DWELLING PLACE BOARD OF DIRECTORS
ENCLOSURES LIST
February 3, 2021

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

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Consent Agenda
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The meeting was convened via conference call at 11:32 AM by Mr. Kogelschatz.

APPROVAL OF MINUTES

Minutes of the Dwelling Place RED & Asset Management Committee meeting of November 9, 2020 were approved by motion of Mike McDaniels, supported by Larry Titley and carried without objection.

THIRD QUARTER MFI

Ms. Long presented third quarter MFI numbers; the portfolio overall has performed better than Q3 of 2019. Additional comments and notable items discussed are as follows:

Net Cash Flow as % of GPI: Increased from 5.56% (Q3 2019) to 8.2% (Q3 2020), on track with Midwest peers. Lower cash flow at some properties was due to vacancy loss due to a hold on units for the CLT (Grandville, New Hope), combined commercial/residential vacancy loss (Kelsey), and a higher than expected flooring cost (West Shore). Harvest Hill recently exited the RD program and has been subsidizing the subsidy loss while residents apply for tenant-based vouchers.

Operating Expenses as % of GPR less DSC: Improved from 91% (Q3 2019) to 84% (Q3 2020), higher than Midwest peers (78%). Slight increases due to heating/cooling costs (BSP), drywall repair (LHA), flooring replacement (West Shore), and advertising costs for a new property manager (Midtown).

Vacancy as % of GPR: Increased from 3.09% (Q3 2019) to 3.85% (Q3 2020) due to Covid-19 pandemic, but lower than Midwest peers (4.7%). Unit turns were slower, RSCs could not meet one-on-one with residents, and referrals for new residents were delayed.

Collection Rate: On track with last year (93% in 2019; 92.7% in 2020); higher than Midwest peers (76%), as many residents with income affected by Covid-19 have subsidies that fill the gap.

Debt Service Coverage: Consistent with previous quarter (2.55 Q2 v. 2.02 Q3); better than peers (1.97). Greatest decreases due to breakeven budgets (Harvest Hill, West Shore) and Harvest Hill departure from the RD program.
**Turnover Percentage, Annualized:** Improved from 20% (Q3 2019) to 14% (Q3 2020). Causes of higher percentages include resident deaths (Commerce, Herkimer), aging into appropriate facilities (Herkimer) and a small number of properties (Kelsey). Other move-outs were for neighborhood safety concerns or did not cite a reason.

**Average Days Vacant:** Harshly affected by Covid-19 pandemic (52 days Q3 2019 v. 73 days Q3 2020) due to the same reasons cited in Vacancy as % GPR. Higher than Midwest peers (58 days).

**Economic Vacancy:** On track with last year (4% in Q3 2019; 4.4% in Q3 2020). Bad debt is nearly $55,000 under budget but vacancy loss has increased.

**Tenant Receivables:** Slight increase from Q2 (2.9%) to Q3 (3.5%) and significant increase from Q3 2019 (1.9%). Properties most affected are those who do not have a housing voucher to adjust rent based on current income.

**Recertification Time:** There was an error in the portfolio average; Q2 was corrected to -5.8 and Q3 to -5.6. Due to the pandemic, property staff were unable to meet with residents in person to assist with recertification and much of MSHDA’s staff was furloughed.

**NOI to Budget:** Well above budget at 116% and Q3 2019 (80%), partially due to limiting maintenance to emergency work orders only. Grandville, Harvest Hill, and New Hope had higher maintenance costs than budgeted.

### PROJECT UPDATES AND OTHER NEWS

**Joint Venture**

CSI, a nonprofit operating in 4 different states, has recently approached Dwelling Place for collaboration in a joint venture with a 9% tax credit application to be submitted in February. The project includes the preservation and rehab of 108 units of low- to moderate-income senior housing under a co-op management model. CSI hopes to partner with Dwelling Place for its familiarity with Michigan LIHTC projects. The committee reached consensus to proceed with a review of the project, with George Larimore abstaining due to a conflict of interest. Staff will gather more data and invite members of CSI to the January meeting.

