

ED Summary Report- Affiliate Update November 2019

To: Board of Directors	From: Lorraine Larson
-------------------------------	------------------------------

Mission: *Building decent, affordable homes in partnership with future homeowners.*

Finance:

Finance Cashflow and Actuals: *Cash flow Summaries including ReStore for September 2019 are available to download from the board login site on our webpage. Annual affiliate audit underway. SR, Lisa, and Lorraine met with auditors recently to review details.*

Login link and instructions: Link: <https://nchabitat.org/back-office/>
Type the password hab_board in the grey bar and click the submit button to the right.

Summary: September 2019 Actuals – new fiscal year cash flow completed and uploaded.

- **ReStore Income and Expenses:**

Income:

- September income slightly above projected.. A sneak peak at October sales only from Manager's report shows sales to be higher than projected, despite 4 days without power at the store!! Great job staff keeping the store open and running for part of that to keep finances healthy!

Expenses:

- Slightly higher than projections by \$1900. This is due to the following occurrences:
 - Credit Card charges higher than estimated. This is likely to occur for the rest of the fiscal year due to new POS system and charging provider.
 - Liability insurance invoice timing.

- **Affiliate Income and Expenses**

Income:

- Fundraising met projections pretty closely. SOD income more than \$100k in cash!!
- Overall income on track.

Expenses:

- Total expenses lower than projected. Software and fund development expenses lower than predicted. May catch up in future months. Construction expenses lower than predicted as infrastructure expenses for Park Place pushed to November.

Board Development

- Committee met with and interviewed Gordon Beatie to serve again as a board member. Recommendation is on the website.
- Committee updated board member agreement. See board login for their recommendation. New agreement and recommendation are in the same document.

Homeowner Mortgages (September):

- Mortgages in Arrears: We always have one or more that are a little, those pay a late fee. However, the two that have been in arrears consistently continue to work to pay down. Here are the details:
 - Ref #1 - Homeowner is continuing to pay down
 - Ref #16 – Homeowner as of this report is current!! Big celebration!!
 - Ref #30 – Homeowner having problems paying on time, and recently laid off from job. E.D. predicts possible forbearance agreement of some kind early in 2020.

Park Place and Construction Schedule #16:

- See report submitted by Andy Kramer.

Heritage Oaks II:

- Development plans modified and submitted! City of Grass Valley sent out preliminary notice for public comment (on board login site to review) and planning commission meeting scheduled for December 17th. No time yet. Request board members attend. **Thanks to Terry Lowell** for providing information on structure of the meeting for our reference. He outlines a five step process:
 1. Staff presentation, 2. Commission questions, 3. Applicant comments,
 4. Public comments, 5. Commission closes hearing, discuss project and then voteHabitat (possibly Lorraine and John) speak under number 3. We may have the others speak under number 3, but since they are not the applicant they will probably speak under number 4; Terry will confirm this with Lance before the meeting.

Homeowner Selection:

- Three homeowners for Park Place have already begun their sweat equity and have had their financial literacy/budget training completed!! They all know each other (coincidentally), and are excited about becoming neighbors.
- Good information on best practices for selection came from Habitat CA conference. E.D. will work with chair of committee to implement improvements in our program.

Homeowner Support:

- See Report from Ann Davis on board back office page.

Other:

The CalHome program is scheduled to conduct a monitoring site visit on our Heritage Oaks CalHome Contract on December 16 and 17. Staff preparing files for review per their exhaustive list of demands.

Construction committee reviewed the process and work of our current drafting service provider and determined that going forward Habitat will need to find a provider who can meet our expectations and timelines. Ian and Lorraine will meet with the Contractor's Association, but any recommendations would be appreciated.