



**BOARD OF DIRECTORS
Monthly Meeting**

February 6, 2023

ReStore Northeast
6250 Tutt Boulevard, Conference Room

also offered virtually via [Zoom](#)

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

February 6, 2023
5:45 p.m.

CALL TO ORDER, Ryan Panariso

OPENING DEVOTIONS, Paul Hasty

PRESENTATION OF PPHFH REPAIR PROGRAM, Leah Cowles, PPHFH Repair Program Manager

APPROVAL OF DECEMBER 5, 2022 MEETING MINUTES*, Ryan Panariso ([Vote](#))

ITEMS REQUIRING DISCUSSION AND/OR VOTE

- Resolution authorizing sale of two Habitat homes, Ryan Panariso ([Vote](#))
- Annual Cash Management Report, Rob Giunta
- Policy and Guidelines for Investments, Rob Giunta ([Vote](#))
- Annual Safeguarding Report, Kris Lewis

ITEMS OF NOTE:

- The **George Hammond Award nomination** window is open through Friday, February 17, 2023! The nomination form can be found in the Appendix. Contact Sarah Buchen (volunteer@pikespeakhabitat.org) if you have any questions.
- If you would like to join us for **the PPHFH Mayoral Forum on Affordable Homeownership** to be held on Tuesday evening, February 28th (6-8:30 pm at Ent Center for the Arts), please let Karla know as soon as possible. We would also be happy to provide you with printed postcards to hand out and/or a digital version if you'd like to invite people from your network. Please see examples and more details in the Appendix.

RESPECTFUL REQUESTS TO THE BOARD:

Board Minutes

| Board Members | Present? | Staff and Guests | Present? |
|-----------------------------------|----------|---|----------|
| Jay Carlson | | STAFF: | |
| Joe DesJardin | | Kris Lewis, <i>Executive Director/CEO</i> | Y |
| Rob Giunta, <i>Treasurer</i> | Y | Karla Probert, <i>Executive Assistant</i> | Y |
| Joel Hamilton | Y | | |
| Paul Hasty | Y | | |
| Peter Hilts | Y | | |
| Martha Johnson | Z | GUESTS: | |
| Ryan Mohling | Y | Karmen Allen & 2 sons | Y |
| Janna Mulder, <i>Secretary</i> | Y | | |
| Ryan Panariso, <i>President</i> | | | |
| Chuck Smith | Y | | |
| Eric Stolp, <i>Vice President</i> | Y | | |
| Ryan Teeples | Y | | |
| Tye Tutt | | | |
| Candy Vandenberg | Y | | |
| Bill Wall | Y | | |

CALL TO ORDER: The December 5, 2022 meeting of the PPHFH Board of Directors was called order at 5:45 by Mr. Eric Stolp, Vice President.

OPENING PRAYER & DEVO: Ms. Kris Lewis led devotions and opened in prayer.

PRESENTATION OF NEW HOMEOWNER: Ms. Karmen Allen, Veteran Build future homeowner.

APPROVAL OF MINUTES: Motion made and seconded and it was passed unanimously to approve the Oct. 3, 2022 minutes as presented.

ITEMS REQUIRING DISCUSSION AND AND/OR VOTE

A motion was made and approved for the ratification of resolution authorizing the submittal 13-month CD with Academy Bank.

Mr. Rob Giunta presented the audited financial statements. A motion was made, seconded, and unanimously approved the audited financial statements.

Mr. Rob Giunta presented the 990 Informational Tax Return. A motion was made, seconded, and unanimously approved for the 990 Informational Tax Return.

Meeting adjourned at 6:26 p.m.

Items for Discussion/Vote



RESOLUTION 2023-001

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:

884 Bidwell Dr., Colorado Springs, CO– Estimated closing 2/27/2023

5329 Kingscote Dr., Colorado Springs, CO – Estimated closing 5/1/2023

NOW THEREFORE BE IT RESOLVED, the Board of Directors hereby authorize either Ryan Panariso, President or, Eric Stolp, Vice President or Kristina J. Lewis, 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 Panariso
Title: President

The foregoing instrument was acknowledged before me this ____ day of _____, 2023, by Ryan Panariso.

WITNESS my hand and official seal.

My commission expires: _____

Notary Public

January 23, 2023

To: Pikes Peak Executive Committee
From: Bryan Sanson (CRPC, APMA), Ameriprise Financial
Re: Investment Management Account

Dear Executive Committee,

Please find the 3 separate reports detailing the PPHfH investment management portfolio. Report #1 (Account Statement) and Report #2 (Portfolio Performance) can be accessed online by Stephanie or Kris at any time. The Portfolio Performance statement is current as of the previous day close of business.

On the account statement, you can see the monthly and annual numerical performance. On this statement, dated December 31, 2022, you can see the annual change in value of the account of \$227,971.10. This is the numerical loss of the investments held within the portfolio. The portfolio did produce \$44,666.80 in dividends, interest, & income from the held investments which helped to offset the decreased share value. You can also see that the overall asset allocation as of 12.31.2022 (51.2% equities, 27.9% fixed income, 14.3% alternatives, and 6.5% cash & cash alternatives) meets the investment policy statement of a moderate risk allocation portfolio and all of the individual asset classes are in-line with the above referenced IPS. The fee on the account is 0.85%. There is a brokerage account open as well where I maintain a small cash position. This account is in place just in case we need an account to hold and trade securities that may be gifted to PPHfH.

