

Saint Joseph Community Land Trust, Inc.

PROGRAMS PLAN

Initial Adoption August 1, 2018
Resolution No. 61/2018-01



PROGRAMS PLAN

Saint Joseph Community Land Trust, Inc.

CONTENTS

ADOPTION AND AMENDMENTS

INTRODUCTION

- Purpose
- Overview of Programs
- Equal Housing Opportunity Policy

EDUCATION PROGRAMS

- Essential Homeownership Skills
- Identity Theft and Fraud Avoidance
- Financial Fitness

HOUSING AND LAND TENURE PROGRAMS

- Affordable and Moderate-Income Shared Equity Homes
- Employer-Assisted Shared Equity Homes
- Affordable and Moderate-Income Rental Homes

REVOLVING LOAN PROGRAMS

- Motel to Housing Loans
- Member's Emergency Loans

ENVIRONMENTAL STEWARDSHIP PROGRAM

- Developed Properties Management
- Open Space Management

IMPLEMENTATION

- Board Oversight
- Committees

TERMS AND ABBREVIATIONS

ADOPTION AND AMENDMENTS

<u>No.</u>	<u>Date</u>	<u>Description</u>	<u>Resolution Number</u>
1.	May 21, 2004	Adoption of Housing and Land Trust Programs Plan as described in the FY 2003-2004 Program of Work, and subsequent amendments.	23/2004-01
2.	August 1, 2018	Initial Plan Adoption of the Programs Plan, including: (1) Introduction, (2) Essential Homeownership Skills Program, (3) Identity Theft and Fraud Avoidance Program, (4) Financial Fitness Program, (5) Employer-Assisted Shared Equity Homes Program, (6) Motel to Housing Loans Program, (7) Member's Emergency Loans Program, (8) Developed Properties Environmental Stewardship Program, (9) Open Space Properties Environmental Stewardship Program, (10) Implementation Element, and (11) Terms and Abbreviations. The Programs Plan replaces all previous Housing and Land Trust Programs Plan documents and related amendments.	61/2018-01

INTRODUCTION

PURPOSE

This Programs Plan implements Article I.B of the Saint Joseph Community Land Trust Bylaws, which requires adoption of a Housing and Land Trust Programs Plan to realize the purpose of the nonprofit corporation. This Programs Plan satisfies the requirements of the Bylaws.

The Board of Directors may amend this Plan from time to time to address the changing needs of the Corporation's members and residents of the Service Area. Saint Joseph Community Land Trust may enter into joint ventures with other nonprofit or profitable organizations if the participation furthers the purpose of the Corporation as defined in the Bylaws and this Plan.

OVERVIEW OF PROGRAMS

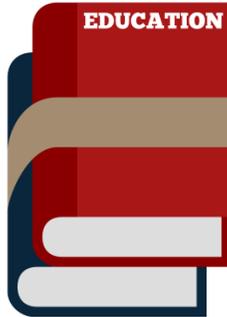
This Programs Plan is divided into the following program areas:

- Education programs that are designed to teach basic life skill and homeowner information
- Housing and land tenure programs that describe affordable land ownership strategies common to community land trusts across the United States
- Revolving loan programs to meet certain emergency needs for Saint Joseph Community Land Trust members and Lake Tahoe community members at large
- Environmental stewardship programs that contain land management practices that respect the natural environment, and
- Implementation strategies to implement and ensure the success of the plan

A glossary of terms and abbreviations used in this Plan is located at the end of the document.

EQUAL HOUSING OPPORTUNITY POLICY

Saint Joseph Community Land Trust follows Catholic social teaching and believes that everyone deserves a decent and safe home that is respectful to the dignity of its residents. We provide housing on an equal opportunity basis regardless of race, color, religion, sex, familial status, disability and/or national origin.



