DWELLING PLACE BOARD OF DIRECTORS
ENCLOSURES LIST
October 7, 2020

CALL-IN INFORMATION
Via computer or smart device: ......................... https://global.gotomeeting.com/join/557815069
Dial in using a phone: ........................................ 616.749.3122 · Access code 557.815.069

MEETING MATERIALS
Meeting Agenda ................................................................................................................ p 3
Consent Agenda
1. Board of Directors Minutes (08/05/20) ................................................................. p 5
2. Committee minutes:
   a. Executive Committee minutes (07/14/20) ....................................................... p 9
   b. Finance Committee minutes (06/24/20) ......................................................... p 11
   c. Finance Committee minutes (07/29/20) ......................................................... p 13
   d. Governance Committee minutes (07/21/20) .................................................. p 15
   e. Governance Committee minutes (08/18/20) ................................................ p 17
   f. Marketing & Development Committee minutes (07/28/20)......................... p 19
   g. RED & Asset Management Committee minutes (07/13/20) ...................... p 21
   h. RED & Asset Management Committee minutes (08/10/20) ..................... p 23
   i. Resident Engagement Committee minutes (06/02/20) .................................. p 27
   j. Resident Engagement Committee minutes (07/07/20) .................................. p 29
   k. Resident Engagement Committee minutes (08/04/20) .................................. p 31
   l. Succession Planning Committee minutes (07/23/20) ..................................... p 33
   m. Succession Planning Committee minutes (08/27/20) ..................................... p 35
3. Board Portal Policy ................................................................................................. p 37

Governance Policies (Markup) ...................................................................................... p 41-50

Community Land Trust Membership Documents
1. CLT Resolutions ...................................................................................................... p 51-54
2. CLT Bylaws ............................................................................................................ p 55-73

NeighborWorks Board Survey ...................................................................................... p 75

SUPPLEMENTAL MATERIALS (separate attachment)
Unapproved Committee Minutes
1. Executive Committee Minutes (09/08/20) ......................................................... p 3
2. Finance Committee Minutes (08/26/20) ......................................................... p 5
3. Governance Committee Minutes (09/15/20) .................................................... p 7
4. Marketing & Development Committee Minutes (08/25/20) ......................... p 9
5. Resident Engagement Committee Minutes (09/01/20) .................................. p 11
6. Succession Planning Committee Minutes (09/24/20) ..................................... p 13

Dwelling Place Second Quarter Financial Dashboard .............................................. p 15
Letter from Annamarie Buller ...................................................................................... p 17
Board Attendance Sheet .............................................................................................. p 19
AGENDA

I. 7:30 Mission Moment

II. 7:40 Approval of Consent Agenda (Action Required)
   1. Board of Directors minutes (08/05/20)
   2. Committee minutes:
      a. Executive Committee Minutes (07/14/20)
      b. Finance Committee Minutes (06/24/20)
      c. Finance Committee Minutes (07/29/20)
      d. Governance Committee Minutes (07/21/20)
      e. Governance Committee Minutes (08/18/20)
      f. Marketing & Development Committee Minutes (07/28/20)
      g. RED & Asset Management Committee Minutes (07/13/20)
      h. RED & Asset Management Committee Minutes (08/10/20)
      i. Resident Engagement Committee Minutes (06/02/20)
      j. Resident Engagement Committee Minutes (07/07/20)
      k. Resident Engagement Committee Minutes (08/04/20)
      l. Succession Planning Committee Minutes (07/23/20)
      m. Succession Planning Committee Minutes (08/27/20)
   3. Board Portal Policy

III. 7:50 Governance Policies (edits) (Action Required)

IV. 8:00 Board Elections (Action Required)
   1. Committee Members
      a. Bill Anderson, Huntington Bank Resident Engagement
      b. Dondrea Brown, Aquinas College Resident Engagement
      c. Llena Chavis, Hope College Resident Engagement
      d. Kristin Moretto, Heartside Gleaning Initiative Resident Engagement
      e. Richard Yidana, GVSU DEI
   2. New Board Slate

V. 8:15 Community Land Trust Membership Documents (Action Required)

VI. 8:25 Reflections of Steve Robbins DEI Webinar

VII. 8:40 Updates & Announcements
   1. Succession Planning Committee – Rich Kogelschatz
   2. Capital Campaign Funding – Denny Sturtevant

VIII. 9:00 Adjournment
Supplemental Materials:

1. Unapproved Minutes
   a. Executive Committee Minutes (09/08/20)
   b. Finance Committee Minutes (08/26/20)
   c. Governance Committee Minutes (09/15/20)
   d. Marketing & Development Committee Minutes (08/25/20)
   e. Resident Engagement Committee Minutes (09/01/20)
   f. Succession Planning Committee Minutes (09/24/20)

2. Second Quarter Financial Dashboard

3. Letter from Annamarie Buller

4. Board Attendance Sheet
DWELLING PLACE OF GRAND RAPIDS
BOARD OF DIRECTORS
August 5, 2020
UNAPPROVED MINUTES

MEMBERS PRESENT Annamarie Buller, David Byers, Juan Daniel Castro, Francine Gaston, Kyle Irwin, Rich Kogelschatz, Eleanor Moreno, Angie Sanborn, Gil Segovia, Rick Stevens, Troy Stressman, Tommie Wallace, Lee Nelson Weber, Renee Williams, Troy Zapolski

MEMBERS ABSENT Sadie Erickson

STAFF PRESENT Chris Bennett, Kim Cross, David DeVelder, Ken Kaminski, Rebecca Long, Karen Monroe, Laurie Mullennix, Zoe Post, Steve Recker, Justin Rhodes, Grace Thuo, Jenn Schaub, Latrisha Sosebee, Denny Sturtevant

The board meeting convened via conference call at 7:30 AM by Annamarie Buller.

MISSION MOMENT Ms. Schaub invited the board to attend a virtual meeting with staff at 9:00 AM on the first Friday of each month. This Friday, board and staff will share about how small actions can make a large impact in the organization and the community it serves.

APPROVAL OF CONSENT AGENDA The consent agenda for the August 5, 2020 meeting contained the following items:

1. Board of Directors minutes (06/03/20)
2. Committee minutes:
   a. Executive Committee Minutes (05/12/20)
   b. Finance Committee Minutes (04/29/20)
   c. Finance Committee Minutes (05/27/20)
   d. Governance Committee Minutes (05/19/20)
   e. Governance Committee Minutes (06/16/20)
   f. Marketing & Development Committee Minutes (04/28/20)
   g. Marketing & Development Committee Minutes (05/27/20)
   h. Marketing & Development Committee Minutes (06/30/20)
   i. RED & Asset Management Committee Minutes (05/11/20)
   j. Resident Engagement Committee Minutes (05/05/20)
   k. Succession Planning Committee Minutes (05/08/20)
   l. Succession Planning Committee Minutes (06/04/20)

Consent agenda for the meeting was approved by motion of Gil Segovia, seconded by David Byers, and carried without objection.

ELECTION OF NEW BOARD MEMBERS At the recommendation of the Governance Committee, appointment of Angie Sanborn and Troy Stressman to the Board of Directors was approved without objection.

HONORING RETIRING BOARD MEMBER Ms. Buller thanked Mr. Wallace for his 15 years of faithful service to Dwelling Place, where he served as a member of many committees, including the Resident Engagement and Marketing & Development committees. Dwelling
Place presented Mr. Wallace with a commissioned piece from resident Derrick Hollowell depicting a familiar Heartside scene in gratitude for his service.

**MADISON LOFTS RESOLUTIONS**

Dwelling Place, through its subsidiary entity Dwelling Place JV LLC, is collaborating in another joint venture.

Two resolutions—one for the National Equity Fund and one for Cinnarie—approve Dwelling Place’s guaranty of Madison Lofts obligations. Mr. Sturtevant clarified the amount of the loan referenced in the document as $1,108,667. **Motion to approve these resolutions was made by David Byers, seconded by Rick Stevens, and carried without objection.**

An additional set of resolutions approves the resolutions of Dwelling Place JV LLC, as the LLC is a member of Madison Lofts LDHA LLC, owner of Madison Lofts, and Dwelling Place NPHC is its sole member. **Motion to approve these resolutions was made by Juan Daniel Castro, seconded by Annamarie buller, and carried without objection.**

**COMMUNITY LAND TRUST BOARD**

The Dwelling Place Regional Community Land Trust (DP CLT) recently held its first board meeting. Eventually, the board will consist of one-third homeowners, one-third Dwelling Place appointees, and one-third community representatives. For now, the board includes Rich Kogelschatz, Eleanor Moreno, Gil Segovia, Lee Nelson Weber, and Troy Zapolski. **Approval of this board carried without objection.**

**DIVERSITY, EQUITY, & INCLUSION PLAN**

Members of the Diversity, Equity, & Inclusion Committee reviewed a summary of the DEI Plan and requested input from the board on the goals outlined and how to integrate them into a work plan. Board members expressed the need to share additional data on the importance of DEI work and for board members to share their community connections to ensure a diverse pool of qualified people who could serve as board/committee members. Mr. Castro emphasized the importance of cultural responsiveness over cultural competence (proactive versus reactive) and Ms. Sanborn suggested a casual Zoom meeting for the board to build community in the months without a meeting. Ms. Moreno mentioned partnering with local grassroots organizations and Ms. Gaston proposed further training for the board to better understand the populations that Dwelling Place serves.

There will be a DEI presentation by Steve Robbins on August 21 to which all board members and staff are invited. The training will cover several aspects of the DEI Plan.

**At the recommendation of the DEI Committee, the board voted to approve the DEI Plan without objection.**

**UPDATES & ANNOUNCEMENTS**

**Succession Planning Committee**

Mr. Kogelschatz summarized the work to date of the Succession Planning Committee. After contacting 8 search firms, the committee requested proposals from and interviewed 5 firms—2 regional and 3 national. The committee recommends hiring Third Sector Company because of their technical expertise, connection to nonprofits, attention to detail, prioritization of finding a cultural
fit, and onboarding capabilities. **Motion to accept this recommendation was made by David Byers, seconded by Francine Gaston, and carried without objection; Mr Castro and Ms. Williams were not present for the vote.**

**Planned Giving Information & Larry Bratschie Award**
Working with the Marketing & Development Committee, Ms. Schaub is creating an ad-hoc committee of board and staff members to consider how to develop planned giving options for Dwelling Place. This committee will work with GRCF for several months and make a recommendation to the Marketing & Development Committee. An additional committee will convene in September and October for a total of about 3.5 hours to select a resident for the Larry Bratschie Award. **Board members interested in volunteering for either committee can contact Ms. Schaub.**

**Personnel Policies**
As part of the annual planning calendar, staff will review the personnel policies with Tony Comden of Miller Johnson and make necessary updates to share with the board at a future meeting.

**Capital Campaign**
Dwelling Place has received $700,000 total from several DeVos Family Foundations for its capital campaign.

**ADJOURNMENT**
The Board of Directors meeting adjourned at 9:14 AM.
The meeting was convened via video conference at 8:04 AM by Ms. Buller.

**APPROVAL OF MINUTES**

Minutes of the Dwelling Place Executive Committee meeting of May 12, 2020 were approved by motion of Francine Gaston, supported by Rick Stevens, and carried unanimously.

**COVID 19 UPDATE**

**Financial**
Rent receivables, as expected, were higher than 2019 (about $94,000 at the end of June compared to just under $50,000 last year). Genesis properties, however, dropped from about $34,00 to around $14,000, perhaps due to a change in property management. The value of Northern Trust accounts for both Dwelling Place and the Dwelling Place Foundation has dropped considerably. Overall, however, the organization has fared better than comparable nonprofits.

**Staffing**
There have been several staff members who tested positive for COVID-19, though the cases have largely been isolated to a small number of properties. Most staff continue to work remotely, checking in with weekly all-staff phone calls discussing project updates, news affecting work plans, and more recently, responding to the death of George Floyd and its effects. The committee will discuss board-staff communication and inclusion initiatives at the next meeting.

**Resident/Customer**
Staff have been working with residents to minimize the number of evictions due to nonpayment of rent. This includes communicating the requirement to pay rent throughout the pandemic and the resources available for rental assistance. Many properties have subsidized housing units and households can have their rent adjusted if they report a loss of income. Wearing a mask is required in common areas but has proven difficult to enforce.

**Construction & Development**
Due to delays in construction and gaps in funding, Dwelling Place could take a $1 million financial loss, much of which will be taken out of its developer fee for various capital projects.
Now that the governance policies have been reviewed and updated, the item will go before the governance committee next week to discuss the edits.

