

HABITAT FOR HUMANITY

TABLE OF CONTENTS 1991 MINUTES AND REPORTS

Normal order of documents: Agenda, Board Minutes, Committee Reports, Exec. Minutes
Meeting Dates:

March 8

March 10 Initial By-Laws

April 27

May 3 Additional initial resolutions

May 13 Additional initial resolutions

June 7 First edition of Newsletter printed

June 18 Covenant Agreement terms change from 20 to 30 years

July 12

Aug. 2

Sept. 6 First home build scheduled for 9/21,22 and 9/28/29 (Morales)

Sept 9 Memo-First family selection report

Nov. 1

Dec. 6

Cost basis Sheet for Harold Street

Habitat for humanity Board Meeting....Dec. 6, 1991 at two short sales

Members present: Max Mitchell, Paula Forsyth, Hank Mahon, Mildred Renioff, George Ridsen, Bill Mertle, Elaine Tucker, Jesus Ybarra, Tom Conerngan, Colleen Cleary.

The meeting was opened with prayer by Fr. George Ridsen

minutes of Nov. 1, 1991 meeting: corrected to reflect that the tithe amount be based on the balance of the undesignated funds. The spelling of George Ridsen's name was corrected. Otherwise, the minutes were approved as printed.

Treasurer's report: Approved as follows: balance, \$18,675.60.

designated funds of that balance; land use, \$1,901.36. Rental monies \$600. Actual cost of first house as of 12/6/91, \$19,572.66

Old business: The board voted a 10% of unrestricted (undesignated funds), as a tithe to be sent to the Habitat for Humanity International in the future, but for the year 1991 the board voted \$1500 to be sent to H.F.H. International in the name of the project that Steve Niffenegger, International partner, described in South America.

Paula Forsyth has available a resource list of housing that needs rehabilitation in the Fort Wragg area. She also will give Hank Mahon, site selection chairman, materials about community development block grants. The board will look into rehab as its next undertaking.

New business: Bill Mertle presented a proposed schedule for the next project that the board approved as follows: event: fund raising..2/1/92, site selection 3/1/92; family selection 4/1/92; plans 4/1/92; close escrow 5/1/92; building permit 5/1/92; ground breaking 5/1/92; blitz build '92,...6/20 /92.

Bill Mertle also gave a run-down of the costs of the Harold Street house.

David Stillwell has resigned from the board of directors. (Moving out of the area). The board accepted his resignation.

Jesus Ybarra reported on the Morales family; very happy with the house, however, there are some details that need finishing. Bill Mertle will follow-up.

The meeting was closed with prayer by the Fr. George Ridsen at 1:10 P.M.

Respectfully submitted,
Colleen Cleary, sect. pro-tem

1991

Habitat For Humanity
Cost Basis
Harold Street Project

| | |
|-------------------------|-------------|
| Real Estate(Inc. Comm) | \$50,483.00 |
| Building Permit | \$ 5,490.78 |
| School Impact Fee | \$ 1,716.00 |
| Materials | \$19,572.66 |
| Tee-Shirts | \$ 1,303.67 |
| Administrative | \$ 955.75 |
| Ed Taubold, Architect | \$ 3,500.00 |
| North Coast Plumbing | \$ 1,400.00 |
| Branesky Sheet Metal | \$ 1,200.00 |
| Fort Bragg Floors | \$ 875.00 |
| Fort Bragg Electric | \$ 780.00 |
| Baxman Gravel | \$ 576.00 |
| Rossi Building Material | \$ 342.50 |
| Georgia Pacific | \$ 830.17 |
| Lousiana Pacific | \$ 461.60 |
| Mendocino Redwood | \$ 536.27 |
| Total | \$93,497.60 |

(Plus Blank Spaces)

Minutes
Mendocino Coast Habitat for Humanity
Friday, November 1, 1991

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Board Members present were Hank Mahon, Bill Mertle, Colleen Cleary, Penny Honer, Elaine Tucker, Mark Hartman, and Father George Reisinger

Board Members absent were Max Mitchell, Paula Forsyth, Jesus Ybarra, Susan McNeil, Mildred Benioff, David Stillwell, Rabbi Holub and Jeff Warner.