EDUCATION PROGRAMS

- Financial Fitness Program
- Essential Homeownership Skills Program
- Identity Theft and Fraud Avoidance Program

FINANCIAL FITNESS PROGRAM

Purpose: The Financial Fitness Education Program gives an overview of banking and financial systems in the United States and touches on essential banking and personal financial matters not commonly discussed or studied in public education. This training program provides basic information useful to prospective homebuyers and renters alike to build wealth and avoid common financial investment pitfalls.

The main objectives of the program are to:

- How to open and maintain a bank account
- How to set financial goals
- Describe the steps to establish a spending plan
- Identify spending plan tools
- Describe the implications of good and bad credit scores
- Identify ways to build and repair credit history, and
- How to identify credit repair scams

Funding: This program is supported by the SJCLT Education Fund. Financial institutions, employers, and others may also sponsor or contribute to this program. SJCLT may request reimbursement of certain program expenses such as reproduction costs for materials and handouts, and room rental from program attendees, but this reimbursement is voluntary.

Policies and Implementation:

1. Only qualified individuals with relevant work experience or training shall teach this program.
2. Training sessions shall be advertised to SJCLT members and others at least two weeks prior to a session date.
3. Training sessions shall be held in a comfortable setting with appropriate audiovisual support.
4. A brief overview of SJCLT and its mission shall be given at each training session and participants shall be given an opportunity to join SJCLT as new members.
5. This program shall be offered at least once annually, but only if included in the annual work program and budget for SJCLT.

ESSENTIAL HOMEOWNERSHIP SKILLS PROGRAM

Purpose: The Essential Homeownership Skills education program gives an overview of the skills needed for successful homeownership.

The main objectives of the program are to:

- Describe how to manage money
- How to decipher credit and credit scores
- Decide homeownership readiness
- How to apply for a homeowner loan
- Identify key steps in shopping for a home
- Describe ways to keep a home

Funding: This program is supported by the SJCLT Education Fund. Financial institutions, employers, and others may also sponsor or contribute to this program. SJCLT may request reimbursement of certain program expenses such as reproduction costs for materials and handouts, and room rental from program attendees, but this reimbursement is voluntary.

Policies and Implementation:

1. Only qualified individuals with relevant work experience or training shall teach this program.
2. Training sessions shall be advertised to SJCLT members and others at least two weeks prior to a session date.
3. Training sessions shall be held in a comfortable setting with appropriate audiovisual support.
4. A brief overview of SJCLT and its mission shall be given at each training session and participants shall be given an opportunity to join SJCLT as new members.

IDENTITY THEFT AND FRAUD PREVENTION PROGRAM

Purpose: The Identity Theft and Fraud Prevention education is designed to reduce incidents of theft from internet, telephone and mail crimes.

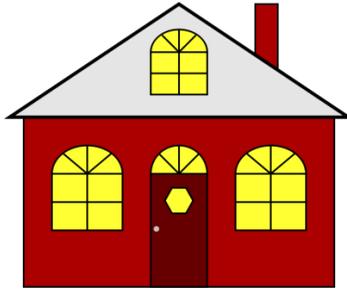
The main objectives of the program are to:

- Identify steps to minimize the risk of identity theft
- Describe some credit repair scams
- What to do immediately if identity theft happens

Funding: This program is supported by the SJCLT Education Fund. Financial institutions, employers, and others may also sponsor or contribute to this program. SJCLT may request reimbursement of certain program expenses such as reproduction costs for materials and handouts, and room rental from program attendees, but this reimbursement is voluntary.

Policies and Implementation:

1. Only qualified individuals with relevant work experience or training shall teach this program.
2. Training sessions shall be advertised to SJCLT members and others at least two weeks prior to a session date.
3. Training sessions shall be held in a comfortable setting with appropriate audiovisual support.
4. A brief overview of SJCLT and its mission shall be given at each training session and participants shall be given an opportunity to join SJCLT as new members.