**CLT**

Meetings are planned for January with the City of Grand Haven and Newaygo Public Schools. Mr. de Velder hopes to begin signing purchase agreements sometime in January.

### ADJOURNMENT

The meeting was adjourned at 1:02 PM by Mr. Kogelschatz.
Juan Daniel,

It was six years ago this December that I was invited to join Dwelling Place’s Board and serve as one of its many volunteers. It has been an honor and a privilege to do so. As I have often advocated in support of the next generation of leaders, today I am stepping off the Board and its committees to make room for others to lead.

Next year promises to be an exciting one as the organization transitions from our current CEO to a new leader with a new vision for our community and the future of Dwelling Place. I am confident the transition will go smoothly under your leadership and the guidance of the Search Committee.

It has been a pleasure to work with you and the other Board members, leadership team, and staff I have come to know these past 6 years. I am especially grateful for each one of the Finance Committee members for their tireless commitment to the work that we do and for dedicating their unique talents, skills and abilities to this committee. A special thank you to each and every one of them.

I wish you all the best and much success in the year ahead. Thank you.

Best regards,

David Byers

CC: Denny Sturtevant
    Finance Committee Volunteers
From: Eleanor Moreno  
Date: Mon, Dec 14, 2020  
Subject: DP Board  

Good morning Denny and Juan Daniel,

I am writing to you this morning to make you aware of providing a notice to step down from the board. With my shift in responsibilities, the pandemic and life I have not done due diligence in my responsibilities and commitment to show up. I would happily participate in a call, create a formal letter but with all things 2020 there is just so much happening.

Thank you so much
Eleanor
Thank you for your interest in becoming a member of the Board for Dwelling Place of Grand Rapids Nonprofit Housing Corporation. Use this form to provide useful information about yourself to Dwelling Place’s Governance Committee. The following information will be shared with the Dwelling Place Board.

Your name: Kimberley Sims  Today’s date: 12/11/2020

Your home phone number: N/A  Cell number: 231-28

Your address: 185 W. Barney Ave.
             Muskegon Heights, MI 49444

Your email address (please write it carefully):

tce.kims2@gmail.com

Employment history (last 5 years):

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<th>Dates of Employment</th>
<th>Company Name</th>
<th>Job Title</th>
<th>Location</th>
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Please list your current board and organizational affiliations (name of the organizations and your role(s)):

1. Muskegon Area District Library

2.

3.

4.
Briefly describe why you would like to join our Board of Directors:

I have grown to admire the work of dwelling place and its focus on true community. This is an area I am truly passionate about.

In which areas would you like to utilize your skills on the Board? Check those that apply:

- ☐ Board development
- ☐ Strategic planning
- ☐ Human Resources
- ☐ Real Estate Development
- ☐ Real Estate Finance
- ☐ Fundraising
- ☐ Evaluation
- ☐ Community networking
- ☐ Property Management
- ☐ Marketing
- ☐ Affordable Housing
- ☐ Social Services / Health

What personal or professional skill(s) do you have that you believe would be beneficial as a board member? 

glass-roots organization for over 20 years

Do you have some personal or professional goals that you are hoping your participation as a board member might help you to achieve? 

personal growth and development outside my home county. I respect the views of others from various geographic locations

At this time, are you aware of any barriers that would need to be addressed to allow you to participate fully as a Board member? Check all that apply:

- ☐ Schedule
- ☐ Technology needs
- ☐ Physical accommodation
- ☐ Child care
- ☐ Transportation
- ☐ Other: ____________________________

06.05.2019
Please note that Dwelling Place utilizes numerous governmental sources of local, state and federal financing in its programs. Occasionally, Dwelling Place staff and board members are subject to background checks for fraud, embezzlement and similar felony crimes by the Department of Housing and Urban Development (HUD), Rural Development (RD) or the Michigan State Housing Development Authority (MSHDA).

If you join the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and Committee meetings, and that you are aware of and can comply with the conflict of interest policy.

