



**BOARD OF DIRECTORS
Monthly Meeting**

April 3, 2023

ReStore Northeast
6250 Tutt Boulevard, Conference Room

also offered virtually via [Zoom](#)

AGENDA
PPHFH BOARD OF DIRECTORS
ReStore Northeast Conference Room
(6250 Tutt Blvd)
also offered virtually via [Zoom](#)

April 3, 2023 at 5:45 p.m.

CALL TO ORDER, Ryan Panariso

OPENING DEVOTIONS, Jeff White

APPROVAL OF FEBRUARY 6, 2022 MEETING MINUTES*, Ryan Panariso (Vote)

ITEMS REQUIRING DISCUSSION AND/OR VOTE

- Presentation, discussion, and approval of proposed ReStore 3 (Reviewed and approved by ReStore, Finance, and ExCom.), **Ryan Panariso (Vote)**
- Ratification of amendment to the Articles of Incorporation to add verbiage from attorney Ellis Carter regarding environmental protection and workforce development (See attachment. Reviewed and approved by ReStore Committee and ExCom.), **Ryan Panariso (Vote)**
- Presentation, discussion, and approval of proposed amendment to Bylaws (See attachment. Reviewed and approved by ExCom.), **Ryan Panariso (Vote)**
- Ratify restatement of 401(k) plan (Reviewed and approved by ExCom.), **Ryan Panariso (Vote)**
 - Errors in original plan
 - Uncompensated advisors
 - Overall lower plan fees
 - More user-friendly website
 - Automatic payroll submittal
 - Improved annual 5500 filing
- Ratification of finance policies (See attachment. Reviewed and approved by Finance Committee and ExCom), **Ryan Panariso (Vote)**
 - Signature on Checks of \$75,000 (no change)
 - IT Policy (modification)
 - Records Retention (modification)
 - ReStore Gift Cards (new policy)
 - Capitalizing vs. Expensing (no change)
- Annual Governance Committee Board and Officer Recruiting Report/Committee Composition Survey, **Ryan Teeples**

RESPECTFUL REQUESTS TO THE BOARD:

- **Annual Board Self-Assessment**
Please submit your annual Board Self-Assessment online by April 30th (See Appendix.)
- **Donor Thank-A-Thon: Thank You Calls Made Between May 1 - 14th**
 - The Donor Thank-A-Thon is an annual initiative at Pikes Peak Habitat- a time to make thank you phone calls to generous Pikes Peak Habitat donors to simply share our gratitude. These calls are not an ask for additional donations.
 - The Development Committee will continue to join the Board of Directors in this critical donor stewardship activity.
 - Sarah Bunch will provide the following reference material for each participant by the end of April:
 - A list of generous and committed donors that includes notes about each donor
 - A prompt/loose script that includes basic information about making thank you calls and Pikes Peak Habitat mission talking points
 - A document that describes our partner families and signature builds

Board Minutes

Board Members	Present?	Staff and Guests	Present?
Jay Carlson	Z	STAFF:	
Joe DesJardin	Y	Kris Lewis, <i>Executive Director/CEO</i>	Y
Rob Giunta, <i>Treasurer</i>	Y	Karla Probert, <i>Executive Assistant</i>	excused
Joel Hamilton	Y	Leah Cowles, Repair program	Y
Paul Hasty	Z		
Peter Hilts	Z		
Martha Johnson			
Ryan Mohling	Y		
Janna Mulder, <i>Secretary</i>	Y		
Ryan Panariso, <i>President</i>	Y		
Chuck Smith	Y		
Eric Stolp, <i>Vice President</i>	Z		
Ryan Teeples	Z		
Tye Tutt	Y		
Candy Vandenberg	Y		
Bill Wall	Y		

CALL TO ORDER: The February 6, 2023, meeting of the PPHFH Board of Directors was called to order at 5:45 pm by Mr. Ryan Panariso, president.

OPENING PRAYER & DEVOTION: Mr. Eric Stolp opened with a prayer and Mr. Paul Hasty, led devotions.

PRESENTATION OF PPHFH Repair Program: Ms. Leah Cowles provided a PowerPoint presentation including photos of recent program participants and before and after photos of repair projects. The board was deeply touched by the shared stories and impressed with the Repair Program's efforts and results, noting lives are being changed in amazing ways.

APPROVAL OF MINUTES: Motion made and seconded and passed to approve the December 5, 2022, minutes as presented.

ITEMS REQUIRING DISCUSSION AND AND/OR VOTE

A motion was made and approved for the resolution authorizing the sale of 884 Bidwell Dr., Colorado Springs, CO and 5329 Kingscote Dr., Colorado Springs, CO to Pikes Peak Habitat for Humanity qualifying families.

Mr. Rob Giunta, treasurer, presented the Annual Cash Management Report & the Policy and Guidelines for Investments. A brief review of investment activities was provided. A motion was made and approved to accept the Policy and Guidelines for Investments as presented. Board members requested Mr. Brad Gann, retiring investment advisor and former PPHFH board member be thanked with a personal event in his honor.

Ms. Kris Lewis presented the Annual Safeguarding Report.

Meeting adjourned at 6:27 p.m.

Items for Discussion/Vote

ATTACHMENT TO
AMENDED AND RESTATED
ARTICLES OF INCORPORATION
OF
PIKES PEAK HABITAT FOR HUMANITY, INC.

Pursuant to § 7-122-102 and part 3 of Article 90, Title 7, Colorado Revised Statutes (C.R.S.), this attachment to the Amended and Restated Articles of Incorporation is delivered to the Colorado Secretary of State for filing.

1. The name of the corporation is Pikes Peak Habitat for Humanity, Inc. (the "**Corporation**").

2. The street and mailing address of the principal office of the Corporation is 2802 N. Prospect Street, Colorado Springs, Colorado 80907.

3. The registered agent of the Corporation is Kristina J. MedinaLewis. The street and mailing address of the registered agent of the Corporation is 2802 N. Prospect Street, Colorado Springs, Colorado 80907. The person appointed as registered agent of the Corporation in these Amended and Restated Articles of Incorporation has consented to being so appointed.

4. The Corporation's period of duration is perpetual.

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

(a) To implement the gospel of Jesus Christ, by working with economically disadvantaged people without regard to or consideration for any individual's gender, sex, pregnancy, race, color, national origin, ancestry, creed, religion, age, physical or mental disability, genetic information, marital status, sexual orientation, transgender status, military status, or any other basis protected by federal, state or local law, to help them create a better human habitat in which to live and work;

(b) To witness the gospel of Jesus Christ through loving acts and the spoken and written word;

(c) To build or rehabilitate affordable housing and sell such housing on a no-profit basis;

(d) To be a leader in green and sustainable living in Colorado by incorporating environmentally sustainable and energy efficient practices in its building activities and driving recycling of reusable residential building materials through collection and resale of home supplies and goods therefore diverting materials from the landfill.

(e) To offer training of disadvantaged workers by working with local agencies to place these individuals at our retail stores as a location for training.

~~(e)~~

(f) To cooperate with other benevolent and charitable organizations to develop better habitats for economically disadvantaged people;

(g) To engage in fund-raising and social ventures to accomplish the foregoing purposes; and

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

6. In furtherance of its lawful purposes the Corporation shall have and may exercise all of the rights, powers and privileges now or hereafter exercisable by corporations organized under the laws of Colorado. In addition, it may do everything necessary, suitable, convenient or proper for the accomplishment of any of its corporate purposes.