Guests present were Scott Anderson and Steve Ifnager, International Partner, HFH.

The meeting was opened in prayer by Colleen Cleary.

Conduct of Business:

It was immediately moved and seconded to accept Scott Anderson as a member of the Board. This vacancy was left by the resignation of Rabbi Holub.

Committee Reports:

1. Hank Mahon briefly brought Scott up to date on board business and presented him with the paperwork given new Board Members.

2. A brief status report of the home was given by Hank. There are no sidewalks as of yet with two off-street parking areas. It needs drainage; a gutter system has been approved. A lease agreement is being drawn up at this time. It was also verified that the rental period each month runs from the 15th to the 15th.

3. Penny Honer stated most of the newsletter was finished except for a pictures of the Morales family and accompanying bio. A print from the Advocate News of the family is to be obtained for the newsletter.

New Business:

1. Guest Steve Ifnager, an International Partner of Habitat for Humanity, International gave a small presentation on his and HFH's needs in Latin America. He urged us to designate our tithes to Latin America, rather than Africa or the Asia-Pacific areas, on his behalf, but not on his personal behalf.

2. Regarding the tithes to HFH, it was determined to bring up the details of the ten percent tithes at the December meeting. This amount will be based upon the balance in the account after all bills on the home are paid.

Habitat for Humanity of the Mendocino Coast
Board Meeting, September 6, 1991

Directors present : Ybarra, Mertle, Mahon, Stillwell, Cleary, Forsyth,
Warner, Tucker, McNeil, Hartman, Mitchell

Meeting called to order, opening prayer by Colleen Cleary.

Bill Mertle, as Construction Chairman, gave a detailed report on the progress of the building plans. There will be two work weekends, September 21 and 22 as well as the 28th. and 29th. The plan is to have the subfloor nailed in place, with the plumbing and electrical services stubbed through, by the end of September 22. We will pre-cut all material during the week between the work weekends. We will have 24 hour security on the site during the construction period. The house will be raised on September 28 and finished the following day.

Hank Mahon as Materials Coordinator reported that the carpet people will lay the carpeting on Monday, September 30.

Paula Forsyth reported on the progress of the Family Selection Committee. We were utterly swamped with a total of 85 applications. It is our belief that each application deserves careful consideration so the selection process has been slowed. Paula expects to call a special Board meeting the week of September 18 for final selection.

Penny Honer was unable to attend but sent word that our bank balance is \$14,503.63 with \$21,000 of pledges outstanding.

Resolution: The Board gave the Construction Committee approval to proceed with purchasing the necessary materials for the house including major appliances not to exceed \$23,000. Motion by Mertle, second by Forsyth, carried.

Parking during the construction time will be a problem due to the limited space. Mitchell agreed to contact the Catholic Church for permission to use their parking lot.

Mitchell agreed to contact Habitat West for information on insurance.

Mark Hartman agreed to be the coordinator for morning worship the four days of the work weekends. The services will be given at 7 AM.

The Board discussed the need for a ceremony at the close of work September 29. We will have nearly finished the house. No conclusion was reached on this subject. But, it is very important that we recognize all the people that worked. We will have the family there if possible to thank the workers also.

Paula Forsyth will Chair the Food Committee during the two work weekends. Names of several volunteers to help were given to her.

The memo from Paula Forsyth is made a part of these minutes.

Meeting was closed with prayer by Mark Hartman.

The Board then went to the building site for a ground breaking and photo session.

Submitted by Max Mitchell.

MEMO

Date: September 9, 1991
To: Habitat Boardmembers
From: Paula E. Forsyth
Subject: Various Updates

Family Selection

Received close to 40 applications up to the final postmark date. Received another 45 that day. Difficulties - system of weeding through initial numbers so that a committee does not have to go through 80 applications. Mission accomplished. Committee to meet on Monday. Will meet again later in week for more formal selection/interviews. Possibility that family will not be ready until 26th (worst scenario).