Your signature: 

Date: 12/11/2020
DEMOGRAPHIC INFORMATION

(optional)

Dwelling Place is committed to the principles of diversity, equity and inclusion in the recruitment, support and development of its Board of Directors. The Board has adopted a Diversity, Equity and Inclusion Plan that incorporates both the Board and the staff. A copy of that plan is available to anyone requesting it. It is also available on our website at www.dwellingplacegr.org.

Gender: Dwelling Place does not discriminate on the basis of gender, gender identity, sexual orientation or expression. In order to track the effectiveness of our recruiting efforts to maintain diverse representation on the board, please consider answering the following optional question:

What is your gender?

☐ Male

☐ Female

☐ Non-binary / Third gender

☐ Prefer to self-describe:

Race and Ethnicity: Dwelling Place does not discriminate on the basis of race, color, ethnicity or country of origin. In order to track the effectiveness of our recruiting efforts to maintain diverse representation on the board, please consider answering the following optional question:

What is your race or ethnicity?

☐ African American/Black

☐ Caucasian/White (not of Hispanic/Latinx origin)

☐ Asian or Pacific Islander

☐ Hispanic/Latinx (regardless of race)

☐ Middle Eastern

☐ American Indian or Alaskan Native

☐ Multicultural

Age: Dwelling Place does not discriminate on the basis of age. In order to track the effectiveness of our recruiting efforts to maintain diverse representation on the board, please consider answering the following optional question:

What is your age?

☐ 25 and under

☐ 26-39

☐ 40-59

☐ 60+
Thank you for your interest in becoming a member of the Board for Dwelling Place of Grand Rapids Nonprofit Housing Corporation. Use this form to provide useful information about yourself to Dwelling Place’s Governance Committee. The following information will be shared with the Dwelling Place Board.

Your name: Gustavo Rotondaro  
Today’s date: 12/28/2020

Your home phone number:  
Cell number: 216-789-8115

Your address: 1320 Sherman St. SE  
Grand Rapids, MI 49506

Your email address (please write it carefully):  
gustavo@simplymetrica.com

Employment history (last 5 years):

<table>
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<tr>
<th>Dates of Employment</th>
<th>Company Name</th>
<th>Job Title</th>
<th>Location</th>
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<tr>
<td>12/2017 - present</td>
<td>Michigan 2-1-1</td>
<td>Research and Learning Director</td>
<td>Lansing, MI</td>
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<tr>
<td>01/2015 - present</td>
<td>Metrica, LLC</td>
<td>Principal</td>
<td>Grand Rapids, MI</td>
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</tbody>
</table>

Please list your current board and organizational affiliations (name of the organizations and your role(s)):

1. Community Food Club

2. 

3. 

4. 

06.05.2019
Briefly describe why you would like to join our Board of Directors:
I’m interested in learning from organizations that have a holistic approach to community revitalization and economic development.

In which areas would you like to utilize your skills on the Board? Check those that apply:
- Board development
- Strategic planning
- Human Resources
- Real Estate Development
- Real Estate Finance
- Fundraising
- Evaluation
- Community networking
- Property Management
- Marketing
- Affordable Housing
- Social Services / Health

What personal or professional skill(s) do you have that you believe would be beneficial as a board member?
A passion for understanding how urban centers and diverse communities work.
Proficient in the use of population, housing-related data and mapping systems.
Led or participated in the design of various community information systems in MI.

Do you have some personal or professional goals that you are hoping your participation as a board member might help you to achieve?
I’d like to get myself more familiar on current housing affordability efforts in Grand Rapids. Increase my understanding on Real Estate dynamics. Personally, I see stable housing as a basic need for individuals and families. It contributes in the creation of healthy communities and foster economic development.

At this time, are you aware of any barriers that would need to be addressed to allow you to participate fully as a Board member? Check all that apply:
- Schedule
- Technology needs
- Physical accommodation
- Child care
- Transportation
- Other: Work may limit additional time at this time.
Please note that Dwelling Place utilizes numerous governmental sources of local, state and federal financing in its programs. Occasionally, Dwelling Place staff and board members are subject to background checks for fraud, embezzlement and similar felony crimes by the Department of Housing and Urban Development (HUD), Rural Development (RD) or the Michigan State Housing Development Authority (MSHDA).

