**BOARD MEETING MINUTES**

**Highland Lakes Habitat**

**Lake Shores Church – Marble Falls, TX**

**Thursday January 25h, 2023**

1. **Call to order:** 6:07pm
2. **Members in attendance:** David Waldo, Harry Born, Celia Manlove, April Gonzales, Aaron Pyle, Carol Barton, Greg Mills
	1. **Guests:** David Nobles, Geof Murphy
3. **Opening prayer:** Greg Mills
4. **Introduction of guests, if any:** Geof has worked for a number of years with Habitat in Mongomery County.
5. **Approval and or correction of minutes:**

Minutes were approved.

Review of action items from last meeting

 Habitat Tx annual fee paid: Aaron to confirm

 Registered agent for state tax exemption :

Aaron will be our designated contact; Harry to submit updates

 Thank you notes for donations status: up to date

 Document retention and audit system:

mortgage documents will be retained in Habitat safe deposit box by David W.

house construction invoices & contracts will be retained for each house by Aaron

1. **Communication update:**  Pictures of 707 Downs will be sent to April to update the website
2. **Family selection committee:** April is following up with a prior candidate that submitted a query
3. **Family Support committee:** No update
4. **Treasurer’s report:**

Cash Position: sufficient funds are now available to build 709 Downs

Update on any delinquencies: No new delinquencies

1. **Current build:**

Costs to date: Aaron to provide by 1/29 for 707 Downs closing documents

1. **Next builds:**

709 Downs Next Steps: LCRA septic permit application has been submitted; Slab bids have been requested; Building Permit can be filed as soon as septic is approved by LCRA

1. **Other items:**
	* **David Nobles will look into properties for future builds**
	* **Fundraising/Grants Update: Celia provided an update; 1 grant received, 1 grant to be submitted; Amplify Austin submission in progress**
	* **HFHI Targeted Fundraising Plan: Celia recommended HLHFH wait for further details on Habitat 2.0 program**
	* **Online Giving Options: Board unanimously approved use of GiveGab**
	* **Draft Sample Giving Message: Celia to provide a draft message for board use**
	* **Board decision on Shared Appreciation Agreement: Harry motioned, Aaron Seconded and board unanimously approved**
	* **Update on pending foreclosure: David is working this.**
	* **Board discussion on future late payments policy: deferred to a later meeting**
	* **Current Federal Tax Return: Aaron will review and sign the return prepared by the accountant**
	* **David Nobles was unanimously approved as board member at large**
	* **Greg Mills was unanimously approved as board member emeritus**
2. **Board Election**
* **April motioned and Celia seconded; board unanimously approved David Waldo President, Harry Born Vice-President, Aaron Pyle Treasurer. Secretary position will be filled at a later date.**
1. **Adjourn:** 7:23pm