HOUSING PROGRAMS

- Affordable and Moderate-Income Shared Equity Homes Program
- Employer-Assisted Shared Equity Homes Program
- Affordable and Moderate-Income Home Rentals Program

AFFORDABLE AND MODERATE-INCOME SHARED EQUITY HOMES PROGRAM

(Reserved)

EMPLOYER-ASSISTED SHARED EQUITY HOMES PROGRAM

Purpose: The Employer-Assisted Share Equity Homes Program helps low- and moderate-income employees of local employers to purchase existing single-family dwellings in the Service Area through grants from their employer, SJCLT, and others that go toward the purchase of the underlying property. In this program, the employee purchases the improvements on the property that they acquire, including the single-family dwelling, but not the land itself. Employees, and their successors in ownership, lease the land from SJCLT in accordance with the Shared Equity Home Program.

Funding: Funding for this program shall originate from employers, SJCLT, and others. Funds shall be used to acquire land underlying a home, but may also be used for closing costs and minor repairs depending on agreements with funders. Only funds specifically budgeted by SJCLT may be used for this program. Funds shall not be used to acquire homes in condominium, townhouse, or planned unit developments with common areas and/or homeowner associations except when such developments are controlled by SJCLT.

Policies and Implementation:

1. Employers shall enter into a memorandum of understanding (MOU) with SJCLT for selection of qualified applicants for this program. The MOU shall, at minimum, establish the following criteria for selection of qualified candidates:
 - a. Criteria for selection of eligible homebuyers;
 - b. Homebuyer income limits;
 - c. Geographic limits;
 - d. Resale limits, such as first right of refusal by the employer and/or SJCLT;
 - e. Selection of a model ground lease acceptable to the employer and SJCLT;
 - f. Selection process for multiple candidates to the program;
 - g. Pre-application requirements such as, but not limited to, SJCLT homeownership training;
 - h. Loan pre-qualification requirements;
 - i. Homeownership history (for example, first-time buyer, etc.);
 - j. Quality of home and home amenity criteria;
 - k. Program advertising strategies;
 - l. Maximum funding limits for land purchases (may vary per state or county);
 - m. Minimum credit scores and satisfactory credit histories; and
 - n. Asset limitations (if any) for eligible candidates

2. SJCLT shall match funding raised by the employer (and/or other parties) at a ratio acceptable to both parties.

3. All parties shall agree to equal and fair housing requirements established by the U.S. Department of Housing and Urban Development (HUD) and/or state and local regulations.
4. Fund accounts for blended funding (i.e., SJCLT and its employer partners) shall be established with local community foundations or other nonprofit financial trustees. Funds deposited with these organizations shall be placed in very low risk accounts to preserve and protect resources.
5. SJCLT and its employer-partner shall only withdraw funds from blended accounts after mutual approval.

AFFORDABLE AND MODERATE-INCOME HOME RENTALS PROGRAM

(Reserved)



REVOLVING LOAN PROGRAMS

- Motel to Housing Loan Program
- Member's Emergency Loan Program

MOTEL TO HOUSING LOAN PROGRAM

Purpose: The Motel to Housing Loan Program provides loans to households with school-age children living in motels or other substandard housing to help them move into decent permanent housing.

Funding: The Board shall establish a fund account for the Motel to Housing Loan Program. The Motel to Housing Program receives funding from donations. The Board of Directors may also re-allocate General Fund monies to the Motel to Housing Loan Fund. Loan payments are returned to the Motel to Housing Program Fund to perpetuate the program for the benefit of others.

The Board may establish an application fee to cover program administrative costs. This is a revolving loan program.

Policies and Implementation:

1. SJCLT shall develop suitable application forms and loan documents prior to implementation of the program. The Loan Committee shall review and approve all forms and documents prior to distribution, and shall review and approve all proposed updates.
2. Loans are limited to security deposits and/or one month of rent.
3. Loans are only available to households with school-age children living in motels and other substandard housing.
4. Loans are available to members and non-members.
5. Loans are limited to security deposits and/or one month of rent in the new housing unit.
6. The maximum loan amount is \$1,800.
7. The maximum term of a loan is three years (36 months).
8. Loans shall be interest-free with no requirements for collateral.
9. Loan recipients shall sign a SJCLT promissory note pledging repayment of the loan in accordance with the terms and conditions of the loan.
10. Applicants must demonstrate the following:
 - a. That they have at least eighteen months of continuous residency in the Service Area.
 - b. That they have adequate, steady and reliable household income, and a reasonable household budget that are sufficient for future rent payments and housing expenses, in addition to loan payments. As a guideline, rent should not exceed thirty-five percent

(35%) of total income, and combined household expenses (including rent) should not exceed fifty percent (50%) of household income.