On report #2, the Portfolio Performance, you can quickly see YTD and annual returns. Year-to-Date, the portfolio is up roughly 3%. The YTD number represents returns from 1/1/2023, so this is showing returns from just this first few weeks of 2023. The 1YR, 3YR, and 5YR returns are rolling annualized returns from the previous business day looking backwards over those respective timeframes.

Report #3 (Asset Allocation) is a report that I use most in my client meetings. The report shows an expanded asset allocation for the portfolio. The only asset class in which we are above IPS guideline is the 'Alternatives' allocation. This allocation was one of the best performing sectors of the market last year given its low correlation to both equities and fixed income. We will be reducing our alternatives allocation within the next six months and reallocating back into fixed income first and then equities second as market conditions improve.

I hope this report answers any questions that the Executive Committee may have. Please feel free to ask any other questions that may be outstanding.

Please note: Given the extraordinary year we experienced in 2022, I wanted to include some additional commentary and color to what we are thinking investment wise.

- How are the investments doing?
 - 2022 was a tough year for both equities and fixed income. Both asset classes were down meaningfully. Stocks ended the year down roughly -18.17% and bonds ended the year down roughly -13.02%.
 - For 2022, the PPHFH portfolio was down -14.51%.
 - YTD 2023, we are up roughly +2.85%.
- Do they remain within PPHFH's investment policy?
 - We believe that current portfolio remains in-line with the PPHFH's investment policy. We will likely shift slightly more into fixed income this year as yields have risen to levels not seen in years which will allow for higher returns with less risk than the equity markets.
- Does the advisor have any suggested edits/recommendations regarding the current PPHFH investment policy?
 - Not at this time. The PPHFH Investment Policy Statement shows the following ranges: Equities 35% - 60%, Fixed Income 25% - 35%, Cash Equivalents 15% - 30%. These appear to be in line with the organization's goals and objectives and match what we believe is appropriate for an organization whose intent is to operate in perpetuity.
 - The current asset allocation at Ameriprise is 51% equities, 28% fixed income, 14% alternatives, and 7% cash.
 - Of the 51% equity allocation, roughly 15% is invested in funds that have a hedging mechanism to help protect against market drawdowns.
- What does the upcoming year look like?
 - We believe that both equities and fixed income could have reasonably good years to the upside. I have attached the Ameriprise 2023 Investment Outlook and Themes brochure. Pages 4 & 5 of the attached PDF are a good summary of our 2023 outlook.
 - The markets in 2022 were volatile and choppy with an overall downward trend. We believe that 2023 will still be volatile and choppy, but with an upward trend.
 - To summarize pages 4 & 5 of the PDF, we believe that equities could see upside returns in the high single-digits while bonds could also see mid to high single digit returns. We will continue to focus on high-quality stocks & bonds. We very much believe in what our analysts and economists believe in.... Staying disciplined, avoid timing mistakes, and making modest tactical adjustments when conditions warrant.



Your Ameriprise statement

for December 1, 2022 to December 31, 2022

PREPARED FOR PIKES PEAK HABITAT FOR HUMANITY

Value of your investment accounts

| | This month | This year |
|------------------------------|-----------------------|-----------------------|
| Beginning value | \$1,104,210.91 | \$1,264,208.81 |
| Net deposits & withdrawals | \$0.00 | \$0.00 |
| Dividends, interest & income | \$24,038.93 | \$44,666.80 |
| Change in value | -\$47,348.33 | -\$227,974.10 |
| Ending value | \$1,080,901.51 | \$1,080,901.51 |

Your asset allocation



*Cash investments includes cash held inside pooled investments (e.g. mutual funds), as part of a manager's investment strategy, and is not directly accessible unless you sell some of that investment. For details visit ameriprise.com/allocation.

03L9Z0

Your personal advisor
Bryan Sanson CRPC® APMA®

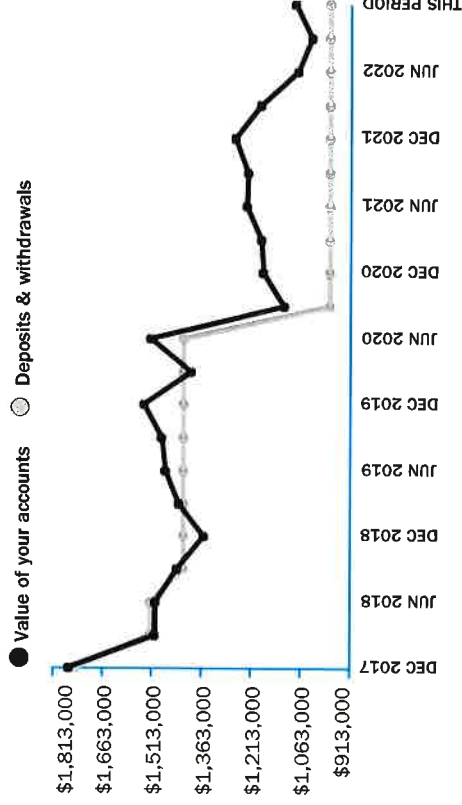
Performance Wealth Strategies

A private wealth advisory practice of Ameriprise Financial Services, LLC
2438 Research Pkwy
Ste 105

Colorado Springs, CO 80920-1094
719.328.1050 Ext. 127

Bryan.Sanson@ampf.com
www.ameripriseadvisors.com/bryan.sanson

Value of your investment accounts over time



This chart provides a five-year view of your account values. The black line shows the value of your accounts, while the gray line shows your net contributions (deposits less withdrawals).

