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**Highland Lakes Habitat for Humanity  
Board of Directors Meeting – United Methodist Church, Marble Falls  
September 13th, 2012– 6:00 PM**

**Board Members Present:** PT Williams, Jill Williams, Tom Causgrove, Trish David, Jon Bergstrom, and Bob Hunter. We had proxies on file from Sherri Curry and Wanda Martinez

**Non-Board Members:** none

**Guests;** none

**Meeting called to order** at 6:03 PM

**Opening Prayer** – Jon Bergstrom

**Approval of Minutes** – There were no corrections to the prior minutes. Motion by Tom to accept, Approved by Bob/Jon, all in favor

**Family Selection Report:** We have received one new application. We had a discussion about the Vila family and HSB building requirement. Discussion was held and PT is to ask his friend to come address the board about changes to the HSB building standards and Tom was also going to inquire around. We may need to propose alternate lots to the Vila family.

**Family Support Committee:** Nothing to report

**Treasurer's Report:** Report was reviewed and discussed.

IRS 990 electronically filed with the IRS. We received a bill for \$500 for preparation of this informational filing.

PT gave an update about our Home Depot credit card account- basically because it wasn't used in so long it is now closed, attempts to open it were denied. In the event anyone buys anything for Habitat, give PT's home number for the tax exemption and provide a receipt for reimbursement.

**Wilde-** Received a check for \$718, she is within \$20 of being paid off. Tom made a motion to waive her late fees (thus making her paid off), it was 2nded and passed by all. **Anne-** we need you to prepare documents giving her free title to her home. It was suggested that the letter strongly stress that taxes and insurance are now her responsibility. The Hunters did reach out to Ms. Wilde who is agreeable to publicity as this is the first payoff of a Habitat home. It wasn't determined who would contact the press for coverage (was it Bob)???

**New Business:**

On 9/10/12, we received email notification regarding the 2012 PEC grant application period. Trish completed the form and provided to PT at the meeting. PT is to attach our IRS tax exempt status letter and return to PEC no later than 10/1/12.

## **Canada House Build Updates:**

Progress continues- still need more volunteers- can we all work our networks. Sent an email to Anne to check with the court system to advise them we have an active build going on for community service volunteers. Need to remind volunteers that we can only accept people over the age of 15. Jon will be on vacation for the month of October, Tom & Trish will coordinate the volunteer emails.

## **Granite Shoals Lots:**

On 6/26/12, Trish sent letters to 7 landowners to see if they were interested in selling/donating lots to us OR purchasing our lots. We have had quite a bit of activity since then.

**James Davis** sent a ltr dated 7/6/12 donating 3 adjacent lots and 5 others. Anne performed a title & lien search and indicated it was all clear on 7/30/12. (Incurred \$81 in expenses) She was going to prepare the gift deed for these to send to Mr. Davis. This gives us three double lots. **8/12 Update-** Anne will send out the gift deed to Mr. Davis on 8/10/12. Once it is all completed, Trish will send the thank you/tax deduction letter to Mr. Davis. **9/12 Update-** Gift deed returned, all complete, tax deduction letter sent to Mr. Davis on 8/28/12. Trish provided PT with the lot information on 9/16/12 for tax exemption filing purposes. As an FYI to the Board, Mr. Davis donated lot 225 in Forest Hills, Lot 245 in Live Oak, Lots 578,584,610,643,651 in Sherwood Shores and Lot 818 in Mystic Castle. I won't report on these lots after this month.

**Toni Lindley** sent a ltr dated 7/16/12, donating 5 adjacent lots and 3 others. This gives us additional double lots AND a new double lot on Green Forest (lot 62 & 63). Ms. Lindley was advised on 7/27/12 that the Board was meeting on 8/9/12 then we would respond. **8/12 Update-** The Board voted to accept the donations. Wanda provided Anne with the information to perform a title & lien search. As soon as that is completed and assumed to be clear, Trish will write to Ms. Lindley and accept the donation. **9/12 update-** H/L did the search, all was clear, Anne was sending a ltr to Ms. Lindley with the gift deed on or around 9/6/12. On 9/13/12 Ms. Lindley left Trish a voice message indicating she was completing the forms and would be returning them within the week. Ms. Lindley is donating Lots 614,618,620,636,638,641 & 654 in Sherwood Shores and 62 & 63 on Green Forest.