- c. A good rental history with a prior landlord/property owner.
 - d. That at least one school-age child lives in the household with their mother, father, or legal guardian.
11. Loan Committee members may inspect the new housing unit to ensure that it is livable and is superior to the inadequate housing unit that the applicants propose to leave. New housing units must be legally established; have adequate parking; contain appropriate living space such as bedrooms to accommodate all residents; a kitchen with cooking, refrigeration equipment, and a sink; hot and cold running water; indoor bathing and toilet areas; electricity; and natural gas, oil or electric heating. Wood heating alone is not acceptable. The new home must be in a visual state of good repair, free of obvious hazards. Summer residences without sufficient winter insulation are not acceptable. Local building officials' opinions may be requested for questionable units.
 12. Loan checks shall be payable to the property owner or property management company and not loan recipients. The property owner or property management company will be asked to sign a receipt for the check.
 13. Loan recipients are ineligible for subsequent Motel to Housing Loans for three years following approval of a loan request.
 14. The Membership shall review and make necessary adjustments to fees and loan terms at the Annual Meeting.
 15. Except in unusual circumstances, staff shall only accept complete applications as determined by a complete application checklist. If requests for additional information are not satisfied within thirty (30) days, then the application and all application materials shall be returned to applicants and a copy of the application shall be made for SJCLT records with a memorandum explaining the reason the application was returned. Returned applications are not denials, but reapplication shall require a new application fee unless waived by the Executive Director or Board President.
 16. At such time as the loan is paid in full, the amount of the loan application fee shall be applied as a credit to the final payment.
 17. Motel to Housing loans shall not be in addition to, or combined with, other SJCLT loans.

MEMBER'S EMERGENCY LOAN PROGRAM

Purpose: The Member's Emergency Loan Program provides small, short-term, emergency loans to SJCLT members for unexpected emergencies.

Funding: The Board shall establish a fund account for the Member's Emergency Loan Program. Five percent (5%) of monthly ground lease fees collected on SJCLT Shared Equity Homes shall be set-aside to fund this program, in addition to private donations or re-allocations from the General Fund when approved by the Board.

The Board may establish an application fee to cover program administrative costs. The Board may also establish minimum and maximum fund balances for the fund account. There shall be no loans when funds are below the minimum balance in the fund account. Contributions to the fund shall cease when the fund reaches the maximum balance, with the exception of private donations. This is a revolving loan program.

Policies and Implementation:

1. SJCLT shall develop suitable application forms and loan documents prior to implementation of the program. The Loan Committee shall review and approve all forms and documents prior to distribution, and shall review and approve all proposed updates.
2. Loans are only available to SJCLT members who meet the requirements for continuing regular membership defined in Article II.B of the Bylaws, except that applicants must have maintained continuous membership for at least twenty-four (24) months preceding an application for a loan. Current Board Directors, staff, contract personnel, and Loan Committee members are ineligible for loans. Former Board Directors, staff, contract personnel, and Loan Committee members shall have a waiting period of one hundred twenty (120) days after leaving their positions before they may apply for a loan.
3. This loan program is intended for emergencies not covered by insurance or public relief such as, but not limited to:
 - a. Recovery from natural disasters caused by wind, fire, flood, earthquake, and other acts of God;
 - b. Funeral expenses;
 - c. Emergency repairs to a home owned by the applicant involving plumbing, heating, roofs, foundations, and structural elements;
 - d. Emergency repairs to a primary household vehicle;
 - e. Sudden, uncovered medical expenses; and
 - f. Replacement of essential household items (such as clothing and kitchenware) lost through theft, vandalism, or disaster.

