HABITAT FOR HUMANITY INC, (THE COMPANY) A COLORADO NONPROFIT CORPORATION, ADOPTS THE FOLLOWING RESOLUTION

WHEREAS, the Board of Directors of Pikes Peak Habitat for Humanity is authorizing the sale of:
201 W. Illinois Avenue, Fountain, CO 80817 – Estimated closing 6/30/2021
5305 Kingscote Drive, Colorado Springs, CO – Estimated closing 6/29/2021

NOW THEREFORE BE IT RESOLVED, the Board of Directors hereby authorize either Ryan Mohling, President or, Martha Johnson, Vice President or Kristina J. Medina, Executive Director/CEO to sign any and all documents necessary to complete the closing of the sale of this property including as Deed.

IN WITNESS WHEREOF, the undersigned has executed this Resolution with the Effective Date, _____,

PIKES PEAK FOR HUMANITY, INC.
A Colorado nonprofit corporation,

By: _____
Ryan Mohling
Title: President

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by Ryan Mohling.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public