For the first time since the incentive compensation policy was approved by the board, staff have collectively met four of the six annual performance metrics. According to the policy, this merits a bonus of $300 per staff member, a cost of about $19,000. **Motion to approve this recommendation was made by David Byers, seconded by Francine Gaston, and carried unanimously.**

The August board meeting agenda will include:

- Update from CEO Succession Planning Committee, including an action item voting on a search firm
- Election of Troy Stressman and Angela Sanborn to Board
- Governance Policies Amendments
- Announcement of Steve Robbins August 21, 2020 Board/Staff Webinar on DEI
- Diversity, Equity, & Inclusion Plan Adoption: DEI council members will present information to the board

A review of personnel policies is on the annual schedule. Mr. Sturtevant will meet with executive and HR staff to review the policies and update them as needed. A copy of the policies will be included in the supplemental materials of the board packet and will be added to the agenda for the next executive committee meeting.

- Dwelling Place has received a total of $400,000 in grants from the DeVos Foundations for its affordable housing capital campaign.

- The Dwelling Place Regional Community Land Trust is now officially incorporated. Though eventually the CLT board will consist of one-third Dwelling Place appointees, one-third community members, and one-third owners, five Dwelling Place board members currently make up the CLT board and are working to create some foundational documents.

- Staff working with two local churches to create a 47 to 51-unit affordable housing development in downtown Holland are preparing a LIHTC application either at the end of 2020 or April of 2021.

- Dwelling Place is partnering with Genesis and other community partners to create recovery housing that may begin in 2021.

- As part of the larger FUSE initiative, GVSU will work at three Dwelling Place properties starting in September to help residents with substance use disorders.

The Executive Committee was adjourned at 9:41 AM by Ms. Buller.
MEMBERS PRESENT: Sadie Erickson, Angela Sanborn, Holly Jacoby, Troy Zapolski, Troy Stressman, and Michael McDaniels

MEMBERS ABSENT: David Byers and Gil Segovia

STAFF PRESENT: Dennis Sturtevant, Jessica Johnson, Brandon Watson, Laurie Mullennix, Grace Thuo, Rebecca Long, Francisco Ramos Jr., and Karen Monroe

GUESTS PRESENT: Justin Hawkes and Larissa Van Putten, Beene Garter auditors

COMENCEMENT

The meeting was convened at 12:01 pm by Ms. Sanborn.

APPROVAL OF APRIL MINUTES

Minutes of the Finance Committee meeting of May 27, 2020 were approved by motion of Mr. McDaniels, supported by Ms. Jacoby and carried unanimously.

2019 DRAFT 990

Ms. Monroe presented the Dwelling Place 2019 Draft 990. Ms. Monroe noted that the financial statements were audited by an independent accountant on a consolidated basis. It is important to note that the Finance Committee assumes responsibility for oversight of the audit review or the financial statements. Ms. Monroe reviewed each schedule noting points of interest and answering questions. Schedule B listed the four main contributors to the 2019 grants. These include Heartside NPHC, Neighborworks of America, Wege Foundation, and Michigan Nonprofit Housing Corporation. The HNPHC grant includes a Ferguson HUD grant of $68,000 for support services, a Herkimer Commerce grant of $18,000 for administration, and a $75,000 grant to Weston for mortgage payment to Dwelling Place.

Ms. Jacoby inquired into reconciling the 990 to the financial statements. It was noted that a reconciliation had been emailed to the Committee that morning prior to the meeting. Mr. Hawkes added he would be willing to answer any questions after the Committee had time to review the reconciliation.

There were four 990 for other 501(c)3 properties that were sent to the finance committee for review. These include Elmdale Apartments, Villa Esperanza, Heartside Nonprofit, and the Dwelling Place Foundation.

UPDATES AND ANNOUNCEMENTS

Mr. Sturtevant reported that the Ferguson project finally closed and construction will start soon. Insight, division of Chemical bank, is the investor partner in the project. The two Plaza Roosevelts and Pine Avenue projects will be delayed due to Covid-19 and the losses will be covered by developer fees. Dwelling Place received the PPP loan which
aided with payroll costs. Mr. Sturtevant is still working towards closing the gap of the capital campaign through various fundraising efforts.

**PROPOSED AGENDA AND NEXT MEETING DATE**

The next Finance Committee meeting will be held on Wednesday, July 29th from 12:00 PM to 1:30 PM.

**ADJOURNMENT**

The Finance Committee meeting was adjourned at 12:53 PM by Ms. Sanborn.
MEMBERS PRESENT: David Byers, Gil Segovia, Sadie Erickson, Angela Sanborn, Holly Jacoby, Troy Stressman, and Michael McDaniels

STAFF PRESENT: Dennis Sturtevant, Steven Recker, Kim Cross, Chris Bennet, Jessica Johnson, Brandon Watson, Laurie Mullennix, Grace Thuo, Rebecca Long, Francisco Ramos Jr., and Karen Monroe

GUESTS PRESENT: Jan Winters, Josh Gibbs, and Brian Hughes

COMMENCEMENT The meeting was convened at 12:04 pm by Mr. Byers

APPROVAL OF JUNE MINUTES Minutes of the Finance Committee meeting of June 24, 2020 were approved by motion of Mr. Segovia, supported by Mr. McDaniels and carried unanimously.

SEMI-ANNUAL INVESTMENT REVIEW Mr. Hughes from Northern Trust presented the progress of the Dwelling Place investments. On March 26th six different stocks were purchased such as Amazon, Nike, Chipotle, and Chevron. Northern Trust believe these companies will be performing well post Covid-19, and will enhance the quality of the portfolio. On July 6th a portion of the equity exposure was sold in order to reduce the risk in the portfolio. Similar trades were carried out for the Non-profit Housing Corporation portfolio. The only exception was the purchase of technology stock such as Cisco and Intel. The Dwelling Place Foundation Investment has been aggressive since its inception in 2016, this is reflected in the return of thirty percent cumulative. The investment policy is more conservative for the Non-profit Housing Corporation, with a return of twenty percent cumulative. Overall, the focus has been on bond trading and under investment in equities, in order to reduce the risk and losses. Mr. Byers inquired about the current economic market, and how it is affecting the investment portfolios. Mr. Hughes explained that the market will take longer to recover from the effects of Covid-19, he does not expect the market to recover until 2021/22.

UPDATES AND ANNOUNCEMENTS Mr. Bennet reported great progress in construction, there has been no slowdown in labor and availability of supplies due to Covid-19. Ferguson is ¾ through demolition. There has been a slowdown in leasing at Harrison and Pine Apartments. Mr. Sturtevant reported the progress of the Capital Campaign. The Devos family and the Wege Foundation contributed a significant amount which reduces the 5 million gap to 3 million. Ms. Erickson inquired about the slow lease up at Harrison and Pine Avenue. Ms. Cross explained that the qualification process is taking longer due to Covid-19. Ms. Jacoby inquired about preparation in case of another possible shutdown and the effects on
construction and cash position. Mr. Recker stated that he is comfortable with the cash position. Ms. Monroe reported on the Dwelling Place rent receivables. The United Way grant has been distributed and it is assisting with rent payments. Ms. Long present her receivable analysis.

**PROPOSED AGENDA**

The next Finance Committee meeting will be held on Wednesday, August 26th from 12:00 PM to 1:30 PM.

**ADJOURNMENT**

The Finance Committee meeting was adjourned at 1:30PM by Mr. Byers.
The meeting was convened via conference call at 9:01 AM by Juan Daniel Castro.

Minutes of the Governance Committee meeting of June 16, 2020 were approved by motion of Annamarie Buller, supported by David Byers and carried unanimously.

Mr. Byers introduced his comments on the governance policies and the committee discussed the following edits:

- Make the chair’s responsibility to make board committees assignments subject to board approval.
- Remove “facilitate the governance self-assessment of the board” from the board chair responsibilities.
- Capitalize “Chief Executive Officer” throughout the document.
- Remove “facilitate CEO performance review” from Governance Committee functions.

Recommendation to approve these edits was made by Annamarie Buller, seconded by David Byers, and carried unanimously.

Mr. Sturtevant presented a draft policy for uploading documents to the board portal. The committee discussed the draft and how to best distribute last-minute additions to committee and board meetings, deciding to add an agenda item to each meeting so individual committees can decide what documents to upload. Ms. Post will also create a survey about board portal use and present information on how to navigate the board portal at the upcoming board meeting.

The policy was approved by motion of Rick Stevens, seconded by Lee Nelson Weber, and carried unanimously.

Mr. Sturtevant reviewed a list of potential candidates recommended by Dwelling Place staff who may also live in low-income census tracts. Committee members also discussed reaching out to local contacts to find additional candidates. Mr. Sturtevant will contact property management to get feedback on resident candidates and Ms. Post will look for addresses of each candidate to see if they fit the census tract criterion. Priority will be given to those individuals living within qualified census tracts. Questions of equity, particularly if a potential board member lives outside Kent County, will be addressed at the next meeting.

Ms. Post described an affiliations survey for each board member to complete that would invite board members to share their community connections and contacts and have them compiled into a single document. This matrix will allow for more streamlined recruitment for board and staff in the future. The Committee agreed
to send Board members a link to the survey in the email prior to the board meeting.

OTHER BUSINESS Board Mentors
After some discussion, the committee assigned the following mentors to new board members:

- Annamarie Buller -- Troy Stressman
- Rick Stevens -- Angie Sanborn
- Renee Williams -- Eleanor Moreno

ADJOURNMENT The Governance Committee meeting was adjourned at 10:19 AM by Juan Daniel Castro.
MEMBERS PRESENT
Annamarie Buller, David Byers, Juan Daniel Castro, Holly Jacoby, Rick Stevens, Lee Nelson Weber

STAFF & GUESTS PRESENT
Zoe Post, Denny Sturtevant

The meeting was convened via conference call at 9:03 AM by Juan Daniel Castro.

APPROVAL OF MINUTES
Minutes of the Governance Committee meeting of July 21, 2020 were approved by motion of Annamarie Buller, supported by Rick Stevens and carried unanimously.

BOARD CANDIDATE UPDATES
In considering inviting candidates from outside Grand Rapids to the board, the committee discussed continuing virtual meetings and providing board members with the tools to attend. Ms. Post will speak with the tech committee about options for obtaining laptops, tablets, and/or internet access for potential board members.

The committee discussed several board candidates and assigned members to contact these individuals to gauge their interest. Mr. Sturtevant will first contact the full board with the candidate names—Crystal Rockafellow, Cynthia Ferguson, Jennifer Beaven, Mo Townsend, Lela Lyons, and Kim Simms—along with a brief biography and ask for any feedback the board has to offer. If there are no objections, the committee will first pursue candidates who fit the formerly homeless criterion, then the other qualified candidates. Ms. Jacoby, Ms. Weber, and Mr. Byers volunteered to contact the above candidates when appropriate.

Ms. Buller introduced Bill Anderson and Llena Chavis as candidates for the Resident Engagement Committee. Motion to recommend these candidates for approval by the full board was made by Annamarie Buller, supported by Lee Nelson Weber, and carried unanimously.

CHANGES TO BOARD SLATE
Ms. Buller will step down from her position as Board Chair and, per the Dwelling Place bylaws, Mr. Castro will step in as acting chair. Ms. Buller will remain Chair until the October board meeting. Mr. Castro will reach out to the board to see if anyone has a recommendation for Vice Chair.

Motion to recommend Juan Daniel Castro for approval by the full board as Chairperson was made by Lee Nelson Weber, supported by Annamarie Buller, and carried unanimously. A recommendation for Vice Chair will be made at the next Governance Committee meeting.

BOARD ATTENDANCE
The committee will review board attendance at the next meeting based on a rolling 12 month period.
DEI PLAN REVIEW

As demographic information for board, staff, and residents will be updated annually for the DEI plan, the committee discussed the value of board members disclosing this information (Dwelling Place is required to report this to NeighborWorks and funding sources) and how to best communicate this to the board. **Further discussion on how to translate the DEI goals outlined in the plan into action items for the work plan will be added to the September agenda.**

OTHER BUSINESS

Ms. Buller noted that Renee Williams will be taking over as mentor for Troy Stressman.

ADJOURNMENT

The Governance Committee meeting was adjourned at 10:31 AM by Juan Daniel Castro.
MEMBERS PRESENT  Leah Carpenter, Tommie Wallace, Rick Stevens

MEMBERS ABSENT  Kyle Irwin

STAFF PRESENT  Kim Cross, Jenn Schaub, Zoe Post, Latrisha Sosebee, Denny Sturtevant

The meeting was convened via video conference at 10:04 AM by Rick Stevens.