**Lot 580-** G Michelidis, lot owner contacted us about a possible swap as he has 2 lots in the area in hopes he could end up with 2 adjacent lots. His other lot is 549, not adjacent to any of our lots. Trish will notify him via letter on 9/17/12.

## **Old Business:**

**Re the Deer Haven lot that was donated to us by Reynold Gray—6/12 update-** we have a potential interested party, Tom indicated he would contact him after our June meeting. This is lot 157-A, currently accessed at \$6250. **7/12 Update-** Trish emailed Ralph Shaw on 7/13/12 regarding the lot. Mr. Shaw responded that is inquiring for a friend who was told he could get the lot for \$1000. I replied on 7/17/12 that HLHfH would entertain any offer. I did NOT mention any HOA dues that are in arrears. We currently have a bill for \$800+ for POA dues. This includes past due back to 2009 (we think based on the amount). This lot was donated to us in 2010. Mr. Shaw asked for dimensions which I provided to him on 8/7/12. **9/12 update-** Since our August mtg, the following has transpired-

On 8/13/12 Richard Garcia offered to buy the lot for \$1000, this was accepted by the Board  
On 8/14/12 Trish contacted the Deer Haven POA regarding the \$845 in fees and got a detailed explanation. There is currently a lien on the lot. They will waive all late fees assuming we pay the full amount due of \$770, which will make it current through 6/30/13. They will NOT prorate the fees, so we will need to bill the owner for his portion, which he was advised of on 8/14/12.

On 9/6/12 Trish sent a request to the POA treasurer for a revised bill (he was out of town for 2 weeks) so we can settle the outstanding payment, the bills have been received and PT is holding them. Trish also advised Mr. Garcia of the filing fees (\$20-24), pro-rated POA fee (\$172.50)

On 9/7/12 Richard Garcia emailed Trish indicating he would be in the area on 9/21/12 and wanted to see the lot before moving forward. He feels since the lot does not appear to be a standard size lot, it was resized at some point. He will let us know after this visit.

During the 9/13/12 meeting- we made a motion, seconded and approved it that if Mr. Garcia decided to NOT purchase the lot, we would advise the Deer Haven POA that we would not be paying the back POA fees and they can proceed on the lien that has been placed on the lot.

**Condemned Lots (next to Suarez lot) aka Curtner Lots- per Anne**, we don't have to have Mr. Curtner come to MF for a physical closing. All of this can be accomplished via mail. Anne needs to advise Tom what Mr. Curtner needs to provide to us in the way of signed documents and deeds for us to release the check and finalize this matter. Tom will continue to try to get Curtner to respond. Update in March- Anne to check into this matter. April Update- Anne had drafted contract and needed a title policy. All present were OK with the contract. We will use Highland title for the closing. *May update- Anne sent the Purchase/Sale agreement to Mr. Curtner on 4/28/12, but no response yet.* July- Anne indicated she would send a reminder to Mr. Curtner this month. **8/12 update-** Anne learned that Mr. Curtner has a new address and on 8/2/12 sent him a new contract. **9/12-** No update

**Lot next to Suarez's Ave M-** received a note from the City regarding the lot next door (which we own) that it needs to be mowed. In June, Bob indicated he would mow it however upon inspection; it was too high for his equipment. We have not acted further. **8/12 Update-** the lot has to be cleaned before it could be mowed, there is concrete, wood, etc on the land. Tom was go contact the city and see what they would charge to clean it. **9/12 update-** Spent \$400 and got it cleaned up.

Meeting concluded 6:50 PM

**Next Board Meeting will be October 11th, 2012 6 PM**

**Submitted by:** Trish David