4. The Loan Committee shall review loan applications and take action to approve or deny such requests. The Loan Committee may decide the amount of an approved loan provided the amount does not exceed the request in the loan application. Decisions by the Loan Committee shall consider:
 - Recommendations by staff
 - Whether the loan request is consistent with these policies
 - The ability of the loan applicant to repay a loan in full within the requisite time
 - Prior loan history with SJCLT
 - SJCLT membership status, and
 - Other factors known to them from application forms and documents on file with SJCLT

The Loan Committee Chair may schedule meetings at times and locations that are mutually convenient to the Committee and the applicants. All decisions by the Loan Committee are final and may not be appealed to the Board of Directors. Staff shall report all loan approvals to the Treasurer who shall report the loan to the Board at the next scheduled Board meeting. Loan meetings are not open to applicants or their representatives except by invitation.

5. Loan recipients are ineligible for subsequent Member’s Emergency Loans for two years following approval of a loan request, or six (6) months following denial of a loan request.
6. An application fee may be required for loan applications to assist with SJCLT expenses. The loan amount may include the application fee and amortized over the term of the loan.
7. Initial fees and terms shall not exceed the following:

Application Fee:	\$50
Maximum Loan Amount:	\$600, depending on funding availability
Maximum Term of Loan:	12 months
Interest Rate:	0%
First Payment Due:	The first business day of the whole month following the dispersal of loan funds
Other Payments Due:	The first business day of each month

The Board shall review and make necessary adjustments to these fees and terms at the Annual Meeting, or at a regular Board meeting if there is a good reason.

8. Staff shall only accept complete applications as determined by a complete application checklist. If requests for additional information are not satisfied within thirty (30) days, then the application and all application materials shall be returned to applicants and a copy of the application shall be made for SJCLT records with a memorandum explaining the reason the application was returned. Returned applications are not denials, but reapplication shall require a new application fee unless waived by the Executive Director or Board President.
9. Emergency loans shall not be in addition to, or in combination with, other SJCLT loans.



ENVIRONMENTAL STEWARDSHIP PROGRAMS

- Developed Properties Environmental Stewardship Program
- Open Space Properties Environmental Stewardship Program

DEVELOPED PROPERTIES ENVIRONMENTAL STEWARDSHIP PROGRAM

Purpose: The Developed Properties Management Program provides guidance on the stewardship of developed land owned by SJCLT as addressed in Article VI of the Bylaws. One of the Purposes of SJCLT, as described in Article I.B.4 of the Bylaws to provide *stewardship of God's good earth through suitable resource management in cooperation with existing public and private conservation, enhancement, or restoration programs*. When establishing SJCLT, the Founding Members designated Saint Kateri Tekakwitha as co-patron for the organization (Saint Joseph being our other patron). Saint Kateri Tekakwitha, a seventeenth century member of the Algonquin and Mohawk Tribes in New England is the Patron Saint of the environment, ecology and orphans, and we are mindful of her witness on Earth and closeness to God, the Creator of the world (see Nehemiah 9:6).

Funding: The Board may establish a fund accounts for the Developed Properties Environmental Stewardship Program if not already included in the budget of rental properties owned in part or in whole by SJCLT. Costs to maintain land and improvements in Shared Equity Housing projects shall be the responsibility of a leaseholder unless otherwise specified in the ground lease.

Policies and Implementation:

1. Properties shall be maintained free of trash, debris, and hazards.
2. Bear-proof trash receptacles shall be included in all new development projects. These receptacles shall be added to existing developed properties when required by a regulatory agency, or to remedy an existing bear problem.
3. There shall be no fences or similar water-flow obstructions on properties located within a 100-year flood plain. Similarly, all drainage features/improvements on SJCLT properties shall be maintained to allow design flows for storm water runoff.
4. Appropriately designed water quality improvements/best management practices (BMPs) shall be installed and maintained in accordance with Tahoe Regional Planning Agency (TRPA) and Lahontan Regional Water Quality Control Board (Lahontan) regulations.
5. On-site trees and vegetation shall be maintained in a healthy condition, and appropriate irrigation provided when necessary. Low water use, drought resistant native or adaptable vegetation shall be installed whenever possible, except for accent vegetation and small lawns in limited areas.
6. Trees and other vegetation shall be trimmed or removed when determined to interfere with defensible-space, or when they create a fire hazard.