Some family visits will need translators - suggestions? (I have one, but she is participating in application process.) Interpreting applications more lengthy than hoped also. Many in Spanish.

Need stamps. Applicant meeting scheduled for Thursday, September 12.

Building Inspector

Dave Skilton appointed for weekend.

Pac Bell

Need to know where "post" is going on site to hook service to. (If to be in trailer, where will trailer be?) Service connection should only take 2-3 days according to representative. Goes against PUC regulations to do on donation basis. Will get cost on Monday or Tuesday. Requested three lines - is that enough?

Insurance/WC/etc.

Three calls (third one today) to Julia Janecki regarding this matter. Another option is to check on "Special Events" insurance through the City.

Security/Circulation

Spoke with President of Police Officers' Association. Seemed open to idea will solidify by end of next week.

Food/etc.

Who is volunteer coordinator - need to work with on this item.

Directors present: Cleary, Hartman, Forsyth, Loneragan, Mahon, Mertie, Mitchell, Tucker, Warner.

Meeting called to order, opening prayer by Mark Hartman.

Paul Tishman from the building committee spoke for a few minutes about the need for a volunteer chairman for their committee. The Board had several names of candidates for him to contact.

Bill Mertie reported on the activities of the building committee. He plans a weekend build on September 28-29. The Board agreed with those dates. The building committee is well organized and will get the task completed. There will be a construction office on the site during building. There will need to be security on site since material and tools will be left on the site overnight during building. Bill spoke of the need for a Materials Coordinator for the committee. Hank Mahon agreed to serve as the coordinator.

Resolution: The Board gave the building committee permission to obtain estimates on the bill of material needed for the house. The committee will be able to commit for material after an estimate is approved by the Board. Motion by Loneragan, second by Forsyth. Carried.

Resolution: The Board added Mildred Benioff, George Ridsen, David Stillwell and Jesus Ybarra as Directors. Peter Nehigian was deleted by his request. No more Directors will be added without vote of Board. Motion by Forsyth, second by Tucker, carried.

Resolution: The Board agreed to grant a 5' easement along the Harold Street side of our lot to the City of Fort Bragg. The easement is for sidewalk, curb and gutter and will keep the City from having to adjust their property maps. Motion by Loneragan, second by Mertie, carried.

Resolution: The Board agreed with the Family Selection Committee to continue accepting applications from those interested until August 20. There are 23 applications now and another 8 to 10 expected by the 20th. The Family Selection Committee will meet August 31 to pick 3 to 5 applications

to be sent to the Board for final selection of one application on September 6.
Motion by Mertle, second by Holub, carried.

Hank Mahon reported that our sweatshirts had arrived and should be picked up. Colleen Cleary agreed to pick them up and deliver them to the Board. We will sell them for \$15 which is a profit of about \$5.

The meeting was closed with prayer by Mark Hartman.

Submitted by Max Mitchell.

HABITAT FOR HUMANITY
MENDOCINO COAST, INC.

Board Meeting

July 12, 1991

12 noon

Opening Prayer

Introduction of Guests

City and School Board Waiving of Fees - they did waive fees

Family Selection Committee - apps. out / disjunct on interview process OK

Construction Committee - presented 1073 of calls / 5 apps. in - 30-35 out

Fund Raising Committee

Chief Financial Officer

Variance Hearing

City Hall

July 16, 1991 at 2:00 pm

Closing Prayer

3 bldgs. + 1 bath plans - if go ahead is Tuesday 16, then g. bldg. late August - builders lined up need a sheetrocker + heating

orient east to west rather than N-S.

New Biz By-laws → terms gen. fund

Blaker Herrod - A.M. is done for the site.

M. Mitchell is go. to service clubs + ask for \$ - He is intending to do "serious" fund raising.

Tithe - 1st quarter of 76 fl. - We will tithe 10% of funds to international - or to a sister project. We have no \$ for international! It's all local.

Project. We have no \$ for international! It's all local.