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

8. The number of directors of the Corporation shall be fixed by the Bylaws, or if the Bylaws fail to fix such number, then by resolution adopted from time-to-time by the Board of Directors.

9. No director of the Corporation shall be liable to the Corporation for monetary damages for breach of fiduciary duty as a director, except that this provision shall not eliminate or limit the liability of a director to the Corporation for monetary damages for (i) any breach of the director's duty of loyalty to the Corporation (ii) acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law, (iii) acts specified in C.R.S. § 7-128-403, or (iv) any transaction from which the director derived an improper personal benefit. Nothing contained herein shall be construed to deprive any director of his or her right to all defenses ordinarily available to a director nor shall anything herein be construed to deprive any director of any right he or she may have to contribution from any other director or other person, nor shall this provision increase the liability of any director beyond that otherwise existing from time to time.

10. The Corporation may indemnify any director, officer, employee, fiduciary or agent of the Corporation as permitted by law or as provided in the Bylaws of the Corporation.

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11. In the event of the dissolution of the Corporation or the winding up of its affairs, the Corporation's property shall not be conveyed to any organization created or operated for profit or to any individual for less than the fair market value of such property, and all assets remaining after the payment of the Corporation's debts shall be conveyed or distributed only to an organization or organizations created and operated for nonprofit purposes similar to those of the Corporation and qualified as exempt under section 501(c)(3) of the Code, contributions to which are deductible under section 170(c)(2) of the Code. The organization(s) to receive such property and conditions imposed on the use thereof shall be designated by the Board of Directors of the Corporation consistent with the purposes of the Corporation.

12. The Corporation shall not have any voting members.

13. The name and address of the individual causing this document to be delivered for filing is Eric R. Benson, Esq., Ireland, Stapleton, Pryor & Pascoe, P.C., 717 17th Street, Suite 2800, Denver, Colorado 80202.

Russell Thayer Tutt IV, PPHFH Secretary

August 6, 2018

AMENDED AND RESTATED

Adopted 8/1/1994
Amended 8/1/2004
Amended 12/4/2006
Amended 8/1/2011
Amended 6/6/2016
Amended 8/6/2018
Draft Amendment March 2023

BYLAWS
OF
PIKES PEAK HABITAT FOR HUMANITY, INC.

**AMENDED AND RESTATED
BYLAWS
OF
PIKES PEAK HABITAT FOR HUMANITY, INC.**

THESE BYLAWS (these "*Bylaws*") are made as of the 6th day of August, 2018, by the party signing this Agreement on the signature page attached hereto, as the Secretary of Pikes Peak Habitat for Humanity, Inc., a Colorado non-profit corporation (the "*Corporation*").

**ARTICLE I
OFFICES**

The principal office of the Corporation shall be located at 2802 N. Prospect Street, Colorado Springs, Colorado 80907. The Board of Directors may from time to time designate another location as the principal office. The Corporation may have such other offices, either within or outside Colorado, as the Board of Directors may designate from time to time. The Corporation shall continuously maintain in Colorado a registered agent and a registered office.

**ARTICLE II
MEMBERS AND DIRECTORS**

Section 1. *Designation.* The Corporation shall be managed by a Board of Directors, who shall each have one (1) vote in the conduct of the affairs of the Corporation. There shall not be any members of the Corporation.

The provisions for the appointment or election of Directors, the term of office thereof, and the provisions for meetings of Directors shall be as hereafter set forth in Article III relating to Directors.

Section 2. *Property Interest of Directors.* No Director of the Corporation shall have any right, title, or interest in or to any real or personal property or other assets of the Corporation during its existence, or upon the dissolution of the Corporation.

Section 3. *Non-Liability for Debts.* The private property of the Directors shall be exempt from execution or other liability for any debts of the Corporation and no Director shall be liable or responsible for the debts or liabilities of the Corporation.

**ARTICLE III
BOARD OF DIRECTORS**

Section 1. *General Powers.* The business and affairs of the Corporation shall be managed by its Board of Directors, except as otherwise provided by law or by the Articles of Incorporation.

Section 2. Performance of Duties. A director of the Corporation shall perform his or her duties as a director, including his or her duties as a member of any committee of the Board of Directors upon which he or she may serve, in good faith, in a manner he or she reasonably believes to be in the best interests of the Corporation, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, a director shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in paragraphs i, ii and iii of this Section 2; but he or she shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs his or her duties shall not have any liability by reason of being or having been a director of the Corporation. Those persons and groups whose information, opinions, reports, and statements a director is entitled to rely upon are:

- (i) One or more officers or employees of the Corporation whom the director reasonably believes to be reliable and competent in the matters presented;
- (ii) Counsel, public accountants, or other persons as to matters which the director reasonably believes to be within such persons' professional or expert competence; or
- (iii) A committee of the Board of Directors upon which he or she does not serve, which committee the director reasonably believes merits confidence.

Section 3. Number, Election, Tenure; Qualifications; Removal.

(i) *Number.* The number of directors of the Corporation shall be fixed from time to time by the Board of Directors, provided that the number of directors shall not be less than six (6) nor more than eighteen (18). Within the limits above specified, the number of directors shall be determined by resolution of the Board of Directors.

(ii) *Election.* Directors shall be elected by the affirmative vote of a majority of the directors at each annual meeting of the Board of Directors.

(iii) *Tenure.* Each director shall serve for a term of two (2) years from fiscal year July 1 through June 30. Each director's term shall commence upon his or her election at the June annual meeting and fulfilling qualification. Each director's term shall be deemed to expire on the date of the applicable annual meeting of the Board of Directors, upon the election and qualification of his or her successor. No director shall serve more than three (3) consecutive two (2)-year terms. A director who has served three (3) consecutive two (2)-year terms may not be elected again to serve as a director until not less than two (2) years have passed since the end of the third such term.

(iv) *Qualifications.* Directors need not be residents of the State of Colorado. No director shall be a paid staff member of the Corporation or of any organization receiving financial support from the Corporation. Additionally, each director shall:

- (a) Have a commitment to the mission and goals of the Corporation;

(b) Be willing to sign the covenant of support for the purposes and objectives of Habitat for Humanity;

(c) Be willing and able to contribute financially to the Corporation;

(d) Be willing to commit the time and effort necessary to achieve the mission and goals of the Corporation; and

(e) Be ~~eighteen-twenty-one (21+8)~~ years of age or older at the time of his or her election;

~~(+)~~ Has served on at least one committee for one year prior to nomination and election to the board of directors, and is in good standing, including attending 90% of annual committee meetings and actively participating by having reviewed materials presented prior to any meeting.

(f)

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~~(+)~~(v) Removal. Directors shall be removable in the manner provided by the Colorado Revised Nonprofit Corporation Act.

Section 4. Regular Meetings. The annual meeting of the Board of Directors shall be held at during the last quarter of each fiscal year of the Corporation or at such other time as the Board of Directors may determine, for the purpose of electing directors and officers and the transaction of such other business as may come before the meeting. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

Section 5. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president or any two (2) directors. If there are two or fewer directors, any director may call a special meeting of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix the place for holding any special meeting of the Board of Directors called by them.

