



**BSCHT Board Minutes                      April 13, 2022**

**Attendees:** Rick Simkins, Dave Brown, Lindsay Colbert, Kevin Hinkle, Erin Cluff, Elise Clark, Jenn Boutsianis, Beckie Brockie, David O'Connor, Laura Seyfang

Meeting was called to order at 2:03 pm

**Approval of March 2022 Board Minutes** –Minutes were unanimously approved. Motion by Elise, Second by Jenn.

**Conflict Declarations:** Kevin's ongoing role with LMLC and RiverView Project was again identified.

**Financial Update:**

Laura and Kevin Hinkle continue to meet to review the financial data and presentation. David O'Connor joined the review this month. Kevin mentioned he will be working with David to show cash balance from 2021 as restricted where appropriate. The current receivables are due to payout delay from Elevate Big Sky. Shortfall to budget in the donation area is due to that same issue.

Annual 990 report is being finalized and will be submitted to the Board for their review by April 14th.

**MeadowView Transition to BSCHT**

Transfer of MeadowView was finally completed on 3/31/22. All Ground Leases and DPA loans now belong to BSCHT and all documents have been corrected and recorded. Legal expenses were split with HRDC.

**RiverView Apartment Update**

PUD was submitted and Notice of Public comments has been sent to neighbors.

LMLC is not optimistic we can break ground this Fall but BSCHT and Blue Line are pushing to expedite through permitting. We are working with Water/Sewer, NEW and 3 Rivers to get drawings approved to extend service lines under Lone Mountain Trail.

Dave and Laura will be letting Resort Tax know delay in land purchase is expected past June 30th. We don't want to purchase the property until the PUD is approved.



### Deed Restriction Program – Good Deeds

Following the public roll out of the Good Deeds program at the Wilson on Monday March 7<sup>th</sup>, feedback from the community has been generally positive. Ania Bulis described the Real Estate Collective, which encourages brokers and realtors to donate 1% of their commission. No funds have yet been allocated to BSCHT.

Becky has updated the BSCHT Website for the program and application forms and deed have been finalized. <https://bigskyhousingtrust.com/good-deeds/> The Review Committee consisting of Tallie Lancey, Kenny Holtz, Jenn Boutsianis, Richard Schwabe, and Bob Koehler have met several times and made good progress refining the process. There have been 4 applications to the program to date: one approved, 1 denied as too expensive, 2 on hold as they are not part of a sales transaction. Board discussion encouraged stepping up our advertising/ marketing of the program.

Funding requests in support of Good Deeds will be made in the spring foundation grant cycle, as well as Resort Tax and to Elevate Big Sky.

### Executive Director Transition

Laura and David have met on numerous occasions and have discussed many transition details. As of April 15<sup>th</sup>, David will be on BSCHT payroll. As of **May 1<sup>st</sup>**, he will take over as Executive Director. Laura will remain on roll until May 15, offering support from behind the scenes. Individual Meet and Greet meetings have been scheduled with many key people and groups. David is feeling confident in his ability to take over May 1<sup>st</sup>.

### Spring Fundraiser Campaign

April is Fair Housing Month. May is the community wide Give Big event. BSCHT is launching an online campaign during all of April, culminating with Give Big on May 5/6. **Goal is to raise \$50,000.**

<https://bigskyhousingtrust.com/about/donate-support/>

Becky to follow up with Matt Zarembo and Agavae for Winter Ball donation amounts. Board discussed whether a “Booze Fest” is the type of event we want to be associated with in the future.

## **PowderLight Leases**

## **ACTION**

Discussions have been occurring with LMLC to define the process for master leasing the 92 beds at PowderLight2 which will be available December 2022. LMLC is adamant that they only want to lease each Unit (4 or 5 bedrooms) to ONE Employer who can then sublet to tenants. BSCHT wants to support smaller businesses allowing them to rent by bedroom. The challenge becomes rent collection and managing issues with common spaces (Kitchens, living rooms, bathrooms). Go Big Rental is being pulled in as a long-term property manager to act as the rent collector.

Go Big has offered a proposal to collect rent from businesses and pay to LMLC on behalf of BSCHT. Any employer late more than 30 days on rent will lose their bedrooms. Security deposit would cover those rent payments. BSCHT would like to advertise and hold a drawing in May offering bedrooms to employers.

Much discussion ensued regarding this topic. It is essential BSCHT protect themselves from costs of vacancies or unit damage. Specifics about who will manage behavior issues (loud music, smoking, etc) needs to be ironed out. Dave and Lindsay offered to advise based on their significant experience in these matters. Dave Brown has Master lease agreements he uses which he will share with Becky. One or two entities (Medical Center, Resort) would be willing to rent a whole unit and could lease directly with LMLC.