APPROVAL OF MINUTES

Minutes of the Marketing and Development Committee meeting of June 28, 2020 were approved by consensus.

DONATIONS SINCE LAST MEETING

With a recent $200,000 grant from the CDV5 foundation and several other capital donations, Dwelling Place has met its overall fundraising goal of $812,285, though area-specific goals are still in progress. Trinity Evangelical Lutheran Church, a former quarterly donor, will no longer be donating to Dwelling Place; Mr. Sturtevant will try to find the staff member who was initially connected to the church to discover why this may be.

The Consumers Energy Foundation, to which Dwelling Place applied for an art-related grant for Roosevelt Apartments, recommended that the application be resubmitted in January 2021, as its current focus is on COVID-19 projects.

MARKETING PLAN

Pine & Harrison Grand Opening
Highlighted in the June newsletter and on social media in July, the grand opening of Pine & Harrison garnered 360 visits to the website—more than the 100-120 people that would have attended an in-person event. About 20% of recipients opened the June newsletter email, and each Facebook and Instagram post averaged about 223 views. The next feature will be the CLT.

2019 Community Report
The completed community report was sent to 113 businesses and 1100 individuals and should arrive at the end of the week.

Staff Recognition
All Dwelling Place staff have received a backpack, pen, and 40th anniversary shirt featuring the Dwelling Place logo. Maintenance staff also received branded dry-fit shirts as a thank-you for distributing all these items to staff.

Donor Letter
The donor letter will go out in September and will include information about Dwelling Place’s 40th anniversary.

Special Edition Newsletter
After the CLT is approved by the Dwelling Place board, a special edition newsletter will go out as a virtual launch of the CLT in a manner similar to that of the Harrison/Pine Grand Opening.
PLANNED GIVING

Ms. Schaub presented a draft of the Planned Giving Resource Development Plan that recommends creating a small committee of board and staff with a limited number of meetings to work with GRCF in determining what internal tools Dwelling Place needs to develop planned giving. This winter, staff will receive training to help donors through the process and Ms. Sosebee will advertise planned giving on the website and in the newsletter. In the fall, the committee would hold focus groups to evaluate the success of these efforts.

The committee suggested focusing on the “why” behind planned giving and providing stories and examples when marketing. Ms. Schaub will update the plan to include this edit and to reflect an October board approval date. For the August board meeting, Ms. Post will include the plan in the supplemental materials and Ms. Schaub will ask board members for volunteers to serve on the committee.

GROUP CALL TOPICS

For the first Friday of each month, in place of the all-staff call, Dwelling Place will hold a virtual meeting with board and staff with different themes that touch on the many aspects of Dwelling Place. As a possible discussion topic, Ms. Carpenter suggested discussing available resources for families that have children at home while schools are closed due to the pandemic.

OTHER BUSINESS

The Roosevelt Park Neighborhood Association will send out a mailing about the new apartments at Franklin and Grandville that features an article about the naming contest Dwelling Place is holding for the developments.

ADJOURNMENT

Mr. Stevens adjourned the meeting at 11:13 AM.
The meeting was convened via conference call at 11:33 AM by Mr. Kogelschatz.

Minutes of the Dwelling Place RED & Asset Management Committee meeting of May 11, 2020 were approved by motion of George Larimore, seconded by Mike McDaniels and carried unanimously.

With the Dwelling Place CLT now officially incorporated, Michigan Community Capital has approached Dwelling Place with a similar endeavor in Grand Haven. MCC is a CDFI that invests in low-income census tracts in Michigan and acts as a developer. This particular development would acquire a publicly-owned 7.5 acre parcel in Grand Haven and create 32 single-family homes, 17 of which will be 60-80% AMI-restricted and part of a new CLT. MCC would finance, build, and facilitate the sale of all the homes; Dwelling Place would partner to preserve affordability of the 17 income-restricted units by including them in a CLT.

Motion to pursue next steps for this development was made by George Larimore, seconded by Larry Titley, and carried unanimously.

Mr. deVelder will share the Dwelling Place CLT’s homeowner selection criteria, business plan, and other essential documents with MCC for their review.

Recovery Housing Initiative
Dwelling Place may work with Genesis NPHC and other community partners on a recovery housing development. The project will likely include a LIHTC application; the organization with more room in their pipeline for such a development will manage it.

Mr. Bennett presented two possible scenarios for a single property acquisition for the Holland development: 1) The 100 W 9th St parcel for about $250,000, or 2) The 99 W 10th St parcel for about $300,000. The 9th St parcel would allow for four additional homes. Dwelling Place staff expressed a preference for the 9th St parcel; First UMC would prefer the 10th St. parcel. A binding agreement from each of the churches involved committing to Dwelling Place’s acquisition of their respective properties would be required under either circumstance.
Motion to approve purchase of one of these parcels—contingent upon a feasibility study and agreements from the churches regarding their properties—was made by George Larimore, supported by Lee Nelson Weber, and carried unanimously.

OTHER BUSINESS

Dwelling Place has received $20,000 in grant funds from United Way and over $85,000 from NeighborWorks to offer rental assistance to residents whose income has been affected by COVID-19.

ADJOURNMENT

The meeting was adjourned at 1:00 PM by Mr. Kogelschatz.
The meeting was convened via conference call at 11:30 AM by Mr. Kogelschatz.

**FIRST AND SECOND QUARTER MFI**

Ms. Long presented first and second quarter MFI numbers, noting that each metric average is now measured as a dollar-to-dollar comparison of the entire portfolio rather than an average of averages. Overall, the portfolio performed better than 2019 numbers in every metric except certification time. Additional comments and notable items discussed are as follows:

**Net Cash Flow as % of GPI:** Minimum maintenance repairs during COVID-19 resulted in decreased costs, but fewer unit turns, affecting Grandville, Kelsey, and New Hope. At 11.55% net cash flow, outperforming Midwest peers (8.84%).

**Operating Expenses as % of GPR less DSC:** Improved (Q1 87% to Q2 81%) with fewer expenses due to repairs not addressed during COVID-19. Notable expenses prior to the onset of the pandemic included facade repairs (Biermeister and Peterlien), HVAC (Calumet), CO₂ detectors (Herkimer), painting and drywall (LHA), and flooring replacement (New Hope). The PPP loan positively affected operating expenses by covering payroll costs for May, June, and part of July. On par with Midwest peers (81% compared to 80%)

**Vacancy as % of GPR:** Overall decline from last year (3.27%; 4% if calculated as it was last year, compared to 3.05% in 2019) but slightly better than Midwest peers (4.5). Despite fewer move-outs in Q2, the lack of move-ins since April 1 were down due to fallout from COVID-19. With homeless shelters overtaxed, there was less communication with those staff and with housing applicants.

**Collection Rate:** This metric indicated the largest impact from the COVID-19 pandemic, primarily affecting affordable-rate housing where there are no project-based subsidies and few residents with tenant-based subsidies. Several residents had employment affected by the shutdowns. Rental assistance from United Way and NeighborWorks grants have been disbursed primarily to residents without a housing subsidy. Overall comparable to 2019
(92.9%—89.9% if calculated as it was last year—v. 92% in 2019) and higher than midwest peers (83%).

**Debt Service Coverage Ratio:** Harvest Hill exited the Rural Development (RD) program on June 1. Residents who received assistance from the program may apply for a voucher within ten months; until then, Dwelling Place is subsidizing their rent. The property will now accept applicants up to 60% AMI, which should help turnover and gross potential rent rates.

**Turnover (Annualized):** An error in the report had Kelsey listed at 33%; it is actually 50%, bumping the average rate to 14%, lower than 2019 (20%) and Midwest average (17%). Some move-out cases are not reflected since they have not been cleared through probate, as courts have been closed.

**Average Days Vacant:** Though progress has been made in time for unit turns, COVID-19 negatively affected this metric: no vendors or maintenance to turn the units, no face-to-face meetings with referrals, difficulty getting referral documentation, and furloughed MSHDA staff slowing processing times. Overall higher than Midwest peers (69 days compared to 51). Filling units has begun again, but the process is still slow.

**Dwelling Place Metrics:**

**Economic Vacancy:** Slightly better than last year (3.8% v. 4.8%) as bad debt has been $30,000 less than budgeted, offsetting the high vacancy at some properties.

**Tenant Receivables:** Slightly higher than last year with spikes at properties with few subsidized units. Commerce also had higher numbers than usual, as tenants who pay the MSHDA-required $50 rent minimum are not able to panhandle or return cans due to the pandemic.

**Recertification Time:** Plans to target this metric for improvement proved difficult during COVID-19 as staff were unable to meet with residents and MSHDA’s reduced staff had slow processing times. Portfolio average was -7 compared to -14 last year and a -30 goal.

**NOI to Budget:** Fewer expenses due to COVID-19 caused operating costs to be lower than budget except for Roosevelt, which had much higher than expected security expenses.

**PROJECT UPDATES**

**Harrison Park:** 33 of 45 units are leased; at least 7 additional move-ins are expected in August

**Pine:** 13 of 23 units are leased; 4-6 move-ins are expected in August. Vacant apartments have been more difficult to fill given the long process time for MSHDA and GRHC vouchers.

**Plaza Roosevelt:** Construction is ongoing with 44% completion at Grandville and 52% completion at Franklin; no delays on supplier side.
Ferguson: Construction is underway and demolition nearing completion; about 8-10% completed. Staff recently received a letter from Pioneer requesting an additional 30 days of contract time to address pouring concrete behind the built-in bathtubs in each unit.

Madison Lofts: Planning to close in a few weeks.

Holland: The purchase of a single family home by another party has removed the ideal scenario for the project. Staff will meet with the city to discuss construction on 9th St. A contractor will be selected this week based on their revised proposals.

CLT: There is now a link to the CLT on the Dwelling Place website. The board will hold its first meeting soon and approve essential documents, including the bylaws, land lease, and homeowner selection policy. Outreach and virtual trainings for residents is in progress.

ADJOURNMENT The meeting was adjourned at 12:50 PM by Mr. Kogelschatz.
After some technical difficulties, the meeting was convened at 10:22 AM by Ms. Buller. All attendees introduced themselves.

**APPROVAL OF MINUTES**

Approval of the November 19, 2019 and May 5, 2020 meeting minutes were approved by motion of Tommie Wallace, supported by Annamarie Buller, and carried unanimously.

**COVID-19 UPDATES**

Ms. Schaub presented how resident engagement has adapted during the COVID-19 pandemic:

**Resident Assessment:** Based on a model by a NeighborWorks affiliate, CB&E staff have contacted over 640 residents and organized their responses to help connect residents with the resources they need. Residents have reported difficulties related to isolation, mental health needs, and miscommunication regarding rent. Staff have regularly distributed county-specific resource lists via email, mail, lobby postings.

**Community Gardens**

Staff has put together a plan reviewed by the health department to reopen several community gardens at Dwelling Place properties. Resident gardeners were provided with kits including gardening essentials and information on social distancing.

**Virtual Heartside Historic Tour**

Originally conceived of as a walking tour bringing those who live and work in Heartside together, the six-part Zoom series version of the tour has been a success—use of the platform doubled the expected number of participants.

**Community Leadership**

With participation from CLI alumni and residents at Roosevelt Apartments, the exercise park at the property will be named A Little Slice of Heaven Park. The team is also collaborating with a local artist on a public art installation at the site.

**Community Arts**

Summer projects are still moving forward with some modifications. Staff will cover this topic more fully at the next committee meeting.

**Support of Neighborhood Associations**
Staff has been working to support the Heartside and Bethlehem Park Neighborhood Associations, creating websites, sending e-newsletters, and hosting board meetings. The Heartside group has been especially active in engaging local government to discuss issues concerning food insecurity, schools reopening, and community policing.

**Staffing Additions**
New AmeriCorps Volunteers Emma Henkel and Jeileny Tenorio have started at Dwelling Place and will be working in neighborhood organizing and volunteer engagement.

**ADJOURNMENT**
The Resident Engagement Committee was adjourned at 11:12 AM by Ms. Buller.
MEMBERS PRESENT  Annamarie Buller

MEMBERS ABSENT  Dondrea Brown, Leah Carpenter, Kristin Moretto, Tommie Wallace

STAFF & GUESTS PRESENT  Kim Cross, Heather Ibrahim, Zoe Post, Jenn Schaub, Dennis Sturtevant

The meeting was convened at 10:04 AM by Ms. Buller.

APPROVAL OF MINUTES  Approval of the June 2, 2020 meeting minutes were tabled for the next meeting, there being no quorum present.