Section 6. Notice. Reasonable notice of any special meeting (which need not in any event exceed two (2) days) shall be given by mail, e-mail, telecopy, or telephone to each director at his or her last known business or residence address. If mailed, such notice is effective at the earliest of: (i) the date received; or (ii) five days after mailing. If notice is given by e-mail, such notice shall be deemed to be given when the e-mail is shown as delivered to the receiving party. If notice is given by telecopy, such notice shall be deemed given when sent if the sending telecopier receives automatic notice the telecopy has been received, otherwise such notice shall be deemed given when received by the receiving telecopier. The attendance of a director at a meeting shall constitute a waiver of notice of such meeting, except where a director attends a meeting for the express purpose of objecting to the meeting because it is not lawfully called or convened. Except as required by law, the purpose of any regular or special meeting of the Board of Directors need not be specified in the notice of such meeting.

Section 7. *Quorum and Manner of Acting.* A majority of the number of directors fixed in accordance with Section 3 of this Article III shall constitute a quorum of the Board of Directors and, except as otherwise required by law or by the Articles of Incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the Board of Directors. If less than a quorum is present at a meeting, a majority of the directors present may adjourn the meeting from time to time without further notice. Voting by proxy shall not be allowed.

Section 8. *Presumption of Assent.* A director of the Corporation who is present at a meeting of the Board of Directors when action is taken is deemed to have assented to all action taken at the meeting unless his or her dissent as to a specific action shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent as to a specific action with the person acting as the secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the secretary of the Corporation within five (5) days after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

Section 9. *Committees.*

(i) *Formation.* The Board of Directors shall, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members the following committees: (a) Executive Committee, (b) Resource Development Committee, (c) Finance Committee, (d) Family Selection & Services Committee, (e) Construction Committee, (f) Faith Relations Committee, (g) Governance Committee, and (h) ReStore Committee. The standing committees set forth in the foregoing sentence shall have the composition, powers and duties set forth in Article IV, below. The Board of Directors may, by resolution adopted by a majority of the number of directors fixed in accordance with Section 3 of this Article III, designate from among its members one or more other committees. The president shall be an ex-officio member of all committees.

(ii) *Authority.* Each committee may, to the extent provided in these Bylaws or in the resolution of the Board of Directors forming such committee, and except as may be limited by statute, exercise any of the authority of the Board of Directors. Such delegation of authority shall not relieve the Board of Directors or any member thereof from any responsibility imposed by law.

(iii) *Meetings; Notice.* Regular meetings of any such committee may be held without notice at such times and places as the committee may fix from time to time by resolution. Special meetings of any such committee may be called by any member thereof upon not less than one day's notice stating the place, date and hour of the meeting, such notice may be given by mail, e-mail, telecopy, or telephone to each director.

(iv) *Classifications; Reporting.* The following committees shall be "**Governance Committees**": (a) Executive Committee, (b) Governance Committee, and (c) Finance Committee. Each Governance Committee shall report directly to the Board of Directors and shall receive direction from the Board of Directors. The following committees shall be "**Operational Committees**": (A) Resource Development Committee, (B) Family Selection &

Services Committee, (C) Construction Committee, (D) Faith Relations Committee, and (E) ReStore Committee. Each Operational Committee shall report directly to the executive director of the Corporation and shall receive direction from the executive director of the Corporation. Notwithstanding the foregoing, (I) each Operational Committee shall regularly report its activities to the Board of Directors and (II) each member of an Operational Committee shall comply with all of his or her duties and responsibilities as a director in conducting all of his or her activities as a member of such Operational Committee.

Section 10. Meetings by Telecommunication. Any director may participate in a regular or special meeting by, or the Board of Directors or any committee may conduct the meeting through the use of, any means of communication by which all directors participating may hear each other during the meeting; provided that each director participating by such means is positively identified. A director participating in a meeting by such means shall be deemed to be present in person at the meeting.

Section 11. Informal Action by Directors. Any action required or permitted to be taken at a meeting of the Board of Directors or any committee thereof may be taken without a meeting if a consent in writing, or counterparts thereof, setting forth the action so taken, shall be signed by a majority of the directors, or a majority of the committee members, entitled to vote with respect to the subject matter thereof. Email may constitute written consent. Such written consent shall be inserted in the minutes of the Board of Directors or committee as if it were the minutes of a Board of Directors or committee meeting. Prompt notice of the taking of an action without a meeting by less than unanimous written consent shall be given to those directors who have not consented in writing.

Section 12. Resignation and Vacancies. Any director may resign at any time by giving written notice to the president or secretary of the Corporation. Such resignation shall take effect when the notice is received by the Corporation unless the notice specifies a later effective date; and unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. If a vacancy occurs in the Board of Directors, the remaining directors, even if less than a majority, may elect a successor director. Any directorship to be filled by reason of an increase in the number of directors shall be filled by the affirmative vote of a majority of the directors then in office at a regular meeting or at a special meeting called for that purpose. A director chosen to fill a vacancy or a newly created directorship shall hold office until his or her successor is elected, qualified and commences his or her term; or until such director's earlier death, incapacity, resignation or removal.

Section 13. Compensation. Each director shall serve without compensation; provided, however that the Board of Directors may authorize the Corporation to reimburse a director for expenses actually incurred by the director in the performance of his or her duties as a director.

Section 14. Duties of Directors. Each director is expected to perform the following duties to the best of his or her ability:

- (i) Regularly attend and participate in meetings of the Board of Directors and in an annual retreat;

- (ii) Provide support to the staff of the Corporation in the execution of their duties;
- (iii) Be an emissary of the Corporation in the community;
- (iv) Regularly participate in fundraising activities and events of the Corporation; and
- (v) Perform or provide support to tasks as from time to time may be requested by the president.

ARTICLE IV STANDING COMMITTEES

Section 1. *Executive Committee.* The executive committee of the Corporation will be comprised of the president, vice president, secretary, and treasurer and up to three (3) additional directors. Committee members must be in good standing having attended 90% of the annual board meetings and financially supporting the organization and its mission for twoone years prior to nomination and election to the Executive Committee. The president must serve for two years on the executive committee and the board prior to nomination and election as president. President, or the president's designee shall serve as the chairperson of the executive committee. The vice president is automatically president-elect and must have served on executive committee for two years prior to assuming the chair position upon completion of current president's elected term(s). The executive committee shall coordinate activities of the Corporation and focus issues for action by the Board of Directors. In addition, the executive committee shall:

- (i) oversee the implementation and administration of policies and procedures relating to volunteers and employees of the Corporation; and
- (ii) (a) coordinate the strategic and long-range planning activities of the Corporation; and, (b) monitor and evaluate the performance of the Corporation with respect to the achievement of its mission, purposes, and goals.

Section 2. *Resource Development Committee.* This committee creates fundraising strategies and works with the Corporation's staff to publicize, plan and conduct fundraising activities and events.

Section 3. *Finance Committee.* This committee maintains the financial records, handles proper recording of donor contributions and pledges, ReStore revenue and expenses, and oversees the mortgage origination and servicing processes for the Corporation. This committee is responsible for preparing a yearly budget for the Corporation and recommends and provides oversight of financial policies, generates financial reports, and works with the Resource Development Committee and ReStore Committee to secure funds. The treasurer is the chairperson of this committee.