Get all the details online at ameriprise.com. Click the Portfolio tab to find your latest account value, activity and asset allocation.

Did you know you can receive your tax documents electronically?

With the secure site on ameriprise.com, you can choose to receive your tax documents online only, rather than in the mail. When they become available for you to view online, we will send you an email.

Group: Household 1279 1553 6 001 Clients: PIKES PEAK HABITAT FOR HUMANITY
 Group Status: Achiever Circle Elite
 Enrollment Date: 02/12/2017

Portfolio Performance

Ameriprise Account
Total: \$1,122,286.62

[Print this page](#)

Note: Rates of return provided in Client Viewer is sourced from Portfolio Manager using the Historical Performance By Investor report (HPBI). During the purchase execution period, the purchase amount for certain products, for example annuities, may not be reflected in the total account value temporarily.

- To see more, select Portfolio Manager Reports from the actions dropdown next to the appropriate client above.
- To see the client's performance report on the secure client site or to filter by account, go to the action menu and select **View Client Performance**.

Client Name: Pikes Peak Habitat For Humanity

Account Name: Ameriprise Brokerage Account, , PIKES PEAK HABITAT FOR HUMANIT
Account Number: 00083989385 133
Account Type: Non-Qualified

| | Since Start Date (%) (04/15/2019) | Year To Date (%) | One Year (%) | Three Year (%) | Five Year (%) | Ten Year (%) |
|---------------------|---|-------------------------|---------------------|-----------------------|----------------------|---------------------|
| Account Performance | 2.05 | .00 | .08 | 2.00 | N/A | N/A |
| Asset Name | Current Value (\$) (as of 01/26/2023) | Year To Date (%) | One Year (%) | Three Year (%) | Five Year (%) | Ten Year (%) |
| CASH RESERVES | \$339.29 | N/A | N/A | N/A | N/A | N/A |
| Account Total: | \$339.29 | | | | | |

Account Name: AMERIPRISE STRATEGIC PORTFOLIO SERVICE ADVISOR, MODERATE 8 TO 15, PIKES PEAK HABITAT FOR HUMANIT
Account Number: 00075642115 133
Account Type: Non-Qualified

| | Since Start Date (%) (01/17/2017) | Year To Date (%) | One Year (%) | Three Year (%) | Five Year (%) | Ten Year (%) |
|---------------------|--------------------------------------|------------------|--------------|----------------|---------------|--------------|
| Account Performance | 2.10 | 3.68 | -5.65 | .04 | 1.66 | N/A |



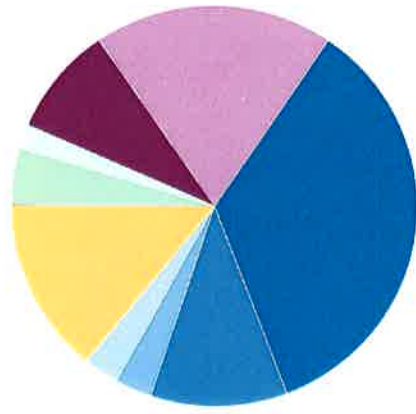
Asset Allocation by Expanded (IRG)

10012791553

Prepared for: Pikes Peak Habitat For Humanity
2802 N Prospect St
Colorado Spgs, CO 80907

As of: 1/20/23

Combined Total



| EXPANDED (IRG) | VALUE (\$) | (%) |
|------------------------|--------------------|-------------|
| CASH | 50,702 | 4.56 |
| CASH INVESTMENTS | 21,115 | 1.90 |
| CORE FIXED INCOME | 98,159 | 8.83 |
| NON-CORE FIXED INCOME | 212,270 | 19.10 |
| U.S. LARGE CAP | 385,975 | 34.74 |
| U.S. MID CAP | 121,002 | 10.89 |
| U.S. SMALL CAP | 32,422 | 2.92 |
| FOREIGN EQUITY | 30,567 | 2.75 |
| OTHER STOCK | 1,127 | 0.10 |
| ALTERNATIVE STRATEGIES | 156,602 | 14.09 |
| NON-CLASSIFIED | 1,160 | 0.10 |
| Total: | \$1,111,101 | 100% |

Cash Management

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

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

Cash:

PPHFH does not maintain any cash accounts in its office.

Management of Cash:

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

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

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

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

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

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

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

| | |
|--|------------|
| Original Policy Approved: | Pre-2014 |
| Approved by Finance Committee on: | 01/20/2015 |
| Approved by the Board of Directors on: | 02/02/2015 |
| Revision approved by Finance Committee on: | 11/17/2020 |
| Original policy approved by Board of Directors on: | 12/07/2020 |
| Reviewed and approved as is by Finance Committee on: | 01/23/2023 |

Outstanding Checks Issued by PPHFH

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

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

Original Policy Approved:
Approved by the Board of Directors on:
Approved by Finance Committee on:
Reviewed and approved as is by Finance Committee on:

Pre-2014
02/02/2015
01/20/2015
01/23/2023

Policy and Guidelines for Investments

Purpose:

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

Objectives:

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

Delegated Authority:

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

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

Responsibilities:

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

- 3) Communicating any major changes in the economic outlook, investment strategy, or any other factors that affect implementation of the investment process.
- 4) Informing the organization, in a timely manner, of any changes in portfolio management personnel, ownership structure, investment philosophy, etc.
- 5) Voting proxies on behalf of the organization with notification to the organization.
- 6) Administering the organization's investments at reasonable cost, balanced with avoiding a compromise of quality. These costs include, but are not limited to, management and custodial fees, consulting fees, transaction costs and other reasonable administrative costs chargeable to the organization.