Motion was made by Lindsay and seconded by Jenn to move forward with plan to have BSCHT be on master lease with LMLC for the subdivided units which would be sub master leased to 2 or 3 businesses per unit. Motion passed.

The decision about using Go Big will be postponed to a later date when costs and responsibilities are further explored.

## **Updated Housing Study**

BSCHT and LMLC have agreed to jointly fund the updated housing study this summer and BSCHT signed a Scope of Work agreement with WSW Consulting. To gain updated resident housing preference data, a collaborative survey will be conducted with the Chamber of Commerce, who has requested Resort Tax Funds for this effort.

## **Strategic Plan Update**

Discussion was held about where BSCHT should put more emphasis:

Land purchases -- will be hard to find parcels, partnering with others is more likely

Tiny homes – could be feasible- are cost effective and fast to procure

ADUs – need more data regarding limitations, should promote

HOA support for STR restrictions - needs focus by BSCHT  
Commuter Housing - housing - not immediate priority  
Emergency shelter - not immediate priority  
Implementation of Rent Local, Homeshare, Good Deeds YES FOCUS HERE!  
Fundraising - no discussion  
Legislative Changes - mixed views – Laura and David think this is important  
Marketing/Advertising - Elise offered to assist with increasing our reach

It was agreed we should track these goals but no specific targets were set:

- Units / bedrooms added to rental supply
- Units/ bedrooms added to homeownership supply
- # workers housed through our programs

### **Internal Controls Update**

### **ACTION**

Motion was made by Rick and seconded by Elise to approve the following update of the BSCHT Internal Financial Controls. Motion passed unanimously by all present. An email vote will be sent to the 4 board members not in attendance.

### **BSCHT Internal Financial Controls**      Approved April 13, 2022

All financial transactions will be tracked through Quickbooks.

Executive Director is not authorized to issue checks/payments exceeding \$2500 without a second signature or specific authorization from the Board or Officer in writing.

Executive Director:

Sign Employee contracts/ establish wage rates within authorized ranges  
Establish Direct deposit Payroll enrollment for all employees  
Issue Checks, Make Payments up to \$2500 for any one invoice  
Set up direct banking payments of recurring invoices with Board or Officer authorization  
Process Vendor Invoices: Require invoices for all payments  
Reconcile Vendor account statements periodically  
Receive/ review and reconcile bank statements on a monthly basis  
Complete deposits of checks or cash

Perform internal bank transfers  
Set up external transfers for Board or Officer authorization  
Verbally confirm all outgoing wire transfers with known contact  
Notify Accountant of timesheet data each pay period

Contracted Accountant:

Process Payroll  
File required State and Federal forms and process payments  
Assist with monthly reconciliation  
Prepares Annual Tax reports including 990

Board Treasurer:

Review check register monthly for checks exceeding \$2500 and send approval before checks are issued  
Approve all Bank transfers outside of the organization prior to transfer  
Monthly review of all banking transactions through Quickbooks

**Corporate Resolution Signing Authority**

**ACTION**

Motion was made by Rick and seconded by Elise to approve the following update of the Corporate Resolution for Signing Authority. Motion passed unanimously by all present. An email vote will be sent to the 4 board members not in attendance.

CORPORATE RESOLUTION

IT IS HEREBY RESOLVED that the Board of Directors of Big Sky Community Housing Trust has designated effective May 1, 2022, David O'Connor, Executive Director (ED) as authorized agent and signatory of Big Sky Community Housing Trust (BSCHT) to execute documents necessary to conduct business operations on behalf of Big Sky Community Housing Trust per the limitation set forth below.

Normal Operations: The ED will have unlimited ability to execute normal business agreements necessary for the operations of the organization, including but not limited to utility, rent, telephone, software and similar agreements that fall within board approved budget limits.

Contracts under 1-year term: The Executive Director will have full power to execute agreements on behalf of BSCHT that are for vendors needed to carry out the mission of BSCHT and fall within board approved budget limits and one budget cycle. Agreements which span multiple budget cycles or exceed approved budget amounts will require full board approval.

Inter-Agency Agreements: The Executive Director will have full power to execute Inter-Agency agreements on behalf of BSCHT with agencies who can assist in carrying out the mission of BSCHT and fall within board approved budget limits.

Banking Documents: The Executive Director is authorized to open, close and manage depository accounts. All banking accounts will have the Board appointed Treasurer as an additional signatory along with other employees and Board members as may be deemed appropriate at any given time. Checks or payments of any amounts over \$2500 will require two signatures or written approval by the Board Treasurer.