If you join the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and Committee meetings, and that you are aware of and can comply with the conflict-of-interest policy.

Your signature: ____________________________
Date: 12/28/2020
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☐ Multicultural

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☐ 26-39
☐ 40-59
☐ 60+
## OFFICERS

Juan Daniel Castro, Chairperson  
Renee Williams, Vice Chairperson  
Sadie Erickson, Treasurer  
Lee Nelson Weber, Secretary

Board meetings are held the first Wednesday of even months from 7:30-9:00 AM.

## STANDING COMMITTEES

### EXECUTIVE

(Second Tuesday of odd months from 8:00-9:00AM)

- Annamarie Buller  
- Chair Juan Daniel Castro  
- Sadie Erickson  
- Francine Gaston  
- Rick Stevens  
- Renee Williams

### MARKETING & DEVELOPMENT

(Last Tuesday of the month from 10:00-11:30AM)

- Kyle Irwin  
- Chair Rick Stevens  
- Leah Carpenter (Non Board Member)  
- Abby Cribbers (Non Board Member)

  Mailing list: A.Buller

### FINANCE

(Last Wednesday of the month from 12:00-1:00PM)

- Sadie Erickson  
- Angie Sanborn  
- Gil Segovia  
- Troy Stressman

  Mailing list: R. Kogelschatz

### RED & ASSET MANAGEMENT

(Second Monday of the month from 11:30AM-12:30PM)

- Juan Daniel Castro  
- Chair Rich Kogelschatz  
- Lee Nelson Weber  
- George Larimore (Non Board Member)  
- Mike McDaniels (Non Board Member)  
- Larry Titley (Non Board Member)

  Mailing list: A. Buller

### GOVERNANCE

(Third Tuesday of the month from 9:00-10:30AM)

- Juan Daniel Castro  
- Rick Stevens  
- Lee Nelson Weber  
- Renee Williams

  Mailing list: R. Kogelschatz

### RESIDENT ENGAGEMENT

(First Tuesday of the month from 10:00-11:30AM)

- Chair Annamarie Buller  
- Bill Anderson (Non Board Member)  
- Dondrea Brown (Non Board Member)  
- Leah Carpenter (Non Board Member)  
- Kristin Moretto (Non Board Member)

  Mailing list: J.D. Castro, R. Kogelschatz
## AD HOC COMMITTEES & OTHER BOARDS

<table>
<thead>
<tr>
<th>Committee</th>
<th>Schedule</th>
<th>Members</th>
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<tr>
<td><strong>APPEALS</strong> (Second Tuesday)</td>
<td>(~Second Tuesday of the month from 2:00-3:30PM)</td>
<td>Denny Sturtevant, Kim Cross, Lee Nelson Weber</td>
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<tr>
<td><strong>SUCCESSION PLANNING</strong></td>
<td>(Fourth Thursday of the month from 11:00AM-1:00PM)</td>
<td>Annamarie Buller, Juan Daniel Castro, Sadie Erickson, Chair Rich Kogelschatz, Gil Segovia, Rick Stevens, Renee Williams</td>
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<tr>
<td><strong>DIVERSITY, EQUITY, &amp; INCLUSION</strong></td>
<td>(First Monday of the month from 11:30AM-1:00PM)</td>
<td>Angie Sanborn, Rick Stevens, Staff: Ken Kaminski, Zoe Post, Justin Rhodes, Latrisha Sosebee, Denny Sturtevant, Grace Thuo, Alex Valentine, Mailing list: K. Irwin, R. Kogelschatz</td>
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<td><strong>DWELLING PLACE FOUNDATION</strong></td>
<td>(No standing meetings)</td>
<td>Vice President Juan Daniel Castro, Secretary Sadie Erickson, President Dennis Sturtevant, Annamarie Buller, Kim Cross, Kyle Irwin, Steve Recker</td>
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<td><strong>DWELLING PLACE REGIONAL COMMUNITY LAND TRUST</strong></td>
<td>(Second Thursday of the month from 11:00AM-12:30PM)</td>
<td>Rich Kogelschatz, Treasurer Gil Segovia, President Lee Nelson Weber</td>
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<td><strong>HEARTSIDE NPHC</strong> (No standing meetings)</td>
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<td>Juan Daniel Castro, Sadie Erickson, Lee Nelson Weber, Renee Williams, President Dennis Sturtevant</td>
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<td><strong>GENESIS NPHC</strong> (~Every other month)</td>
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<td>Francine Gaston, Dennis Sturtevant</td>
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<td><strong>SAWKAW INC</strong> (Friday in May/Nov 8:30-9:30AM)</td>
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<td>Juan Daniel Castro, Larry Titley, Renee Williams, Tom Erdall (Non DP Board Member), Dick Ortega (Non DP Board Member), Francisco Vega (Non DP Board Member)</td>
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## DWELLING PLACE OF GRAND RAPIDS