General Investment Guidelines:

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

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

2. A copy of this investment policy shall be provided to all investment managers/advisors.
3. PPHFH is a tax-exempt organization as described in section 501(c)(3) of the Internal Revenue Code. This tax-exempt status shall be taken into consideration when making investments.
4. PPHFH is expected to operate in perpetuity; therefore, a 10 year investment horizon shall be employed. Interim fluctuations should be viewed with appropriate perspective.
5. All funds will maintain a reasonable and appropriate diversification of investment assets between asset classes and investment categories at all times.
6. All investments and funds shall seek to minimize all fees and charges including, but not limited to, account fees, management fees, and transaction charges.

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

7. Investments in the equity securities of any one company shall not exceed 5% of any fund nor shall the total securities position (debt and equity) in any one company exceed 10% of the portfolio.
8. Reasonable sector allocations and diversification shall be maintained and no more than 20% of the entire portfolio may be invested in the securities of any one sector.
9. Each investment must be available for review, i.e., no “blind pool” investments are allowed.
10. The following direct investments/transactions are prohibited: purchase of non-negotiable securities, derivatives, high risk or junk bonds, private placements, short sales, any margin transactions, straddles, warrants, options, life insurance contracts, leverage or letter stocks. Mutual funds which invest in these types of investments as part of their overall investment strategy to manage risk are acceptable.
11. No **more than 30%** of fixed income security shall have **less than** an equivalent credit quality below investment grade **or non-rated** at the time of purchase, defined as:
 - BBB by Standard & Poors for straight bonds and convertibles
 - Baa3 by Moody’s Investor Service for straight bonds and convertibles
 - A1 by Standard & Poors for short term securities
 - P1 by Moody’s Investor Service for short-term securities
 - AAA for money market accounts
12. Disbursements from investment accounts must go directly to the organization. Disbursements directed to third parties are prohibited.
13. Security donations to the organization will be sold and converted into cash as soon as practicable. The preferred timeframe is within sixty (60) days of receipt.

Operating Fund Guidelines

1. Purpose: To provide sufficient cash to meet the day-to-day financial obligations of PPHFH in a timely manner and in accordance with the Cash Management Policy.
2. Objectives: Preservation of capital, liquidity and to optimize the investment return within the constraints herein.
3. Allowable Investments:
 - 1) Interest bearing savings accounts;
 - 2) Interest bearing checking accounts;
 - 3) Money market funds of insured commercial banking organizations;
 - 4) Certificates of Deposit at insured commercial banking organizations;
4. Maturity: The maturities on investments for the Operating Fund shall be 12 months or less.

Short-term Reserve Fund Guidelines

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

Long-term Reserve Fund Guidelines

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

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

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

Investment Performance Monitoring

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

Pikes Peak Habitat for Humanity Authorized Banks and Investment Vehicles

Authorized Banks:

To Be Determined by the Finance Committee

Authorized Investment Vehicles:

To Be Determined by the Finance Committee

Approved by Finance Committee on:

02/22/2016

Approved by the Board of Directors on:

03/07/2016

Suggested revisions by the Finance Committee on:

01/23/2023

Financials & Related Reports

FY 2023 Operations Dashboard

December 2022

Current Profit and Loss Highlights

| | | |
|---------------------------|----|-----------|
| Current Net Income (Loss) | \$ | (172,613) |
| YTD Income (Loss) | \$ | (103,281) |



Board of Directors

Balance Sheet Summary

| ASSETS | | |
|---------------------------------------|-----------|-------------------|
| Current Assets | | |
| Checking/Savings | \$ | 1,151,552 |
| Investment Cash/Equivalents | | 49,667 |
| Investment Securities | | 1,234,680 |
| Accounts Receivable | | 28,341 |
| Other Current Assets | | 2,426,630 |
| Total Current Assets | \$ | 4,890,870 |
| Fixed Assets | \$ | 6,034,716 |
| Other Assets | | 2,807,767 |
| TOTAL ASSETS | \$ | 13,733,353 |
| LIABILITIES & EQUITY | | |
| Liabilities | | |
| Total Current Liabilities | \$ | 299,743 |
| Long Term Liabilities | | 3,469,403 |
| Total Liabilities | \$ | 3,769,146 |
| Total Equity | | 9,964,207 |
| TOTAL LIABILITIES & EQUITY | \$ | 13,733,353 |

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

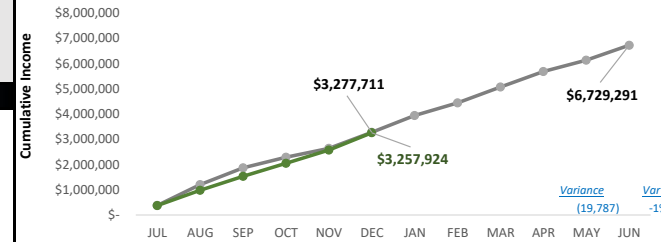
| | | | |
|--------------|-----------|------------------|-----|
| Operations | \$ | 1,151,552 | 47% |
| Short Term | \$ | 153,452 | 6% |
| Long Term | \$ | 1,130,895 | 46% |
| Total | \$ | 2,435,900 | |