NEW COMMITTEE MEMBERS  The committee discussed the direction of the committee and how to best incorporate community members. Individuals from various sectors and organizations—Mercy Health, GVSU, Hope College, Project Green, The Source, and Goodwill—will be contacted for inclusion in upcoming meetings. Using the committee description as a guide, the committee decided to create future agendas around the five focus areas of resident engagement: leadership development, resident to resident support, maintenance and beautification, community arts, and life skills. The committee can review successes in these areas and solicit feedback from community members to improve areas that are not as successful. Committee members will contact potential additions to the committee and submit their names and background information to the Governance Committee for review and recommendation to the full board.

ADJOURNMENT  The Resident Engagement Committee was adjourned at 11:02 AM by Ms. Buller.
MEMBERS PRESENT
Bill Anderson, Dondrea Brown, Annamarie Buller, Leah Carpenter, Kristin Moretto, Tommie Wallace

STAFF PRESENT
Kim Cross, Heather Ibrahim, Zoe Post, Jenn Schaub, Latrisha Sosebee, Dennis Sturtevant

The meeting was convened at 10:04 AM by Ms. Buller.

APPROVAL OF MINUTES
Approval of the June 2, 2020 and July 7, 2020 meeting minutes were approved by motion of Tommie Wallace, seconded by Annamarie Buller, and carried unanimously.

RESIDENT SERVICES COORDINATORS
Resident Services
RSCs are working with residents who are late or behind on rent to determine what is affecting their ability to pay rent. Residents may develop payment plans or receive rental assistance funded by grants from United Way and NeighborWorks depending on their situation to prevent eviction and the spread of COVID-19.

Financial Capability
Seven residents from 6 properties are currently involved in a financial capabilities program called “Mindful Money” led by two coaches—Tammy Karas (United Bank) and Grace Thuo (Dwelling Place)—in partnership with online courses at My Money University. Five cohort meetings will be held via Zoom with individual follow-up coaching sessions. This program will meet the requirements of the future CLT homeownership program.

Community Arts
An online drum class led by a local drummer and funded by MCACA took place with about 10 residents; if participants are able to complete all four classes, they may keep the bongo drums provided to them.

Artist Keyon Lovett created a mural at Weston inspired by feedback from residents describing their one wish for the world.

Renae Wallace will paint a series of images for the community space at White River Estates in Hesperia and may lead a community engagement art project at the property next summer.

“Lean In,” a sculpture by Lee Brown, has been partially funded and will be installed at Roosevelt Apartments’ Little Slice of Heaven Park in the spring.

Resident Leadership
Comprenew will provide computers for members of Resident Leadership Councils to check out and use for RLC meetings.
At the next meeting, the committee will review the resident satisfaction survey and discuss what feedback is most important for the committee to measure and how to improve resident engagement in the future.

A committee with staff and board members will convene in September and October for a total of about 3.5 hours to evaluate candidates for the Larry Bratschie Award. The committee is currently looking for an additional board member to serve on the committee. Mr. Brown expressed his interest in joining as well. Ms. Sosebee will send information about the Bratschie Award to the committee.

The Resident Engagement Committee was adjourned at 11:02 AM by Ms. Buller.
MEMBERS PRESENT  Annamarie Buller, Sadie Erickson, Rich Kogelschatz, Rick Stevens, Renee Williams, Troy Zapolski

MEMBERS ABSENT  Gil Segovia

STAFF PRESENT  Zoe Post

The meeting was convened via video conference at 9:03 AM by Mr. Kogelschatz.

SEARCH FIRM DISCUSSION  Scorecard Summary
The committee reviewed the combined results of the scorecards submitted for each firm. Beating out the other firms in raw score—both in every individual scorecard and collectively—was Third Sector Company, its score 15% higher than the next highest firm (William Charles). The estimated cost was neither the highest nor the lowest of the firms. The committee discussed the value of hiring a local firm, but ultimately decided that this was outweighed by Third Sector’s technical expertise and connections to nonprofits, their attention to detail, their prioritization of finding a cultural fit, and their onboarding capabilities.

RECOMMENDATION TO THE BOARD  The CEO Succession Planning Committee reached consensus to recommend the board hire Third Sector Company for the Dwelling Place CEO search.

Mr. Kogelschatz will draft a brief, send it to the committee for approval, and then send it to the full board prior to the August board meeting. The document will be sent to the board only (with the exception of Ms. Post and Denny Sturtevant), separate from the board packet. The committee’s recommendation will be added to the meeting agenda for discussion.

NEXT STEPS  The committee will request detailed line items in a fee proposal from Third Sector to get a fuller understanding of the typical range of expenses incurred during the process.

OPEN/CLOSED MEETING POLICY  A board member approached Mr. Kogelschatz with concerns about the transparency of the CEO selection process, specifically the closed meeting policy. The committee agreed that should these concerns persist, the issue may be brought before the Executive Committee for consideration.

ADJOURNMENT  The CEO Succession Planning Committee was adjourned at 10:11 AM by Rich Kogelschatz.
MEMBERS PRESENT  Annamarie Buller, Rich Kogelschatz, Rick Stevens

MEMBERS ABSENT  Sadie Erickson, Gil Segovia, Renee Williams, Troy Zapolski

STAFF PRESENT  Zoe Post

The meeting was convened via video conference at 9:02 AM by Mr. Kogelschatz.

APPROVAL OF MINUTES  Minutes of the June 25, 2020 and July 23, 2020 Succession Planning Committee were approved by consensus

THIRD SECTOR CONTRACT  The committee reviewed Third Sector’s response to the proposed contract changes; committee members not in attendance described their thoughts via email to Mr. Kogelschatz, who will solicit feedback from Tim Orlebeke. Mr. Stevens proposed the following wording for the signing the contract: “For purposes of this contract, all communications with Dwelling Place will be directed to and will originate from the Succession Committee, Rich Kogelschatz, Chair.”

Mr. Kogelschatz will work with Ms. Post to gather essential organization documents to share with Third Sector.

SUSTAINABILITY AUDIT  Mr. Sturtevant completed the sustainability audit, though he was hesitant to share it broadly as some of the information could be sensitive. The committee will discuss the audit at the September meeting and determine how widely to share the document.

FUTURE MEETING DATE  The next committee meeting is scheduled for Thursday, September 24 at 9:00am. Third Sector Associates will attend the meeting. Agenda items will include a review of the sustainability audit and discussion about the recruiting timeline. If necessary, the committee may call a special board meeting to discuss these items more fully.

ADJOURNMENT  The CEO Succession Planning Committee was adjourned at 9:45 AM by Mr. Kogelschatz.
To: Governance Committee  
From: Dennis Sturtevant, Chief Executive Officer  
Re: Board Portal Policy  
Date: May 14, 2020

Background

In recent years, state and federal regulatory authorities have expanded expectations for oversight of non-profit organizations, increasing the responsibility placed on the Board of Directors to understand and fulfill their fiduciary duties, as outlined in the articles of incorporation and bylaws. This has led to some technological innovation within the industry including an expanded use of board portals to create new ways to communicate and share information about programs and the financial condition of these organizations. The purpose of a board portal is to support board communications and board workflows in a manner that is both secure and easily accessed by the members. Dwelling Place began using a web based, board portal several years ago.

Features of the Dwelling Place Board Portal

Dwelling Place’s board portal was custom built for our website. It incorporates the following features and accessibility:

- **Password protected security:** Due to the sensitive nature of board information, security and confidentiality is critical. Access to the Dwelling Place Board portal is limited to current Board members and certain key staff within the organization such as the Assistant to the CEO and officers within the corporation.
- **Online accessibility:** Board members can review documents or communicate with other board members at any time, even when they are on the road.
- **Offline accessibility:** Board members can download documents to their computer for offline review with the condition that documents of a sensitive nature should not be shared outside of the Board without permission from the Board.
- **Access to Board and Committee packets:** Board members can quickly access files for current and past board and committee meetings including agendas, minutes and other documents.
- **Access to Meeting Minutes and Financial Statements:** Board members can quickly access meeting minutes and financial statements by date to avoid the need to sort through meeting packets.
- **Dashboards of Key Performance Indicators:** Organizational performance can be easily tracked through the use of dashboard reports maintained over time in one location.
- **Data Retention:** The board portal contributes to compliance and alignment with data retention policies mandated by statute or regulation and improves board access to information collected over time for future reference.
• Access to Key Organizational Policies and Legal documents: Board members can easily access key organizational documents such as articles of incorporation, by laws, 501c3 documentation, etc. in one location.

• Orientation and Tutorial Materials: Board members can access in depth orientation and tutorial information from the Board Portal including brief video vignettes about programs and projects.

• User Directory: Board members can access the contact information of other board members when there is a need for communication or collaboration.

Protocol for Adding Information to the Board Portal

The Dwelling Place Board has established the following protocol for determining how information will be placed on the Board Portal.

• All legal documents related to the incorporation, formation, operations and tax exempt status of Dwelling Place shall be placed on the Board Portal. Older versions of amended documents shall be archived on the Board Portal for future reference.

• All Board Orientation Materials approved by the Governance Committee shall be placed on the Board Portal.

• The Annual Board Calendar, Board Membership List, Committee Membership Lists shall be placed on the Board Portal.

• All Board and Committee packets for the past 12 months shall be posted to the Board Portal. Materials distributed at Board or Committee meetings that were not part of the mailed packet shall be included only if action was required to be taken on that item or the Board or Committee Chairperson believes the item is substantive and requests that it be placed in the meeting packet on the board portal.

• In addition to their inclusion in the board packets, financial statements and meeting minutes will be placed in a separate location on the Board Portal to make it easier for Board Members to access this information by date.

• Information considered to be confidential and personal shall be managed in a manner consistent with existing statutes and regulations.

• To reduce the potential for clutter on the Board Portal, all other documents placed on the Board Portal must be deemed as essential to board governance functions and be approved for inclusion by one or more of the following means:
  o The Board of Directors requests that information be placed on the Board Portal.
  o A Standing Committee of the Board requests that information be placed on the Board Portal.
  o The CEO determines that information should be placed on the Board Portal.
TABLE OF CONTENTS

POLICY TYPE: ENDS

1.0 Mission Statement .............................................................................................................. 2
1.1 Dwelling Place as a Collaborator in Neighborhood Revitalization and Community Building and Engagement ................................................................. 2
1.2 Customer Service Programs ........................................................................................................ 2
1.3 Community Development ........................................................................................................... 2
2.0 Governing Commitment .......................................................................................................... 2
2.1 Governing Philosophies ........................................................................................................... 2
2.2 Responsibilities of the Board ................................................................................................... 3
2.3 Individual Board Member Responsibilities ............................................................................... 3
2.4 Board Chairperson’s Role ...................................................................................................... 4
2.5 Board Committee Principles ................................................................................................ 4

POLICY TYPE: EXECUTIVE POLICIES

3.0 General Executive Constraint ............................................................................................... 6
3.1 Customer Service .................................................................................................................... 6
3.2 Staff, Volunteer/Member Management ..................................................................................... 7
3.3 Financial Management ............................................................................................................. 7
3.4 Asset Protection ....................................................................................................................... 7
3.5 Staff Compensation & Benefits ................................................................................................. 7
3.6 Protection of Image .................................................................................................................. 8
3.7 Communication & Counsel to the Board ................................................................................... 8
3.8 Facilities Use ............................................................................................................................ 8
3.9 Performance Outcomes ........................................................................................................... 8

POLICY TYPE: BOARD/CHIEF EXECUTIVE OFFICER/STAFF RELATIONSHIP

4.0 Chief Executive Officer Accountability .................................................................................... 9
4.1 Delegation to the Chief Executive Officer ............................................................................... 9
4.2 Chief Executive Officer Job Description ................................................................................... 9
4.3 Board Committee Principles ................................................................................................ 9
POLICY TYPE: ENDS

1.0 MISSION STATEMENT

Dwelling Place improves the lives of people by creating quality affordable housing, providing essential support services, and serving as a catalyst for neighborhood revitalization.

1.1 DWELLING PLACE AS COLLABORATOR IN NEIGHBORHOOD REVITALIZATION AND COMMUNITY BUILDING AND ENGAGEMENT

Dwelling Place will work closely with recognized leadership in neighborhood organizations and institutions to understand neighbor and community needs and design neighborhood revitalization programs and community building and engagement programs accordingly. Dwelling Place will seek the support and participation of at least one community/neighborhood partner in every major neighborhood or community initiative.

1.2 CUSTOMER SERVICE PROGRAMS

Dwelling Place will design programs to improve the quality of life for individuals and the neighborhoods in which they reside. The primary outcome measure for this end will be an annual random survey of residents to determine satisfaction with the quality of Dwelling Place housing and related services. A 90% overall satisfaction rate shall be the minimum acceptable level.

