

**LOHO Board of Directors
Board of Directors Meeting
Tuesday, February 17, 2026
At the Gathering Place**

Present at the Gathering Place: LOHO Board Members Charlie Bookman, Mary Ann Cameron, June Coover, Kip Greenthal, Polly Ham, Karen Johnson, Logan Knight, and Barbara Orcutt; plus Hamlet Executive Director Heather Harrison, and Hamlet House Director Amy Hatchel.

Chair Barbara called the meeting to order at 10:01 am.

Declaration of Conflicts: There were no Declarations of Conflicts.

Announcements: There were no announcements.

Approval of January 20, 2026 Board meeting minutes:

Action: Karen moved that the January 20, 2026 Board meeting minutes be approved. Kip seconded the motion. The minutes were unanimously approved.

Hamlet House Report:

Amy reported that one resident had recently passed away. However, someone else has moved in, so as of January 21, they were full again. The residents have an established exercise program, and they have been participating in events at the Gathering Place. They enjoyed a family brunch for Valentine's Day.

Currently there are some staff conflict issues that hopefully can be resolved with mediation. One of the Hamlet House staff wrote a formal harassment complaint letter to Heather about a conflict with other staff at the staff meeting. Barbara and Heather are working on addressing the issue with the help of Clear Risk Solutions.

Amy said she is trying to retain her staff, but there are challenges due to living in a small community. Her staff works in a highly stressful environment and there is burnout. In addition, her staff is now working with numerous residents who have memory care needs, and the staff could use more training in that area.

Financial Report:

Heather indicated it is too early in the year to determine much from the financial report. She said we are where she would expect us to be at this time of the year.

Cottages Report:

Heather reported that all Cottages are fully occupied and she is currently recruiting for the new Cottages Manager and hopes to have one hired by April 1 to help with her workload.

Cottage Representative:

Polly reported the Sunday afternoon gatherings continue to be good events. She is trying to encourage one of the newer residents to join them as well.

LIHHS Report:

June said LIHHS will begin to offer housekeeping services to their clients. In addition, they will offer health insurance as a benefit to their employees. They will have a booth at Tour de Lopez, but will not be participating in Give Lopez this year.

OLD BUSINESS

Investment and Finance Update:

Heather has not heard back yet from Stephanie at Morgan Stanley but believes they will be in touch in the next day or two. There has not been an Investment and Finance Committee meeting recently, although she hopes that there will be one before long. She has not rolled over more T-bills recently.

Governance Update:

Barbara indicated the Governance Committee will be meeting soon and will have an update next month. The objective will be to get members on the committee and then hopefully they will become Board members.

Fundraising Update:

Kip said we will have more soirees, and there may be one in either March or April. She plans to talk to Barbara at LIFRC about whether the LIFRC would feel okay about the Hamlet having a fundraising event with an author (like what the LIFRC has previously done), to make sure that they wouldn't feel we are competing with them.

Strategic Planning:

Priority A, Objective 1, Task 1: Develop annual evaluation process and metric for managers:

Barbara Orcutt and Karen Gilbert met with AnneMarie and talked about a simple evaluation tool that could be used monthly or quarterly to give a snapshot of what's going well and what we can do to help. Barbara said it would be quarterly and everything would be documented. Those involved in the process could be the board chair, vice chair, Cottage representative, and/or secretary for the Executive Director, and the board chair, Karen Gilbert, and/or AnneMarie for Hamlet House Manager.

Priority B, Objective 1, Task 1: Review Treasurer description/responsibilities:

Heather and Barbara determined the treasurer responsibilities. Task 1 has been completed.

Task 2: Recruit new Treasurer:

Charlie has been elected to the Board and is our new treasurer. Task 2 has been completed.

Priority C, Objective 2, Task 1: Develop annual fundraising cycle:

Heather has the fundraising cycle developed. There will be a soiree, likely in April. Karen Johnson will be on the Fundraising Committee.

Priority D, Objective 2, Task 1: Determine how to access potable water if power is out for extended period of time:

June is working on this. We are building on the San Juan County Emergency Plan. We need a new generator if power is out for an extended period of time.

Priority E, Objective 1, Task 1, Organize historical files:

Mary Ann is helping by scanning some historical materials. Rip has provided his view of LOHO history. Barbara will work with Murray Trelease to obtain his view of our history. Heather continues to organize historical files.

Objective 2, Task 1: Determine survey modality:

Polly has written some questions for the survey. Charlie suggested that the new Cottages Manager cover the questions when he/she is introduced to residents. Polly would also like to meet with the residents to discuss the survey.

Heather would like to have the new Cottages Manager available by April 1. She would like the survey to address what is going well, what could be done better, what staff can do to help, and whether there are any changes that the residents would like to see made.

Founders' Fund:

No additional information was available about the fund.

Rent increase discussion:

Heather indicated the residents need to receive a 90-day notice of any increase in rent. There will be a 3% increase in rent for moderate and market-rate Cottages effective June 1. Any new residents will pay \$1,500/month for a one-bedroom Cottage and \$2,691 for a two-bedroom Cottage.

Hamlet House needs to do a small increase as well, and also needs to give a 90-day notice of increase. The current rate is \$8,350/month.

Action: Charlie moved to increase the bed rate at Hamlet House by \$100/month effective June 1, 2026. Karen seconded the motion and it was unanimously approved.

NEW BUSINESS

There was no new business.

The Board went into Executive Session at 11:56 am.

The Executive Session concluded at 12:25 pm and the meeting was adjourned.

No actions were voted on during the Executive session.

The next meeting will be Tuesday, March 17, 2026 from 10 am to noon.

Respectfully submitted,

Mary Ann Cameron

Secretary

LOHO Board of Directors