Section 4. Family Selection & Services Committee. This committee drafts family selection criteria for Board of Directors approval, develops application and other related forms, holds public meetings to inform applicants about the selection process and qualifications, evaluates applicants, and recommends families to the Board of Directors for approval as prospective homeowners and repair program participants. This committee also provides new homeowners with information about the process of becoming a homeowner, budgeting, construction choices, media interviews, keeping track of sweat equity hours, and the fundamentals of homeownership.

Section 5. Construction Committee. This committee supports planning and scheduling the actual construction/rehabilitation and design of homes and the building of each home and coordinates donations of time and materials. ~~With input from the Site Selection ad hoc committee and Finance Committee, it~~ oversees the acquisition and development of lots ~~and the building of each home and coordinates donations of time and materials.~~

Section 6. Faith Relations Committee. This committee provides a link between the Corporation and covenant and faith institutions. It fosters and maintains the relationships with existing faith partners and it constantly seeks out new faith relationships and provides help to them with becoming partners in the mission of the Corporation.

Section 7. Governance Committee. This committee shall determine the priorities for Board of Directors composition, identify and recruit prospective directors and present a slate of nominees for election as directors at the annual meeting. Committee responsibilities also include organizing orientation for new directors, organizing ongoing education for the entire Board of Directors, and overseeing Board of Directors evaluation activities. This committee shall also present a slate of nominees for election as officers of the Corporation.

Section 8. ReStore Committee. This committee coordinates the finances and operations of the Pikes Peak Habitat ReStore(s) in partnership with the Finance Committee. It is responsible for developing a yearly ReStore budget, a ReStore strategic plan, and ReStore operation policies and procedures and presenting these to the Board of Directors for ratification.

ARTICLE V OFFICERS

Section 1. Officers. The officers of the Corporation shall be a president, a vice president, a secretary, and a treasurer. The officers shall be natural persons twenty-one years of age or older. Any two or more offices may be held by the same person. These officers shall be elected annually at the annual meeting of the Board of Directors. Each officer shall hold office until the first of the following to occur: the time at which his or her successor shall have been duly elected and shall have qualified; his or her death or incapacity; or the time at which his or her resignation or removal is effective. Unless otherwise determined by the Board of Directors, officers of the Corporation shall serve without compensation.

Section 2. Resignation, Removal and Vacancies. An officer may resign at any time by giving written notice of resignation to the Corporation. The resignation is effective when the notice is received by the Corporation unless the notice specifies a later effective date. Any

officer may be removed by the Board of Directors, or by the executive committee, or by another officer if so specified in these Bylaws or by the Board of Directors, whenever in his, her or its judgment the best interests of the Corporation will be served thereby.

Section 3. *President.* Subject to the control of the Board of Directors, the president shall supervise and control the management of the Corporation in accordance with these bylaws. The president may sign, with the secretary, or any other proper officer of the Corporation so authorized by the Board of Directors, any deeds, leases, mortgages, bonds, contracts, or other instruments which lawfully may be executed on behalf of the Corporation, except where signing thereof expressly shall be delegated by the Board of Directors to some other officer or agent of the Corporation, or where required by law to be otherwise signed. The president shall serve as the chairperson of the Board of Directors and shall preside at all meetings of the Board of Directors. The president shall, in general, perform all duties incident to the office of president and such other duties as may be prescribed from time to time by the Board of Directors.

Section 4. *Vice President.* In the absence of the president, or in the event of the death, inability or refusal to act of the president, the vice president, unless otherwise determined by the Board of Directors, shall perform the duties of the president and, when so acting, shall have all the powers of, and be subject to all the restrictions upon, the president. The vice president shall perform such other duties as may be assigned from time to time by the president or the Board of Directors.

Section 5. *Secretary.* The secretary shall (i) prepare and maintain as permanent records the minutes of the proceedings of the Board of Directors, a record of all actions taken by the Board of Directors without a meeting, a record of all actions taken by a committee of the Board of Directors in place of the Board of Directors on behalf of the Corporation, and a record of all waivers of notice of meetings of the Board of Directors or any committee thereof and (ii) in general, perform all duties incident to the office of secretary and such other duties as from time to time may be assigned by the president or the Board of Directors. The Board of Directors and any committee may designate a person other than the secretary or an assistant secretary to keep the minutes of their respective meetings.

Section 6. *Treasurer.* The treasurer shall (i) have custody of, and when proper may pay out, disburse or otherwise dispose of, all funds and securities of the Corporation which may have come into his or her hands; (ii) receive and give receipts for moneys due and payable to the Corporation, and deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected by the Board of Directors; (iii) enter or cause to be entered regularly in the books of the Corporation kept for that purpose full and accurate accounts of all moneys received or paid or otherwise disposed of by him or her; and (iv) in general perform all duties incident to the office of treasurer and such other duties as may be assigned to him or her from time to time by the Board of Directors or the president.

Section 7. *Additional Officers.* The Corporation shall have such other officers, including, but not limited to, one or more additional vice-presidents, assistant treasurers, ~~and~~ assistant secretaries, and immediate past president as the Board of Directors may from time to time deem advisable. Unless otherwise specified by the Board of Directors, all such officers shall be elected and shall hold office in accordance with Section 1 of this Article V. Such

officers shall perform all the duties normally incident to their offices and shall perform such other duties as may be assigned from time to time by the Board of Directors or the president.

ARTICLE VI CHECKS AND DEPOSITS

Section 1. *Checks, Drafts, Etc.* All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation shall be signed by the executive director of the Corporation or such officer or officers, agent or agents or the Corporation as shall from time to time be determined by resolution of the Board of Directors, in each case, in such manner as shall be determined by resolution of the Board of Directors.

Section 2. *Deposits.* All funds of the Corporation not otherwise employed may be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VI INDEMNIFICATION

Section 4. *Directors and Officers.* The Corporation shall indemnify directors and officers of the Corporation in their capacities as directors and officers pursuant to the procedures set forth in, and to the fullest extent authorized by, Colorado law as the same exists or may hereafter be amended. The right to indemnification provided herein shall be a contract right and shall include the right to be paid by the Corporation in accordance with Colorado law for expenses incurred in advance of any proceeding's final disposition.

Section 5. *Insurance.* The Corporation may purchase and maintain insurance for itself and on behalf of any person who is or was a director or officer of the Corporation or who, while a director or officer of the Corporation, is or was serving at the request of the Corporation as a director, officer, partner, trustee, employee, fiduciary, or agent of another foreign or domestic corporation or of any partnership, joint venture, trust, other enterprise, other person, or employee benefit plan against any liability asserted against or incurred by him or her in any such capacity or arising from his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability.

Section 6. *Non-Exclusivity of Rights.* The foregoing rights of indemnification and insurance shall not be exclusive of, or in any manner limit, other rights to which any director or officer may be entitled as a matter of law, or to the extent not prohibited by law, by a contract approved by the Board of Directors.

ARTICLE VII MISCELLANEOUS

Section 1. *Waiver of Notice.* Whenever notice is required by law, by the Articles of Incorporation or by these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before, at or after the time stated therein, shall be deemed the equivalent of giving such notice.

Section 2. Seal. The corporate seal of the Corporation shall be in such form as the Board of Directors shall prescribe. The seal may be used by causing it or a facsimile thereof to be impressed or affixed or reproduced or otherwise.

Section 3. Fiscal Year. The fiscal year of the Corporation shall begin on the first day of July and end on the last day of the next June, unless otherwise determined by resolution of the Board of Directors.