1.3 COMMUNITY DEVELOPMENT

Dwelling Place will advocate for maximum housing opportunity. The primary outcome measure for this end will be the establishment and monitoring of minimum housing production objectives.

2.0 GOVERNING COMMITMENT

The Board of Dwelling Place is accountable to all its stakeholders, including neighborhoods and communities where services are offered. The Board is responsible for fulfilling its mission legally, ethically, and prudently.

2.1 GOVERNING PHILOSOPHIES

The Dwelling Place Board of Directors recognizes that it has dual responsibilities to represent the interests of the community, as well as the interests of the organization. In upholding these responsibilities, the Board will govern with a steadfast focus on its mission: Dwelling Place improves the lives of people by creating quality affordable housing, providing essential support services and serving as a catalyst for neighborhood revitalization, community building and engagement.

The Board will:
- Practice collegiality, cooperation and mutual support of each other's talents, ideas and contributions.
- Remain committed to ongoing learning about the organization's governance and operations.
- Respect and appreciate inclusivity and diversity of ideas and individual backgrounds.
Exercise financial stewardship and accountability.
Support a board culture conducive to accomplishing its responsibilities.
Take the time for many voices to be heard, but then speak and act with one voice.
Make meaningful use of meeting time through individual board preparation, respect for the agenda and role of the Board Chair, upholding policy making principles and a decision-making model in accordance with this document.

2.2 RESPONSIBILITIES OF THE BOARD

The purpose of the Board of Directors of Dwelling Place is to plan and ensure the future of the organization, while fulfilling its mission: Dwelling Place improves the lives of people by creating quality affordable housing, providing essential support services and serving as a catalyst for neighborhood revitalization, community building and engagement.

The Board is responsible for:
- Trusteeship for the mission, vision and values of Dwelling Place.
- Fiduciary responsibility for the organization.
- An on-going process for selecting, supporting, and evaluating the Chief Executive Officer.
- An on-going process for strategic planning, monitoring and evaluating the organizations' programs and services.
- A policy framework that guides the organization.
- Creating and maintaining positive linkages with the community.
- Commitment to fund development efforts and financial stewardship for the organization.
- An inclusive and diverse Board membership.
- Emphasis of Excellence in Governance principles.

2.3 INDIVIDUAL BOARD MEMBER RESPONSIBILITIES

Each board member of Dwelling Place brings to the Board his or her own particular skills and sphere of influence. The role of the board member is to effectively serve those for whom the organization’s programs are designed. Board members’ overall focus is on the mission and its impact on the individuals and communities served.

Specifically, board members are expected to:
- Ensure that the mission, vision and values of DP are carried forth.
- Develop an awareness and understanding of issues and challenges related to the mission of Dwelling Place.
- Maintain the confidentiality of the organization.
- Govern through diligent, attentive and informed participation.
- Attend scheduled meetings.
- Provide financial support of Dwelling Place each year and participate in fundraising activities.
- Match his or her personal and professional talents to a standing or ad hoc committee of the Board, and contribute willingly to the business of that committee.
- Create and maintain an environment of mutual respect and courtesy to one another.
- Support the role of the Chief Executive Officer with the Dwelling Place staff and the public.
- Avoid speaking on behalf of Dwelling Place in a public setting, or to the media, unless authorized by the Board.
• Conduct themselves in a manner that reflects the mission and values of Dwelling Place.

2.4 BOARD CHAIRPERSON’S ROLE

The purpose of the Board Chairperson is to assure an orderly, fair and disciplined governance process and to speak on behalf of the Board. In fulfilling this role, the Chairperson is authorized to:
• Call meetings of the Board.
• Determine agenda content.
• Facilitate the Board’s decision-making and dialogue.
• Make committee assignments, subject to board approval.
• Serve as liaison between the Board and the Chief Executive Officer.
• Facilitate the performance review of the Chief Executive Officer.
• Facilitate the governance self-assessment of the board.
• Not make decisions on behalf of the Board or unduly influence the Board’s decision-making process.

2.5 BOARD COMMITTEE PRINCIPLES

Board committees exist to support the work of the Board as a whole. At times, it may be necessary to appoint a committee to support the work of the staff. When staff committees are appointed, Board members may serve on these committees in a volunteer capacity, but they are not acting in their capacity as Board members.

2.5A Standing Committees

Accountability: Standing committees are accountable to the full Board.

Authority:
• Make recommendations to the Board
• Respond to requests made by the Board.
• Allocate resources within the parameters defined by the Board.
• Develop annual objectives.
• Enter into contracts as authorized by the Board.

2.5B Executive Committee. The Executive Committee shall be composed of the Chairperson, Vice Chairperson, Secretary, Treasurer, and one or more other members of the Board of Directors. The Executive Committee shall be vested with the power to act on behalf of the Board of Directors between Board meetings. The Executive Committee shall report all actions taken between Board meetings to the Board of Directors at the next regularly scheduled meeting of the Board of Directors. The Executive Committee consists of the officers of the board and two at-large members. It exists to support the board’s governance process.

Purpose:
• To act on behalf of the Board between regular meetings of the Board.
• To research issues and make recommendations to the Board.
• To determine the annual Board calendar.
• To recruit and orient Board members. (Governance sub-committee)
• To plan and conduct the annual meeting.
To plan and lead on-going Board member development. (Governance sub-committee)
To facilitate Board self-assessment process and Chief Executive Officer performance review. (Governance subcommittee)
To recommend appropriate Board development activities. (Governance sub-committee)
To monitor Dwelling Place governance process. (Governance sub-committee)

2.5C Governance Committee. The Governance Committee exist to provide ongoing oversight and guidance concerning board members, membership, and governance issues.
• To recruit and orient Board members.
• To plan and lead on-going Board member development.
• To facilitate Board self-assessment process.
• To recommend appropriate Board development activities.
• To monitor Dwelling Place governance process.

2.5D Marketing and Development Committee. The Marketing and Development Committee exists to support the work of the Board in raising community awareness of Dwelling Place and in securing adequate resources to support the accomplishment of the Dwelling Place mission. Committee members are appointed from the Board of Directors and community.

Purpose:
• To develop strategies to support a stable and diverse funding base.
• To make recommendations regarding fund development policies.
• To recruit professional expertise to support the communication needs of Dwelling Place.
• To plan and implement an overall marketing plan that supports the strategic goals and ends of Dwelling Place.
• To support staff in communicating special events and activities of Dwelling Place to the general public and targeted markets.
• To evaluate the impact and effectiveness of marketing and communications efforts.

2.5E Finance Committee. The Finance Committee exists to support the work of the Board in protecting and managing the assets of the Dwelling Place. Committee members are appointed from the Board of Directors and community.

Purpose:
• To approve financial procedures and practices, including internal controls.
• To recommend an annual budget for presentation and review by the Board.
• To provide an annual financial report to the Board.
• To recommend a CPA firm to conduct an annual audit.
• To establish and periodically reviewing Dwelling Place insurance coverage.
• To develop a financial plan that maximizes risk-adjusted returns on funds.

2.5F Real Estate Development and Asset Management Committee. The Real Estate Development and Asset Management Committee exists to support the work of the
Board in evaluating and recommending new real estate initiatives and to monitor the condition and performance of real estate assets for Dwelling Place. Committee members are appointed from the Board of Directors and community.

Purpose:
- Reviewing new real estate initiatives for mission alignment and financial feasibility.
- Monitoring performance of existing real estate assets coverage.

2.5GF Resident Engagement Committee. The Resident Engagement Committee exists to support the work of the Board by promoting new initiatives for increasing resident and neighborhood engagement to improve quality of life within and beyond the housing programs offered by Dwelling Place. Committee members are appointed from the Board of Directors and community.

Purpose:
- To explore and act on means by which residents who live in Dwelling Place properties can become more involved in leadership roles within their apartment communities, the Dwelling Place’s governance structure, and the neighborhoods and cities where they live.
- Recommending new community building and engagement initiatives in neighborhoods where Dwelling Place owns housing.
- Monitoring the impact of community building and engagement programs on quality of life in Dwelling Place properties and the neighborhoods where our housing is located.

2.5HG Ad Hoc Committees

Purpose: Ad Hoc Committees may be appointed by the Board to address a specific issue in a time-limited manner.

POLICY TYPE: EXECUTIVE POLICIES

3.0 GENERAL EXECUTIVE CONSTRAINT

The Chief Executive Officer of Dwelling Place shall operate in a way that is prudent and in accordance with commonly accepted professional ethics. Accordingly, he or she must:
- Make and maintain conditions, procedures, and decisions that are safe, respectful, non-intrusive, and provide appropriate confidentiality and privacy to customers and/or donors.
- Create conditions that are fair and dignified for staff and volunteers.
- Not allow the development of fiscal liability or substantial deviation of actual expenditures from Board priorities.
- Not allow assets to be unprotected, inadequately maintained, or placed at risk.
- Maintain the fiscal integrity of Dwelling Place as it relates to employment, compensation and benefits.
- Act in a manner that delivers the Board-defined ends of Dwelling Place.
- Preserve the public image and credibility of Dwelling Place.
- Ensure the Board is informed on issues of importance to Dwelling Place.

3.1 CUSTOMER SERVICE
With respect to customers or prospective customers, the Chief Executive Officer shall make and maintain conditions, procedures, and decisions which are safe, respectful, non-intrusive, and which provide appropriate confidentiality and privacy. Accordingly, he or she must:

- Treat all customers with dignity and respect.
- Place the needs of the customer first and foremost.
- Ensure safe conditions.
- Protect confidential or sensitive information of customers.
- Protect the privacy of all donor records, databases and mailing lists.
- Release any customer specific information or pictures to media sources only with appropriate prior consent.

3.2 STAFF, VOLUNTEER/MEMBER MANAGEMENT

With respect to the management of staff and volunteers, the Chief Executive Officer must maintain conditions that are fair and dignified. Accordingly, he or she must:

- Provide for conflict resolution and/or grievance procedures.
- Attempt to ensure that staff composition reflects the inclusivity/diversity of the community.
- Ensure that staff and/or volunteers safeguard the physical, mental, and emotional well-being customer and families participating in Dwelling Place programs.
- Maintain and communicate personnel policies.
- Assure that job descriptions and regular performance appraisals take place for all staff.

3.3 FINANCIAL MANAGEMENT

The Chief Executive Officer is required to maintain fiscal responsibility and not allow substantial deviation from the Board's approved budget. Accordingly, he or she must:

- Maintain operating funds at the amount needed to settle payroll and debts in a timely manner.
- Provide all financial reports to appropriate parties in a timely and easily accessible manner.
- Provide a one fiscal year budget for presentation to the Board no later than the December board meeting.
- Monitor the budget throughout the fiscal year.
- Report to the Board any significant operational deviations from the budget.

3.4 ASSET PROTECTION

The Chief Executive Officer shall protect and maintain the assets of Dwelling Place. Accordingly, he or she must:

- Not use Dwelling Place assets for personal gain.
- Keep assets in a secure and safe place.
- Not issue checks in excess of the Finance Committee or Board approved policy.
- Not acquire, encumber, or dispose of real property without Board approval.
- Maintain appropriate insurance policies.
- Maintain internal controls consistent with standard accounting practices.
- Prepare and maintain disaster recovery plans.

3.5 STAFF COMPENSATION & BENEFITS
With respect to employment, compensation and benefits to employees and contractual workers, the Chief Executive Officer must protect the fiscal integrity of Dwelling Place. Accordingly, he or she must:

- Not change his/her own compensation and benefits.
- Establish current compensation and benefits that are substantially in line with the geographic or professional market for the skills employed.

### 3.6 PROTECTION OF IMAGE

The Chief Executive Officer must preserve the public image or credibility of Dwelling Place. Accordingly, he or she must:

- Understand and articulate the vision, mission, and values of Dwelling Place.
- Maintain a public image that reflects and supports the core values of Dwelling Place.
- Act as spokesperson of Dwelling Place in a public setting or to the media.

### 3.7 COMMUNICATION & COUNSEL TO THE BOARD

The Chief Executive Officer must keep the Board informed. Accordingly, he or she must:

- Inform the entire Board on all matters essential to the mission and ends of Dwelling Place in an accurate, unbiased and thorough manner.
- Approach the Board with respect and an open approach to communicating and actively listening to others.
- Submit information required by the Board in a timely, accurate and understandable fashion.
- Advise the Board if, in the Chief Executive Officer's opinion, the Board is not in compliance with its own policies.