7. Outdoor smoking is prohibited on all land rented from SJCLT and on all rental properties owned by SJCLT. Outdoor smoking is discouraged on lands in the Shared Equity Housing Program.
8. No animal attractants such as, but not limited to, bird feeders, open and accessible compost bins/piles, etc., are allowed.
9. Innovative water quality and storage improvements such as rainwater harvest structures and cisterns are encouraged where allowed by law. Note that rainwater harvesting and storage is encouraged by the State of California but prohibited in Nevada.
10. Parking of motor vehicles and boats, including trailers, is prohibited on unpaved surfaces. Vehicle barriers shall be installed where vehicle parking abuse is a problem.
11. For apartment developments, individual barbecues are prohibited at all times. SJCLT may provide fixed, park-style barbecues for large apartment developments if budgets allow.
12. All new or replaced exterior lighting shall be the minimum necessary to comply with safety laws, and shall conform to the lighting design standards of local and regional regulatory agencies. Lights shall not flash, blink or be directed above the horizon (except for proper illumination of national and state flags).
13. Discharge of hazardous material or polluting materials (including, but not limited to, fuel and similar liquids) is prohibited. All hazardous materials shall be disposed of in accordance with law.
14. Properties shall be managed to prevent or severely limit soil erosion and offsite discharge of organic materials.
15. Natural site features such as ground slope, rock outcrops, and large boulders, shall be retained in their natural condition whenever possible.
16. Piles of woody debris, pine needles, leaves, etc., shall be promptly removed from properties and not allowed to become a fire hazard. Parking lots and walkways shall be swept clear of pine needles and leaves.
17. Exterior signs shall be tastefully designed, durable, and shall conform to local sign regulations. Care shall be taken to not unnecessarily clutter properties with too many signs.
18. The Board may adopt grounds management/site control plans to address matters not specifically contained in this Program.

OPEN SPACE PROPERTIES ENVIRONMENTAL STEWARDSHIP PROGRAM

Purpose: The Open Space Properties Stewardship Program provides guidance on the stewardship of undeveloped land owned by SJCLT as addressed in Article VI of the Bylaws. Although the mission of the organization is directed toward affordable and moderate-income housing, SJCLT is also able to hold and manage environmentally sensitive lands and open space, similar to a traditional land trust. Ownership of environmentally sensitive lands may be transferred to conservation agencies for environmental protection or enhancement, or kept by SJCLT. Management of open space on properties with existing development falls under the Developed Properties Environmental Management Program.

Funding: The Board may establish a fund accounts and fundraising mechanisms for the Open Space Environmental Management Program depending on need.

Policies and Implementation:

1. All applicable policies and implementation measures from the Developed Properties Environmental Stewardship Program shall apply to open space/vacant land owned by SJCLT.
2. Properties designated as environmentally sensitive by the Tahoe Regional Planning Agency, or the SJCLT Board, shall be maintained or restored to their natural state, if possible.
3. All open space/vacant properties shall be inspected by SJCLT at least once a year for an assessment of their condition, discoveries of unauthorized trespass, etc. Appropriate corrective and/or remedial measures shall be taken to protect resources on the properties. Local environmental and law enforcement authorities should be contacted when necessary to resolve trespasses depending on the nature and severity of the trespass. Trespasses involving new fencing and encroachments from neighbors shall be promptly addressed, with the assistance of an attorney, to avoid claims of adverse possession or prescriptive easements.
4. Except for properties that are specifically designated for public recreation and access, all open space properties shall be signed against trespass in accordance with local and state regulations, and measures to prevent vehicle trespass shall be taken.
5. SJCLT may participate or cooperate with conservation agencies who manage adjacent open space parcels designed to protect or enhance large tracts of land for ecological purposes in accordance with Article I.B.4 and other applicable provisions of the Bylaws.
6. SJCLT may develop specific management plans for large tracts of land if need arises.