### Board of Directors

<table>
<thead>
<tr>
<th>Name</th>
<th>Committees</th>
<th>Phone</th>
<th>Address &amp; Email</th>
<th>Start Date</th>
<th>Term Ends</th>
<th>Affiliation</th>
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<tbody>
<tr>
<td>Juan Daniel Castro</td>
<td>· Executive*</td>
<td>Home: 334-1000</td>
<td>3755 Old Elm Dr. SE Kentwood, MI 49512 <a href="mailto:juandaniel.castro@spectrumhealth.org">juandaniel.castro@spectrumhealth.org</a></td>
<td>01/2014</td>
<td>06/2022</td>
<td>Spectrum Health Healthier Communities – Community Programs Specialist</td>
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<tr>
<td>(Chairperson)</td>
<td>· Governance*</td>
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<td>· Succession Planning</td>
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<tr>
<td>Renee Williams</td>
<td>· Executive</td>
<td>Work: 771-0116</td>
<td>3806 Bend St SW Apt 10 Wyoming, MI 49418 <a href="mailto:renee.williams@huntington.com">renee.williams@huntington.com</a></td>
<td>03/2004</td>
<td>06/2022</td>
<td>Huntington Bank – SVP, Community Development Relationship Manager</td>
</tr>
<tr>
<td>(Vice Chairperson)</td>
<td>· Succession Planning</td>
<td>Work: 558-8991 Fax: 877-771-6133 Cell: 915-5093</td>
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<td>(Secretary)</td>
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<td>· Succession Planning</td>
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<td>Sadie Erickson</td>
<td>· Executive</td>
<td>Cell: 616-485-1337 639 Bayberry Pointe Dr. Apt E Grand Rapids, MI 49534 <a href="mailto:sadieerickson89@gmail.com">sadieerickson89@gmail.com</a></td>
<td>08/2019</td>
<td>06/2022</td>
<td>Real Estate Development and Management</td>
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<td>(Treasurer)</td>
<td>· Finance</td>
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<td>· Succession Planning</td>
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<tr>
<td>Annamarie Buller</td>
<td>· Executive</td>
<td>Cell: 616-240-4752 1445 4th St. NW Grand Rapids, MI 49504 <a href="mailto:annamarieboller@gmail.com">annamarieboller@gmail.com</a></td>
<td>08/2008</td>
<td>06/2023</td>
<td>Downtown Grand Rapids Inc. – Manager of Resident Experience</td>
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<td>· Resident Engagement*</td>
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<td>· Succession Planning</td>
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<tr>
<td>Francine Gaston</td>
<td>· Executive</td>
<td>Home: 247-7558 Cell: 485-7211 515 Storrs SE Grand Rapids, MI 49507 <a href="mailto:francine.gaston@att.net">francine.gaston@att.net</a></td>
<td>01/2007</td>
<td>06/2022</td>
<td>Fifth Third Bank W. Michigan (Retired)</td>
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<tr>
<td>Kyle Irwin</td>
<td>· Marketing &amp; Development</td>
<td>Home: 454-2425</td>
<td>1860 Lake Drive SE Grand Rapids, MI 49506 <a href="mailto:ksrwin73@AOL.com">ksrwin73@AOL.com</a></td>
<td>02/1998</td>
<td>06/2023</td>
<td>Community Volunteer</td>
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<td>Kellie Kitchen</td>
<td></td>
<td>Cell: 231-750-5322 3364 Temple St Muskegon Heights, MI 49444 <a href="mailto:kdk_201108@comcast.net">kdk_201108@comcast.net</a></td>
<td>12/2020</td>
<td>06/2023</td>
<td>Muskegon Heights City Council</td>
<td></td>
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<tr>
<td>Rich Kogelschatz</td>
<td>· RED*</td>
<td>Cell: 293-5120 Work: 205-5430 3206 Riverwoods Dr. Rockford, MI 49341 <a href="mailto:rich@heartlandbuilders.com">rich@heartlandbuilders.com</a></td>
<td>10/2017</td>
<td>06/2023</td>
<td>Heartland Builders LLC</td>
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<td></td>
<td>· Succession Planning*</td>
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</tr>
<tr>
<td>Name</td>
<td>Committees</td>
<td>Phone</td>
<td>Address &amp; Email</td>
<td>Start Date</td>
<td>Term Ends</td>
<td>Affiliation</td>
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<tr>
<td>Gustavo Rotondaro</td>
<td></td>
<td>Cell: 216-789-8115</td>
<td>1320 Sherman St SE</td>
<td>02/2021</td>
<td>06/2024</td>
<td>Michigan 2-1-1</td>
</tr>
<tr>
<td>Angie Sanborn</td>
<td>· DEI</td>
<td>Cell: 616-558-0159</td>
<td>2300 Riverside Dr NE</td>
<td>08/2020</td>
<td>06/2023</td>
<td>Independent Bank</td>
</tr>
<tr>
<td>Gil Segovia</td>
<td>· Finance</td>
<td>Cell: 616-822-2384</td>
<td>17507 N Fruitport Road Spring Lake, MI</td>
<td>08/2019</td>
<td>06/2022</td>
<td>Northern Trust</td>
</tr>
<tr>
<td>Kim Sims</td>
<td></td>
<td></td>
<td>185 W Barney Ave</td>
<td>02/2021</td>
<td>06/2024</td>
<td>Former Mayor of Muskegon Heights</td>
</tr>
<tr>
<td>Rick Stevens</td>
<td>· DEI*</td>
<td>Cell: 616-856-0529</td>
<td>2920 Beechwood SE</td>
<td>04/2003</td>
<td>06/2021</td>
<td>Asn. for the Blind and Visually Impaired - Executive Director (Retired) Grand Rapids Bar Association - Interim Director</td>
</tr>
</tbody>
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**STANDING COMMITTEES:**
- Executive
- Finance
- Governance
- Marketing & Development
- Real Estate Development & Asset Management (RED)
- Resident Engagement