Section 4. Amendments. The Bylaws may be altered, amended or repealed by the vote of two-thirds (2/3) of the Board of Directors at any regular meeting of the Board of Directors or at any special meeting called for this purpose, provided a quorum is present.

Section 5. No Loans to or Guarantees for Directors. The Corporation may not lend money to or guarantee the obligation of a director or officer of the Corporation, but the borrower shall remain liable for any loan or guarantee made in violation of this section.

Section 6. Audit. An audit of the records of the Board of Directors shall be performed not less often than once every two (2) years.

Section 7. Dissolution. In the event of the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the Corporation, dispose of all of the assets of the Corporation directly to Habitat for Humanity, Inc.; provided, however that, if, at the time of such dissolution, Habitat for Humanity, Inc. (i) does not exist, (ii) is not an organization qualified as exempt under section 501(c)(3) of the Internal Revenue Code of 1986, as amended, (the “*Code*”), contributions to which are deductible under section 170(c)(2) of the Code, or (iii) has, in the determination of the Board of Directors significantly deviated from its mission as construed as of the date these Bylaws were adopted, then all assets remaining after paying or making provision for the payment of all liabilities of the Corporation shall be conveyed or distributed only to an organization or organizations created and operated for nonprofit purposes similar to those of the Corporation and qualified as exempt under section 501(c)(3) of the Code, contributions to which are deductible under section 170(c)(2) of the Code, which organization shall be designated by the Board of Directors of the Corporation consistent with the purposes of the Corporation.

CERTIFICATE

I hereby certify that the foregoing Bylaws, consisting of twelve (12) pages, including this page, constitute the Amended and Restated Bylaws of Pikes Peak Habitat for Humanity, Inc., adopted by the Corporation as of the 6th day of August, 2018.

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Russell Thayer Tutt IV, Janna Mulder, PPHFH Secretary,

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Two Signatures on Checks of \$75,000

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

- 1) All checks for expenditures over \$75,000 are required to have two authorizing signatures.
- 2) The Executive Director may sign checks up to \$75,000.
- 3) Assistant Director of Strategic Partnerships or the Chief Program Officer may sign checks up to \$10,000.
- 4) Any checks over \$75,000 will require a second signature. The second signature must be a member of the Executive Committee.

Original Policy Approved:	Pre-2014
Revision Approved by Finance Committee:	01/20/2015
Approved by the Board of Directors:	02/02/2015
Revision Approved by Finance Committee:	03/19/2018
Revision Approved by the Board of Directors:	04/02/2018
Revision Approved by the Finance Committee:	07/18/2022
Revision Approved by the Board of Directors:	08/01/2022
Revision Approved by the Board of Directors:	12/05/2022
Reviewed and approved as is by the Finance Committee:	02/27/2023

Information Technology Policy

1.0 Introduction

Pikes Peak Habitat for Humanity's (PPHFH)'s Information Technology (IT) environment is a critical component necessary for PPHFH to fulfill its mission. PPHFH has adopted the following IT policies to ensure the ongoing security of both PPHFH and customer data, availability of service, and effective operation of the IT environment. Each PPHFH employee provides the first line of defense in protecting PPHFH's IT and data assets through these policies along with the Computer, Email, and Internet Usage policy and the Confidentiality of PPHFH Information policy in the PPHFH Personnel Handbook.

2.0 User Account Management

New User Access

New users will be granted access to a system or application upon written approval from the employee's immediate supervisor. If the immediate supervisor is unavailable for two or more working days, the department head will review/approve the access being requested.

User Access Reviews

Every July, each critical system (CERVIS, Bloomerang, Quickbooks, website) and appropriate system owner (i.e. Finance, Development, Volunteer) will review all users of each system/application to ensure access is still needed and access level is still appropriate. Any access changes identified will be made within 10 business days. Evidence of review and changes made should be retained for a minimum of 12 months or until the next review is performed.

User Access De-provisioning

Any employee leaving PPHFH employment will have all system and application accesses removed the same date as the separation date. This de-provisioning activity is included in the Human Resources employee separation checklist.

Generic Accounts

PPHFH will not utilize generic accounts for any system or application. All user accounts must be uniquely identifiable and assigned to a PPHFH employee.

3.0 Password Maintenance

Password Format

Where possible, critical system and application password requirements such as Bloomerang, CERVIS, Quickbooks, and the website should be configured to require a minimum of eight (8) characters with at least three attributes such as uppercase letters, lowercase letters, numbers, or special characters; and be changed every 180 days with none of the previous three passwords being allowed. If a system or application cannot be configured to meet the minimum password requirement, an alternative is to annually make each user sign an agreement stating they will manually adhere to this password policy.

Password Example: **GK**hfh202106**!!**

Conforms by utilizing:

- **GK** – Uppercase
- **hfh** – Lowercase
- **202106** – Numbers
- **!!** – Special Characters

Password Sharing

Sharing passwords or other login credentials is a violation of policy noted in the Personnel Handbook. Sharing credentials is not allowed because of the lack of accountability and audit trail in addition to the increased risk of inappropriate activity.

4.0 Managed IT Support

General

PPHFH contracts IT managed support through a local company **Colorado Computer Support (CCS)** with current coverage from 5/1/21 – 4/30/23, and being renewed until 4/30/2024. Mark Higley (mark.higley@coloradosupport.com) is PPHFH contact for contractual questions concerning coverage included within the agreement. Noted below are inclusions:

- Helpdesk support (6:30am – 5:00pm)
- Remote and onsite equipment support
- Disaster Recovery for covered equipment
- Server and workstation management, including backups and patch management
- Management of network equipment (switches, firewall and wireless devices)
- 24/7 network monitoring and resolution
- Server backup software supporting local and off-site backups, **which are saved in the cloud and on a server/backup component at CCS's office**
- Antivirus licensing and advanced cloud hosted email security and on server
- Up-to-date security surveillance and monitoring software installed and activated on all equipment to detect and resolve malware, spyware, viruses, threats, and other malicious software
- Remote management and monitoring tools for all workstations and servers
- Maintenance of equipment lists

Security Patching

Security updates and vulnerability patches are managed via CCS through the contract noted above, employees will receive these notifications from CCS, and will implement the updates as soon as practically possible, within 48 hours.

Payment card industry (PCI)

Payment card industry (PCI) compliance is mandated by [credit card](#) companies to help ensure the security of credit card transactions in the payments industry. Payment card industry compliance refers to the technical and operational standards that businesses follow to secure and protect credit card data provided by cardholders and transmitted through card processing transactions. PCI standards for compliance are developed and managed by the [PCI Security Standards Council](#).

The ReStores are secure through the vendor Clover who works with the Chief Program Officer for the quarterly compliance. CCS handles the business office compliance.

Approved by Finance Committee on:	05/16/2022
Approved by the Executive Committee on:	07/19/2022
Approved by the Board of Directors on:	08/01/2022
Revision(s) approved by Finance Committee on:	02/27/2023

Original Policy Approved:	<u>Pre-2014</u>
Approved by the Board of Directors on:	<u>02/02/2015</u>
Approved by Finance Committee on:	<u>01/20/2015</u>

Records Retention and Destruction Policy

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

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

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

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

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

Approved by Board of Directors on:
Revision(s) approved by Finance Committee:

05/02/2011
02/27/2023

ReStore's Gift Card(s)

Objective: To establish a consistent procedure for ReStore's gift card(s).