Pending Major Disbursements

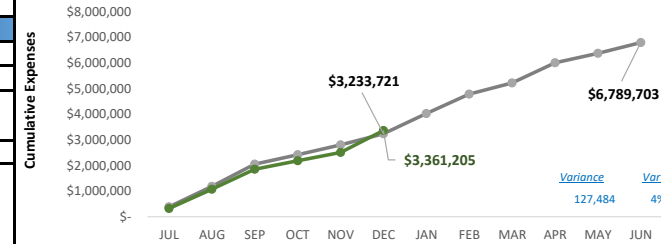
| Item | Jan-23 | Feb-23 | Mar-23 |
|--------------|--------|--------|--------|
| Total | - | - | - |

→ 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 | \$ 128,233 | \$ 121,060 | \$ 7,173 | 6% |
| Bequest | \$ - | \$ - | \$ - | - |
| Corps | \$ 16,274 | \$ 11,000 | \$ 5,274 | 48% |
| Grants | \$ 14,694 | \$ 36,322 | \$ (21,628) | -60% |
| Other | \$ 1,127 | \$ 1,364 | \$ (237) | -17% |
| Total | \$ 160,328 | \$ 169,746 | \$ (9,418) | -6% |
| FY 2022 | \$ 139,865 | \$ 198,400 | \$ (58,535) | -30% |
| FY 2021 | \$ 212,143 | \$ 126,535 | \$ 85,608 | 68% |

YTD Donation Performance

| Actual | Budget | Variance | Var % |
|-------------------|-------------------|--------------------|-------------|
| \$ 245,834 | \$ 227,300 | \$ 18,534 | 8% |
| \$ - | \$ - | \$ - | 100% |
| \$ 54,190 | \$ 82,000 | \$ (27,810) | -34% |
| \$ 349,136 | \$ 289,110 | \$ 60,026 | 21% |
| \$ 7,401 | \$ 11,816 | \$ (4,415) | -37% |
| \$ 656,562 | \$ 610,226 | \$ 46,336 | 8% |
| \$ 453,247 | \$ 545,150 | \$ (91,903) | -17% |
| \$ 408,769 | \$ 256,204 | \$ 152,565 | 60% |

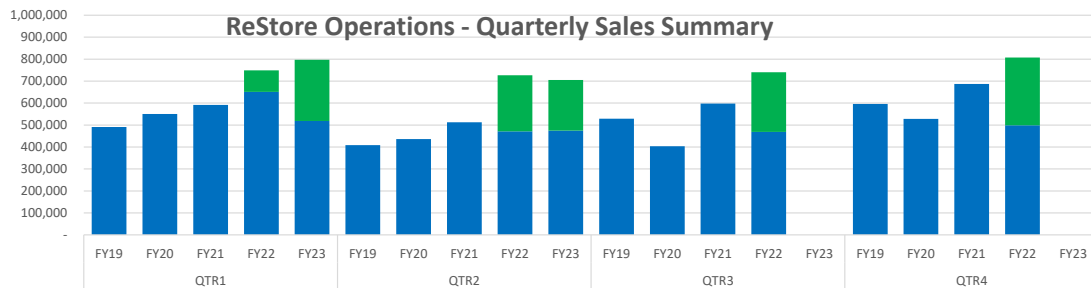
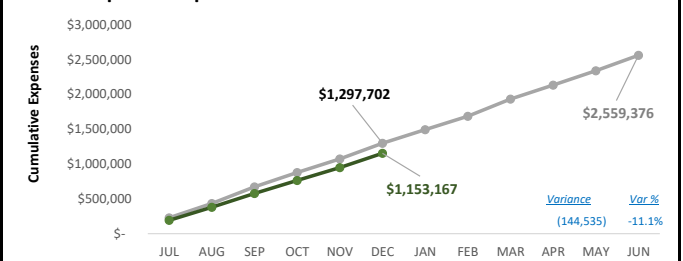
ReStore Operations - Income & Expense Performance