Real Estate Transactions: The Executive Director is authorized to negotiate real estate purchase agreements which further the mission of BSCHT in conjunction with the Board Real Estate Committee members. Final approval and signature of binding purchase/sale agreements in any amount is specifically reserved by the Board of Directors.

The undersigned, Chair, Vice Chair and Secretary/ Treasurer of the Board of Directors for the corporation, hereby certify that the foregoing resolution was duly approved and adopted via polling of the Board of Directors of the Corporation on April 13, 2022. A majority of the members of the existing 11 member Board voted in favor of adoption of the foregoing resolution.

Dated this 13th day of April, 2022.

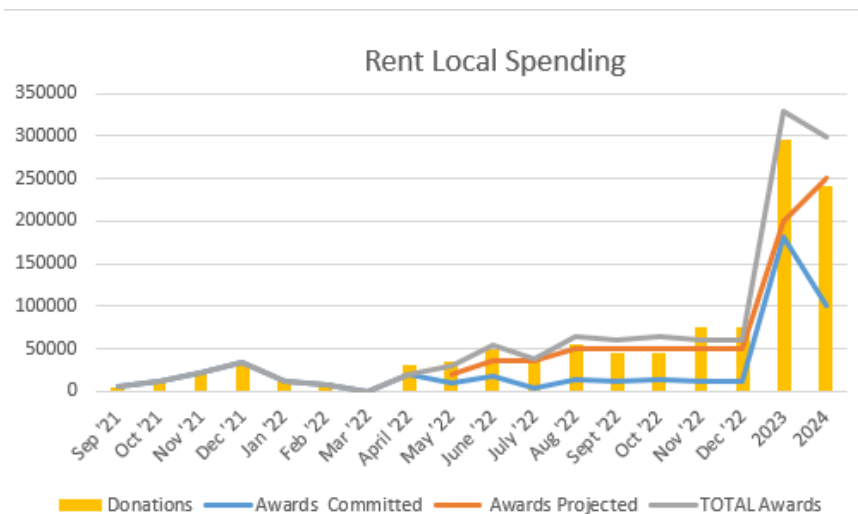
BIG SKY COMMUNITY HOUSING TRUST

David Brown, Chair  
 Rick Simkins, Vice Chair  
 Kevin Hinkle, Secretary/Treasurer

**Rent Local Thank You Awards in July**

**ACTION**

Rent Local data regarding program progress and projections of spending as well as potential near term unit losses to the vacation market were discussed.



\*Donations Includes \$120,000 thru 2022 of general donations (not grants or Resort Tax)

**Renewal Program** – for those who have been renting to locals BEFORE Rent Local Program began

- When BSCHT funds renewals, we secure the unit for two years
- 31% of people who have joined the waitlist since our renewal lottery could potentially have their lease saved through RENT LOCAL Renewal Program

Board members discussed the desire to prevent more units from leaving the Long Term rental pool. Timing of implementing a next round was discussed. BSCHT has over \$250,000 available for programs on our Balance Sheet (beyond \$104K committed to first Good Deeds awardee)

Motion was made by Lindsay and seconded by Elise to move forward with plans to hold another Renewal Drawing in July and use an additional \$55K to save 7 more units? Motion passed.

### **HOA toolkit legal fees**

### **ACTION**

Many local Home Owners Associations are starting to consider putting some short term rental restrictions into their HOA Covenants. When an HOA exceeds 33% of units in STR market, their insurance goes up dramatically. Short term renters often do not follow HOA rules. BSCHT has been putting together a Tool Kit for HOAs which helps them navigate these changes utilizing good legal advice without incurring exorbitant fees.

Local Attorney Alanah Griffith represents many local HOAs. She has drafted language that HOAs can adapt to restrict STRs. She is willing to provide these to local HOAs, tailoring them to their existing By Laws and needs, for a flat fee of \$2000. HOA would be the client with the attorney and BSCHT would have no legal liability.

Motion was made by Jenn and seconded by Lindsay for BSCHT to pay half of \$2000 legal fee for HOAs who are willing to explore this option. HOA would pay other half. Motion passed.

### **Chamber of Commerce Black Diamond Business Award Dinner June 21<sup>st</sup>**

Board agreed to buy a table of 8 for the dinner. Laura will email to find who wants to attend.

Use this link to vote for BSCHT as the Best Business

<https://listings.bigskychamber.com/form/view/25947>

**Montana Housing Conference** will be held VIRTUALLY on June 14 and 15.

Laura will email Board Members to see if they are interested in attending any sessions.

Dave Brown offered to give interested Board Members a tour of Powderlight units. Laura to send Board an email asking who wants to attend.

Meeting adjourned at 4:00 Motion by Jenn, second by Elise.