



General Policies with Date Passed by the Board of Dir.

Revised motion on late fees

Motion: Beginning May 1, 2010, late fees will be 10% of the amount owed up to a maximum of \$30. This will be applied only on the partner family portion of any payment. If a partner family makes a partial payment within a month, the late fee will be assessed at 10% of the remaining amount due.

Contract Required

-No work will be performed on any job site without a contract being signed. Clarification: Contract will include scope of work, cost, and sweat equity requirement(s).

BOARD APPROVED: February 21, 2011

Sweat Equity for Dependents and Minors (action item)

Under 16 not allowed on an active job site

- 14, 15 – 25 hours
- 16, 17 – 100 hours (including active job site but not using power tools or on roof)
- 18 and older – 250 hours if living in household and out of school

Moved and approved 4/18/11

Sweat equity for small projects

The Owner(s), if physically able, agrees to perform an amount of labor (sweat equity) on/at their own or another HFHK project at least equal to one half the combined hours of labor expended by HFHK volunteers on the project of this agreement or 50 hours whichever is the lesser amount. Sweat equity, by the Owner(s), shall be performed at the rate of 10 hours or more per month until the commitment is completed. At least 10 hours shall be completed prior to beginning the project.

Approved by the board – 4/18/11

Cost of HERS Rating and Utility Rebates

Motion: Proposed by Robin

The cost of HERS Rating shall be charged to the cost of a home, and utility rebates for energy efficient homes shall not be a credit toward the cost of a home.

Approved by board – 05/15/2012



Mileage Reimbursement

HFHK shall reimburse volunteers for mileage at the IRS charity rate (currently 14 cents per mile) OR for actual expenses (with receipts) for business such as picking up donations-in-kind, building materials, etc. if the volunteer requests such reimbursement. The volunteer shall submit the request on an HFHK form developed for that purpose by the Executive Director and Treasurer. The request must be approved by the appropriate Committee Chair and the Executive Director.

Approved by board – 05/15/2012

Small Project Payments

Payments for small projects will be a minimum of \$50 per month. Payment term will not exceed 5 years.

Approved by board – 12/18/2012