### 3.8 FACILITIES USE

All facilities of Dwelling Place shall be used to support the mission of the organization. Accordingly, the Chief Executive Officer must:

- Ensure that use of the facility is open to groups and associations that share values common with Dwelling Place and do not put the image of Dwelling Place at risk.
- Ensure that use of the facility is not placing Dwelling Place at risk financially.
- Ensure the safety and cleanliness of the facility.
- Ensure that an emergency response plan is in place in each facility.
- Adhere to policies and procedures governing the use of the facilities.

### 3.9 PERFORMANCE OUTCOMES

The Chief Executive Officer and his/her staff are charged by the Board to deliver the defined ends of Dwelling Place. Accordingly, he/she must:

- Meet the goals and objectives set by the Board in fulfilling the vision and mission of the organization.
- Develop an annual operating plan to support the fulfillment of the strategic plan.
- Communicate to the Board significant deviations in fulfilling the strategic plan or in program focus.
- Seek, lead and practice continuous quality improvement.
POLICY TYPE: BOARD/CHIEF EXECUTIVE OFFICER/STAFF RELATIONSHIP

4.0 CHIEF EXECUTIVE OFFICER ACCOUNTABILITY

The Chief Executive Officer is accountable to the full board of Dwelling Place. The Board shall instruct the Chief Executive Officer through written policies. The Board shall delegate the explanation and implementation of policies to the Chief Executive Officer.

4.1 DELEGATION TO THE CHIEF EXECUTIVE OFFICER

The Board shall delegate authority to the Chief Executive Officer. In turn, the Chief Executive Officer shall delegate authority to the staff. All staff is accountable to the Chief Executive Officer.

4.1A The Board will direct the Chief Executive Officer to achieve certain results for certain recipients at a certain cost through the establishment of Ends policies. The Board will limit the latitude the Chief Executive Officer may exercise in practices, methods, conduct and other "means" to the ends through establishment of Executive Policies.

4.1B As long as the Chief Executive Officer uses any reasonable interpretation of the Board’s Ends and Executive Policies, the Chief Executive Officer is authorized to establish non-Board policies, make decisions, take actions, establish practices and develop activities.

4.2 CHIEF EXECUTIVE OFFICER JOB DESCRIPTION

The Chief Executive Officer is responsible for the performance of the organization as a whole.

4.3 BOARD COMMITTEE PRINCIPLES

Performance Review: Any evaluation of the Chief Executive Officer will be made based on the Board's monitoring of organizational performance against its defined Ends and within the Executive Policies. The Board will monitor of the Chief Executive Officer’s performance according to Executive Policies.

4.3A Internal Report: Documentation of progress/compliance information from the Chief Executive Officer to the Board.

4.3B Direct Board Inspection: Documentation of progress/compliance information by a committee or the Board as a whole.
RESOLUTIONS OF THE BOARD OF DIRECTORS OF DWELLING PLACE OF GRAND RAPIDS NONPROFIT HOUSING CORPORATION

At a meeting of the Board of Directors of Dwelling Place of Grand Rapids Nonprofit Housing Corporation, Inc., a Michigan nonprofit corporation (“Corporation”), properly convened and held on the 7th day of October, 2020, the Board, after deliberation and discussion, and upon motion duly made, seconded, and passed, RESOLVED the following:

WHEREAS, the Corporation owns or leases numerous commercial properties which it, in turn, leases or subleases to commercial tenants; and

WHEREAS, the Corporation wishes to authorize its Director of Community Building and Engagement, or her/his successor, to execute, on behalf of the Corporation, commercial leases, as well as renewals and amendments to commercial leases, which have been reviewed and approved by the Chief Executive Officer of the Corporation.

NOW, THEREFORE, the following Resolutions are duly adopted:

IT IS RESOLVED that the Corporation’s Director of Community Building and Engagement, or her/his successor, is authorized to execute, on behalf of the Corporation, commercial leases, as well as renewals and amendments to commercial leases, which have been reviewed and approved by the Chief Executive Officer of the Corporation.

IT IS FURTHER RESOLVED that any prior actions taken on behalf of the Corporation with regard to the foregoing matters are hereby ratified and affirmed.

Dated: October 7, 2020

______________________________
Sadie Erickson, Secretary
Dwelling Place of Grand Rapids
Nonprofit Housing Corporation
RESOLUTIONS OF THE BOARD OF DIRECTORS OF
DWELLING PLACE OF GRAND RAPIDS NONPROFIT HOUSING CORPORATION

At a meeting of the Board of Directors of Dwelling Place of Grand Rapids Nonprofit Housing Corporation, Inc., a Michigan nonprofit corporation (“Corporation”), properly convened and held on the 7th day of October, 2020, the Board, after deliberation and discussion, and upon motion duly made, seconded, and passed, RESOLVED the following:

WHEREAS, the Corporation is the sole member of Dwelling Place Regional Community Land Trust (“CLT”), a Michigan nonprofit corporation; and

WHEREAS, the Corporation wishes to affirm the appointment of the initial Board of Directors of the CLT; and

WHEREAS, there has been presented to the Board of Directors of the Corporation the CLT’s proposed Bylaws for approval and adoption; and

WHEREAS, the Corporation wishes to ratify and affirm all prior actions taken by the incorporator of the CLT.

NOW, THEREFORE, the following Resolutions are duly adopted:

IT IS RESOLVED that the appointment of the Lee Nelson Weber, Eleanor Moreno, Gil Segovia, Troy Zapolski, and Rich Kogelschatz as the CLT’s initial Board of Directors is hereby affirmed.

IT IS FURTHER RESOLVED that the CLT’s Bylaws are hereby approved and adopted.

IT IS FURTHER RESOLVED that all prior actions taken by the incorporator of the CLT are hereby ratified and affirmed.

IT IS FURTHER RESOLVED that any prior actions taken on behalf of the Corporation with regard to the foregoing matters are hereby ratified and affirmed.

Dated: October 7, 2020

______________________________
Sadie Erickson, Secretary
Dwelling Place of Grand Rapids
Nonprofit Housing Corporation
BYLAWS
OF
DWELLING PLACE REGIONAL COMMUNITY LAND TRUST
(Adopted September 9, 2020)

ARTICLE I: Name and Purposes
1. Name
2. Purposes

ARTICLE II: Membership

ARTICLE III: Board of Directors
1. Number of Directors
2. Composition of Board
3. Nomination of CLT Homeowner Directors
4. Election of Directors
5. Vacancies
6. Low-Income Representation
7. Terms of Directors
8. Resignation
9. Removal of Directors
10. Regular or Special Meetings
11. Notices of Special Meetings
12. Written Consents
13. Quorum
14. Required Vote
15. Adjournment
16. Rules
17. Duties of the Board of Directors
18. Powers of the Board of Directors
19. Limitation on the Powers of the Board of Directors
20. Compensation
21. Presumption of Assent
22. Committees

ARTICLE IV: Officers
1. Designation
2. Election
3. Tenure
4. Removal from Office
5. Duties of the President
6. Duties of the Vice President
7. Duties of the Secretary
8. Duties of the Treasurer
9. Compensation of Officers
ARTICLE V: CONFLICT OF INTEREST POLICY
1. Duty to Corporation
2. Interested Person
3. Appearance of a Conflict of Interest
4. Disclosure
5. Voluntary Recusal
6. Recusal by Board or Committee
7. Recused Directors
8. Agreement to Comply

ARTICLE VI: Stewardship of Land
1. Principles of Land Use
2. Encumbrance of Land
3. Sale of Land

ARTICLE VII: Ownership of Housing and Other Improvements Located on the Corporation’s Land, and Limitations on Resale
1. Ownership of Housing and Improvements on the Corporation’s Land
2. Preservation of Affordability
3. The Resale Formula
4. Procedures for Adoption of the Resale Formula
5. Procedures for Altering the Resale Formula

ARTICLE VIII: Amendment of the Articles of Incorporation and Bylaws

ARTICLE IX: Dissolution

ARTICLE X: Miscellaneous Provisions
1. Fiscal Year
2. Deposit of Funds
3. Checks, etc.
4. Loans
5. Contracts
6. Indemnification

ARTICLE XI: Initial Board Adoption of Bylaws, First Annual Meeting
1. Initial Board of Directors
2. Adoption of Bylaws
3. First Annual Meeting
ARTICLE I: NAME AND PURPOSES

1. Name. The name of this organization shall be DWELLING PLACE REGIONAL COMMUNITY LAND TRUST, hereinafter referred to as the “Corporation.”

2. Purposes. The purposes of the Corporation shall be exclusively charitable, specifically:

   a. To provide opportunities for low-income people to secure housing that is decent and affordable and that is controlled by them on a long-term basis.

   b. To preserve the quality and affordability of housing for future low-income residents of DP CLT.

   c. To combat community deterioration in economically disadvantaged neighborhoods by promoting the development, rehabilitation, and maintenance of decent housing in these neighborhoods; by promoting economic opportunities for low-income residents of these neighborhoods; by making land available for projects and activities that improve the quality of life in these neighborhoods; and by assisting residents of these neighborhoods in improving the safety and well-being of their community.

   d. To protect the natural environment and to promote the ecologically sound use of land and natural resources and the long-term health and safety of the community.

ARTICLE II: MEMBERSHIP

The Corporation is organized on a membership basis. The Member is Dwelling Place of Grand Rapids Nonprofit Housing Corporation, a tax-exempt corporation organized to provide and preserve housing and related facilities for the benefit of low- and moderate-income people. The power to adopt, amend, restate or repeal the Articles of Incorporation or the bylaws is reserved exclusively to the Corporation’s Member.

ARTICLE III: BOARD OF DIRECTORS

1. Number of Directors. Except for the initial Board named in the Articles of Incorporation, the Board of Directors shall consist of up to twelve (12) Directors, as determined from time to time by the Member
2. **Composition of the Board.**

   a. The initial five-person Board has been appointed by the incorporator with the consent of the Member. All replacement Directors and additional Directors shall be appointed by the Member, except as provided in subsection (c) below.

   b. After the Corporation has achieved operational stability, as determined in the discretion of the Member, the Member may expand the Board to represent the interests of CLT homeowners and others whose expertise will, in the Member’s discretion, likely enhance the prospects for the Corporation’s long-term success. It may add, for example, members of key stakeholder groups such as municipal officials, lenders and funders, other nonprofit housing partners, residents of the Corporation’s service area(s), those representing the interests of the general public, and CLT homeowners.

   c. When the Member determines that it is appropriate to do so, the CLT homeowners may elect up to one-third of Board members from among themselves, using the nomination and election procedure set out in these Bylaws. The Member will direct the CLT Board to notify CLT Homeowners of the available Board positions and of the nomination and election timing and process.

3. **Nomination of CLT Homeowner Directors.** For all regular elections of CLT Homeowner Directors after the Member determination described in 2. c. above, CLT Homeowner directors shall be nominated and elected as follows:

   a. Homeowners may nominate potential Homeowner Directors from among themselves in the manner and within the time provided in the notice sent at the direction of the Board. The notice may provide that nominations may be made at the Annual Meeting.

   b. In the event that, at the time the Board notice described above is to be sent out, the number of nominations is less than the number of Homeowner Director seats to be filled, the Member may nominate enough additional candidates so that the total number of candidates is sufficient to fill the number of open Homeowner Director seats to be filled. The additional candidates shall either be existing CLT Homeowners or those who, in the Member’s judgment, can reasonably be expected to represent the normal interests and concerns of the Lessees.

   c. In the event that, at the time the Board notice described above is to be sent out, the CLT is operating in more than one geographic area (as determined by the Member), the Member may require that nominees for Homeowner Director positions equitably represent more than one of its geographic
service areas and may, in its discretion, add nominees to the Homeowner Director positions to achieve the desired equity.

4. **Election of Directors.** Homeowner Directors shall be elected from the designated nominees by the Member.

5. **Vacancies.**

   a. If any Director vacates his or her term or is removed from the Board, the Member may select a person to fill the vacancy, or may decide to leave the position vacant.

   b. Any person selected to fill a vacancy on the Board of Directors must be one who, in the Member’s discretion, can be reasonably expected to enhance the probabilities of the Corporation’s success. If the Member is appointing a Homeowner Director, that appointee shall be one who, in the Member’s discretion, is likely to represent the interests of CLT Homeowners.

6. **Low-Income Representation.** In their actions regarding the nomination and election of directors and appointment of people to fill vacancies on the board of directors, the board of directors shall at all times ensure that at least one third of the Board is maintained for residents of low-income neighborhoods, other low-income community residents, or representatives of low-income neighborhood organizations.