IMPLEMENTATION

- Board Oversight
- Committees

IMPLEMENTATION

BOARD OVERSIGHT

The SJCLT Board of Directors shall establish committees from time to time to assist with implementation of the programs described in this Plan. These committees help the organization to fulfill its mission and assist the Board and Membership with technical matters. All committees are subject to Board oversight and direction.

COMMITTEES

The Board of Directors establishes the following committee:

A. LOAN COMMITTEE

The Board of Directors shall establish a Loan Committee to review and approve revolving loan applications submitted to SJCLT in accordance with this Plan. The Loan Committee is a five-person body whose membership shall include:

1. The Board President
2. The Board Vice President
3. The Board Secretary or other Board Director
4. A Lessee or General Member representative, and
5. The highest-ranking SJCLT staff member or their representative when approved by the Board President

The Board President shall serve as Committee Chair and shall preside at all meetings. If the President is absent, then the Board Vice President shall preside at meetings, followed by the Board Treasurer if the Vice President is unable to preside. SJCLT staff shall make recommendations of all loan applications and shall take minutes at all Committee meetings. Minutes shall be in summary form, not verbatim, unless requested by a Loan Committee member. All meeting materials, loan applications, and minutes shall be private and confidential, but a summary of Committee actions may be shared with loan applicants. No application materials shall be shared with a third party unless a release is signed and submitted by the loan applicant. Minutes shall be approved by the presiding Chair no later than twenty-one (21) days following a meeting.

The Board shall appoint the Loan Committee at the Annual Meeting of the Board and Membership (Annual Meeting). Vacancies may be filled by the President prior to appointment at the next Annual Meeting. Committee members shall not participate in any item that involves a conflict of financial or personal interest for the Committee Member. Such interest shall be disclosed to the Board President.

Committee Member Term: One year, with no limit on the number of terms.

Quorum: Three Committee Members, provided one of these members is an officer of the Board.

TERMS AND ABBREVIATIONS

Amortize	To liquidate or extinguish a mortgage, debt, or other financial obligation through periodic payments.
Annual Meeting	The annual meetings of the Board and Membership as defined in Article II.E.2 of the Bylaws.
Board	The Board of Directors of Saint Joseph Community Land Trust, Inc.
Bylaws	The Bylaws of Saint Joseph Community Land Trust, Inc., as amended.
Catholic	When capitalized, the Roman Catholic Church. When not capitalized, a word meaning “universal.”
Catholic Social Teaching	A rich treasure of wisdom about building a just society and living lives of holiness amidst the challenges of modern society, and articulated through a tradition of papal, conciliar, and episcopal documents of the Catholic Church. Key themes include (1) life and dignity of the human person, (2) call to family, community and participation, (3) solidarity, (4) dignity of work, (5) rights and responsibilities, (6) option for the poor and vulnerable, and (7) care for God’s creation.
Committee	The Loan Committee.
Emergency	A serious, unexpected, and often dangerous situation requiring immediate action.
Good Standing	A member of SJCLT who satisfies the requirements for continuing regular membership in accordance with Article II.B and other applicable sections of the Bylaws.
Revolving Loans	A gap financing measure available for purposes determined by the Board of Directors.
Revolving Loan Fund	A self-replenishing pool of money, utilizing interest and principal payments on old loans to issue new loans.
Service Area	Defined in Article I.C of the Bylaws.
SJCLT	Saint Joseph Community Land Trust, Inc.
School-Age Child	A child that is of sufficient age to attend a public preschool in the local jurisdiction in which they reside, up to age 18.

Treasurer

An officer of the Board of Directors whose responsibilities are defined in the Bylaws of Saint Joseph Community Land Trust, Inc.