Ivette Lee - guest
David Stillwell - guest
Ofelia Gbarra - guest
Jesus Gbarra - guest

Prayed
Minutes - approved
Mrs (Cois) the -
send Minutes to Janet
(front)

Margaret Holub

Janet Craugh

Max Mitchell

Paula Cois the

Bill Mettle

Hank Mettle

Colleen Clear

Penny Howard

unk. man Food Bank
Jeff Warrant

Susan McNeil

Hank Mettle says P.C.P. - interested in 3- load just get
He is interested in rehab. stuff tho, All agreed it is
okay.

But - are there people who can buy their own land & we're
build. the house? by

CC. put the comb. in the news letter

cc 9/10

But - will get Catholic priest on board

MENDOCINO COAST HABITAT FOR HUMANITY FAMILY SELECTION COMMITTEE
June 24, 1991
City Hall

Meeting called to order at about 3:30 p.m. by Chairman Forsyth.

1. Status Report on Affiliation with Home Offices; changes to Family Selection Criteria

Update given on affiliation application. Noted that process recommended to date was approved at the Board meeting of June 18. This committee will be recommending three subject families to the Board for final decision

2. Habitat Vision and Philosophy; Review and Information

Brief discussion.

3. Run through of Family Selection Process

This item postponed to meeting of July 9, 1991. Will have either sample family applications or real ones from local families available then for use in exercise.

4. Report on Committee Recruiting

Member recruitment was discussed; Yvette Yanez and Jesus Ybarra invited to next meeting. Contact has been made with both. Peter Nahigian to be asked by member McNeill to be a part of the final Family Selection process. He is a resident of the neighborhood in which building to take place.

5. Report on Site and Building Status

General update given on site and building status on South Harold.

6. Other Issues; General Discussion

Means of application dissemination discussed. Public service announcement to press should include specifications for family. This may eliminate "frivolous" applications. Applications should be placed at Food Bank, police department, public health, mental health, social service, college, Project Sanctuary, Hospitality House, Latchkey, Rural Childcare and Redwood Legal Assistance. Check will be made with the Ministerial Association regarding their level of participation and means of distributing applications at all churches.

Meeting adjourned at 4:25 p.m.

Paula E. Forsyth, Chairman

Committee Reports:

1. Paula Forsythe stated she would prepare Public Service Announcements on where the Family Selection Applications would be located.

2. Rev. Hartman stated the new answering machine works. The

3. Paula Forsythe reported on the Coastal Development Permit and She also stated that perhaps 12 of the neighbors were upset with

4. Tom Lonergan reported he is still waiting for the tax-exempt status from the state. Hank Mahon said he believed there was a 15 month retroactive period to the date of incorporation.

5. Colleen Cleary reported there is a Habitat International conference scheduled for September 28, 1991. Lee Mitchell is donating her time to design a banner for the MCHFH.

The next meeting of Habitat for Humanity is scheduled for Friday, July 12, 1991, noon, at Two Short Sales, 489 S. Harrison Street, Fort Bragg, CA.

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Minutes
Mendocino Coast Habitat for Humanity

Friday, June 18, 1991

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The meeting was opened by reading and prayer by Paula Forsythe and called to order by Max Mitchell.

Board Members present were Max Mitchell, Hank Mahon, Bill Mertle, Colleen Cleary, Penny Honer, Elaine Tucker, Paula Forsythe, Tom Lonergan and Rev. Mark Hartman.

Board Members absent were Father Antony DeRusso, Susan McNeil, Jeff Warner, Margaret Holub.

Guest present was Janet Mitchell.

Conduct of Business

Old Business:

1. It was moved and seconded to change the Covenant Agreement terms from 20 years to 30 years, and to change the percentages from 1/240 to 1/360. Motion passed.
2. It was moved and seconded (Forsythe/Lonergan) to accept the Covenant with the changing for Article Three to read 30 years. Motion passed.
3. It was moved and seconded (Lonergan/Mertle) to accept the Family Selection packet presented by Paula Forsythe. Lonergan stated the packet was legally correct. Forsythe stated the packet had been submitted to Julia Janecki along with the Application for Affiliation. Motion passed.
4. It was moved and seconded (Forsythe/Mitchell) that MCHFH submit to Americus the guidelines for the cost of the first home on the Mendocino Coast, and if those guidelines were unacceptable to Americus, that a cost of \$60,000 be submitted. Motion passed.
5. It was moved and seconded (Mitchell/Lonergan) that the family selected pay a lease dollar amount toward the cost of the home until the home

New Business:

There was no new business discussed.