ReStore Ops YTD Income Performance



ReStore Ops YTD Expense Performance

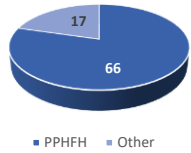


Homeowner Services

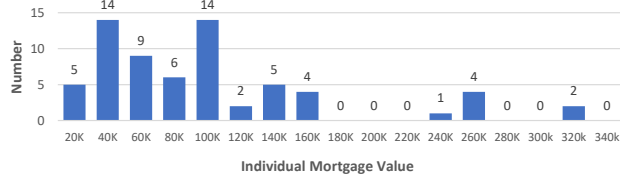
Total Active Mortgages: 83

Total Portfolio Value: \$5,855,977

Loans Serviced



66 Active PPHFH Mortgages



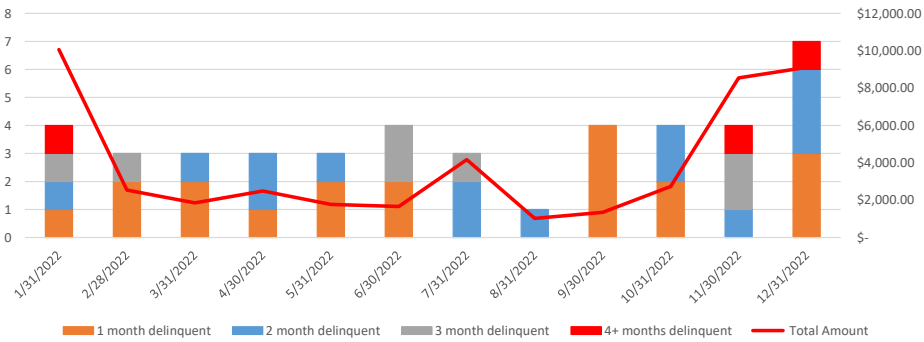
Delinquency Report

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 | 3 | \$ 1,802.78 | 3.75% |
| 2 months behind | 3 | \$ 3,399.44 | 3.75% |
| 3 months behind | 0 | \$ - | 0.00% |
| 4+ months behind | 1 | \$ 3,905.76 | 1.25% |
| Total | 7 | \$ 9,107.98 | 8.75% |
| Last month | 4 | \$ 8,544.19 | 5.00% |
| December 2021 | 4 | \$6,624.79 | 4.36% |

Number & Dollar Amount of Delinquencies

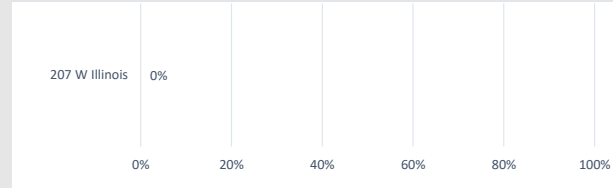


Construction

Active Building Progress

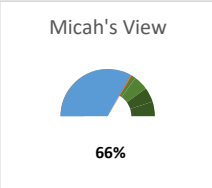
Micah's View

Fountain, CO



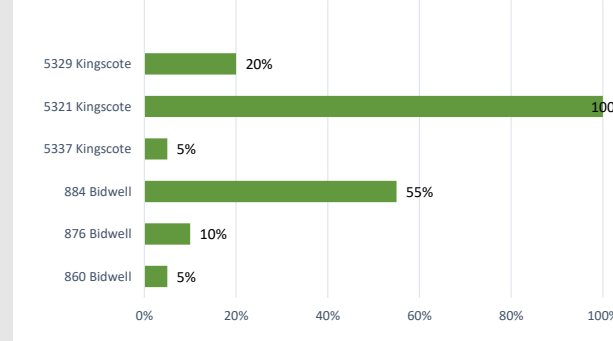
% Site Completion

3 Home Site

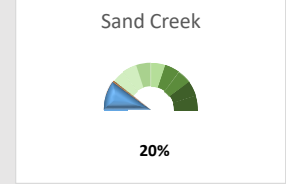


The Ridge at Sand Creek

Colorado Springs, CO



30 Home Site



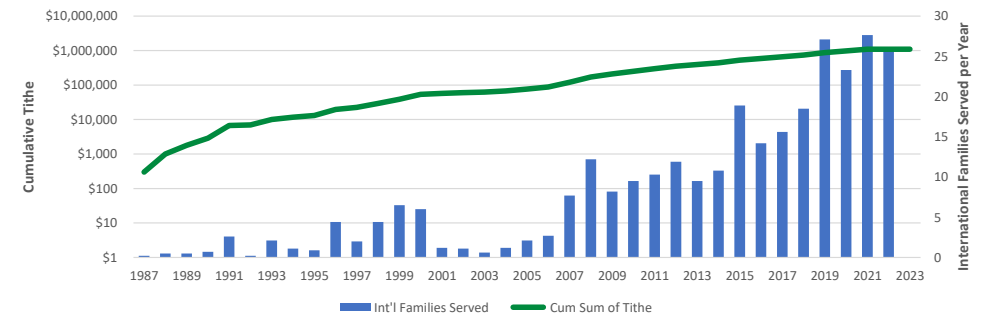
Repair Program

| Repair Category | Budgeted Applicants | In Process | Complete |
|-----------------------|---------------------|------------|----------|
| Critical/Home Repairs | 10 | 4 | 13 |

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

Affiliate Tithe Impact

Tithe History and Impact



Staff and Committee Reports

**Executive Director, Staff, & Committee Report
February 6, 2023**

EXECUTIVE DIRECTOR/CEO

- Continuing to meet with land developers and school districts regarding opportunities to acquire land
- Advocacy remains the focus with the upcoming Mayoral Forum as well as statewide and national legislation activities
- Researching potential goals and tactics for current and future strategic plans, such as enhancing and expanding Repair Program, Advocacy, Neighborhood Revitalization
- Continuous networking with other entities that may support affordable housing as well as identifying and following up with opportunities to educate leaders of entities not aware of their impact on affordable housing or the benefits of affordable housing impacting their entities.