**AD-HOC COMMITTEES:**
- Appeals
- Diversity, Equity, & Inclusion (DEI)
- Succession Planning

*Denotes Committee Chair
## Dwelling Place Board of Directors Attendance Sheet

<table>
<thead>
<tr>
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<td>Annamarie Buller</td>
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<td>86.96%</td>
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<td>Juan Daniel Castro</td>
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<td>82.22%</td>
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<tr>
<td>Sadie Erickson</td>
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<td>87.10%</td>
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<td>Francine Gaston</td>
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<td>✔</td>
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<td>5</td>
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<td>80.00%</td>
<td>81.25%</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Lela Lyons</td>
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<td>87.50%</td>
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<tr>
<td>Gil Segovia</td>
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<td>✔</td>
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</tr>
<tr>
<td>Rick Stevens</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<td>✔</td>
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<tr>
<td>Troy Stressman</td>
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<tr>
<td>Lee Nelson Weber</td>
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<tr>
<td>Renee Williams</td>
<td>✔</td>
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<td>✔</td>
<td>✔</td>
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<td>72.73%</td>
<td>71.43%</td>
</tr>
</tbody>
</table>

*Attendance falling below a 75% threshold is **bolded and underlined.**

**Total Attendees**: 10 8 9 11 12 13

**Percentage**: 100% 80% 90% 92% 100% 93%