1. Every month per the POS report(s) journal entry(ies) will be made to record any gift card activation(s) and purchase(s).
2. A monthly journal entry will be recorded to write off the balance of the gift card accrual on the balance sheet, leaving a 12-month balance only.
 - Example: January 2023 a journal entry is recorded to write off the balance between January 2021 – 2022 and leaving the balance between January 2022 – January 2023.
3. All gift card purchases/transactions will be honored.

Approved by Finance Committee:

02/27/2023

Capitalizing Vs. Expensing

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

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

Original Policy Approved:

Approved by Finance Committee on:

Approved by the Board of Directors on:

Reviewed and approved as is by Finance Committee on:

Pre-2014

01/20/2015

02/02/2015

02/27/2023

Financials & Related Reports

FY 2023 Operations Dashboard

February 2023

Current Profit and Loss Highlights

Current Net Income (Loss)	\$	(202,446)
YTD Income (Loss)	\$	(199,038)



Board of Directors

Balance Sheet Summary

ASSETS		
Current Assets		
Checking/Savings	\$	1,130,800
Investment Cash/Equivalents		28,787
Investment Securities		1,281,545
Accounts Receivable		30,905
Other Current Assets		2,352,492
Total Current Assets	\$	4,824,530
Fixed Assets	\$	5,999,034
Other Assets		2,870,027
TOTAL ASSETS	\$	13,693,591
LIABILITIES & EQUITY		
Liabilities		
Total Current Liabilities	\$	365,823
Long Term Liabilities		3,459,318
Total Liabilities	\$	3,825,140
Total Equity		9,868,451
TOTAL LIABILITIES & EQUITY	\$	13,693,591

Finance Committee Notes

Current net income (loss):
 December was a negative month
 RS's NI YTD remains solid
 Contributions had a robust month
 Investment account had a negative impact on the revenue for the month
 YTD net income is currently negative, due to the market fluctuation in the investment account and various line items timing of actual vs budget allocation

Available Cash Balance

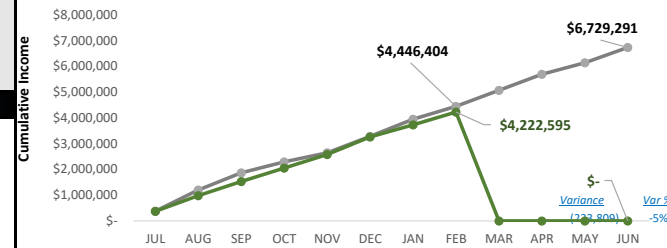
Operations	\$	1,130,800	46%
Short Term	\$	132,842	5%
Long Term	\$	1,177,491	48%
Total	\$	2,441,133	

Pending Major Disbursements

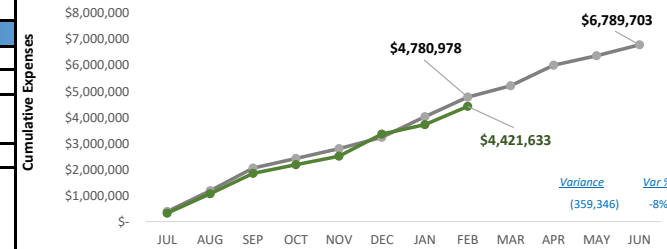
Item	Mar-23	Apr-23	May-23
Total	-	-	-

→ Operations Target is 3-months of operating expenses [*\$1,317,030*] or 15%, whichever is greater.

PPHFH YTD Income Performance



PPHFH YTD Expense Performance



Strategic Partnerships

Current Donation Performance

FY 2023	Actual	Budget	Variance	Var %
Indiv	\$ 20,906	\$ 13,060	\$ 7,846	60%
Bequest	\$ -	\$ -	\$ -	-
Corps	\$ 11,759	\$ 5,000	\$ 6,759	135%
Grants	\$ 28,936	\$ 1,572	\$ 27,364	1741%
Other	\$ 1,931	\$ 1,364	\$ 567	42%
Total	\$ 63,532	\$ 20,996	\$ 42,536	203%

YTD Donation Performance

FY 2023	Actual	Budget	Variance	Var %
FY 2023	\$ 289,680	\$ 266,070	\$ 23,610	9%
FY 2022	\$ 77,261	\$ 94,500	\$ (17,239)	-18%
FY 2021	\$ 444,781	\$ 348,232	\$ 96,549	28%
FY 2020	\$ 10,432	\$ 14,544	\$ (4,112)	-28%
Total	\$ 822,153	\$ 723,346	\$ 98,807	14%

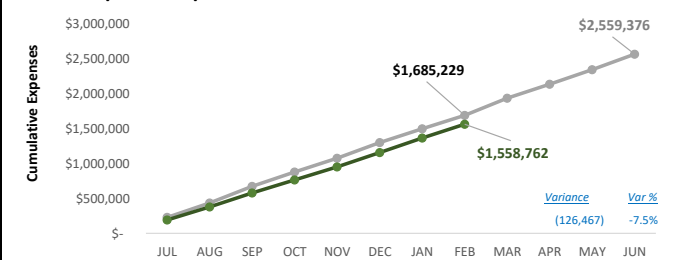
ReStore Operations - Income & Expense Performance



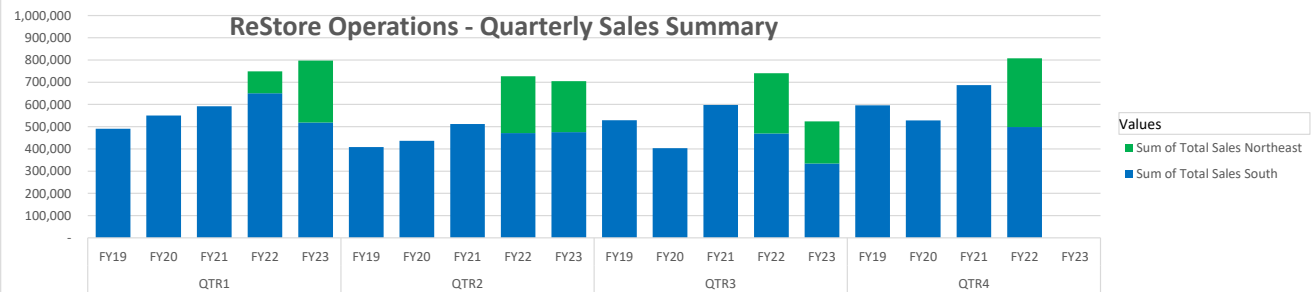
ReStore Ops YTD Income Performance



ReStore Ops YTD Expense Performance



ReStore Operations - Quarterly Sales Summary

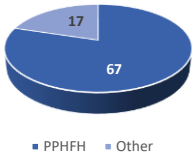


Homeowner Services

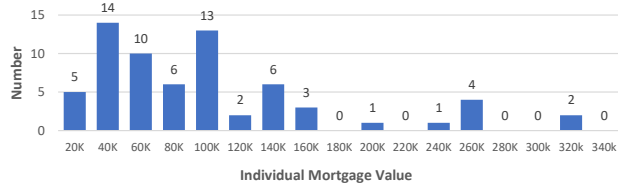
Total Active Mortgages: 84

Total Portfolio Value: \$5,997,883

Loans Serviced



67 Active PPHFH Mortgages



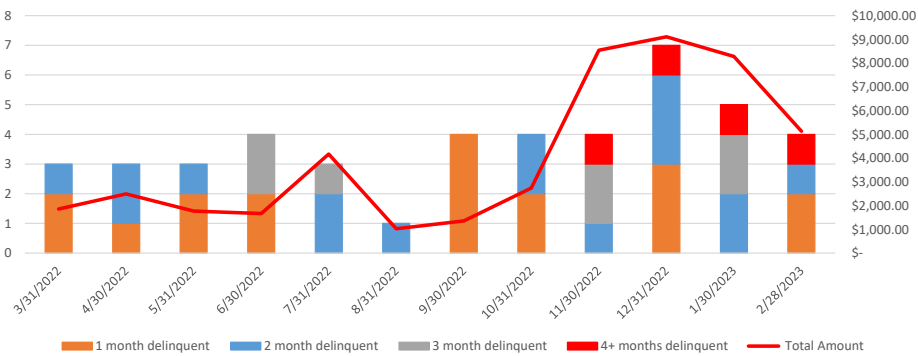
Delinquency Report

Current Status ▲

- ▲ Healthy
- ▲ Needs Attention
- ▲ Major Problem

MONTHS DELINQUENT	# Loans	\$Amt	% portfolio at risk
Less than 1 month behind	0	\$ -	0.00%
Last month	0	\$0.00	0.00%
1 month behind	0	\$ -	0.00%
2 months behind	2	\$ 2,496.86	2.50%
3 months behind	2	\$ 3,057.87	2.50%
4+ months behind	1	\$ 2,721.72	1.25%
Total	5	\$ 8,276.45	6.25%
Last month	7	\$ 9,107.98	8.75%
January 2022	4	\$ 5,204.79	4.81%

Number & Dollar Amount of Delinquencies

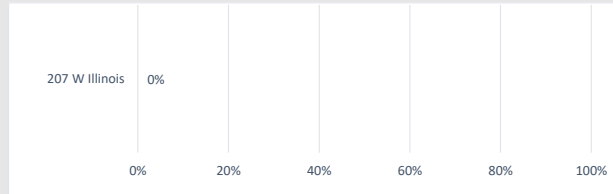


Construction

Active Building Progress

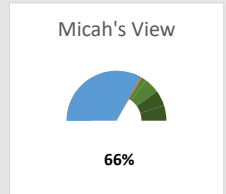
Micah's View

Fountain, CO



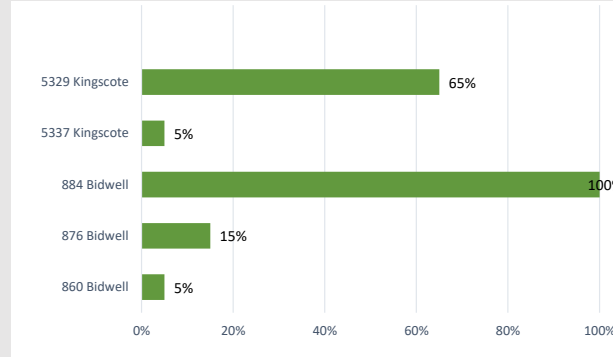
% Site Completion

3 Home Site

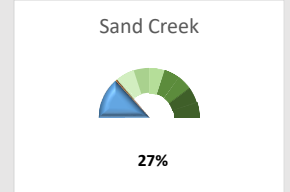


The Ridge at Sand Creek

Colorado Springs, CO



30 Home Site



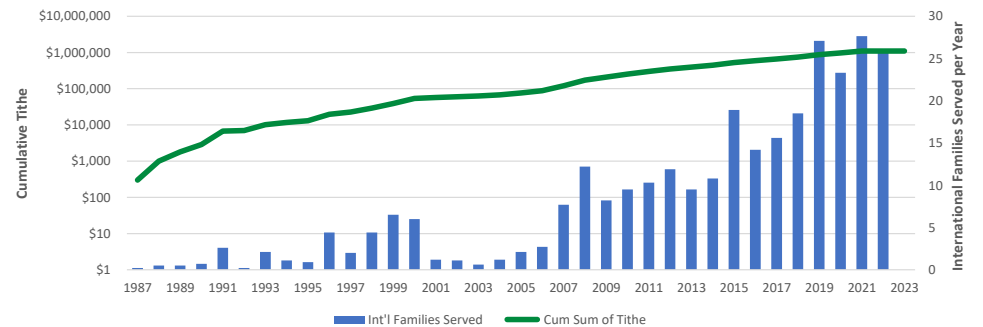
Repair Program

Repair Category	Budgeted Applicants	In Process	Complete
Critical/Home Repairs	10	2	18

note: program applicants will exceed the # of budgeted due to the cost averaging less than budgeted for each repair.

Affiliate Title Impact

Title History and Impact



Staff and Committee Reports

Executive Director, Staff, & Committee Report
April 3, 2023

EXECUTIVE DIRECTOR/CEO

- Attended Colorado Springs Chamber and EDC State of the Chamber event
- PPHFH Mayoral Forum on Affordable Homeownership (for which PPHFH awarded a \$7000 targeted advocacy grant from HFHI)
 - 2,374 total online video views as of 3/1, of that 1,264 watched live
 - 100 online audio-only live streams, 89 audio-only podcast version downloads so far
 - 317 tickets reserved for in-person attendance
- HFHI “On Ramps to Neighborhood Revitalization” Assessment and introductory discussion to becoming a NR affiliate
- “COS’23: The Mayor’s Race” Episode 10 podcast on affordable housing
- Front Range Habitat for Humanity ED Quarterly Meeting
- Significant meetings for Kris
 - DOLA/Prop 123 stakeholders meetings
 - Melissa Marts, Program Development Administrator, Pikes Peak Center Agency on Aging
 - Jason DeaBueno, Executive Director, Silver Key
 - Houses for Teachers, D3, HBA Careers in Construction
 - Pikes Peak Area Superintendents Association
 - Pikes Peak Interfaith Coalition
 - Elevation Land Trust, City HUD Programs Manager, and City Senior Affordable Housing Coordinator about collaborative initiative to preserve five houses (first year) in Mill Street neighborhood
 - Mike Thomas, Veteran Liaison Pikes Peak Hospice
 - Space Coast HFH Women Veteran Village
 - [KRDO interview regarding Land Use bill SB23-213*](#)

STRATEGIC PARTNERSHIPS

Communications:

- Media coverage
 - [Mayoral Candidates Weigh in on Affordable Housing at Ent Center Forum](#) (*The UCCS Scribe*, March 9)
 - [Colorado Springs Mayoral Candidates Address Affordable Homeownership](#) (*The Gazette*, Feb. 28)
 - [Pikes Peak Habitat for Humanity Hosted Home Dedication Celebration for Family of Three](#) (KRDO, Feb. 25)
 - [Habitat for Humanity Expresses Support for Former U.S. President Jimmy Carter](#) (Fox 21, Feb. 22)
 - [Habitat for Humanity Hosts a Community Interfaith Event](#) (Jan. 30)
 - [Habitat for Humanity Conducts Ground Blessing for Three Families' New Homes](#) (Jan. 28)
- Created [Advocacy](#) and [Advocacy events](#) pages for website
- Created [International Women’s Day](#) webpage and social media post

Donor Relations:

- **Home is the Key: Promoting April 1 - 30**
 - Home is the Key is a brand-building campaign that Habitat for Humanity International launched in April 2017. The campaign is an annual, holistic, multi-channel marketing campaign unified around the single theme: Home is the Key. The goal is to shine a national spotlight on Habitat for Humanity and make the month of April synonymous with the need for decent, affordable shelter. All HFHI marketing and communications channels are leveraged to share the campaign message and engage people to learn more about Habitat's work, get involved, and donate to the mission.
 - Our affiliate will promote Home is the Key messaging across our communication channels throughout April and coordinate with ReStore to implement pin-up campaigns at both registers.