STRATEGIC PARTNERSHIPS

Communications:

- Developed social media schedule for ReStores in connection with store staff, ensuring fresh content 4-6 days per week
- Drafted and posted organizational response to the Club Q shooting
- Media coverage:
 - Chloe Henry radio interview on KRDO Dec. 2 regarding Dec. 10 home dedication
 - KOAA News 5 segment on Dec. 10 home dedication
 - Gazette and KRDO News Channel 13: Inclusion of MLK Volunteer event at ReStore on list of MLK service opportunities
 - KOAA News 5 segment on MLK Volunteer event at the ReStore Jan. 16
 - Fox 21 news segment on MLK Volunteer event at the ReStore Jan. 16
- Wrote family profiles and created family webpages for the three future homeowners featured at the Jan. 28 ground blessing
- Created webpages for Building the Beloved Community initiative and UN World Interfaith Harmony Week (6 total pages)
- Created landing page for Mayoral Candidate Forum

Donor Relations:

- **Gingerbread Home Build: Oct 14th - Dec 16th**
 - Winner announcement video: [2022 Gingerbread Home Build Winners](#)
 - Title Sponsor: (\$3,000) Colorado Finance and Housing Authority
 - Presenting Sponsor: (\$1,500) Thrivent
 - Mountain Country Radio: (GIK) Radio Media Sponsor
 - 18 participants
 - Goal: \$37,010 | Raised: \$27,337
 - # of Donors: 110 | New Donors: 74 | Re-engaged Lapsed Donors: 3
 - Net proceeds support our 4th Veterans Build
- **GivingTuesday: Nov 29th**
 - \$6,000 matching gift from the Ent Credit Union Community Fund of Pikes Peak Community Foundation

- Goal: \$12,000 | Raised: \$15,011
- # of Donors: 13 | New Donors: 1 | Re-engaged Lapsed Donors: 2
- **Colorado Gives Day: Dec 6th**
 - \$10,000 matching gift from ANB Bank
 - Goal: \$20,000 | Raised: \$20,304
 - # of Donors: 43 | New Donors: 8 | Re-engaged Lapsed Donors: 8
- **Year-End Postal Mail Appeal Letter: in mailboxes in early December**
 - Tailored three versions of the letter to current donors, Hope Builders, and lapsed donors
 - Goal \$15,000 | Raised So Far: \$4,889 (final numbers will be counted on Feb 13th)
 - # of Donors: 23 | Re-engaged Lapsed Donors: 8
- **12-Days of Christmas Appeal (Dec 22nd – Jan 5th)**
 - Goal: \$3,500 | Raised: \$4,612
 - # of Donors: 7 | New Donors: 1 | Re-engaged Lapsed Donors: 0
 - Donations fund operational items to support the Business Office, Construction, Home Repair Program, and ReStores
- Calendar year-end donation summaries will be mailed by February 10th to donors who opted in for this statement, plus all Hope Builders.
- In March, our team is focusing on database maintenance to improve the relationship stewardship of our donors, volunteers, customers, advocates, and all supporters. Along these lines, as board members, you are some of our best advocates, and we appreciate your efforts! If you have an interaction with a supporter or potential supporter, and it would be helpful for our fundraising team to be aware of that interaction, please send a note and any details that may influence our communications with that supporter to Iain, Laura, or Sarah Bunch. Please also let us know if you are not receiving our emails or postal mail communications.

Faith:

December

- 2022 Apostles Build home dedication for Prisca & Noella
 - Community partners in Attendance/participating: Love Your Neighbor woodworking ministry, 3 different quilting groups, Lutheran Family Services, Canes Chicken (drink donation), PP Lemonade (drink donation)
- Chloe on KRDO radio for apostles build
- PPHFH selected to be featured in Interfaith America documentary

January

- FIA program manager Spoke to two different quilting groups
- FIA program manager spoke to Grace & St Stephens church for 5th Sunday ministry event
- Building the Beloved Community event for MLK Jr. day at both ReStore locations
 - significant media coverage, participants signed "Building the Beloved Community" pledge banner
- Jan Interfaith Build for Unity Subcommittee hosted Jan 19th

Grants:

- Grant awarded (Dec): El Pomar Foundation merit award, \$2500, general operating
- Enterprise Zone recertification was approved for 2023

Volunteerism:December Construction/Repair Totals

Total Unique Volunteers: 78
Total Hours: 1,069.36
Total Groups: 3 total groups

December ReStore Totals Combined

Total Unique Volunteers: 151
Total Hours: 1,506.40
Total Groups: 6 total group shifts

December Overall Volunteer Totals

Total Unique Volunteers: 227
Total Hours: 2,575.76

January Construction/Repair Totals

Total Unique Volunteers: 114
Total Hours: 1,586.60
Total Groups: 4 total groups

January ReStore Totals Combined

Total Unique Volunteers: 158
Total Hours: 1,506.40
Total Groups: 2 total group shifts

January Overall Volunteer Totals

Total Unique Volunteers: 268
Total Hours: 3,093

PROGRAMS**Construction:**

- We have one build scheduled to finish this month
- Next home is scheduled to be complete in April
- We have purchased bulk materials to decrease the final cost on our homes
- Site is as organized as it has ever been and the team is doing a great job

Homeowner Services:

- Just had a ground blessing for 3 homes
- Closing on another home in Feb.
- We are looking to start another application cycle in March

Land:

- Over the past 6 months we have investigated 8 potential pieces of land
- We are currently looking at 2 opportunities that would result in several years of land inventory

Repairs:

- We have completed 16 projects to date
- There are 2 projects in process
- Two are scheduled to start soon

ReStores:

- Strong sales in January due to large furniture donations
- New flooring has been selling well
- Donation drop off numbers have been slow

Calendar of Events

| |
|--|
| <p>LEGEND:</p> <p>Required</p> <p>Requested</p> <p>Suggested</p> <p>Informational</p> |
|--|