7. **Terms of Directors.**

   a. *Terms of First Elected Directors.* After the election of Directors at the first Annual Meeting, each Director shall be assigned, by the Member, to a one-year or two-year term. In each of the categories of Directors at least one Director shall be assigned a two-year term.

   b. *Terms of Successor Directors.* Except as otherwise provided in these Bylaws, each Director shall serve a full term of two years.

   c. *Commencement of Terms.* The term of office of a regularly elected Director shall commence at the adjournment of the Annual Meeting in which he or she is elected. The term of office of a Director elected by the Board to fill a vacancy shall begin at the time of his or her acceptance of the position.

   d. *Re-election.* No person shall serve as a Director for more than three consecutive elected terms. After a year’s absence from the Board, however, a person who has served three consecutive elected terms may return to the Board, if reelected, and may serve up to three consecutive elected terms.
8. **Resignation.**

   a. Any Director may resign at any time by giving written notice to the President. Unless otherwise specified, such resignation shall be effective upon the receipt of notice by the President.

   b. A Director shall be considered to have given notice of resignation and his or her position shall be declared vacant by the Board of Directors if he or she fails to attend three consecutive meetings of the Board with the exception of emergency meetings, unless good cause for absence and continuing interest in participation on the Board are recognized by the Board. When a Director has failed to attend three consecutive meetings, the President shall notify him or her in writing that, at the next regular Board meeting, his or her position will be declared vacant unless the Board determines that there has been good cause for the Director’s absences and that the Director continues to be interested in participating on the Board of Directors. The notification by the President shall be mailed no later than seven days prior to the Board meeting at which the position may be declared vacant. At this meeting, the Director in question shall be given the opportunity to show good cause for past absences from meetings and continuing interest in participating on the Board. The resignation of a Director who has missed three consecutive meetings shall not become effective until the Board has declared the position vacant as provided herein.

9. **Removal of Directors.** A Director may be removed, with or without cause, by the Member after notice and opportunity to hear from the director and other Board Members.

10. **Regular or Special Meetings.** The Board shall hold regular meetings at least annually. Regular or special meetings of the Board may be held either within or without the State of Michigan. A regular meeting may be held with or without notice as prescribed in these bylaws. A special meeting shall be held upon notice as prescribed in these bylaws. Attendance of a director at a meeting constitutes a waiver of notice of the meeting, except where a director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, a regular or special meeting need be specified in the notice or waiver of notice of the meeting unless required by these bylaws. Unless otherwise restricted by the articles of incorporation or these bylaws, a member of the Board or of a committee designated by the Board may participate in a meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the board need be specified in the notice for that meeting.
11. **Notice of Special Meeting.** Special meetings of the Board may be called by the chairperson or by any two (2) directors for the transaction of such business as may be designated in the notice of the meeting. A special meeting shall be held only when notice of the time and place thereof is mailed to each director, at the address which appears on the records of the corporation, at least ten (10) days before the day on which the meeting is to be held, or sent to such place by telegraph, facsimile, e-mail, radio or cable, or telephoned or delivered personally, not later than ten (10) days before the day on which the meeting is to be held.

12. **Written Consents.** Any action, required or permitted to be taken pursuant to authorization voted at a meeting of the Board, may be taken without a meeting, without prior notice and without a vote, if a consent in writing, setting forth the action to be taken, is signed by each member of the Board. The written consents shall be filed with the minutes of the meetings of the Board. A consent transmitted by electronic means such as e-mail shall be considered a written consent for purposes of this section and as permitted by law from time to time.

13. **Quorum.** A quorum at a meeting of the Board is constituted by fifty percent (50%) of the members of the Board then in office provided that at once there is more than one category of board members, establishing a quorum requires that at least one representative from each of the categories of representatives is present and at least one (1) member of the Executive Committee.

14. **Required Vote.** Unless the vote of a larger number is required by Michigan law or these Bylaws, the vote of a majority of the directors present in person or by electronic means by which participants can communicate with each other at a meeting at which a quorum is present constitutes the action of the Board. At all meetings of the Board, each director present shall have only one (1) vote.

15. **Adjournment.** In the absence of a quorum, a majority of the directors present at the time and place of any meeting may adjourn such meeting from time to time until a quorum is present.

16. **Rules.** The parliamentary procedure for conduct of regular and special meetings of the Board shall be “Roberts Rules of Order.”

17. **Duties of the Board of Directors.** The Board of Directors shall carry out the purposes of the Corporation and be responsible for the general management of the affairs of the Corporation in accordance with these Bylaws. Specifically, the Board shall:

   a. Approve a written Annual Report. This report shall include a summary of the Corporation’s activities during the previous year, the Corporation’s most recent financial reports, and a list of all real estate held by the Corporation.
b. Adopt an annual operating budget prior to the beginning of each fiscal year, and approve any expenditures not included in the budget.

c. Select all officers of the Corporation. Supervise the activities of all officers, agents, and committees of the Corporation in the performance of their assigned duties and investigate any possible conflicts of interest within the Corporation.

d. Adopt and implement personnel policies providing for the hiring, supervision, and evaluation of employees.

e. Provide for the deposit of funds in accordance with Article IX of these Bylaws. Determine by whom and in what manner deeds, leases, contracts, checks, drafts, endorsements, notes and other instruments shall be signed on behalf of the Corporation.

f. Acquire such parcels of land, with or without buildings and other improvements, through donation, purchase, or otherwise, as the Board shall determine that it is useful and prudent to acquire in furtherance of the purposes of the Corporation.

g. Convey the right to use land, through leases or other limited conveyances, in accordance with the provisions of Articles V and VI of these Bylaws.

h. Convey ownership of housing and other improvements on the Corporation’s land to qualified lessees, as possible, in accordance with the provisions of Articles V and VI of these Bylaws.

i. Exercise, as appropriate, the Corporation’s option to repurchase (or arrange for the resale of) housing and other improvements on the Corporation’s land, or condominium units on which the Corporation holds a purchase option.

j. Develop the resources necessary for the operation of the Corporation and for the acquisition and development of land and housing.

k. Assure the sound management of the Corporation’s finances.

18. **Powers of the Board of Directors.** In addition to the power to carry out the duties enumerated above, the Board of Directors shall have the power to:

   a. Appoint and discharge advisors and consultants.

   b. Create such committees as are necessary or desirable to further the purposes of the Corporation. (Any Director of the Corporation may be appointed to any committee. Except as otherwise provided in these Bylaws,
no committee may take action on behalf of the Corporation except as authorized by the Board of Directors.)

c. Call special meetings.

d. Approve the borrowing and lending of money as necessary to further the purposes of the Corporation and in accordance with these Bylaws.

e. Exercise all other powers necessary to conduct the affairs and further the purposes of the Corporation in accordance with the Certificate of Incorporation and these Bylaws.

19. **Limitation on the Powers of the Board of Directors.** Action taken by the Board of Directors on any motion for the removal of Directors, the sale of land, the establishment or alteration of the “resale formula,” the amendment of the Articles of Incorporation or these Bylaws, or dissolution of the Corporation shall not become effective unless and until such action is approved in accordance with these Bylaws.

20. **Compensation.** The directors shall serve without compensation. Upon resolution of the Board not in conflict with the corporation’s articles of incorporation, the directors may receive reimbursement of expenses for attendance at any meeting of the Board. Unless the conflict is disclosed and the contractual arrangement is approved in accordance with the corporation’s conflict of interest policy, no director shall have any financial interest in any contractual arrangement entered into by the corporation in connection with the rendition of the services, the provision of goods or supplies, management of any facility owned and operated by the corporation, procurement of furnishings and equipment, or other matters whatsoever.

21. **Presumption of Assent.** A director of the corporation who is present at a meeting of the Board or a committee at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he shall file his written dissent to such action with the person acting as the secretary of the meeting before the adjournment or shall forward such dissent by registered mail to the secretary of the corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a director who voted in favor of such action.

22. **Committees.** The Board may designate one (1) or more committees, each committee to consist of one or more of the directors of the corporation and such non-directors as are approved by the chairperson of the committee, to serve at the discretion of the Board. Each committee shall include not less than one Board member. The directors may designate one (1) or more Board members as alternate members of a committee, who may replace an absent or disqualified
member at a meeting, of the committee. In the absence or disqualification of a member of a committee, the members thereof present at a meeting and not disqualified from voting, whether or not they constitute a quorum, may unanimously appoint another member of the Board to act at the meeting in place of such an absent or disqualified member. The following provisions apply to each committee:

a. A committee designated pursuant to this Article, and each member thereof, shall serve at the pleasure of the Board.

b. A member of a committee may participate in a meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this section constitutes presence in person at the meeting.

c. A majority of the members of each committee constitutes a quorum for the transaction of business. The vote of the majority of committee members present at a meeting at which a quorum is present constitutes the action of the committee.

d. Any action required or permitted to be taken pursuant to authorization voted at a meeting of a committee may be taken without a meeting, if, before or after the action, all members of the committee consent thereto in writing. The written consents shall be filed with the minutes of the proceedings of the committee. The consent has the same effect as a vote of the committee for all purposes. A consent transmitted by electronic means such as e-mail shall be considered a written consent for purposes of this section and as permitted by law from time to time.

e. A committee (except for the Executive Committee) designated by resolution of the Board, shall serve in an advisory capacity only unless the Board delegates any portion of its authority to manage, control, and conduct the business and affairs of the corporation. However, the Board may not delegate to a committee the power or authority to:

   a. Adopt an agreement of merger or consolidation.

   b. Approve the sale, lease, or exchange of all or substantially all of the corporation’s property and assets.

   c. Approve a dissolution of the corporation or a revocation of a dissolution.

   d. Fill vacancies in the Board; or
e. Fix compensation of any Board members or committee members.

f. Each committee shall keep minutes of its meetings and shall send a copy thereof to each member of the Board. Its recommendations and reports shall be in writing and forwarded to the Board.

g. The Executive Committee shall consist of the officers. The Executive Committee shall have, and may exercise, in the interim between meetings of the Board, all powers of the Board, provided that the Executive Committee shall not have the power to amend these Bylaws or take any other action as to which the Board is restricted. Meetings of the Executive Committee shall be called by the chairperson or, in his/her absence, by the vice-chairperson. A majority of the members of the Executive Committee shall constitute a quorum thereof. The Executive Committee shall report all actions taken between Board meetings at the next regularly scheduled meeting of the Board of Directors.

h. No action by any committee, other than the Executive Committee, nor of any division, bureau, board, department, affiliate, employee, officer, or director shall be binding upon or constitute an expression of the policy of the Corporation unless or until it shall be approved by the Board.

i. Whenever not prohibited by law, meetings and notices may be given and votes may occur by electronic means. Any meeting may be conducted by means of remote communication equipment that allows each participant of the meeting to communicate with all other meeting participants. Electronic transmissions shall be considered written transmissions for purposes of any provision of these Bylaws requiring any action or notice in writing.

ARTICLE IV: OFFICERS

1. Designation. The officers of the Corporation shall be: President, Vice President, Secretary, and Treasurer.

2. Election. The officers of the Corporation shall be elected by a majority vote of the Board of Directors, from among themselves, at the Annual Meeting of the Board. Any vacancies occurring in any of these offices shall be filled by the Board for the unexpired term.

3. Tenure. The officers shall hold office until the next Annual Meeting of the Board after their election, unless, before such time, they resign or are removed from their offices, or unless they resign or are removed from the Board of Directors. Any officer who ceases to be a Director of the Board of Directors shall thereby cease to be an officer.
4. **Removal From Office.** The officers shall serve at the pleasure of the Board of Directors and may be removed from office at any time by an affirmative vote of two thirds of the entire Board of Directors.

5. **Duties of the President.** The President shall be the principal executive officer of the corporation and, subject to the control of the Board, shall serve as chairperson of the Board and, in general, supervise and control all of the business and affairs of the corporation. He or she shall, when present, preside at all meetings of the Board. He or she may sign any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board or by these bylaws or some other law to be otherwise signed or executed, and in general shall perform all duties incident to the office of president and such other duties as may be prescribed by the Board from time to time. Without limitation of the foregoing, the president shall:

   a. Preside at meetings of the Board;
   b. Call special meetings of the Board after consultation with the other officers;
   c. Appoint committees;
   d. Coordinate the function of the Board;
   e. Serve as the Board’s liaison with the community; and
   f. Form general policies of the corporation in cooperation with the Board.