AGENDA

MENDOCINO COAST HABITAT FOR HUMANITY

Tuesday, June 18, 1991, 12 NOON

TWO SHORT SALES
489 S. Harrison St., Fort Bragg

OPENING PRAYER/DEVOTION
MEETING CALLED TO ORDER
INTRODUCITON OF GUESTS AND NEW MEMBERS
MINUTES OF LAST MEETING

CONDUCT OF BUSINESS

OLD BUSINESS

1. Brief Review of Habitat Affiliation Application
2. Covenant Agreement with Family; Acceptance of Format by Resolution
3. Family Selection Criteria; Report by Paula Forsyth; Acceptance by Resolution
4. Review of Numbers on Cost, Rental Amount, Selling Price, etc.
5. Report on Phone and Answering Machine; Rev. Mark Hartman
6. Report on Coastal Development Permit and Drainage Plan; Need for Variance application on house placement; Paula Forsyth

NEW BUSINESS

7. Committee Reports
8. Other New Business
9. Confirm date for next meeting

CLOSING PRAYER
ADJOURNMENT

June 12, 1991

To: All Mendocino Coast Habitat for Humanity Board Members

From: Max Mitchell

There will be a one-hour MCHH meeting at Two Short Sales on Tuesday, June 18, 1991. The meeting will begin promptly at 12 noon. You are welcome to bring your lunch.

Please come, as this is an important meeting. We have a lot of unfinished business to take care of.

As a note, the meeting scheduled for July 5th has been moved to July 12th, due to the Forth of July holiday.

Thanks for your cooperation.


Max Mitchell, President

Minutes
Mendocino Coast Habitat for Humanity
Friday, June 18, 1991

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The meeting was opened by reading and prayer by Paula Forsythe and called to order by Max Mitchell.

Board Members present were Max Mitchell, Hank Mahon, Bill Mertle, Colleen Cleary, Penny Honer, Elaine Tucker, Paula Forsythe, Tom Lonergan and Rev. Mark Hartman.

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New Business:

There was no new business discussed.

Committee Reports:

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2. Rev. Hartman stated the new answering machine works. The

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She also stated that perhaps 12 of the neighbors were upset with

4. Tom Lonergan reported he is still waiting for the tax-exempt status from the state. Hank Mahon said he believed there was a 15 month retroactive period to the date of incorporation.

5. Colleen Cleary reported there is a Habitat International conference scheduled for September 28, 1991. Lee Mitchell is donating her time to design a banner for the MCHFH.

The next meeting of Habitat for Humanity is scheduled for Friday, July 12, 1991, noon, at Two Short Sales, 489 S. Harrison Street, Fort Bragg, CA.

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6) ^{and moves} People 1 ^{page} . lease & dk, until
house is ready or 500 of S. Equity
02-2 Pass

7) C. Rept
MH - answer machine works.
4-0942 MC & HFH

8) C. Rept
Coastal Devel Permit & Drainage Plan
PF variance s.b. simple 10/15 buildable
Neighborhood - 12 upset - getting zoning
Engineering look at streets
(2-lanes)

9) 02 - waiting for tax exempt status
HM says 15 month retroactive
to date of incorporation

10) CC - Ohio conference info ^{sep 28} Oc 1/8
Banner designed by her Mitchell

Minutes
Mendocino Coast Habitat for Humanity
Friday, June 7, 1991

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The meeting was opened by prayer by Susan McNeil and called to order by Hank Mahon.

Board Members present were Hank Mahon, Bill Mertle, Colleen Cleary, Penny Honer, Elaine Tucker, Margaret Holub, Jeff Warner and Susan McNeil.

Board Members absent were Rev. Mark Hartman, Paula Forsyth, Father Antony DeRusso, Tom Lonergan and Max Mitchell.