COMING EVENTS:

FEBRUARY, 2023

- **Monday, February 6, 5:45 p.m.:** PPHFH Board Meeting
- **Saturday, February 25, 10:30 a.m.** Fund for Humanity (Perla) Home Dedication, Ridge at Sand Creek
- **Tuesday, February 28, 6:00 p.m.:** Mayoral Candidate Forum on Affordable Homeownership, Shockley-Zalaback Theatre at UCCS Ent Center for the Arts

MARCH, 2023

- **Saturday, March 11, 10:00 a.m. – 2:00 p.m.:** Board Build Day, ReStore Northeast (families welcome)

APRIL, 2023

- **Monday, April 3, 5:45 p.m.:** PPHFH Board Meeting
- **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 3-5, 2023:** Camp Colorado at The Hythe in Vail. Board members welcome and encouraged to attend. (www.habitatcolorado.org/camp-colorado-is-back)

JUNE, 2023

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

JULY, 2023

AUGUST, 2023

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

SEPTEMBER, 2023

OCTOBER, 2023

- **Monday, October 2, 5:45 p.m.:** PPHFH Board Meeting

NOVEMBER, 2023

DECEMBER, 2023

- **Monday, December 4, 5:45 p.m.:** PPHFH Board Meeting

*Habitat for Humanity builds **strength, stability, and self-reliance** through shelter*

Appendix



GEORGE HAMMOND AWARD

Est. 2018

Nomination Form

Please print clearly.

The George Hammond Award was created by the Pikes Peak Habitat for Humanity (PPHFH) Board of Directors in April 2018 to honor the legacy, extraordinary service and outstanding contributions of longtime volunteer George Hammond.

The George Hammond Award honors individuals who, through their tireless service to PPHFH, have exhibited qualities of leadership, an unwavering belief in Habitat's ministry, as well as demonstrated a deep devotion and passion to serve the community and people of El Paso County, Colorado.

A recipient of the George Hammond Award is a volunteer who truly is noteworthy for their constant contributions to the mission of PPHFH - a constant supporter, a constant advocate and, most importantly, a constant leader.

A PPHFH volunteer and staff member, who are both respectively currently volunteering or employed in good standing, may jointly nominate a fellow volunteer who is also current and in good standing with the affiliate (recently deceased volunteers included) for consideration for the George Hammond Award.

This nomination form must be received at the PPHFH Business Office (2802 N. Prospect St, Colorado Springs, CO 80907) by 4:00 PM Friday, February 17th, 2023. If the nomination form is mailed, then the envelope must be postmarked at the latest by Wednesday, February 15th, 2023. Adhering to these dates will ensure that the nomination form is reviewed. Any form received after the deadlines will not be considered.

Nominee's Name: _____

Home address: _____

City: _____ State: _____ Zip code: _____

Email: _____

Home phone: _____

Mobile phone: _____

(Please print and fill out all three pages.)

In what capacity does the nominee currently/formerly serve PPHFH (Board of Directors, Committee(s), Construction/repairs, ReStore, other), and for how many years (list the time period):

Why do you believe the nominee is worthy of the George Hammond Award (please see PPHFH website for description):

What noteworthy service and exceptional character traits does the nominee have?

Provide information covering the nominee's standing in the community, citing activities in which he/she is most active in business, professional, civic, religious, educational, veterans, and other non-Habitat areas.

| Organization | Positions Held | Years Served | Accomplishments |
|--------------|----------------|--------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

(Please print and fill out all three pages.)

Vision: A world where everyone has a decent place to live.

We confirm that the nominee lives and believes in the mission and vision of Pikes Peak Habitat for Humanity.

Confirmation by persons submitting nomination:

(Volunteer's printed name)

Volunteer position: _____

(signature)

Home phone: _____

Mobile phone: _____

Email: _____

(Employee's printed name)

Employee title/position: _____

(signature)

Work phone: _____

Ext.: _____

Mobile phone: _____

Email: _____

Thank you for submitting this nomination form for the George Hammond Award. It is requested that the person that you are nominating is NOT made aware of your nomination to avoid any hard feelings should the application not be considered as suitable.

GHB4_01/23

(Please print and fill out all three pages.)

2023 COLORADO SPRINGS

MAYORAL CANDIDATE FORUM

on Affordable Homeownership



TUESDAY, FEB. 28, 2023

6 - 8:30 P.M.

ART CENTER FOR THE ARTS

5225 N. NEVADA AVE., COLORADO SPRINGS, CO 80918

HOSTED BY:



EVENT BROADCAST COURTESY OF:



Please join Pikes Peak Habitat for Humanity for a moderated forum on affordable homeownership! This forum will provide the public an opportunity to hear from Colorado Springs mayoral candidates about their solutions to this critical issue that is a top priority to voters.

REGISTRATION AND INFORMATION



**OR BY GOING TO
PIKESPEAKHABITAT.ORG**

Ticket supply for this event is limited. If tickets sell out, you may access the live broadcast at KRDO NewsRadio and KRDO.com.

2023



COLORADO SPRINGS

MAYORAL CANDIDATE FORUM

on Affordable Homeownership

TUESDAY, FEB. 28, 2023

6 - 8:30 P.M.

REGISTRATION AND INFORMATION



**OR BY VISITING
PIKESPEAKHABITAT.ORG**

HOSTED BY:



EVENT BROADCAST COURTESY OF:

