



Meeting of the Board of Directors

Zoom Only

Time: Wednesday 3/22/23 at 05:30 PM

BOARD OF DIRECTORS

President
A. Lyn Barnett, AICP

Vice President
Allan Bisbee

Secretary
Francie Alling

Treasurer
Steve Yarrow

Kristina Hill

Michael Fronk

Executive Director
Jean Diaz

Chaplain
Fr. Joseph Sebastian, CMI

Founded 2002

A 501 (c) (3)
Charitable
Organization

Topic: 3-22-23 Saint Joseph CLT Board Meeting
Time: Mar 22, 2023 05:30 PM Pacific Time (US and Canada)
Join Zoom Meeting
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Meeting ID: 832 7456 8285
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One tap mobile
+17193594580,,83274568285#,,,066775# US
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1. Opening Prayer (Chaplain/President)
2. Call to Order and Approval of Agenda (President)
3. Roll call of Board Members and Determination of Board Quorums (Secretary)
4. Open Floor (*members and guests may comment on any item not listed on the agenda. Please limit comments to three minutes.*)
5. Consent Calendar
 - a. Approval of Minutes
 - b. Financial Report (see also New Dashboard—Item 8)
 - c. Allocation of Donations above \$250
 - d. Calendar of Events
6. North Shore Outreach Plan Update (Kristina and Michael)
7. By Law Review/Update (Lyn)
8. New Dashboard (Jean)
9. Project Status (Jean, Lyn, Jim)
 - a. Riverside Project Homes
 - b. Sugar Pine Village
 - c. Sierra Garden Apartments
10. Fundraising Report (Lyn, Jean, Jim)
 - d. Endowment Planning
 - e. Grant & Donation Development
11. On the horizon—Deed Restriction Monitoring (Jean, Lyn)
12. Board Closing Comments, Adjournment & Closing Prayer

By:  Executive Director

"Faith Builds Families, Homes, and Neighborhoods"

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 1 of 5

Meeting called to order: 5:31 p.m.

Meeting adjourned: 7:57 p.m.

Board Members Present: Francie Alling, Lyn Barnett, Allan Bisbee, Michael Fronk, Kristina Hill. **Absent:** Steve Yarrow

Staff Present: Jean Diaz, Jim Meiers, C. Rosburg

Members: John Davis, John Dalton

Guest: None

1. Topic: Opening Prayer

Discussion: Barnett led the opening prayer

2. Topic: Call to Order and Approval of Agenda

Discussion: Barnett called the meeting to order and asked for approval of the agenda

Action Taken: Motion to approve the agenda was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

3. Topic: Roll Call of Board Members and Determination of Board and Membership Quorums

Discussion: Roll call was done and Alling determined a quorum was present.

4. Topic: Open Floor

Discussion: No members expressed the desire to comment on a non-agenda item and with that Barnett closed the open floor.

5. Topic: Consent Calendar

Discussion: (Consent Calendar: Approval of Minutes, Financial Report, Loan Program Write Offs, Allocation of Donations above \$250, Spaghetti Dinner Report, Move SJCLT Business to Zephyr Cove Office, Calendar of Events) Barnett pointed out a typo on item number 5.a. in the Board Minutes – on item 7 there is a typo in the first line that says offices, that should be officers. He asked if there was anything else on the consent calendar that anyone wanted to discuss and hearing nothing asked for a motion to approve the consent calendar.

Action Taken: A motion to approve the consent calendar with the discussed correction for the Minutes was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

6. Topic: SJCLT Community Engagement Discussion with John Davis

Discussion: Diaz introduced John Davis, who recently edited a book on the *community* in Community Land Trusts. Diaz invited Davis to share what he had learned about other Community Land Trust globally about how we get more community engagement. John gave some insight in how SJCLT might work the problem of getting low income participation in our organization. He pointed out that he had seen from our minutes that we had tried a number of

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 2 of 5

things to increase the low-income participation. John then shared the general approach of what a number of CLT's have followed to obtain community participation.

7. Topic: Approval of 2022/23 Work Plan

Discussion: Diaz explained that the work plan was developed after our board retreat in October. Barnett and Diaz put together the work plan that reflects what we had talked about at the retreat. Barnett asked if there was anything in the work program that anyone wanted to add. After board members affirmed that it looked good, Barnett then asked for a motion to be made.

Action Taken: A motion to approve the 2022/23 Work Plan was made.

Moved by: Bisbee

Second by: Alling

Ayes: All

Nyes: None

Absent: Yarrow

8. Topic: North Shore Outreach Plan

Discussion: Barnett told how part of the Work Plan includes North Shore outreach that he is calling the North Shore Initiative. Kristina and Michael are working on seeing what opportunities may be there on the North Shore for SJCLT. Fronk shared some of the meetings he has been working to schedule with redevelopment projects taking place at The Boat Works Mall and Tahoe City Lodge, both require affordable housing as a conditions of their approval process. Hill discussed conversations she had with the people building the Waldorf Historia, where they are planning on construction 15 affordable housing units on their site. She is trying to coordinate a meeting between them and Lyn and Jean in the next week or two. Barnett questioned what was happening at Sierra Nevada College / UNR asking if there is any reason that we should talk to them about housing, because they had problems with faculty and maintenance people finding housing in the community. Hill said they have all of those dorm units that are deed restricted affordable housing but that she didn't see anybody living there. Barnett believed that with a simple permit change with TRPA –this affordable student housing could be changed to affordable employee housing, since we don't have that high of a student demand and it is needed for employees. Fronk suggested talking with North Lake Tahoe Resort Association (NLTRA) since they have affordable housing or employee housing as part of their conversation. Hill indicated they just changed their name to the North Lake Tahoe Community Alliance so it is NLCA now. Fronk believed that two years ago they started to tax 1% on all lodging and maybe restaurants, and part of this tax is supposed to go to affordable or employee housing. They may be looking for ways to spend it. Barnett suggested getting the contact information and sending it on to Diaz.

9. Topic: Status of Revolving Loan Program

Discussion: Diaz discussed whether it made sense to continue the loan programs as a revolving loan program. Our Council has advised that requirements and constrictions of a non-profit operating a loan program does come with some significant due diligence requirements, filing requirements, and reporting requirements. Given those requirements and given the usage of our experience with these loan repayments Diaz suggested that might be better off converting to just a grant program. SJCLT still get the same benefit of helping people as with the loan program but forgoes the loan repayment. However, the loan repayments have been so small anyway for the program anyhow. Diaz recommended that we consider converting these loan programs to grant programs. Barnett asked that we still ask that beneficiaries of these grants pay it forward when they are in a better situation, and that they donate money back

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 3 of 5

Barnett shared his support and asked that we vote on converting the loan program to a grant program for the reasons that we discussed. With direction for staff to come up with an outreach program that is up to date, and to make some recommendations on the application form to make sure we are asking the right information and based on our past experience of people paying back. Barnett also specified that he would like to bring this topic back to another Board Meeting where a strike through and underline word change is done to update the language of the Saint Joseph Community Land Trust - Programs Plan.

Action Taken: A motion to approve the conversion of our two loan programs, to grant programs for the reasons discussed. And directing the staff to come up with an outreach program that is up to date, and to reexamine the application form to make sure that we are asking the right information and based on our experience.

Moved by: Alling

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

10. Topic: Adoption of Employee Handbook

Discussion: Diaz told how he noticed is that we have never had an employee handbook and it is just a way to summarize our policies about employees and our expectations. Barnett asked if everybody has had a chance to go through the plan and asked if there were any questions. He also discussed a return of State Jury Duty Pay and asked Diaz to research inexpensive health insurance benefits like dental and vision. Diaz suggested giving a stipend to employees to obtain these insurance benefits on their own. Barnett asked for a motion to approve the employee handbook.

Action Taken: A motion was made to approve the employee handbook.

Moved by: Bisbee

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

11. Topic: Project Status

Discussion: Diaz indicated the Riverside project exteriors were pretty much done, the interiors of the two-bedroom homes were being done first. The three bedroom home is not too much behind. Diaz explained that these are going to be extremely nice houses. They are big houses for what we are trying to do, and that is one of the reasons that Lyn, John Dalton and he have been working on development criteria to determine what kind of house we should provide. Sugar Pine Village had the celebration for phase one, which is 69 units. The site had been cleared and the units are pretty much built and in Vallejo on site waiting to be shipped up here. We are working on the financing we need for the Community Facing Hub and the Childcare Facility. There may actually be some good financing that we found to help for both the community facing and tenant facing building. Barnett spoke of how Mia Kang is looking into some grants for a warm room since there were a lot of power outages this winter, it would be just a small room. Mia said there are some grant opportunities there. We are supposed to provide Mia some information on power outages. Sierra Garden Apartments: Meiers indicated that Sierra Garden Apartments is looking pretty good with a good management and maintenance team in place. Snow removal has been good but did cause a little damage when they sheared off a fire hydrant and so they shut that off and it remains shut off now. The fire department knows about that and they will get that fixed once the snow melts. The fire hydrant will be paid by the snow removal company. Tiny Home Meeting: Diaz mentioned his meeting with Kim Carr to discuss Tiny Homes but said he had not heard back from her regarding follow up questions he had.

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 4 of 5

12. Topic: Fundraising Report and Endowment Planning

Discussion: Endowment Planning: Barnett said he had a meeting set with Parasol Foundation, to talk to them about the idea of getting a foundation started so that we have an endowment that grows over time and SJCLT can draw from the interest and fund its programs. Patrick Conway and Barnett are the committee on this. Grant and Donation Development: Meiers discussed the Connect for Cause Mixer with the Tahoe Chamber in April, it is a popular charitable networking event to foster support for South Shore non-profit organizations. We would need board and staff help with this event and also need to provide raffle prizes. The Chamber will put out a request to their members for raffle prizes but ultimately it is our responsibility to provide those. Staff recommends holding this connect for cause mixer with the Tahoe Chamber at the Tahoe Tavern, Tuesday, April 19th. This event will be from 5-7 p.m. Meiers asked for direction to move forward.

Action Taken: A motion was made to move forward with a Tahoe Chamber - Connect for a Cause event.

Moved by: Bisbee

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers also shared the possibility of having a fundraising event at the Flatstick Pub across from the Heavenly Village. They have an indoor miniature golf course, a nice menu and they support local nonprofits with their Sunday Funday program. Meiers reserved January of 2024 as SJCLT's -Sunday Funday month, and every weekend of that month Flatstick Pub will donate a dollar from every beer sold and a dollar from every game in there. Barnett commented on how nice that was! For this event SJCLT would be responsible to have staff and board presence as well as promote this event prior to and during our designated month and to provide raffle prizes (which is optional). SJCLT would need to commit to spend 3 hours every Sunday for the designated month. Meiers asked for the boards go ahead and a motion was made.

Action Taken: A motion was made to move forward with a January 2024, Sunday Funday month at Flatstick Pub.

Moved by: Alling

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers discussed grant applications SJCLT had previously applied for along with some that we would be applying for, including trying for some bank grants. Grants from the SH Cowell Foundation were discussed and the possibility of potentially working with other organizations to apply for one of their cluster based grants was suggested by Diaz. Diaz also shared that SJCLT needs to find grant money for our sustainability, not necessarily new projects. Diaz asked that the board members let SJCLT know if they were aware of any community foundations, grant money, for sustainable nonprofit organizations that are focused on affordable housing. SJCLT needs to identify some funding sources that can allow us to continue to do good things that we are doing.

13. Topic: Board Closing Comments

Discussion: Barnett mentioned that tomorrow night is the Chamber Tahoe Blue Ribbon Awards that he and Diaz would be attending. Diaz shared that the reason for attending the Chamber's event is because SJCLT is a finalist for the Blue Ribbon - Community Hand Support. Barnett said SJCLT has been nominated in the past it is good to get our name out there.

14. Topic: Adjournment and Closing Prayer

Action Taken: Alling led our closing prayer.

To: SJCLT Board of Directors

ITEM 5b.

Fr: Steve Yarrow, SJCLT Treasurer

In the two months since our last meeting, the culmination of much hard work has come to fruition. Two of the three Riverside homes are closed and occupied. A tremendous accomplishment for the organization. In a winter like no other in 40 years, all of the constant and unrelenting obstacles were met and conquered. And two families live in a place and houses that they only could have dreamed of a decade earlier.

Not without more financial pain however for SJCLT. Our liquid assets shrunk by \$94,966 to a net of \$350,763 at February 28, down from \$445,729 at prior year end.

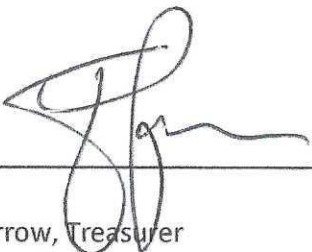
And we still have to close 958 San Jose.

I know there are efforts to market the property, but as Jean mentioned in his 3/15 email announcing the closing, threading the needle between income limits and mortgage qualification in our current interest rate climate can be challenging.

Onward and upward. As a developer and operator.

Fund balances as of 2/28/23 are presented below:

Member Emergency Loan Fund	\$ 9,438
Motel to Home Fund	\$ 14,163
Education Fund	\$ 705
Housing Fund	\$ 345,205
Tahoe Program	\$ 100,456
General	<u>\$ 150,520</u>
Total Fund Balances	\$ 620,487



Steve Yarrow, Treasurer

Management Report

Saint Joseph Community Land Trust

For the period ended February 28, 2023

Prepared by

Eide Bailly LLP - RNO

Prepared on

March 17, 2023

Table of Contents

Notes.....3

Statement of Financial Position4

Statement of Activity6

Statement of Activity Comparison.....8

Statement of Activity by Month12

Notes

The following accounts on the statement of financial position has not been reconciled:

- Investments in Sierra Garden, Sugar Pine LLC. Need current K-1s. Last K-1 received was for 2020.
- Investment in SJC LLC - received 2021 K-1 in Sept 2022. However, account needs to be reviewed with management and reconciled.
- TAHOE Fund-El Dorado Comm Found - statement produced annually after fiscal year end. Account reconciled through June 2022
- Investment in SJCLT - Parasol - statements are one month behind. Account reconciled through Jan 2023.
- New lease standard needs to be evaluated
- RCA Loan for Riverside Project account - Final closing statement not received. Amounts in the Loan payable and RCAC Interest Held in Escrow (Riverside Project) accounts are based upon current statements.

Financial Statements are not finalized for fiscal year end June 30, 2022.

Statement of Financial Position

As of February 28, 2023

	As of Feb 28, 2023	As of Feb 28, 2022 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
Cash - El Dorado checking account 0634	53,370.16		377,807.68
Cash - El Dorado Money Market account 0196	52,525.74		202,474.86
Cash - El Dorado Savings 1194	7,466.01		7,463.77
Sugar Pine Village - El Dorado checking	111,488.00		1,500.00
Total Bank Accounts	224,849.91		589,246.31
Other Current Assets			
Investment in SJCLT/Parasol Hou	2,303.30		3,123.76
Petty Cash	120.66		200.00
Prepaid Expense	840.00		840.00
RCAC - Interest Held in Escrow (Riverside Project)	22,192.56		
TAHOE Fund-El Dorado Comm Found	100,456.22		100,393.88
Total Other Current Assets	125,912.74		104,557.64
Total Current Assets	350,762.65		693,803.95
Fixed Assets			
Accumulated depreciation	-1,956.70		-1,956.70
Office Equipment	1,956.70		1,956.70
Total Fixed Assets	0.00		0.00
Other Assets			
Construct in Progress-Riverside			
3141 Riverside Construction costs	547,724.02		26,623.55
958 San Jose Construction costs	444,130.28		22,498.36
962 San Jose Construction costs	537,905.64		30,900.03
Architect Fees	33,016.00		33,016.00
Total Construct in Progress-Riverside	1,562,775.94		113,037.94
Grant Recv - Special Grant CCHD	0.00		12,500.00
Land - Tallac	140,000.00		140,000.00
Land and Buildings - Donations			
3141 Riverside Lot	125,000.00		
958 San Jose Ave Lot	125,000.00		
962 San Jose Ave Lot	125,000.00		
Total Land and Buildings - Donations	375,000.00		
Loans Recv - Motel to Home			
Loan Recv - 20180412	50.00		300.00
Loan Recv - 20180611	0.00		50.00
Loan Recv - 20200805EX	0.00		-875.00
Total Loans Recv - Motel to Home	50.00		-525.00
Refundable Deposit	840.00		840.00

	Total	
	As of Feb 28, 2023	As of Feb 28, 2022 (PY)
Sierra Garden Apartment Investment		
Inv in SLTSG Apt Investors LP	-33.00	-33.00
Invest in Sierra Garden Apts	-2,651.00	-2,651.00
Investment in SJC LLC	266,687.20	239,367.82
Total Sierra Garden Apartment Investment	264,003.20	236,683.82
Total Other Assets	2,342,669.14	502,536.76
TOTAL ASSETS	\$2,693,431.79	\$1,196,340.71
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	5,790.89	5,691.00
Total Accounts Payable	5,790.89	5,691.00
Credit Cards		
American Express	11.99	123.30
Total Credit Cards	11.99	123.30
Other Current Liabilities		
Payroll Tax Liabilities	1,534.61	943.08
Total Other Current Liabilities	1,534.61	943.08
Total Current Liabilities	7,337.49	6,757.38
Long-Term Liabilities		
Deferred Income	0.00	12.00
RCA Loan for Riverside Project	1,162,205.32	
Total Long-Term Liabilities	1,162,205.32	12.00
Total Liabilities	1,169,542.81	6,769.38
Equity		
Board Designated Net Assets		
Board Designated Reserve	114,482.00	
Total Board Designated Net Assets	114,482.00	
Net Assets	1,427,434.76	1,279,216.25
Net Revenue	-18,027.78	-89,644.92
Total Equity	1,523,888.98	1,189,571.33
TOTAL LIABILITIES AND EQUITY	\$2,693,431.79	\$1,196,340.71

Statement of Activity

February 2023

	Feb 2023	Feb 2022 (PY)	Total
REVENUE			
Contributions Income			
Donations-corporate	14.93		25.00
Donations-individual	100.00		
Total Contributions Income	114.93		25.00
Ground Lease Monthly Fee	50.00		
In-Kind Contributions	2,077.00		
Membership Dues			
Family	50.00		
Individual	25.00		
Total Membership Dues	75.00		
Total Revenue	2,316.93		25.00
GROSS PROFIT	2,316.93		25.00
EXPENDITURES			
Dues/Subscriptions/Memberships			611.99
Dues and Subscriptions			
Total Dues/Subscriptions/Memberships			611.99
Other Expenses			
Interest Expense for RCAC Construction loan (Riverside Project)	3,958.96		
Total Other Expenses	3,958.96		
Professional Services			
Accounting			1,800.00
Bank Service Charges	4,320.00		
Legal Fees	30.00		600.00
Total Professional Services	4,350.00		2,400.00
Rent/Internet/Phone			
Internet expenses	122.97		292.95
Rent	840.00		840.00
Total Rent/Internet/Phone	962.97		1,132.95

	Feb 2023	Feb 2022 (PY)	Total
Salary/Payroll Related Expenses			
Payroll Taxes - CA State Payroll Taxes	-167.14	0.00	
Payroll Taxes - FICA	31.05	152.52	
Salaries/Wages - Exec Director	1,006.06	847.43	
Salaries/Wages - Office Staff	7,692.32	5,993.08	
Salaries/Wages - Program Director	1,089.16	1,622.50	
	3,755.76	3,461.54	
Total Salary/Payroll Related Expenses	13,407.21	12,077.07	
Total Expenditures	22,679.14	16,222.01	
NET OPERATING REVENUE	-20,362.21	-16,197.01	
OTHER REVENUE			
Interest Income	2.55		11.29
Total Other Revenue	2.55		11.29
NET OTHER REVENUE	2.55		11.29
NET REVENUE	\$ -20,359.66	\$ -16,185.72	

Statement of Activity Comparison

July 2022 - February 2023

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
REVENUE			
Contributions Income			
Donations-corporate	12,596.55		2,745.49
Donations-individual	4,600.00		24,880.00
Total Contributions Income	17,196.55		27,625.49
Fees			
Annual Subscription Fee	20.00		10.00
Application Fee	50.00		
Sugar Pine Developer Fee	110,000.00		
Total Fees	110,070.00		10.00
Grant Income			
CCHD Grant	22,500.00		25,000.00
Total Grant Income	22,500.00		25,000.00
Ground Lease Monthly Fee	400.00		150.00
In-Kind Contributions	2,077.00		15.00
Office Supplies			
Total In-Kind Contributions	2,077.00		15.00
Membership Dues			
Business	700.00		900.00
Family	950.00		1,050.00
Individual	437.00		500.00
New Member - DO NOT USE			25.00
Regular - DO NOT USE			
Total New Member - DO NOT USE			25.00
Renewal - DO NOT USE			25.00
Regular - DO NOT USE			
Total Renewal - DO NOT USE			25.00
Total Membership Dues	2,087.00		2,500.00
Restricted Contributions			

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Acquisition and Pre-Development Revenue			
Total Restricted Contributions			1,010.00
Sierra Gardens			1,010.00
Sierra Gardens - Member Dist	1,420.78		
Total Sierra Gardens	1,420.78		
Total Revenue	155,751.33		56,310.49
GROSS PROFIT	155,751.33		56,310.49
EXPENDITURES			
Conference Fees/Training Costs			
Training and Conference fees	190.32		
Total Conference Fees/Training Costs	190.32		
Dues/Subscriptions/Memberships			
Dues and Subscriptions	558.83		1,078.07
Total Dues/Subscriptions/Memberships	558.83		1,078.07
In Kind			15.00
Marketing/Printing/Website			
Marketing/Advertising	104.59		152.77
Printing and Reproduction	17.67		31.71
Total Marketing/Printing/Website	122.26		184.48
Other Expenses			
Acquisition/Pre-Development Fee			
Architect Fees/Design Fees	7,520.35		
Total Acquisition/Pre-Development Fee	7,520.35		
Bad Debt	1,800.00		5,475.00
Government Fees	150.00		
Interest Expense for RCAC Construction loan (Riverside Project)	17,807.44		
Meals & Entertainment	295.55		
Pre-Development Fees			
Architectural Fees	1,100.00		583.00
Permits and Fees			
Total Pre-Development Fees	1,100.00		583.00

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Travel & Mileage	155.60		
Total Other Expenses	28,828.94		6,058.00
Professional Services			
Accounting	15,156.01		11,091.00
Bank Service Charges	367.62		571.50
Bookkeeping services			645.00
Insurance	437.00		1,352.00
Liability Insurance	2,210.00		975.00
Total Insurance	2,647.00		2,327.00
Legal Fees	4,841.00		4,501.50
Total Professional Services	23,011.63		19,136.00
Rent/Internet/Phone			
Internet expenses	2,167.60		1,683.10
Rent	6,720.00		5,880.00
Telephone			559.93
Total Rent/Internet/Phone	8,887.60		8,123.03
Salary/Payroll Related Expenses	-167.14		-354.07
Payroll Taxes - CA State Payroll Taxes	118.26		380.76
Payroll Taxes - FICA	8,194.35		6,807.83
Payroll Taxes - Unemployment taxes			14.34
Processing Fee			17.50
Salaries/Wages - Exec Director	63,846.26		53,937.72
Salaries/Wages - Office Staff	11,482.43		12,773.75
Salaries/Wages - Program Director	31,172.81		25,961.55
Total Salary/Payroll Related Expenses	114,646.97		99,539.38
Sierra Garden Caldor Grant Awards			6,600.00
Supplies/Equipment			
Office Supplies and Equipment	2,701.16		5,501.92
Postage and Delivery	765.43		180.00
Total Supplies/Equipment	3,466.59		5,681.92
Tax and License			90.00

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Total Expenditures			
NET OPERATING REVENUE	179,713.14	146,505.88	
OTHER REVENUE	-23,961.81	-90,195.39	
Dividend Revenue	12.00		
Interest Income	103.81	189.62	
Realized Gain/Loss on Investments	-27.48	35.96	
St. Joseph Community LLC - Member Distributions	5,875.00		
Unrealized Investment Income (Loss)	-2.11	324.89	
Total Other Revenue	5,961.22	550.47	
OTHER EXPENDITURES			
Board Allocation Expense	27.19		
Total Other Expenditures	27.19	0.00	
NET OTHER REVENUE	5,934.03	550.47	
NET REVENUE	\$ -18,027.78	\$ -89,644.92	

Statement of Activity by Month

July 2022 - February 2023

REVENUE	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Contributions Income									0.00
Donations-corporate			9.40	2,550.00	10,022.22			14.93	12,596.55
Donations-Individual		100.00		475.00	2,500.00	1,300.00	125.00	100.00	4,800.00
Total Contributions Income		100.00	9.40	3,025.00	12,522.22	1,300.00	125.00	114.93	17,196.55
Fees									0.00
Annual Subscription Fee				5.00	5.00		10.00		20.00
Application Fee					50.00				50.00
Sugar Pine Developer Fee		110,000.00							110,000.00
Total Fees		110,000.00		5.00	55.00		10.00		110,070.00
Grant Income									0.00
CCHD Grant				22,500.00					22,500.00
Total Grant Income				22,500.00					22,500.00
Ground Lease Monthly Fee									400.00
In-Kind Contributions	50.00	50.00	100.00		100.00		50.00	50.00	2,077.00
Membership Dues									0.00
Business			100.00		200.00		100.00		700.00
Family			50.00		450.00			50.00	950.00
Individual	12.00			200.00	75.00		125.00	25.00	437.00
Total Membership Dues	12.00		150.00	900.00	725.00		225.00	75.00	2,087.00
Sierra Gardens									0.00
Sierra Gardens - Member Dist					1,420.78				1,420.78
Total Sierra Gardens					1,420.78				1,420.78
Total Revenue	62.00	110,150.00	259.40	26,430.00	14,823.00	1,300.00	410.00	2,316.93	155,751.33
GROSS PROFIT	62.00	110,150.00	259.40	26,430.00	14,823.00	1,300.00	410.00	2,316.93	155,751.33
EXPENDITURES									0.00
Conference Fees/Training Costs									0.00
Training and Conference fees		90.32					100.00		190.32
Total Conference Fees/Training Costs		90.32					100.00		190.32
Dues/Subscriptions/Memberships									0.00
Dues and Subscriptions			11.99	120.99	294.49	11.99	95.39		558.83
Total Dues/Subscriptions/Memberships			11.99	120.99	294.49	11.99	95.39		558.83
Marketing/Printing/Website	11.99								0.00
Marketing/Advertising					39.96				104.59
Printing and Reproduction		34.63	30.00		17.67				17.67
Total Marketing/Printing/Website	11.99	34.63	30.00		57.63				122.26
Other Expenses									0.00
Acquisition/Pre-Development Fee									0.00
Architect Fees/Design Fees									0.00
Total Acquisition/Pre-Development Fee									0.00
Bad Debt									0.00
Government Fees									0.00
Interest Expense for RCAC Construction loan (Riverside Project)			150.00				1,800.00	0.00	1,800.00
Meals & Entertainment	89.46	693.32	1,638.19	1,892.81	2,477.54	3,367.62	3,889.54	3,958.96	17,807.44
Pre-Development Fees			43.70	251.85					295.55
									0.00

	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Architectural Fees	1,100.00								1,100.00
Total Pre-Development Fees	1,100.00								1,100.00
Travel & Mileage		34.50	34.50		75.10	11.50			155.60
Total Other Expenses	4,939.46	727.82	1,866.39	5,915.01	2,552.64	3,379.12	5,469.54	3,958.96	28,628.94
Professional Services									0.00
Accounting	0.00	0.00	3,600.00	1,800.00	3,636.01	1,800.00		4,320.00	15,156.01
Bank Service Charges	0.00	12.00	6.48	30.00	30.00	229.14	30.00	30.00	367.62
Insurance		437.00							437.00
Liability Insurance	2,210.00								2,210.00
Total Insurance	2,210.00	437.00		228.00	3,666.01	2,069.14	3,813.00	4,350.00	2,647.00
Legal Fees	410.00	330.00							4,841.00
Total Professional Services	2,620.00	779.00	3,606.48	2,056.00	3,666.01	2,069.14	3,843.00	4,350.00	23,011.63
Rent/Internet/Phone									0.00
Internet expenses	292.95	292.95	292.95	292.95	292.95	292.95	286.93	122.97	2,167.60
Rent	840.00	840.00	840.00	840.00	840.00	840.00	840.00	840.00	6,720.00
Total Rent/Internet/Phone	1,132.95	1,132.95	1,132.95	1,132.95	1,132.95	1,132.95	1,126.93	962.97	8,887.60
Salary/Payroll Related Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-167.14	-167.14
Payroll Taxes - CA State Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	87.21	31.05	118.26
Payroll Taxes - FICA	783.48	978.51	988.78	1,012.75	1,015.03	1,450.64	959.10	1,006.06	8,194.35
Salaries/Wages - Exec Director	6,153.86	7,692.32	7,692.32	7,692.32	7,692.32	11,538.48	7,692.32	7,692.32	63,846.26
Salaries/Wages - Office Staff	1,083.19	1,342.80	1,477.08	1,790.40	1,820.24	1,790.40	1,089.16	1,089.16	11,462.43
Salaries/Wages - Program Director	3,004.61	3,755.76	3,755.76	3,755.76	3,755.76	5,633.64	3,755.76	3,755.76	31,172.81
Total Salary/Payroll Related Expenses	11,025.14	13,769.39	13,913.94	14,251.23	14,283.35	20,413.16	13,583.55	13,407.21	114,646.97
Supplies/Equipment									0.00
Office Supplies and Equipment	1,646.29		-500.00	1,314.33	108.43	132.11			2,701.16
Postage and Delivery	0.00		610.78	120.00		34.65			765.43
Total Supplies/Equipment	1,646.29		110.78	1,434.33	108.43	166.76			3,466.59
Total Expenditures	21,375.83	16,546.10	20,672.53	24,912.51	22,095.50	27,193.12	24,238.41	22,679.14	178,713.14
NET OPERATING REVENUE	-21,313.83	93,603.90	-20,413.13	1,517.49	-7,272.50	-25,893.12	-23,828.41	-20,362.21	-23,961.81
OTHER REVENUE									
Dividend Revenue		12.00							12.00
Interest Income	11.21	12.16	13.65	10.40	9.91	40.59	3.34	2.55	103.81
Realized Gain/Loss on Investments	-19.59	-0.29	-1.15	-8.49	-1.55	3.59			-27.48
St. Joseph Community LLC - Member Distributions		5,875.00							5,875.00
Unrealized Investment Income (Loss)	173.40	-95.54	-177.26	83.63	123.44	-109.78			-2.11
Total Other Revenue	165.02	5,803.33	-164.76	85.54	131.80	-65.60	3.34	2.55	5,961.22
OTHER EXPENDITURES									
Board Allocation Expense					27.19				27.19
Total Other Expenditures	0.00	0.00	0.00	0.00	27.19	0.00	0.00	0.00	27.19
NET OTHER REVENUE	165.02	5,803.33	-164.76	85.54	104.61	-65.60	3.34	2.55	5,934.03
NET REVENUE	\$ -21,148.81	\$99,407.23	\$ -20,577.89	\$1,603.03	\$ -7,167.89	\$ -25,958.72	\$ -23,825.07	\$ -20,359.66	\$ -18,027.78



Staff Report

To: Board of Directors and Chaplain

From: Jim Meiers

Subject: Upcoming Events Report Agenda item 5.d.

Purpose:

To inform board and staff about upcoming and Cancelled SJCLT events.

Upcoming Meetings & Events:

Saint Joseph Community Land Trust Annual Meeting: 5/17/23 Saint Theresa's Church-Globin Hall

Saint Joseph Community Land Trust Board Meeting: 7/19/23 Our Lady of Tahoe Church-Community Room

958 San Jose Ave. Open House for Stakeholders: Date TBA

958 San Jose Ave. Open House for Realtors: Date TBA

Cancelled Events:

Fraud & Identity Theft Protection Seminar: Unfortunately, staff received only 1 RSVP for the North Shore Fraud & Identity Theft Protection Seminar. Staff promoted and shared the event with over 50 different North Shore Organizations, many different North Shore Facebook Groups, and all of our North Shore Media Contacts. As there wasn't enough interest, staff cancelled the event in hopes to offer it at a future date.

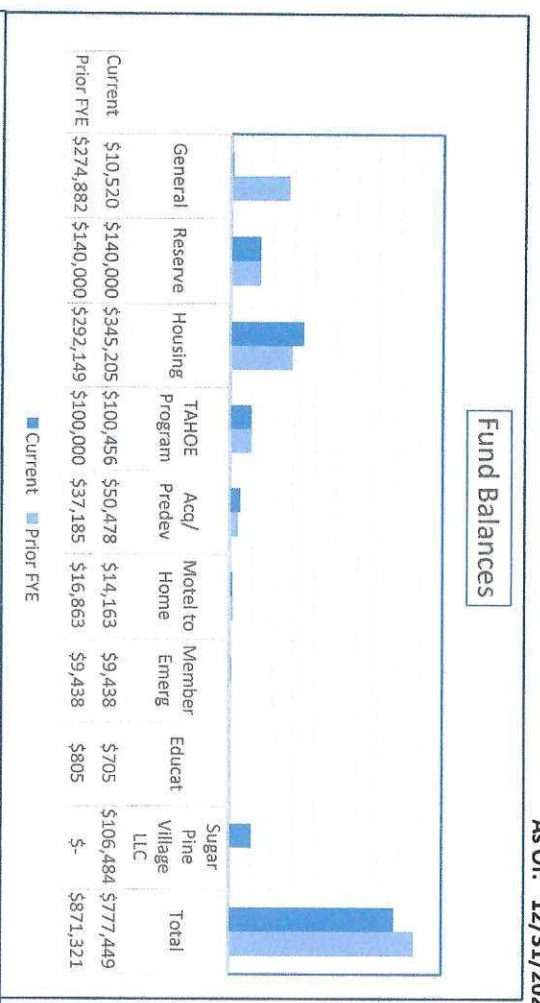
Tahoe Chamber Connect for Cause Mixer: At the last board meeting the board voted to proceed with a fundraising mixer with the Tahoe Chamber. Unfortunately, The Tahoe Chamber's Director of Membership, Events, and Programs had to leave the Chamber suddenly due to a serious medical condition. She won't be back at the Chamber in time to help us promote our Connect for Cause Mixer in April. The Chamber is unsure when she will return or if they will have to replace her. We were relying on her to promote and host this event and without her, I'm concerned that we won't have the support we need to make this event a success. We have therefore cancelled our Mixer and requested that the Chamber contact us once they are able to fully support a SJCLT Mixer in the future.

By: Jim Meiers

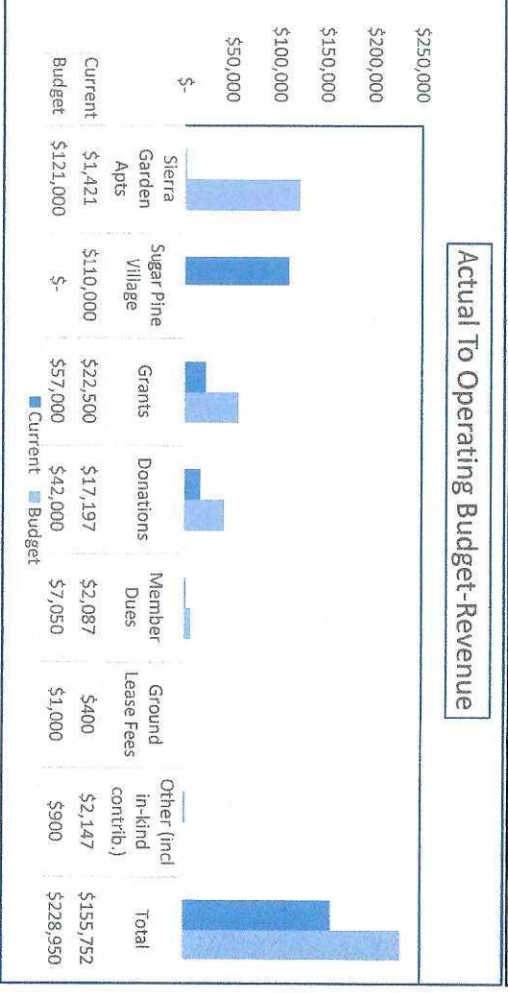
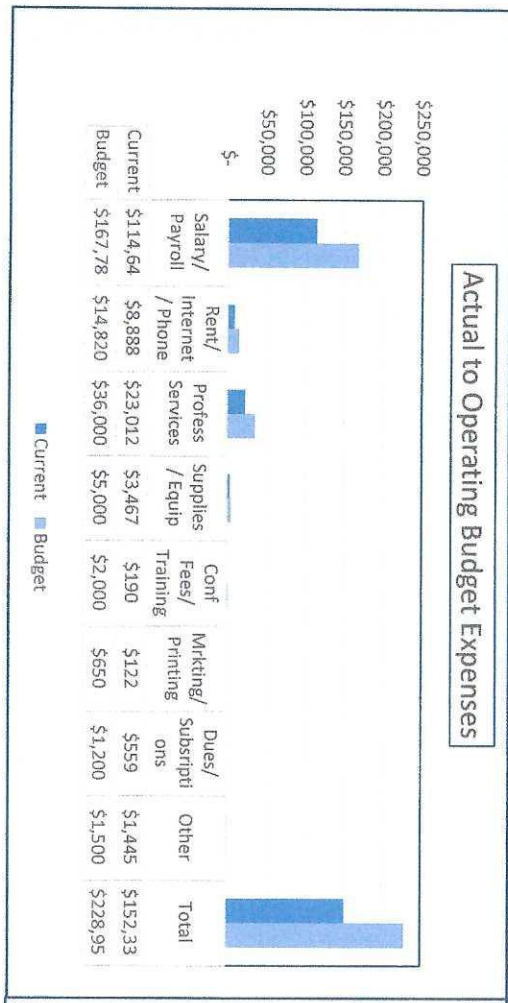
Concur: Jean Diaz

ITEM #8

Saint Joseph Community Land Trust Dashboard As Of: 12/31/2022



Project Status	
Sierra Garden Apartments	SCA revenue last fiscal year (\$54,000) was significantly lower than prior years due to higher costs & impacts of COVID & Caldor Fire. SJCLT expects to receive \$47,012 in asset mgmt & seller note (deferred dev fee has been paid) pymts this fiscal year (usually March or April). Some truss damage on one bldg from storm that needs repair.
Sugar Pine Village	69 unit Phase 1 has broken ground and modular units being constructed offsite. \$110,000 SJCLT initial Developer Fee has been received next installment upon completion of construction & occupancy. Financing or phase 2 underway.
Riverside Avenue Project	3141 Riverside & 962 San Jose been sold and the RCAC loan reduced from proceeds. Construction cost overruns due to site, design problems, materials increases, etc. are \$280,423 to date. Search for replacement buyer for 958 San Jose seeing more interest now that the home is complete. Open houses being planned.





Staff Report

To: Board of Directors and Chaplain

From: Jim Meiers

Subject: 10e. Grant & Donation Development

Purpose: To report general fundraising opportunities and grant development to board and staff.

Background:

1. Specific opportunities that will require resources for us to pursue:

1a. Tahoe Chamber Connect for Cause Mixer

Unfortunately, The Tahoe Chamber's Director of Membership, Events, and Programs had to leave the Chamber suddenly, due to a serious medical condition and the Chamber is unsure when she will return or if they will have to replace her. We were relying on her to promote and host this event and without her, I'm concerned that we won't have the support we need to make this event a success. I still haven't gotten word on her or her replacement's status. I have been keeping in touch with our Event partner and owner of The Tahoe Tavern, Wendy Theroux. She is still very interested in partnering with us on this event when we reschedule.

Staff Recommendations regarding Connect for Cause Mixer:

Staff recommends postponing our mixer and has requested that the Chamber contact us once they are able to fully support a SJCLT Mixer in the future.

1b. Flatstick Pub Sunday Fundraise: Flatstick pub, located across from the Heavenly Village, supports local nonprofits with their Sunday Fundraise program. Sunday Fundraise raises funds for local nonprofits every Sunday of every month, with the intention of raising \$200,000 for local nonprofits in 2024. Every Sunday in January 2024, Flatstick Pub will be donating to SJCLT \$1 from every beer and \$1 from every golf game sold. Flatstick Pub's Marketing Team will work with us to maximize attendance & fundraising outcomes for our month-long event. In addition, during SJCLT's first Sunday in January 2024, staff would like to promote an afternoon event for our members, staff, board members, & community, heavily promoting the event and creating interest for everyone to return on remaining Sundays during January.

SJCLT Responsibilities for Flatstick Pub Event:

Have SJCLT staff and board presence, promote this event prior to and during our designated month, & provide raffle prizes:

- *SJCLT Staff & Board Presence:* Every Sunday, I will spend 3 hours at Flatstick Pub spreading the word about SJCLT. We will have a booth with our banner and access to their PA system



Staff Report

for announcements. I'd like to host a putting contest every Sunday and Flatstick staff will be happy to help facilitate. I will be asking Board and Staff to help provide prizes for giveaways.

- *Promote the Event:* SJCLT will promote the event within our network of members, partners, friends, & media contacts. We will accept Flatstick's Facebook event page invitation and share the event on our Facebook page.
- *Provide giveaway prizes:* SJCLT will request local businesses and friends of SJCLT to donate prizes to give away at the event.

Staff Recommendations regarding Flatstick Pub Event:

Staff recommends participating in Flatstick Pub's Sunday Fundraise to not only raise money but have a presence at Flatstick every Sunday, during our designated month, to solicit new membership, raise funds, and increase community awareness. I am seeking support and direction from the Board regarding this event. I will need your help to make sure our first Sunday is especially well attended and I'm hoping you will invite your family and friends to help kick off the month with strong attendance. Thank you, Michael Fronk, for already RSVPing.

2. Foundation grants that we are pursuing

2a. Tahoe Women's Community Foundation (TWCF) Impact Grant:

This month, SJCLT applied for the 2023 TWCF Impact Grant. This \$5000 grant, is available to nonprofits who work directly to improve the community on the South Shore of Lake Tahoe. If SJCLT is awarded, the funds will be deposited into our Acquisition/Predevelopment fund. The grant committee is currently narrowing down the RFPs and TWCF members will vote for grant recipients from the end of March to April 5. Grant recipients will be announced in the middle of April.

2b. Parasol Tahoe Community Foundation:

Parasol offers competitive Community Fund Grants on an annual basis to organizations serving the Tahoe Basin. We applied last year and I will apply again for this grant when the annual grant cycle opens for application this Spring.

While my contact at Parasol was giving me a tour of the facilities, she shared a resource that's available to SJCLT and other nonprofits. Parasol offers access to an online Foundation Directory which lists Foundations across the nation and reports what nonprofits each foundation has funded, where those nonprofits are located, and how much each nonprofit received. From Parasol, I was able to email myself information on quite a few different foundations that have given to affordable housing nonprofits in California. I'll be using that information to research foundations and apply for grants to benefit SJCLT.

3. Request for any leads on grants/donations from board members:



Staff Report

Staff requests input from the Board regarding fundraising opportunities that they may be aware of.

By: Jim Meiers

Concur: Jean Diaz

Washoe Tahoe Housing Partnership

ITEM #11

Roles for Saint Joseph Community Land Trust (Input into program design, implementation of programs)

SJCLT Mission

To address poverty & foster social justice for the dignity of the human person by:

- Creating, retaining & promoting quality affordable (<120% of AMI) & sustainable housing;
- Building community & creating, retaining, promoting & enhancing safe high-quality neighborhoods;
- Providing basic life skills for families & individuals;
- Providing stewardship of God's good earth through sustainable resource management; &
- Promoting fair housing & programs regardless of race, age, color, religion, sex, national origin or disability.

Housing Production

Low/Moderate
Income Ownership *

Low Income Rental*
- Local Non-Profit
Partner

New Deed Restricted
into SJCLT Portfolio@

* Currently Providing

** Possible future role

Tahoe Affordable Home Ownership Enabling Program

@ Inclusionary, ADU, other new deed restricted homes



SAINT JOSEPH
COMMUNITY LAND TRUST

Saintjosephclt.org

Housing Preservation

TAHOE Program#

1. Homebuyer purchase assistance
2. SJCLT purchase of existing homes for future household
3. SJCLT assistance to existing homeowner

Existing Deed
Restricted Units into
SJCLT Portfolio **

Repurposing Bldgs,
e.g. Motels **

Deed Restriction
Monitoring/Other
Housing Program
Monitoring **

Program/Project Decision Filter

- Does it fit with our mission?
- Is someone else providing it more efficiently and effectively than we could?
- Do we have capacity/can we get it?
- Do we have necessary skills & knowledge?
- Are partners available to fill roles we can't?
- Does it generate revenue or funding to support costs?
- Does community support or oppose?
- Does it enhance SJCLT name/visibility?

Supportive Programs

Motel to Housing*

Member
Emergency Loans*

Home-buyer
Education*

Financial Literacy/
Fraud Prevention
Education*

Other?



Meeting of the Board of Directors

Zoom Only

Time: Wednesday 3/22/23 at 05:30 PM

BOARD OF DIRECTORS

President
**A. Lyn
Barnett, AICP**

Vice President
Allan Bisbee

Secretary
Francie Alling

Treasurer
Steve Yarrow

Kristina Hill

Michael Fronk

Executive
Director
Jean Diaz

Chaplain
**Fr. Joseph
Sebastian,
CMI**

Founded 2002

A 501 (c) (3)
Charitable
Organization

Topic: 3-22-23 Saint Joseph CLT Board Meeting
Time: Mar 22, 2023 05:30 PM Pacific Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/83274568285?pwd=SE10aUh4ZVc5ZTQvaGZSWDdBWBenRaZz09>
Meeting ID: 832 7456 8285
Passcode: 066775
One tap mobile
+17193594580,,83274568285#,,,066775# US
Dial by your location
+1 669 900 9128 US (San Jose)
Meeting ID: 832 7456 8285
Passcode: 066775
Find your local number: <https://us02web.zoom.us/j/83274568285?pwd=SE10aUh4ZVc5ZTQvaGZSWDdBWBenRaZz09>

1. Opening Prayer (Chaplain/President)
2. Call to Order and Approval of Agenda (President)
3. Roll call of Board Members and Determination of Board Quorums (Secretary)
4. Open Floor (*members and guests may comment on any item not listed on the agenda. Please limit comments to three minutes.*)
5. Consent Calendar
 - a. Approval of Minutes
 - b. Financial Report (see also New Dashboard—Item 8)
 - c. Allocation of Donations above \$250
 - d. Calendar of Events
6. North Shore Outreach Plan Update (Kristina and Michael)
7. By Law Review/Update (Lyn)
8. New Dashboard (Jean)
9. Project Status (Jean, Lyn, Jim)
 - a. Riverside Project Homes
 - b. Sugar Pine Village
 - c. Sierra Garden Apartments
10. Fundraising Report (Lyn, Jean, Jim)
 - d. Endowment Planning
 - e. Grant & Donation Development
11. On the horizon—Deed Restriction Monitoring (Jean, Lyn)
12. Board Closing Comments, Adjournment & Closing Prayer

By:  Executive Director

"Faith Builds Families, Homes, and Neighborhoods"

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 1 of 5

Meeting called to order: 5:31 p.m.

Meeting adjourned: 7:57 p.m.

Board Members Present: Francie Alling, Lyn Barnett, Allan Bisbee, Michael Fronk, Kristina Hill. **Absent:** Steve Yarrow

Staff Present: Jean Diaz, Jim Meiers, C. Rosburg

Members: John Davis, John Dalton

Guest: None

1. **Topic:** Opening Prayer

Discussion: Barnett led the opening prayer

2. **Topic:** Call to Order and Approval of Agenda

Discussion: Barnett called the meeting to order and asked for approval of the agenda

Action Taken: Motion to approve the agenda was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

3. **Topic:** Roll Call of Board Members and Determination of Board and Membership Quorums

Discussion: Roll call was done and Alling determined a quorum was present.

4. **Topic:** Open Floor

Discussion: No members expressed the desire to comment on a non-agenda item and with that Barnett closed the open floor.

5. **Topic:** Consent Calendar

Discussion: (Consent Calendar: Approval of Minutes, Financial Report, Loan Program Write Offs, Allocation of Donations above \$250, Spaghetti Dinner Report, Move SJCLT Business to Zephyr Cove Office, Calendar of Events) Barnett pointed out a typo on item number 5.a. in the Board Minutes – on item 7 there is a typo in the first line that says offices, that should be officers. He asked if there was anything else on the consent calendar that anyone wanted to discuss and hearing nothing asked for a motion to approve the consent calendar.

Action Taken: A motion to approve the consent calendar with the discussed correction for the Minutes was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

6. **Topic:** SJCLT Community Engagement Discussion with John Davis

Discussion: Diaz introduced John Davis, who recently edited a book on the *community* in Community Land Trusts. Diaz invited Davis to share what he had learned about other Community Land Trust globally about how we get more community engagement. John gave some insight in how SJCLT might work the problem of getting low income participation in our organization. He pointed out that he had seen from our minutes that we had tried a number of

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 2 of 5

things to increase the low-income participation. John then shared the general approach of what a number of CLT's have followed to obtain community participation.

7. Topic: Approval of 2022/23 Work Plan

Discussion: Diaz explained that the work plan was developed after our board retreat in October. Barnett and Diaz put together the work plan that reflects what we had talked about at the retreat. Barnett asked if there was anything in the work program that anyone wanted to add. After board members affirmed that it looked good, Barnett then asked for a motion to be made.

Action Taken: A motion to approve the 2022/23 Work Plan was made.

Moved by: Bisbee

Second by: Alling

Ayes: All

Nyes: None

Absent: Yarrow

8. Topic: North Shore Outreach Plan

Discussion: Barnett told how part of the Work Plan includes North Shore outreach that he is calling the North Shore Initiative. Kristina and Michael are working on seeing what opportunities may be there on the North Shore for SJCLT. Fronk shared some of the meetings he has been working to schedule with redevelopment projects taking place at The Boat Works Mall and Tahoe City Lodge, both require affordable housing as a conditions of their approval process. Hill discussed conversations she had with the people building the Waldorf Historia, where they are planning on construction 15 affordable housing units on their site. She is trying to coordinate a meeting between them and Lyn and Jean in the next week or two. Barnett questioned what was happening at Sierra Nevada College / UNR asking if there is any reason that we should talk to them about housing, because they had problems with faculty and maintenance people finding housing in the community. Hill said they have all of those dorm units that are deed restricted affordable housing but that she didn't see anybody living there. Barnett believed that with a simple permit change with TRPA –this affordable student housing could be changed to affordable employee housing, since we don't have that high of a student demand and it is needed for employees. Fronk suggested talking with North Lake Tahoe Resort Association (NLTRA) since they have affordable housing or employee housing as part of their conversation. Hill indicated they just changed their name to the North Lake Tahoe Community Alliance so it is NLCA now. Fronk believed that two years ago they started to tax 1% on all lodging and maybe restaurants, and part of this tax is supposed to go to affordable or employee housing. They may be looking for ways to spend it. Barnett suggested getting the contact information and sending it on to Diaz.

9. Topic: Status of Revolving Loan Program

Discussion: Diaz discussed whether it made sense to continue the loan programs as a revolving loan program. Our Council has advised that requirements and constrictions of a non-profit operating a loan program does come with some significant due diligence requirements, filing requirements, and reporting requirements. Given those requirements and given the usage of our experience with these loan repayments Diaz suggested that might be better off converting to just a grant program. SJCLT still get the same benefit of helping people as with the loan program but forgoes the loan repayment. However, the loan repayments have been so small anyway for the program anyhow. Diaz recommended that we consider converting these loan programs to grant programs. Barnett asked that we still ask that beneficiaries of these grants pay it forward when they are in a better situation, and that they donate money back

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 3 of 5

Barnett shared his support and asked that we vote on converting the loan program to a grant program for the reasons that we discussed. With direction for staff to come up with an outreach program that is up to date, and to make some recommendations on the application form to make sure we are asking the right information and based on our past experience of people paying back. Barnett also specified that he would like to bring this topic back to another Board Meeting where a strike through and underline word change is done to update the language of the Saint Joseph Community Land Trust - Programs Plan.

Action Taken: A motion to approve the conversion of our two loan programs, to grant programs for the reasons discussed. And directing the staff to come up with an outreach program that is up to date, and to reexamine the application form to make sure that we are asking the right information and based on our experience.

Moved by: Alling

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

10. Topic: Adoption of Employee Handbook

Discussion: Diaz told how he noticed is that we have never had an employee handbook and it is just a way to summarize our policies about employees and our expectations. Barnett asked if everybody has had a chance to go through the plan and asked if there were any questions. He also discussed a return of State Jury Duty Pay and asked Diaz to research inexpensive health insurance benefits like dental and vision. Diaz suggested giving a stipend to employees to obtain these insurance benefits on their own. Barnett asked for a motion to approve the employee handbook.

Action Taken: A motion was made to approve the employee handbook.

Moved by: Bisbee

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

11. Topic: Project Status

Discussion: Diaz indicated the Riverside project exteriors were pretty much done, the interiors of the two-bedroom homes were being done first. The three bedroom home is not too much behind. Diaz explained that these are going to be extremely nice houses. They are big houses for what we are trying to do, and that is one of the reasons that Lyn, John Dalton and he have been working on development criteria to determine what kind of house we should provide. Sugar Pine Village had the celebration for phase one, which is 69 units. The site had been cleared and the units are pretty much built and in Vallejo on site waiting to be shipped up here. We are working on the financing we need for the Community Facing Hub and the Childcare Facility. There may actually be some good financing that we found to help for both the community facing and tenant facing building. Barnett spoke of how Mia Kang is looking into some grants for a warm room since there were a lot of power outages this winter, it would be just a small room. Mia said there are some grant opportunities there. We are supposed to provide Mia some information on power outages. Sierra Garden Apartments: Meiers indicated that Sierra Garden Apartments is looking pretty good with a good management and maintenance team in place. Snow removal has been good but did cause a little damage when they sheared off a fire hydrant and so they shut that off and it remains shut off now. The fire department knows about that and they will get that fixed once the snow melts. The fire hydrant will be paid by the snow removal company. Tiny Home Meeting: Diaz mentioned his meeting with Kim Carr to discuss Tiny Homes but said he had not heard back from her regarding follow up questions he had.

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 4 of 5

12. Topic: Fundraising Report and Endowment Planning

Discussion: Endowment Planning: Barnett said he had a meeting set with Parasol Foundation, to talk to them about the idea of getting a foundation started so that we have an endowment that grows over time and SJCLT can draw from the interest and fund its programs. Patrick Conway and Barnett are the committee on this. Grant and Donation Development: Meiers discussed the Connect for Cause Mixer with the Tahoe Chamber in April, it is a popular charitable networking event to foster support for South Shore non-profit organizations. We would need board and staff help with this event and also need to provide raffle prizes. The Chamber will put out a request to their members for raffle prizes but ultimately it is our responsibility to provide those. Staff recommends holding this connect for cause mixer with the Tahoe Chamber at the Tahoe Tavern, Tuesday, April 19th. This event will be from 5-7 p.m. Meiers asked for direction to move forward.

Action Taken: A motion was made to move forward with a Tahoe Chamber - Connect for a Cause event.

Moved by: Bisbee

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers also shared the possibility of having a fundraising event at the Flatstick Pub across from the Heavenly Village. They have an indoor miniature golf course, a nice menu and they support local nonprofits with their Sunday Funday program. Meiers reserved January of 2024 as SJCLT's -Sunday Funday month, and every weekend of that month Flatstick Pub will donate a dollar from every beer sold and a dollar from every game in there. Barnett commented on how nice that was! For this event SJCLT would be responsible to have staff and board presence as well as promote this event prior to and during our designated month and to provide raffle prizes (which is optional). SJCLT would need to commit to spend 3 hours every Sunday for the designated month. Meiers asked for the boards go ahead and a motion was made.

Action Taken: A motion was made to move forward with a January 2024, Sunday Funday month at Flatstick Pub.

Moved by: Alling

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers discussed grant applications SJCLT had previously applied for along with some that we would be applying for, including trying for some bank grants. Grants from the SH Cowell Foundation were discussed and the possibility of potentially working with other organizations to apply for one of their cluster based grants was suggested by Diaz. Diaz also shared that SJCLT needs to find grant money for our sustainability, not necessarily new projects. Diaz asked that the board members let SJCLT know if they were aware of any community foundations, grant money, for sustainable nonprofit organizations that are focused on affordable housing. SJCLT needs to identify some funding sources that can allow us to continue to do good things that we are doing.

13. Topic: Board Closing Comments

Discussion: Barnett mentioned that tomorrow night is the Chamber Tahoe Blue Ribbon Awards that he and Diaz would be attending. Diaz shared that the reason for attending the Chamber's event is because SJCLT is a finalist for the Blue Ribbon - Community Hand Support. Barnett said SJCLT has been nominated in the past it is good to get our name out there.

14. Topic: Adjournment and Closing Prayer

Action Taken: Alling led our closing prayer.

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 5 of 5

DRAFT



Staff Report

To: Board of Directors and Chaplain

From: Jim Meiers

Subject: 10e. Grant & Donation Development

Purpose: To report general fundraising opportunities and grant development to board and staff.

Background:

1. Specific opportunities that will require resources for us to pursue:

1a. Tahoe Chamber Connect for Cause Mixer

Unfortunately, The Tahoe Chamber's Director of Membership, Events, and Programs had to leave the Chamber suddenly, due to a serious medical condition and the Chamber is unsure when she will return or if they will have to replace her. We were relying on her to promote and host this event and without her, I'm concerned that we won't have the support we need to make this event a success. I still haven't gotten word on her or her replacement's status. I have been keeping in touch with our Event partner and owner of The Tahoe Tavern, Wendy Theroux. She is still very interested in partnering with us on this event when we reschedule.

Staff Recommendations regarding Connect for Cause Mixer:

Staff recommends postponing our mixer and has requested that the Chamber contact us once they are able to fully support a SJCLT Mixer in the future.

1b. Flatstick Pub Sunday Fundraise: Flatstick pub, located across from the Heavenly Village, supports local nonprofits with their Sunday Fundraise program. Sunday Fundraise raises funds for local nonprofits every Sunday of every month, with the intention of raising \$200,000 for local nonprofits in 2024. Every Sunday in January 2024, Flatstick Pub will be donating to SJCLT \$1 from every beer and \$1 from every golf game sold. Flatstick Pub's Marketing Team will work with us to maximize attendance & fundraising outcomes for our month-long event. In addition, during SJCLT's first Sunday in January 2024, staff would like to promote an afternoon event for our members, staff, board members, & community, heavily promoting the event and creating interest for everyone to return on remaining Sundays during January.

SJCLT Responsibilities for Flatstick Pub Event:

Have SJCLT staff and board presence, promote this event prior to and during our designated month, & provide raffle prizes:

- *SJCLT Staff & Board Presence:* Every Sunday, I will spend 3 hours at Flatstick Pub spreading the word about SJCLT. We will have a booth with our banner and access to their PA system



Staff Report

for announcements. I'd like to host a putting contest every Sunday and Flatstick staff will be happy to help facilitate. I will be asking Board and Staff to help provide prizes for giveaways.

- *Promote the Event:* SJCLT will promote the event within our network of members, partners, friends, & media contacts. We will accept Flatstick's Facebook event page invitation and share the event on our Facebook page.
- *Provide giveaway prizes:* SJCLT will request local businesses and friends of SJCLT to donate prizes to give away at the event.

Staff Recommendations regarding Flatstick Pub Event:

Staff recommends participating in Flatstick Pub's Sunday Fundraise to not only raise money but have a presence at Flatstick every Sunday, during our designated month, to solicit new membership, raise funds, and increase community awareness. I am seeking support and direction from the Board regarding this event. I will need your help to make sure our first Sunday is especially well attended and I'm hoping you will invite your family and friends to help kick off the month with strong attendance. Thank you, Michael Fronk, for already RSVPing.

2. Foundation grants that we are pursuing

2a. Tahoe Women's Community Foundation (TWCF) Impact Grant:

This month, SJCLT applied for the 2023 TWCF Impact Grant. This \$5000 grant, is available to nonprofits who work directly to improve the community on the South Shore of Lake Tahoe. If SJCLT is awarded, the funds will be deposited into our Acquisition/Predevelopment fund. The grant committee is currently narrowing down the RFPs and TWCF members will vote for grant recipients from the end of March to April 5. Grant recipients will be announced in the middle of April.

2b. Parasol Tahoe Community Foundation:

Parasol offers competitive Community Fund Grants on an annual basis to organizations serving the Tahoe Basin. We applied last year and I will apply again for this grant when the annual grant cycle opens for application this Spring.

While my contact at Parasol was giving me a tour of the facilities, she shared a resource that's available to SJCLT and other nonprofits. Parasol offers access to an online Foundation Directory which lists Foundations across the nation and reports what nonprofits each foundation has funded, where those nonprofits are located, and how much each nonprofit received. From Parasol, I was able to email myself information on quite a few different foundations that have given to affordable housing nonprofits in California. I'll be using that information to research foundations and apply for grants to benefit SJCLT.

3. Request for any leads on grants/donations from board members:



Staff Report

Staff requests input from the Board regarding fundraising opportunities that they may be aware of.

By: Jim Meiers

Concur: Jean Diaz



Meeting of the Board of Directors

Zoom Only

Time: Wednesday 3/22/23 at 05:30 PM

BOARD OF DIRECTORS

President
A. Lyn Barnett, AICP

Vice President
Allan Bisbee

Secretary
Francie Alling

Treasurer
Steve Yarrow

Kristina Hill

Michael Fronk

Executive Director
Jean Diaz

Chaplain
Fr. Joseph Sebastian, CMI

Founded 2002

A 501 (c) (3)
Charitable
Organization

Topic: 3-22-23 Saint Joseph CLT Board Meeting
Time: Mar 22, 2023 05:30 PM Pacific Time (US and Canada)
Join Zoom Meeting
<https://us02web.zoom.us/j/83274568285?pwd=SE10aUh4ZVc5ZTQvaGZSWDdBZWZ09>
Meeting ID: 832 7456 8285
Passcode: 066775
One tap mobile
+17193594580,,83274568285#,,,066775# US
Dial by your location
+1 669 900 9128 US (San Jose)
Meeting ID: 832 7456 8285
Passcode: 066775
Find your local number: <https://us02web.zoom.us/j/83274568285?pwd=SE10aUh4ZVc5ZTQvaGZSWDdBZWZ09>

1. Opening Prayer (Chaplain/President)
2. Call to Order and Approval of Agenda (President)
3. Roll call of Board Members and Determination of Board Quorums (Secretary)
4. Open Floor (*members and guests may comment on any item not listed on the agenda. Please limit comments to three minutes.*)
5. Consent Calendar
 - a. Approval of Minutes
 - b. Financial Report (see also New Dashboard—Item 8)
 - c. Allocation of Donations above \$250
 - d. Calendar of Events
6. North Shore Outreach Plan Update (Kristina and Michael)
7. By Law Review/Update (Lyn)
8. New Dashboard (Jean)
9. Project Status (Jean, Lyn, Jim)
 - a. Riverside Project Homes
 - b. Sugar Pine Village
 - c. Sierra Garden Apartments
10. Fundraising Report (Lyn, Jean, Jim)
 - d. Endowment Planning
 - e. Grant & Donation Development
11. On the horizon—Deed Restriction Monitoring (Jean, Lyn)
12. Board Closing Comments, Adjournment & Closing Prayer

By:  Executive Director

"Faith Builds Families, Homes, and Neighborhoods"

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 1 of 5

Meeting called to order: 5:31 p.m.

Meeting adjourned: 7:57 p.m.

Board Members Present: Francie Alling, Lyn Barnett, Allan Bisbee, Michael Fronk, Kristina Hill. **Absent:** Steve Yarrow

Staff Present: Jean Diaz, Jim Meiers, C. Rosburg

Members: John Davis, John Dalton

Guest: None

1. **Topic:** Opening Prayer

Discussion: Barnett led the opening prayer

2. **Topic:** Call to Order and Approval of Agenda

Discussion: Barnett called the meeting to order and asked for approval of the agenda

Action Taken: Motion to approve the agenda was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

3. **Topic:** Roll Call of Board Members and Determination of Board and Membership Quorums

Discussion: Roll call was done and Alling determined a quorum was present.

4. **Topic:** Open Floor

Discussion: No members expressed the desire to comment on a non-agenda item and with that Barnett closed the open floor.

5. **Topic:** Consent Calendar

Discussion: (Consent Calendar: Approval of Minutes, Financial Report, Loan Program Write Offs, Allocation of Donations above \$250, Spaghetti Dinner Report, Move SJCLT Business to Zephyr Cove Office, Calendar of Events) Barnett pointed out a typo on item number 5.a. in the Board Minutes – on item 7 there is a typo in the first line that says offices, that should be officers. He asked if there was anything else on the consent calendar that anyone wanted to discuss and hearing nothing asked for a motion to approve the consent calendar.

Action Taken: A motion to approve the consent calendar with the discussed correction for the Minutes was made.

Moved by: Alling

Second by: Bisbee

Ayes: All

Nyes: None

Absent: Yarrow

6. **Topic:** SJCLT Community Engagement Discussion with John Davis

Discussion: Diaz introduced John Davis, who recently edited a book on the *community* in Community Land Trusts. Diaz invited Davis to share what he had learned about other Community Land Trust globally about how we get more community engagement. John gave some insight in how SJCLT might work the problem of getting low income participation in our organization. He pointed out that he had seen from our minutes that we had tried a number of

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 2 of 5

things to increase the low-income participation. John then shared the general approach of what a number of CLT's have followed to obtain community participation.

7. Topic: Approval of 2022/23 Work Plan

Discussion: Diaz explained that the work plan was developed after our board retreat in October. Barnett and Diaz put together the work plan that reflects what we had talked about at the retreat. Barnett asked if there was anything in the work program that anyone wanted to add. After board members affirmed that it looked good, Barnett then asked for a motion to be made.

Action Taken: A motion to approve the 2022/23 Work Plan was made.

Moved by: Bisbee

Second by: Alling

Ayes: All

Nyes: None

Absent: Yarrow

8. Topic: North Shore Outreach Plan

Discussion: Barnett told how part of the Work Plan includes North Shore outreach that he is calling the North Shore Initiative. Kristina and Michael are working on seeing what opportunities may be there on the North Shore for SJCLT. Fronk shared some of the meetings he has been working to schedule with redevelopment projects taking place at The Boat Works Mall and Tahoe City Lodge, both require affordable housing as a conditions of their approval process. Hill discussed conversations she had with the people building the Waldorf Historia, where they are planning on construction 15 affordable housing units on their site. She is trying to coordinate a meeting between them and Lyn and Jean in the next week or two. Barnett questioned what was happening at Sierra Nevada College / UNR asking if there is any reason that we should talk to them about housing, because they had problems with faculty and maintenance people finding housing in the community. Hill said they have all of those dorm units that are deed restricted affordable housing but that she didn't see anybody living there. Barnett believed that with a simple permit change with TRPA –this affordable student housing could be changed to affordable employee housing, since we don't have that high of a student demand and it is needed for employees. Fronk suggested talking with North Lake Tahoe Resort Association (NLTRA) since they have affordable housing or employee housing as part of their conversation. Hill indicated they just changed their name to the North Lake Tahoe Community Alliance so it is NLCA now. Fronk believed that two years ago they started to tax 1% on all lodging and maybe restaurants, and part of this tax is supposed to go to affordable or employee housing. They may be looking for ways to spend it. Barnett suggested getting the contact information and sending it on to Diaz.

9. Topic: Status of Revolving Loan Program

Discussion: Diaz discussed whether it made sense to continue the loan programs as a revolving loan program. Our Council has advised that requirements and constrictions of a non-profit operating a loan program does come with some significant due diligence requirements, filing requirements, and reporting requirements. Given those requirements and given the usage of our experience with these loan repayments Diaz suggested that might be better off converting to just a grant program. SJCLT still get the same benefit of helping people as with the loan program but forgoes the loan repayment. However, the loan repayments have been so small anyway for the program anyhow. Diaz recommended that we consider converting these loan programs to grant programs. Barnett asked that we still ask that beneficiaries of these grants pay it forward when they are in a better situation, and that they donate money back

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 3 of 5

Barnett shared his support and asked that we vote on converting the loan program to a grant program for the reasons that we discussed. With direction for staff to come up with an outreach program that is up to date, and to make some recommendations on the application form to make sure we are asking the right information and based on our past experience of people paying back. Barnett also specified that he would like to bring this topic back to another Board Meeting where a strike through and underline word change is done to update the language of the Saint Joseph Community Land Trust - Programs Plan.

Action Taken: A motion to approve the conversion of our two loan programs, to grant programs for the reasons discussed. And directing the staff to come up with an outreach program that is up to date, and to reexamine the application form to make sure that we are asking the right information and based on our experience.

Moved by: Alling

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

10. Topic: Adoption of Employee Handbook

Discussion: Diaz told how he noticed is that we have never had an employee handbook and it is just a way to summarize our policies about employees and our expectations. Barnett asked if everybody has had a chance to go through the plan and asked if there were any questions. He also discussed a return of State Jury Duty Pay and asked Diaz to research inexpensive health insurance benefits like dental and vision. Diaz suggested giving a stipend to employees to obtain these insurance benefits on their own. Barnett asked for a motion to approve the employee handbook.

Action Taken: A motion was made to approve the employee handbook.

Moved by: Bisbee

Second by: Hill

Ayes: All

Nyes: None

Absent: Yarrow

11. Topic: Project Status

Discussion: Diaz indicated the Riverside project exteriors were pretty much done, the interiors of the two-bedroom homes were being done first. The three bedroom home is not too much behind. Diaz explained that these are going to be extremely nice houses. They are big houses for what we are trying to do, and that is one of the reasons that Lyn, John Dalton and he have been working on development criteria to determine what kind of house we should provide. Sugar Pine Village had the celebration for phase one, which is 69 units. The site had been cleared and the units are pretty much built and in Vallejo on site waiting to be shipped up here. We are working on the financing we need for the Community Facing Hub and the Childcare Facility. There may actually be some good financing that we found to help for both the community facing and tenant facing building. Barnett spoke of how Mia Kang is looking into some grants for a warm room since there were a lot of power outages this winter, it would be just a small room. Mia said there are some grant opportunities there. We are supposed to provide Mia some information on power outages. Sierra Garden Apartments: Meiers indicated that Sierra Garden Apartments is looking pretty good with a good management and maintenance team in place. Snow removal has been good but did cause a little damage when they sheared off a fire hydrant and so they shut that off and it remains shut off now. The fire department knows about that and they will get that fixed once the snow melts. The fire hydrant will be paid by the snow removal company. Tiny Home Meeting: Diaz mentioned his meeting with Kim Carr to discuss Tiny Homes but said he had not heard back from her regarding follow up questions he had.

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
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Page 4 of 5

12. Topic: Fundraising Report and Endowment Planning

Discussion: Endowment Planning: Barnett said he had a meeting set with Parasol Foundation, to talk to them about the idea of getting a foundation started so that we have an endowment that grows over time and SJCLT can draw from the interest and fund its programs. Patrick Conway and Barnett are the committee on this. Grant and Donation Development: Meiers discussed the Connect for Cause Mixer with the Tahoe Chamber in April, it is a popular charitable networking event to foster support for South Shore non-profit organizations. We would need board and staff help with this event and also need to provide raffle prizes. The Chamber will put out a request to their members for raffle prizes but ultimately it is our responsibility to provide those. Staff recommends holding this connect for cause mixer with the Tahoe Chamber at the Tahoe Tavern, Tuesday, April 19th. This event will be from 5-7 p.m. Meiers asked for direction to move forward.

Action Taken: A motion was made to move forward with a Tahoe Chamber - Connect for a Cause event.

Moved by: Bisbee

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers also shared the possibility of having a fundraising event at the Flatstick Pub across from the Heavenly Village. They have an indoor miniature golf course, a nice menu and they support local nonprofits with their Sunday Funday program. Meiers reserved January of 2024 as SJCLT's -Sunday Funday month, and every weekend of that month Flatstick Pub will donate a dollar from every beer sold and a dollar from every game in there. Barnett commented on how nice that was! For this event SJCLT would be responsible to have staff and board presence as well as promote this event prior to and during our designated month and to provide raffle prizes (which is optional). SJCLT would need to commit to spend 3 hours every Sunday for the designated month. Meiers asked for the boards go ahead and a motion was made.

Action Taken: A motion was made to move forward with a January 2024, Sunday Funday month at Flatstick Pub.

Moved by: Alling

Second by: Fronk

Ayes: All

Nyes: None

Absent: Yarrow

Meiers discussed grant applications SJCLT had previously applied for along with some that we would be applying for, including trying for some bank grants. Grants from the SH Cowell Foundation were discussed and the possibility of potentially working with other organizations to apply for one of their cluster based grants was suggested by Diaz. Diaz also shared that SJCLT needs to find grant money for our sustainability, not necessarily new projects. Diaz asked that the board members let SJCLT know if they were aware of any community foundations, grant money, for sustainable nonprofit organizations that are focused on affordable housing. SJCLT needs to identify some funding sources that can allow us to continue to do good things that we are doing.

13. Topic: Board Closing Comments

Discussion: Barnett mentioned that tomorrow night is the Chamber Tahoe Blue Ribbon Awards that he and Diaz would be attending. Diaz shared that the reason for attending the Chamber's event is because SJCLT is a finalist for the Blue Ribbon - Community Hand Support. Barnett said SJCLT has been nominated in the past it is good to get our name out there.

14. Topic: Adjournment and Closing Prayer

Action Taken: Alling led our closing prayer.

**Saint Joseph Community Land Trust
Board of Directors Meeting Minutes
Location - Our Lady of Tahoe & Zoom
Wednesday, January 25, 2023**

Page 5 of 5

DRAFT

To: SJCLT Board of Directors

ITEM 5b.

Fr: Steve Yarrow, SJCLT Treasurer

In the two months since our last meeting, the culmination of much hard work has come to fruition. Two of the three Riverside homes are closed and occupied. A tremendous accomplishment for the organization. In a winter like no other in 40 years, all of the constant and unrelenting obstacles were met and conquered. And two families live in a place and houses that they only could have dreamed of a decade earlier.

Not without more financial pain however for SJCLT. Our liquid assets shrunk by \$94,966 to a net of \$350,763 at February 28, down from \$445,729 at prior year end.

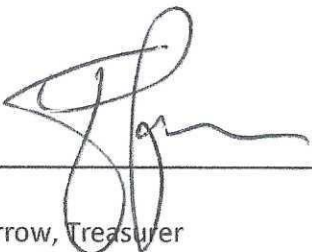
And we still have to close 958 San Jose.

I know there are efforts to market the property, but as Jean mentioned in his 3/15 email announcing the closing, threading the needle between income limits and mortgage qualification in our current interest rate climate can be challenging.

Onward and upward. As a developer and operator.

Fund balances as of 2/28/23 are presented below:

Member Emergency Loan Fund	\$ 9,438
Motel to Home Fund	\$ 14,163
Education Fund	\$ 705
Housing Fund	\$ 345,205
Tahoe Program	\$ 100,456
General	<u>\$ 150,520</u>
Total Fund Balances	\$ 620,487



Steve Yarrow, Treasurer

Management Report

Saint Joseph Community Land Trust

For the period ended February 28, 2023

Prepared by

Eide Bailly LLP - RNO

Prepared on

March 17, 2023

Table of Contents

Notes.....3

Statement of Financial Position4

Statement of Activity6

Statement of Activity Comparison.....8

Statement of Activity by Month12

Notes

The following accounts on the statement of financial position has not been reconciled:

- Investments in Sierra Garden, Sugar Pine LLC. Need current K-1s. Last K-1 received was for 2020.
- Investment in SJC LLC - received 2021 K-1 in Sept 2022. However, account needs to be reviewed with management and reconciled.
- TAHOE Fund-El Dorado Comm Found - statement produced annually after fiscal year end. Account reconciled through June 2022
- Investment in SJCLT - Parasol - statements are one month behind. Account reconciled through Jan 2023.
- New lease standard needs to be evaluated
- RCA Loan for Riverside Project account - Final closing statement not received. Amounts in the Loan payable and RCAC Interest Held in Escrow (Riverside Project) accounts are based upon current statements.

Financial Statements are not finalized for fiscal year end June 30, 2022.

Statement of Financial Position

As of February 28, 2023

	As of Feb 28, 2023	As of Feb 28, 2022 (PY)	Total
ASSETS			
Current Assets			
Bank Accounts			
Cash - El Dorado checking account 0634	53,370.16		377,807.68
Cash - El Dorado Money Market account 0196	52,525.74		202,474.86
Cash - El Dorado Savings 1194	7,466.01		7,463.77
Sugar Pine Village - El Dorado checking	111,488.00		1,500.00
Total Bank Accounts	224,849.91		589,246.31
Other Current Assets			
Investment in SJCLT/Parasol Hou	2,303.30		3,123.76
Petty Cash	120.66		200.00
Prepaid Expense	840.00		840.00
RCAC - Interest Held in Escrow (Riverside Project)	22,192.56		
TAHOE Fund-El Dorado Comm Found	100,456.22		100,393.88
Total Other Current Assets	125,912.74		104,557.64
Total Current Assets	350,762.65		693,803.95
Fixed Assets			
Accumulated depreciation	-1,956.70		-1,956.70
Office Equipment	1,956.70		1,956.70
Total Fixed Assets	0.00		0.00
Other Assets			
Construct in Progress-Riverside			
3141 Riverside Construction costs	547,724.02		26,623.55
958 San Jose Construction costs	444,130.28		22,498.36
962 San Jose Construction costs	537,905.64		30,900.03
Architect Fees	33,016.00		33,016.00
Total Construct in Progress-Riverside	1,562,775.94		113,037.94
Grant Recv - Special Grant CCHD	0.00		12,500.00
Land - Tallac	140,000.00		140,000.00
Land and Buildings - Donations			
3141 Riverside Lot	125,000.00		
958 San Jose Ave Lot	125,000.00		
962 San Jose Ave Lot	125,000.00		
Total Land and Buildings - Donations	375,000.00		
Loans Recv - Motel to Home			
Loan Recv - 20180412	50.00		300.00
Loan Recv - 20180611	0.00		50.00
Loan Recv - 20200805EX	0.00		-875.00
Total Loans Recv - Motel to Home	50.00		-525.00
Refundable Deposit	840.00		840.00

	Total	
	As of Feb 28, 2023	As of Feb 28, 2022 (PY)
Sierra Garden Apartment Investment		
Inv in SLTSG Apt Investors LP	-33.00	-33.00
Invest in Sierra Garden Apts	-2,651.00	-2,651.00
Investment in SJC LLC	266,687.20	239,367.82
Total Sierra Garden Apartment Investment	264,003.20	236,683.82
Total Other Assets	2,342,669.14	502,536.76
TOTAL ASSETS	\$2,693,431.79	\$1,196,340.71
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	5,790.89	5,691.00
Total Accounts Payable	5,790.89	5,691.00
Credit Cards		
American Express	11.99	123.30
Total Credit Cards	11.99	123.30
Other Current Liabilities		
Payroll Tax Liabilities	1,534.61	943.08
Total Other Current Liabilities	1,534.61	943.08
Total Current Liabilities	7,337.49	6,757.38
Long-Term Liabilities		
Deferred Income	0.00	12.00
RCA Loan for Riverside Project	1,162,205.32	
Total Long-Term Liabilities	1,162,205.32	12.00
Total Liabilities	1,169,542.81	6,769.38
Equity		
Board Designated Net Assets		
Board Designated Reserve	114,482.00	
Total Board Designated Net Assets	114,482.00	
Net Assets	1,427,434.76	1,279,216.25
Net Revenue	-18,027.78	-89,644.92
Total Equity	1,523,888.98	1,189,571.33
TOTAL LIABILITIES AND EQUITY	\$2,693,431.79	\$1,196,340.71

Statement of Activity

February 2023

	Feb 2023	Feb 2022 (PY)	Total
REVENUE			
Contributions Income			
Donations-corporate	14.93		25.00
Donations-individual	100.00		
Total Contributions Income	114.93		25.00
Ground Lease Monthly Fee	50.00		
In-Kind Contributions	2,077.00		
Membership Dues			
Family	50.00		
Individual	25.00		
Total Membership Dues	75.00		
Total Revenue	2,316.93		25.00
GROSS PROFIT	2,316.93		25.00
EXPENDITURES			
Dues/Subscriptions/Memberships			611.99
Dues and Subscriptions			
Total Dues/Subscriptions/Memberships			611.99
Other Expenses			
Interest Expense for RCAC Construction loan (Riverside Project)	3,958.96		
Total Other Expenses	3,958.96		
Professional Services			
Accounting			1,800.00
Bank Service Charges	4,320.00		
Legal Fees	30.00		600.00
Total Professional Services	4,350.00		2,400.00
Rent/Internet/Phone			
Internet expenses	122.97		292.95
Rent	840.00		840.00
Total Rent/Internet/Phone	962.97		1,132.95

	Feb 2023	Feb 2022 (PY)	Total
Salary/Payroll Related Expenses			
Payroll Taxes - CA State Payroll Taxes	-167.14	0.00	
Payroll Taxes - FICA	31.05	152.52	
Salaries/Wages - Exec Director	1,006.06	847.43	
Salaries/Wages - Office Staff	7,692.32	5,993.08	
Salaries/Wages - Program Director	1,089.16	1,622.50	
	3,755.76	3,461.54	
Total Salary/Payroll Related Expenses	13,407.21	12,077.07	
Total Expenditures	22,679.14	16,222.01	
NET OPERATING REVENUE	-20,362.21	-16,197.01	
OTHER REVENUE			
Interest Income	2.55		11.29
Total Other Revenue	2.55		11.29
NET OTHER REVENUE	2.55		11.29
NET REVENUE	\$ -20,359.66	\$ -16,185.72	

Statement of Activity Comparison

July 2022 - February 2023

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
REVENUE			
Contributions Income			
Donations-corporate	12,596.55		2,745.49
Donations-individual	4,600.00		24,880.00
Total Contributions Income	17,196.55		27,625.49
Fees			
Annual Subscription Fee	20.00		10.00
Application Fee	50.00		
Sugar Pine Developer Fee	110,000.00		
Total Fees	110,070.00		10.00
Grant Income			
CCHD Grant	22,500.00		25,000.00
Total Grant Income	22,500.00		25,000.00
Ground Lease Monthly Fee	400.00		150.00
In-Kind Contributions	2,077.00		15.00
Office Supplies			
Total In-Kind Contributions	2,077.00		15.00
Membership Dues			
Business	700.00		900.00
Family	950.00		1,050.00
Individual	437.00		500.00
New Member - DO NOT USE			25.00
Regular - DO NOT USE			
Total New Member - DO NOT USE			25.00
Renewal - DO NOT USE			25.00
Regular - DO NOT USE			
Total Renewal - DO NOT USE			25.00
Total Membership Dues	2,087.00		2,500.00
Restricted Contributions			

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Acquisition and Pre-Development Revenue			
Total Restricted Contributions			1,010.00
Sierra Gardens			1,010.00
Sierra Gardens - Member Dist	1,420.78		
Total Sierra Gardens	1,420.78		
Total Revenue	155,751.33		56,310.49
GROSS PROFIT	155,751.33		56,310.49
EXPENDITURES			
Conference Fees/Training Costs			
Training and Conference fees	190.32		
Total Conference Fees/Training Costs	190.32		
Dues/Subscriptions/Memberships			
Dues and Subscriptions	558.83		1,078.07
Total Dues/Subscriptions/Memberships	558.83		1,078.07
In Kind			15.00
Marketing/Printing/Website			
Marketing/Advertising	104.59		152.77
Printing and Reproduction	17.67		31.71
Total Marketing/Printing/Website	122.26		184.48
Other Expenses			
Acquisition/Pre-Development Fee			
Architect Fees/Design Fees	7,520.35		
Total Acquisition/Pre-Development Fee	7,520.35		5,475.00
Bad Debt	1,800.00		
Government Fees	150.00		
Interest Expense for RCAC Construction loan (Riverside Project)	17,807.44		
Meals & Entertainment	295.55		
Pre-Development Fees			
Architectural Fees	1,100.00		583.00
Permits and Fees			
Total Pre-Development Fees	1,100.00		583.00

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Travel & Mileage	155.60		
Total Other Expenses	28,828.94		6,058.00
Professional Services			
Accounting	15,156.01		11,091.00
Bank Service Charges	367.62		571.50
Bookkeeping services			645.00
Insurance	437.00		1,352.00
Liability Insurance	2,210.00		975.00
Total Insurance	2,647.00		2,327.00
Legal Fees	4,841.00		4,501.50
Total Professional Services	23,011.63		19,136.00
Rent/Internet/Phone			
Internet expenses	2,167.60		1,683.10
Rent	6,720.00		5,880.00
Telephone			559.93
Total Rent/Internet/Phone	8,887.60		8,123.03
Salary/Payroll Related Expenses	-167.14		-354.07
Payroll Taxes - CA State Payroll Taxes	118.26		380.76
Payroll Taxes - FICA	8,194.35		6,807.83
Payroll Taxes - Unemployment taxes			14.34
Processing Fee			17.50
Salaries/Wages - Exec Director	63,846.26		53,937.72
Salaries/Wages - Office Staff	11,482.43		12,773.75
Salaries/Wages - Program Director	31,172.81		25,961.55
Total Salary/Payroll Related Expenses	114,646.97		99,539.38
Sierra Garden Caldor Grant Awards			6,600.00
Supplies/Equipment			
Office Supplies and Equipment	2,701.16		5,501.92
Postage and Delivery	765.43		180.00
Total Supplies/Equipment	3,466.59		5,681.92
Tax and License			90.00

	Jul 2022 - Feb 2023	Jul 2021 - Feb 2022 (PY)	Total
Total Expenditures			
NET OPERATING REVENUE	179,713.14	146,505.88	
OTHER REVENUE	-23,961.81	-90,195.39	
Dividend Revenue	12.00		
Interest Income	103.81	189.62	
Realized Gain/Loss on Investments	-27.48	35.96	
St. Joseph Community LLC - Member Distributions	5,875.00		
Unrealized Investment Income (Loss)	-2.11	324.89	
Total Other Revenue	5,961.22	550.47	
OTHER EXPENDITURES			
Board Allocation Expense	27.19		
Total Other Expenditures	27.19	0.00	
NET OTHER REVENUE	5,934.03	550.47	
NET REVENUE	\$ -18,027.78	\$ -89,644.92	

Statement of Activity by Month

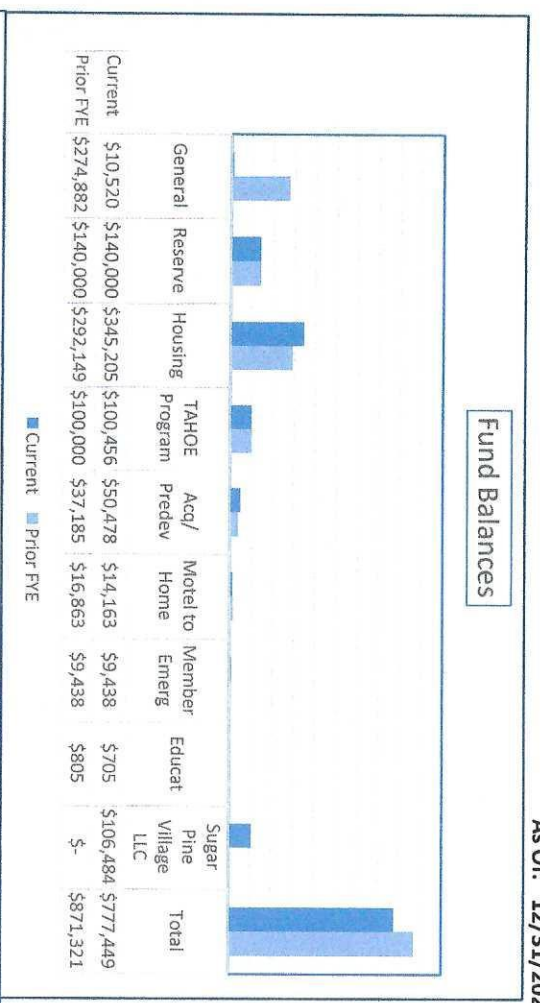
July 2022 - February 2023

REVENUE	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Contributions Income									
Donations-corporate			9.40	2,550.00	10,022.22			14.93	0.00
Donations-Individual		100.00		475.00	2,500.00	1,300.00	125.00	100.00	12,596.55
Total Contributions Income		100.00	9.40	3,025.00	12,522.22	1,300.00	125.00	114.93	17,196.55
Fees									
Annual Subscription Fee				5.00	5.00		10.00		0.00
Application Fee					50.00				20.00
Sugar Pine Developer Fee		110,000.00							50.00
Total Fees		110,000.00		5.00	55.00		10.00		110,000.00
Grant Income		110,000.00							110,070.00
CCHD Grant				22,500.00					0.00
Total Grant Income				22,500.00					22,500.00
Ground Lease Monthly Fee					100.00		50.00	50.00	400.00
In-Kind Contributions	50.00	50.00	100.00					2,077.00	2,077.00
Membership Dues									0.00
Business			100.00	300.00	200.00		100.00		700.00
Family			50.00	400.00	450.00			50.00	950.00
Individual	12.00			200.00	75.00		125.00	25.00	437.00
Total Membership Dues	12.00		150.00	900.00	725.00		225.00	75.00	2,087.00
Sierra Gardens									0.00
Sierra Gardens - Member Dist					1,420.78				0.00
Total Sierra Gardens					1,420.78				1,420.78
Total Revenue	62.00	110,150.00	259.40	26,430.00	14,823.00	1,300.00	410.00	2,316.93	155,751.33
GROSS PROFIT	62.00	110,150.00	259.40	26,430.00	14,823.00	1,300.00	410.00	2,316.93	155,751.33
EXPENDITURES									
Conference Fees/Training Costs									0.00
Training and Conference fees		90.32					100.00		190.32
Total Conference Fees/Training Costs		90.32					100.00		190.32
Dues/Subscriptions/Memberships									0.00
Dues and Subscriptions			11.99	120.99	294.49	11.99	95.39		558.83
Total Dues/Subscriptions/Memberships	11.99	11.99	11.99	120.99	294.49	11.99	95.39		558.83
Marketing/Printing/Website									0.00
Marketing/Advertising		34.63	30.00		39.96				104.59
Printing and Reproduction					17.67				17.67
Total Marketing/Printing/Website		34.63	30.00		57.63				122.26
Other Expenses									0.00
Acquisition/Pre-Development Fee									0.00
Architect Fees/Design Fees	3,750.00			3,770.35					0.00
Total Acquisition/Pre-Development Fee	3,750.00			3,770.35					7,520.35
Bad Debt							1,800.00	0.00	1,800.00
Government Fees			150.00						150.00
Interest Expense for RCAC Construction loan (Riverside Project)			1,638.19	1,892.81	2,477.54	3,367.62	3,958.54	3,958.96	17,807.44
Meals & Entertainment	89.46	693.32	43.70	251.85					295.55
Pre-Development Fees									0.00

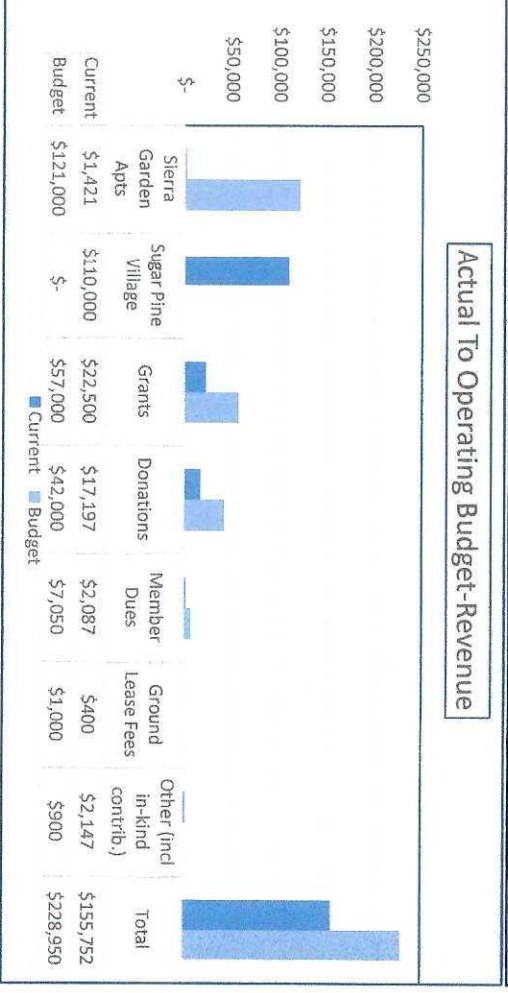
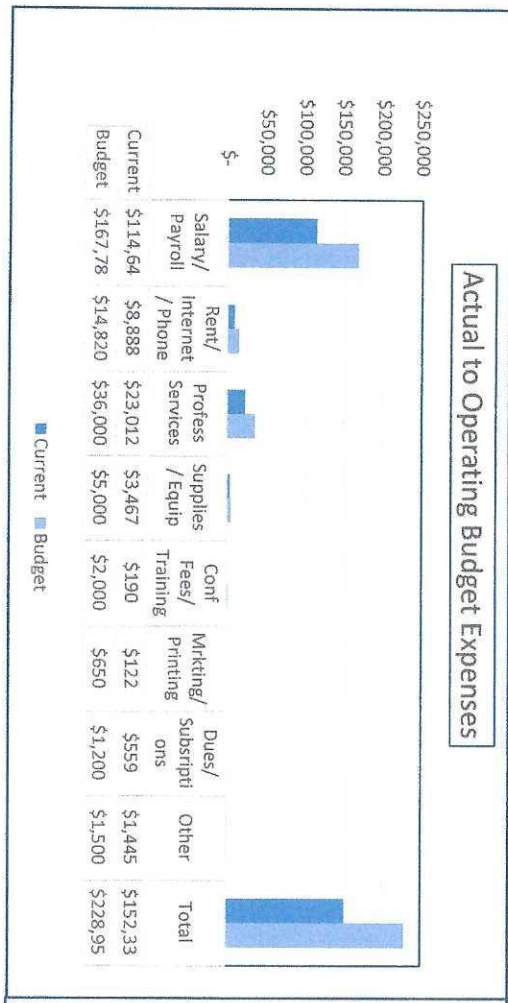
	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Total
Architectural Fees	1,100.00								1,100.00
Total Pre-Development Fees	1,100.00								1,100.00
Travel & Mileage		34.50	34.50		75.10	11.50			155.60
Total Other Expenses	4,939.46	727.82	1,866.39	5,915.01	2,552.64	3,379.12	5,469.54	3,958.96	28,628.94
Professional Services									0.00
Accounting	0.00	0.00	3,600.00	1,800.00	3,636.01	1,800.00		4,320.00	15,156.01
Bank Service Charges	0.00	12.00	6.48	30.00	30.00	229.14	30.00	30.00	367.62
Insurance		437.00							437.00
Liability Insurance	2,210.00								2,210.00
Total Insurance	2,210.00	437.00							2,647.00
Legal Fees	410.00	330.00		228.00		60.00	3,813.00		4,841.00
Total Professional Services	2,620.00	779.00	3,606.48	2,056.00	3,666.01	2,089.14	3,843.00	4,350.00	23,011.63
Rent/Internet/Phone									0.00
Internet expenses	292.95	840.00	840.00	840.00	840.00	840.00	840.00	122.97	2,167.60
Rent	840.00								6,720.00
Total Rent/Internet/Phone	1,132.95	1,132.95	1,132.95	1,132.95	1,132.95	1,132.95	1,126.93	962.97	8,887.60
Salary/Payroll Related Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-167.14	-167.14
Payroll Taxes - CA State Payroll Taxes	0.00	0.00	0.00	0.00	0.00	0.00	87.21	31.05	118.26
Payroll Taxes - FICA	783.48	978.51	988.78	1,012.75	1,015.03	1,450.64	959.10	1,006.06	8,194.35
Salaries/Wages - Exec Director	6,153.86	7,692.32	7,692.32	7,692.32	7,692.32	11,538.48	7,692.32	7,692.32	63,846.26
Salaries/Wages - Office Staff	1,083.19	1,342.80	1,477.08	1,790.40	1,820.24	1,790.40	1,089.16	1,089.16	11,482.43
Salaries/Wages - Program Director	3,004.61	3,755.76	3,755.76	3,755.76	3,755.76	5,633.64	3,755.76	3,755.76	31,172.81
Total Salary/Payroll Related Expenses	11,025.14	13,769.39	13,913.94	14,251.23	14,283.35	20,413.16	13,583.55	13,407.21	114,646.97
Supplies/Equipment									0.00
Office Supplies and Equipment	1,646.29		-500.00	1,314.33	108.43	132.11			2,701.16
Postage and Delivery	0.00		610.78	120.00		34.65			765.43
Total Supplies/Equipment	1,646.29		110.78	1,434.33	108.43	166.76			3,466.59
Total Expenditures	21,375.83	16,546.10	20,672.53	24,912.51	22,095.50	27,193.12	24,238.41	22,679.14	178,713.14
NET OPERATING REVENUE	-21,313.83	93,603.90	-20,413.13	1,517.49	-7,272.50	-25,893.12	-23,828.41	-20,362.21	-23,961.81
OTHER REVENUE									
Dividend Revenue		12.00							12.00
Interest Income	11.21	12.16	13.65	10.40	9.91	40.59	3.34	2.55	103.81
Realized Gain/Loss on Investments	-19.59	-0.29	-1.15	-8.49	-1.55	3.59			-27.48
St. Joseph Community LLC - Member Distributions		5,875.00							5,875.00
Unrealized Investment Income (Loss)	173.40	-95.54	-177.26	83.63	123.44	-109.78			-2.11
Total Other Revenue	165.02	5,803.33	-164.76	85.54	131.80	-65.60	3.34	2.55	5,961.22
OTHER EXPENDITURES									
Board Allocation Expense					27.19				27.19
Total Other Expenditures	0.00	0.00	0.00	0.00	27.19	0.00	0.00	0.00	27.19
NET OTHER REVENUE	165.02	5,803.33	-164.76	85.54	104.61	-65.60	3.34	2.55	5,934.03
NET REVENUE	\$ -21,148.81	\$99,407.23	\$ -20,577.89	\$1,603.03	\$ -7,167.89	\$ -25,958.72	\$ -23,825.07	\$ -20,359.66	\$ -18,027.78

ITEM #8

Saint Joseph Community Land Trust Dashboard As Of: 12/31/2022



Project Status	
Sierra Garden Apartments	SCA revenue last fiscal year (\$54,000) was significantly lower than prior years due to higher costs & impacts of COVID & Caldor Fire. SJCLT expects to receive \$47,012 in asset mgmt & seller note (deferred dev fee has been paid) pymts this fiscal year (usually March or April). Some truss damage on one bldg from storm that needs repair.
Sugar Pine Village	69 unit Phase 1 has broken ground and modular units being constructed offsite. \$110,000 SJCLT initial Developer Fee has been received next installment upon completion of construction & occupancy. Financing or phase 2 underway.
Riverside Avenue Project	3141 Riverside & 962 San Jose been sold and the RCAC loan reduced from proceeds. Construction cost overruns due to site, design problems, materials increases, etc. are \$280,423 to date. Search for replacement buyer for 958 San Jose seeing more interest now that the home is complete. Open houses being planned.





Staff Report

To: Board of Directors and Chaplain

From: Jim Meiers

Subject: 10e. Grant & Donation Development

Purpose: To report general fundraising opportunities and grant development to board and staff.

Background:

1. Specific opportunities that will require resources for us to pursue:

1a. Tahoe Chamber Connect for Cause Mixer

Unfortunately, The Tahoe Chamber's Director of Membership, Events, and Programs had to leave the Chamber suddenly, due to a serious medical condition and the Chamber is unsure when she will return or if they will have to replace her. We were relying on her to promote and host this event and without her, I'm concerned that we won't have the support we need to make this event a success. I still haven't gotten word on her or her replacement's status. I have been keeping in touch with our Event partner and owner of The Tahoe Tavern, Wendy Theroux. She is still very interested in partnering with us on this event when we reschedule.

Staff Recommendations regarding Connect for Cause Mixer:

Staff recommends postponing our mixer and has requested that the Chamber contact us once they are able to fully support a SJCLT Mixer in the future.

1b. Flatstick Pub Sunday Fundraise: Flatstick pub, located across from the Heavenly Village, supports local nonprofits with their Sunday Fundraise program. Sunday Fundraise raises funds for local nonprofits every Sunday of every month, with the intention of raising \$200,000 for local nonprofits in 2024. Every Sunday in January 2024, Flatstick Pub will be donating to SJCLT \$1 from every beer and \$1 from every golf game sold. Flatstick Pub's Marketing Team will work with us to maximize attendance & fundraising outcomes for our month-long event. In addition, during SJCLT's first Sunday in January 2024, staff would like to promote an afternoon event for our members, staff, board members, & community, heavily promoting the event and creating interest for everyone to return on remaining Sundays during January.

SJCLT Responsibilities for Flatstick Pub Event:

Have SJCLT staff and board presence, promote this event prior to and during our designated month, & provide raffle prizes:

- *SJCLT Staff & Board Presence:* Every Sunday, I will spend 3 hours at Flatstick Pub spreading the word about SJCLT. We will have a booth with our banner and access to their PA system



Staff Report

for announcements. I'd like to host a putting contest every Sunday and Flatstick staff will be happy to help facilitate. I will be asking Board and Staff to help provide prizes for giveaways.

- *Promote the Event:* SJCLT will promote the event within our network of members, partners, friends, & media contacts. We will accept Flatstick's Facebook event page invitation and share the event on our Facebook page.
- *Provide giveaway prizes:* SJCLT will request local businesses and friends of SJCLT to donate prizes to give away at the event.

Staff Recommendations regarding Flatstick Pub Event:

Staff recommends participating in Flatstick Pub's Sunday Fundraise to not only raise money but have a presence at Flatstick every Sunday, during our designated month, to solicit new membership, raise funds, and increase community awareness. I am seeking support and direction from the Board regarding this event. I will need your help to make sure our first Sunday is especially well attended and I'm hoping you will invite your family and friends to help kick off the month with strong attendance. Thank you, Michael Fronk, for already RSVPing.

2. Foundation grants that we are pursuing

2a. Tahoe Women's Community Foundation (TWCF) Impact Grant:

This month, SJCLT applied for the 2023 TWCF Impact Grant. This \$5000 grant, is available to nonprofits who work directly to improve the community on the South Shore of Lake Tahoe. If SJCLT is awarded, the funds will be deposited into our Acquisition/Predevelopment fund. The grant committee is currently narrowing down the RFPs and TWCF members will vote for grant recipients from the end of March to April 5. Grant recipients will be announced in the middle of April.

2b. Parasol Tahoe Community Foundation:

Parasol offers competitive Community Fund Grants on an annual basis to organizations serving the Tahoe Basin. We applied last year and I will apply again for this grant when the annual grant cycle opens for application this Spring.

While my contact at Parasol was giving me a tour of the facilities, she shared a resource that's available to SJCLT and other nonprofits. Parasol offers access to an online Foundation Directory which lists Foundations across the nation and reports what nonprofits each foundation has funded, where those nonprofits are located, and how much each nonprofit received. From Parasol, I was able to email myself information on quite a few different foundations that have given to affordable housing nonprofits in California. I'll be using that information to research foundations and apply for grants to benefit SJCLT.

3. Request for any leads on grants/donations from board members:



Staff Report

Staff requests input from the Board regarding fundraising opportunities that they may be aware of.

By: Jim Meiers

Concur: Jean Diaz

Washoe Tahoe Housing Partnership

ITEM #11

Roles for Saint Joseph Community Land Trust (Input into program design, implementation of programs)

SJCLT Mission

To address poverty & foster social justice for the dignity of the human person by:

- Creating, retaining & promoting quality affordable (<120% of AMI) & sustainable housing;
- Building community & creating, retaining, promoting & enhancing safe high-quality neighborhoods;
- Providing basic life skills for families & individuals;
- Providing stewardship of God's good earth through sustainable resource management; &
- Promoting fair housing & programs regardless of race, age, color, religion, sex, national origin or disability.

Housing Production

Low/Moderate
Income Ownership *

Low Income Rental*
- Local Non-Profit
Partner

New Deed Restricted
into SJCLT Portfolio@

* Currently Providing

** Possible future role

Tahoe Affordable Home Ownership Enabling Program

@ Inclusionary, ADU, other new deed restricted homes



SAINT JOSEPH
COMMUNITY LAND TRUST

Saintjosephclt.org

Housing Preservation

TAHOE Program#

1. Homebuyer purchase assistance
2. SJCLT purchase of existing homes for future household
3. SJCLT assistance to existing homeowner

Existing Deed
Restricted Units into
SJCLT Portfolio **

Repurposing Bldgs,
e.g. Motels **

Deed Restriction
Monitoring/Other
Housing Program
Monitoring **

Program/Project Decision Filter

- Does it fit with our mission?
- Is someone else providing it more efficiently and effectively than we could?
- Do we have capacity/can we get it?
- Do we have necessary skills & knowledge?
- Are partners available to fill roles we can't?
- Does it generate revenue or funding to support costs?
- Does community support or oppose?
- Does it enhance SJCLT name/visibility?

Supportive Programs

Motel to Housing*

Member
Emergency Loans*

Home-buyer
Education*

Financial Literacy/
Fraud Prevention
Education*

Other?