6. **Duties of the Vice President.** The Vice President shall:

   a. Perform all duties of the President in the event that the President is absent or unable to perform these duties;
   b. Perform those duties assigned to the President regarding the resignation or removal of a Director when the President is disqualified from performing these duties.
   c. Assure that up-to-date copies of these Bylaws (incorporating any duly approved amendments) are maintained by the Corporation; answer all questions from the Board regarding these Bylaws; and assure that all actions of the Board of Directors comply with these Bylaws.
d. Assure that any and all committees established by the board of directors are constituted as the board has directed and meet as necessary and appropriate.

e. Perform such other duties as the Board of Directors may assign.

7. **Duties of the Secretary.** The Secretary shall:

a. Record all minutes of the meeting of the Board;

b. Be responsible for all correspondence with the Board;

c. See that all notices are duly given in accordance with the provisions of these bylaws or as required by law;

d. Be custodian of the corporate records;

e. Keep a register of the post office address of each Board member and other relevant contact information; and

f. In general perform all duties incident to the office of secretary and such other duties as from time to time may be assigned to him or her by the chairperson or by the Board.

In the event of the Secretary’s absence from a meeting, the President may designate an Acting Secretary to record the proceedings of that meeting and to otherwise perform the duties of the Secretary during the absence.

8. **Duties of the Treasurer.** If required by the Board, the treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall:

a. Act as chairperson of the finance committee, if any;

b. Serve as representative of the Board in all matters relating to funding and finances;

c. Have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws; and

d. In general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be assigned to him or her by the chairperson or by the Board.
9. **Compensation of Officers.** All officers shall serve without compensation except as otherwise directed by the Board of Directors.

**ARTICLE V: CONFLICT OF INTEREST POLICY**

1. **Duty to Corporation.** Every Board and committee member shall make decisions and carry out his or her oversight responsibilities in the best interests of the Corporation.

2. **Interested Person.** An Interested Person is anyone who has a financial interest, either directly or through family or business relationships, in a compensation arrangement with the Corporation or in an entity with which the Corporation is considering entering into a transaction.

3. **Appearance of a Conflict of Interest.** The appearance of a conflict of interest occurs when a reasonable person might have the impression, after full disclosure of the facts, that a Director’s judgment might be significantly influenced by outside interests, even though the Director is not an Interested Person.

4. **Disclosure.** Any Director of the Board of Directors or a committee with powers delegated to it by the Board of Directors who believes he or she is an Interested Person or might appear to have a conflict of interest with regard to any matter coming before the Board or such committee must disclose the existence of the interest or apparent conflict to the Board or committee.

5. **Voluntary Recusal.** If such a Director believes his or her interest in a matter constitutes either a conflict of interest or the appearance of a conflict of interest, he or she shall recuse herself or himself from any discussion related to the matter and from voting on the matter.

6. **Recusal by Board or Committee.** If the Director does not voluntarily recuse herself or himself, any Director or committee member may request that the Board or committee determine whether such member should be recused. Such Director shall not be present during the discussion and vote on the recusal and may not be counted in determining the existence of a quorum at the time of such vote. In making the decision as to recusal, the Board or committee shall keep in mind that it is the Corporation’s policy to avoid the appearance of a conflict of interest. If a majority of the Board or committee votes for recusal, a quorum being present, the Director shall be immediately recused. The results of the vote shall be recorded in the minutes of the meeting.

7. **Recused Directors.** A recused Director shall not be present during the discussion of the matter in regard to which he or she has been recused and shall not participate in the vote on such matter.
8. **Agreement to Comply.** Upon joining the Board of Directors or of a committee with powers delegated by the Board of Directors, each new Director shall be given a copy of this conflict-of-interest policy and shall sign a document stating that he or she has read and understood the policy and agrees to comply with it.

**ARTICLE VI: STEWARDSHIP OF LAND**

1. **Principles of Land Use.** The Board of Directors shall oversee the use of land owned by the Corporation and shall convey the right to use such land so as to facilitate access to land and affordable housing by low- or moderate-income people. In so doing, the Board shall be guided by the following principles:

   a. The Board shall consider the needs of potential lessees and shall attempt to effect a just distribution of land use rights.

   b. The Board shall convey land use rights on terms that will preserve affordable access to land and housing for future low- and moderate-income residents of the community.

   c. The Board shall convey land use rights in a manner that will promote the long-term well-being of the community and the long-term health of the environment.

2. **Encumbrance of Land.** The decision to mortgage or otherwise encumber land owned by the Corporation shall require the approval of the Board of Directors. Any such encumbrance shall be subordinated to any ground leases relating to such land.

3. **Sale of Land.** The sale of land does not conform with the philosophy and purposes of the Corporation. Accordingly, land shall not be sold except in extraordinary circumstances, and then only in accordance with the following guidelines.

   a. A parcel of land may be sold pursuant to a resolution adopted by an affirmative vote by at least two thirds of the entire Board of Directors at a regular or special Board meeting, provided that (i) the Corporation has owned the parcel for no more than sixty (60) days at the time the vote is taken, (ii) the parcel is not leased to any party, and (iii) the resolution states that the location or character of the parcel is determined to be such that the charitable purposes of the Corporation are best served by selling the land and applying the proceeds to the support of other activities serving those purposes.
b. In all other circumstances a parcel of land may be sold only with:

i. An affirmative vote by at least two thirds of the entire Board of Directors at a regular or special Board meeting, provided that written notice of such meeting has described the proposed sale and the reasons for the proposal.

c. If any of the Corporation’s land is to be sold to any person or entity other than a not-for-profit corporation or public agency sharing the purposes of the CLT, any ground lessees on that land shall have the opportunity to exercise a right of first refusal to purchase the land that they have been leasing from the CLT.

ARTICLE VII: OWNERSHIP OF HOUSING AND OTHER IMPROVEMENTS LOCATED ON THE CORPORATION’S LAND, AND LIMITATIONS ON RESALE

1. Ownership of Housing and Improvements on the Corporation’s Land. In accordance with the purposes of the Corporation, the Board of Directors shall take appropriate measures to promote and facilitate the ownership of housing and other improvements on the Corporation’s land by low-and moderate-income people. These measures may include, but are not limited to, provisions for the sale of housing to such people; provisions for financing the acquisition of housing by such people, including direct loans by the Corporation; and provision for grants or other subsidies that will lower the cost of housing for such people.

2. Preservation of Affordability. It is a purpose of the Corporation to preserve the affordability of housing and other improvements for low-and moderate-income people in the future. Accordingly, when land is leased for such purpose, the Board of Directors shall assure that, as a condition of the lease, housing on the land maybe resold only to the Corporation or to another low- and moderate-income person and only for a price limited by a “resale formula” as described in Section 3 below. However, notwithstanding the foregoing, the Board of Directors may choose, for reasons consistent with the charitable purposes of the Corporation, to lease certain parcels of land for uses that do not require continued affordability for low-income people, and in such cases the resale restrictions described above shall not be required as a condition of the lease.

3. The Resale Formula. Whenever its purpose is to preserve affordability, the Corporation shall restrict the price that ground lessees may receive when they sell housing and other improvements located on the land that is leased to them by the Corporation. The same policy shall be applied in the case of condominium units stewarded by the Corporation, regardless of whether the land is owned by the Corporation. A policy establishing such restrictions in the form of a “resale formula” shall be adopted by the Board of Directors of the Corporation, in accordance with the following principles:
a. To the extent possible, the formula shall allow the seller to receive a price based on the value that the seller has actually invested in the property being sold.

b. To the extent possible, the formula shall limit the price of the property to an amount that will be affordable for other low- and moderate-income people at the time of the transfer of ownership.

4. **Procedures for Adoption of the Resale Formula.** The adoption of the resale formula shall require:

   a. An affirmative vote by at least two thirds of the entire Board of Directors at any regular or special Board meeting, provided that written notice of such meeting has set forth the proposed formula with an explanation thereof.

5. **Procedures for Altering the Resale Formula.** The consistent long-term application of a resale formula is essential to the purposes of the Corporation. Accordingly, the resale formula shall not be altered unless the Board of Directors of the Corporation determine that the current formula presents an obstacle to the achievement of the purposes of the Corporation. In such event, the resale formula may be altered only by a two-thirds vote of the entire Board of Directors present at a meeting, as described above for the adoption of the formula.

**ARTICLE VIII: AMENDMENT OF ARTICLES OF INCORPORATION AND BYLAWS**

The Articles of Incorporation may only be amended by the Member.

**ARTICLE IX: DISSOLUTION**

A decision to dissolve the Corporation and to distribute the Corporation’s assets in a particular manner in accordance with the Articles of Incorporation may only be made by the Member.

**ARTICLE X: MISCELLANEOUS PROVISIONS**

1. **Fiscal Year.** The fiscal year of the Corporation shall begin on January 1 of each year and shall end on December 31 of each year.

2. **Deposit of Funds.** All funds of the Corporation not otherwise employed shall be deposited in such banks, trust companies, or other reliable depositories as the Board of Directors from time to time may determine.
3. **Checks, etc.** All checks, drafts, endorsements, notes and evidences of indebtedness of the Corporation shall be signed by such officers or agents of the Corporation and in such manner as the Board of Directors from time to time may determine. Endorsements for deposits to the credit of the Corporation shall be made in such manner as the Board of Directors from time to time may determine.

4. **Loans.** No loans or advances shall be contracted on behalf of the Corporation, and no note or other evidence of indebtedness shall be issued in its name, except as authorized by the Board of Directors. Any such authorization shall relate to specific transactions.

5. **Contracts.** Any officer or agent of the Corporation specifically authorized by the Board of Directors may, on behalf of the Corporation, enter into those contracts or execute and deliver those instruments that are specifically authorized by the Board of Directors. Without the express and specific authorization of the Board of Directors, no officer or other agent of the Corporation may enter into any contract or execute and deliver any instrument in the name of the Corporation.

6. **Indemnification.** Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit or proceeding by reason of the fact that he or she is or was a Director or Officer of the Corporation shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorneys’ fees and disbursements, incurred by him or her (or his or her heirs, executors, or administrators) in connection with the defense or settlement of such action, suit, or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer is liable for negligence or misconduct in the performance of his or her duties.

**ARTICLE XI: INITIAL BOARD ADOPTION OF BYLAWS, FIRST ANNUAL MEETING**

1. **Initial Board of Directors.** The Initial Board of Directors shall be as stated in the Articles of Incorporation. The Initial Board, after it and the Member have approved these Bylaws, shall call its first regular meeting. The terms of the initial Board of Directors shall commence at its first regular meeting and continue for the term established by the procedure in Article III, Section 4. d. of these Bylaws.

2. **Adoption of Bylaws.** Adoption of these Bylaws as the Bylaws of the Corporation shall require approval by a majority of the Initial Board of Directors at its first regular meeting.

3. **First Annual Meeting.** The location and specific time of the First Annual Meeting shall be determined by the Initial Board of Directors. Notice of the
First Annual meeting shall be mailed to interested persons at least seven days prior to the Meeting and shall include a list of those persons nominated for the Board of Directors in accordance with Paragraph 4 above. Except as otherwise provided in this Article, the election of Directors and other business of the First Annual Meeting shall be conducted in accordance with Articles II and III of these Bylaws.

Approved and Adopted: September 9, 2020
Dwelling Place Board Information

Each year, Dwelling Place is required by NeighborWorks and other organizations to report information about the Board and its activities. Please complete the following form.

Name ___________________________ Date _______________ Year joined Board __________

Address ________________________________________________________________

Sector Representation (circle one): Private / Public / Resident

Are you a representative of the health care system? No / Yes

Sector Type (please select one):

☐ Public Entity ☐ Membership Organization
☐ Financial Institution ☐ Government-Sponsored Financial Enterprise
☐ Corporate or Independent Foundation ☐ Elected representative of low-income neighborhood
☐ Corporation (excluding financial institutions)  
☐ Resident in low-income neighborhood

Role on the Board:

☐ Chair ☐ No Current Role
☐ Vice Chair ☐ Other
☐ Treasurer ☐ Committee Chair (please list):
☐ Secretary

Please identify the activities in which you participated this fiscal year (Oct 2019-Sept 2020):

☐ Strategic Planning ☐ Board training as a group
☐ Business/Operational Planning ☐ Individual Training
☐ Orientation for new Board members ☐ Resource/Fund Development Activities

Please identify all of the Committees you are currently a part of:

☐ Executive ☐ Diversity, Equity, & Inclusion
☐ Finance ☐ Resident Engagement
☐ Governance ☐ Real Estate Development & Asset Management
☐ Marketing & Development ☐ CEO Succession Planning
☐ Community Land Trust

*Please note: The information you provided on your Dwelling Place board application will be used to complete the demographics section. If you would like to change or withhold this information, please contact Zoe Post at zpost@dwellingplacegr.org.