Guests present were Frank Ramirez and Eva Lopez.

Conduct of Business

Old Business:

There was no old business discussed, except in Committee Report form. No votes were taken.

New Business:

There was no new business introduced, except in the continuation of Committee Reports below.

Committee Reports:

1. Elaine Tucker reported the city, via Gary Milliman, had approved HFH's home start regardless of the water ban now in effect for new buildings.
2. Elaine Tucker said a new Preliminary Title was being ordered today, and that a drainage plan, coastal permit plan, property description and circulating plan would also be needed. Hank Mahon and Elaine Tucker agreed to extend the escrow of the property to July 15, 1991.
3. Penny Honer said she was working with Tom Lonergan to get the tax-exempt status cleared. Lonergan is calling the State to find out what the difficulty is. She also reported there was \$9,820.44 in the checking account.

AGENDA

MENDOCINO COAST HABITAT FOR HUMANITY

Friday, June 7, 1991, 12 NOON

TWO SHORT SALES

489 S. Harrison St., Fort Bragg

OPENING PRAYER
MEETING CALLED TO ORDER
ROLL CALL

Margaret or Susan

CONDUCT OF BUSINESS

1. Review of Habitat Affiliation Application
2. Covenant Agreement with Family; Acceptance of Format by Resolution
3. Family Selection Criteria; Report by Paula Forsyth; Acceptance by Resolution
4. Report on Newsletter; Penny Honer
5. Report on Mailing Permit; Colleen Cleary
6. Report on Phone and Answering Machine; Rev. Mark Hartman
7. Report from Construction Committee; Design and Status; Bill Mertle; Placement of House from East to West
8. Report on Coastal Development Permit and Drainage Plan; Need for Variance application on house placement; Paula Forsyth
9. Mailing List Status; Bill Mertle

CLOSING PRAYER

Paula

Minutes
Mendocino Coast Habitat for Humanity
Friday, June 7, 1991

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The meeting was opened by prayer by Susan McNeil and called to order by Hank Mahon.

Board Members present were Hank Mahon, Bill Mertle, Colleen Cleary, Penny Honer, Elaine Tucker, Margaret Holub, Jeff Warner and Susan McNeil.

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3. Penny Honer said she was working with Tom Lonergan to get the tax-exempt status cleared. Lonergan is calling the State to find out what the difficulty is. She also reported there was \$9,820.44 in the checking account.

4. Susan McNeil stated there was some confusion as to the status of the Family Selection Criteria, but also stated there was another meeting scheduled to clear up any problems.

5. Penny Honer reported the first edition of the newsletter was scheduled to be printed next week with the assistance of Tom Loeber. It should be ready for release by the end of June.

6. Hank Mahon stated the Covenant Agreement with the Family was being drawn up by HFH's attorney, Tom Lonergan.

7. Colleen Cleary stated the paperwork had been completed for the bulk mailing permit #72, but until HFH receives its tax-exempt status from the government, 3rd class rates will be in effect, rather than the lower rate.

8. Bill Mertle stated the Construction Committee was waiting for approval from the city as to the placement of the home from east to west.

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Treasurer's Report - May 1991
Mendocino Coast Habitat for Humanity, Inc.
Submitted by Penny M. Honer

Balance in the Account as of 6-6-91...\$9,820.44.

Balance in Interest-Bearing Checking Account as of 5-22-91...\$7,253.44

Activity in Account as follows:

May Interest was \$22.09

Bulk Mailing Setup and Annual Fee was (\$150.00)

Activity *after* Statement Date:

Donations totaling \$2,567.00*

Again, for your information, received in the mail was the IRS Employer
Identification Number: 68-0245947.

* Donation Breakdown by Donor (Confidential):

| | |
|-------------------------------|--------------|
| Stolper Industries, Wisconsin | - \$2,000.00 |
| Neil and Carol Anderson | - \$50.00 |
| Gray Panthers | - \$10.00 |
| Lee Mitchell | -\$417.00 |
| Lee Mitchell | -\$ 90.00 |

*ad +
approved*