- **Donor Thank-A-Thon: Thank You Calls Made Between May 1 - 14th**
 - The Donor Thank-A-Thon is an annual initiative at Pikes Peak Habitat- a time to make thank you phone calls to generous Pikes Peak Habitat donors to simply share our gratitude. These calls are not an ask for additional donations.
 - The Development Committee will continue to join the Board of Directors in this critical donor stewardship activity.
 - Sarah Bunch will provide the following reference material for each participant by the end of April:
 - A list of generous and committed donors that includes notes about each donor
 - A prompt/loose script that includes basic information about making thank you calls and Pikes Peak Habitat mission talking points
 - A document that describes our partner families and signature builds

Faith:

February

- PPHFH filming for Interfaith America documentary
- Celebration of 2023 World Interfaith Harmony Week
 - online interfaith challenge, filmed volunteer day on construction site with interfaith america, IBU Subcommittee dinner, Interfaith Dialogue
- Building the Beloved Community interfaith dialogue event at USAFA community chapel (aprox 75 attendees)
- Feb IBU Subcommittee meeting

March

- report sent in to UN World Interfaith Harmony Week Global Competition for interfaith dialogue/filming
- March 30 Apostles Build Kickoff event 5-6:30pm
- FIA Manager presents to interfaith America emerging leaders group on interfaith dialogue event
- FIA Manager selected to attend Interfaith America emerging leaders convening conference in May

Grants:

- Colorado Division of Housing, \$30,000 construction costs for 5321 Kingscote
- Colorado Division of Housing, \$30,000 construction costs for 884 Bidwell Dr
- Sam's Club store #6219 (Woodmen), \$500 repair program
- Wells Fargo, \$15,000
- HFHI Targeted Advocacy, \$7,000 for the mayoral forum
- Bridgebuilders Pilot Cohort (HFHI), \$15,000 for interfaith program

Volunteerism:**March 1 - 24, 2023 Construction/Repair Totals**

Total Unique Volunteers: 129
Total Hours: 1,838.74
Total Groups: 7 total groups

March 1 - 24, 2023 ReStore Totals Combined

Total Unique Volunteers: 159
Total Hours: 2,203.45
Total Groups: 8 total group shifts

March 1 - 24, 2023 Overall Volunteer Totals

Total Unique Volunteers: 282
Total Hours: 4,042.19

PROGRAMS**Repair:**

- 18 projects complete this year, 2 in process and 7 on deck
- Working on establishing a repair committee

Construction:

- We will be finishing Anna's house for dedication on 4/29
- Next home will finish in July
- Starting foundation for another home this week

Homeowner Services:

- Preparing for close of Anna's house on 5/2
- Prepping for next homeowner cycle in May

ReStores

- Both stores hit budget in February
- Sales in March have been good
- Looking forward to drop off donations to increase at both stores with warmer weather

*** Land Use Bill – [SB23-213](#)***Summary:*

Concerning state land use requirements, and, in connection therewith, establishing a process to diagnose and address housing needs across the state, addressing requirements for the regulation of accessory dwelling units, middle housing, transit-oriented areas, key corridors, and manufactured

and modular homes, prohibiting certain planned unit development resolutions, prohibiting a local government from enforcing certain occupancy limits, modifying the content requirements for county and municipal master plans, prohibiting certain municipalities from imposing minimum square footage requirements for residential units, requiring entities to submit a completed and validated water loss audit report to the Colorado water conservation board, prohibiting a unit owners' association from prohibiting certain kinds of housing, requiring the transportation commission and the department of transportation to modify the state highway access code, criteria for certain grant programs, and expenditures from the multimodal transportation options fund to align with state strategic growth objectives, and making an appropriation.

Calendar of Events

COMING EVENTS:

LEGEND:
Required
Requested
Suggested
Informational

APRIL, 2023

- **Monday, April 3, 5:45 p.m.:** PPHFH Board Meeting
- **Wednesday, April 12:** Deadline for Volunteer Appreciation Event RSVP
- **Thursday, April 20, 5:45 p.m.:** Volunteer Appreciation Event, Pinery on the Hill
- **Saturday, April 22:** Earth Day, ReStore-centered campaign
- **Saturday, April 29, 9:30 a.m.:** Multi-family Ground Blessing (3), The Ridge at Sand Creek
- **Saturday, April 29, 10:30 a.m.:** IBU #2 Home Dedication (Anna), The Ridge at Sand Creek

MAY, 2023

- **May 1st through 14th:** Board Thank-a-Thon
- **May 3-5, 2023:** Camp Colorado at The Hythe in Vail. Board members welcome and encouraged to attend. (www.habitatcolorado.org/camp-colorado-is-back)
- **May 8th through 19th:** Homeowner application cycle

JUNE, 2023

- **Monday, June 5, 5:45 p.m.:** PPHFH Board Meeting
- **Friday, June 16:** Board Build Opportunity, The Ridge at Sand Creek (morning and afternoon shifts available (see appendix for registration))

JULY, 2023

- **Saturday, July 8, 10:30 a.m.:** Veteran Build Home Dedication (Karmen), The Ridge at Sand Creek

AUGUST, 2023

- **Monday, August 7, 5:45 p.m.:** PPHFH Board Meeting

SEPTEMBER, 2023

- **Saturday, September 9, 8:30 a.m – 2 p.m.:** Board Retreat, Ent Headquarters

OCTOBER, 2023

- **Monday, October 2, 5:45 p.m.:** PPHFH Board Meeting
- **Saturday, October 14:** Board Build Opportunity, The Ridge at Sand Creek (morning and afternoon shifts available (see appendix for registration))
- **Saturday, October 14, 10:30 a.m.:** Hammond/Trowbridge Build Home Dedication (Alex & Suzie), The Ridge at Sand Creek

NOVEMBER, 2023

DECEMBER, 2023

- **Monday, December 4, 5:45 p.m.:** PPHFH Board Meeting
- **Saturday, December 9, 10:30 a.m.:** Apostles Build Home Dedication (Mariela & Ricardo), The Ridge at Sand Creek

Appendix

2023 Board Self-Assessment Survey

Please submit your annual board self-assessment survey online by **April 30th** using this link or by scanning the QR code:

<https://www.surveymonkey.com/r/7MYFWLH>



If you prefer to use a paper form, please let Karla know and she will provide that to you.



2023 Board Build Opportunities

Friday, June 16 - both morning and afternoon shifts available

Saturday, October 14 - both morning and afternoon shifts available

Register using this link or by scanning the QR code:

https://www.cervistech.com/acts/console.php?console_id=0364&console_type=event_list&event_id=26&ht=1&res_code=BoardVolunteer



Please note that the online registration system populates three months out you will only see the June 16th date at this time.

