TL3 Meeting
October 13, 2026

Attendees: Fred Bailey, Tracey Briggs, Phil Crouch, Loring McIntyre, True Morse, Jill Rhinehart, John Smith
Guest for Homeward Bound discussion: Jim Ariail, Sara Watson-Homeward Bound
Guest for Leasing Agent discussion: Cristal Poloma Ramos-Realty World Marketplace
Absent: Gary Brockway, Diane McEntire, Jennifer Prince, Pam Rogalski

1. True opened the meeting with prayer
2. 9/15 meeting notes approved after a motion by Loring and 2nd by Fred
3. Church Family blessings and concerns were shared
4. **Trustee update**
   a. **Security policy/approach development**. Jill shared the results of her conversation with Mike Lamb, former City of Asheville police chief and longtime Groce member. Mike's recommendations were:
      i. Greeter and usher should not do bag checks or confront/challenge people. If there are concerns or disruptive behavior they should call the police.
      ii. Recommends putting up no weapons signage. Jill and True are collecting examples of signage at other organizations that do this in an appropriate manner.
      iii. Jill will be working with Tim Kilmer, usher coordinator, to update the usher instructions and conduct training.
   b. Loring shared several repairs and maintenance items. The fan motor in the exterior cooling condensing unit that serves the nursery and adjacent areas, that has been out of operation for about a week, will be replaced on 10/14. Burned out bulbs in bathroom fixtures are being replaced. Choir room ceiling is repaired. The leak around the parsonage chimney was fixed under warranty and Loring would repair the ceiling damage. Due to time constraints the exterior waterproofing of the below grade wall for the Godly Play room would not be done until the Spring.
   c. Loring stressed that spending is being kept at a minimum and only necessary work is occurring to preserve funds.
5. **Vacant apartment 101, formerly occupied by recently deceased Andrew Kolvick**
   a. Sara Watson, Homeward Bound (HB) WNC Housing Placement Team Manager, attended the meeting.
      i. Sara reviewed the 3 housing programs through HB
         1. **Rapid Rehousing** provides short-term rental assistance and supportive case management services to people experiencing or at risk of homelessness.
         2. **Supportive Services for Veteran Families** (SSVF), funded by the U.S. Department of Veteran Affairs, offers Homelessness Prevention and Rapid Rehousing services to Veterans and their families. SSVF works many times hand in hand with the VA's HUD VASH program to transition veterans to permanent rent subsidies and services after SSVF. This includes:
            a. Temporary financial assistance (rent, utilities, deposits) to help Veterans secure or retain permanent, stable housing
            b. Individualized needs assessment and housing stability plan that includes specific goals toward securing and retaining stable housing
            c. Assistance in searching for and applying for housing in Buncombe County, and move-in support
            d. Linking to community resources for individual needs
         3. **Permanent Supportive Housing** (Housing Placement & Landlord Partnership Program) offers a full supportive staff to partner with private landlords (including individual property owners,

large developers, and property management groups) in the community to house hundreds of clients in both our Permanent Supportive Housing and Rapid Rehousing programs.

ii. Attendees engaged in a significant question and answer exchange with Sara about how a collaboration between Groce and HB would work both in the context of the current situation and the original collaboration in 2016 when the apartments were created.

iii. Sara recommended SSVF as the best fit due to HUD VASH opportunity for permanent rent subsidies and the proximity to the VA. While the Permanent Housing program would result in HB holding the lease with Groce, instead of directly with the tenant, the prospective tenants usually have more mental and/or physical disabilities requiring greater engagement by the landlord. The attendees felt that SSVF was the better path forward. Sara confirmed previous information from Samantha Ownbey of HB and the VA's HUD VASH supervisor that there is little to no risk of a veteran not transitioning to permanent rent subsidies through the HUD VASH program as it is very robustly funded by the federal government.

iv. HB recommends the apartment is provided unfurnished and HB will provide the furnishings. Groce can contact HB's furnishings coordinator to look at donating the existing furnishings.

v. HB can use the NC Realtor form of lease for the new tenant.

vi. If Groce approves this collaboration the next steps would be executing the memorandum of understanding, obtaining a W9 from Groce and making the apartment ready for inspections.

vii. **The following recommendation from Loring as trustee chair and True as a trustee was approved unanimously by the TL3 attendees after the motion was made by Loring and seconded by John**. Motion: Enter into a Memorandum of Understanding with Homeward Bound to identify a new tenant for apartment 101, formerly occupied by Andrew Kolvick, that would include rent subsidies paid direct to Groce with the requirement that the rent rate be at the City of Asheville published rate (currently $1257/mo) for a 2 bedroom apartment with utilities at 60% of the area median income and the renter's portion of the rent no more than 30% of their gross income, as required by the loan contract with the City of Asheville Housing Trust fund. Groce would screen (background check, interview) the proposed tenant from Homeward Bound prior to accepting the proposed tenant and is not bound to accept the tenant. If tenants proposed by Homeward Bound are not acceptable, Groce would proceed with its own efforts to identify a tenant.

viii. True reviewed what is necessary to prepare the apartment for a new tenant

1. True has reviewed the lease and situation with an attorney friend. The lease abandonment clause allows us to immediately terminate the lease. [POST MEETING NOTE: On 10/14 True received additional information from the attorney. He conveyed that we should make an inventory of the apartment contents with an approximate value. Provided it is less than $500 (which should not be an issue), there are no actions needed. He is providing the statute language on this that True will review.]
2. Andrew's brother, John, has given Groce permission to dispose of Andrew's belongings but would like us to set aside any family related items or important documents for True to review with John to see if John will have them shipped to him in Ohio. There is a little over $120 in cash in Andrew's desk which John said the church should keep to offset our expenses.
3. Work sessions were discussed to remove the belongings. Jill and True would try to spend some time on 10/15. True might be able to work on 10/16. True, Loring and Tracey would meet at 8 a.m. on 10/17. As the work gets started and we better understand what is required communication would go out to the church family for more volunteers.
4. The apartment has a heavy smoke odor due to Andrew's smoking. True is running an ozone machine to help dissipate the smell. Andrew Sheffield of Interior Painting of Asheville has advised that a shellac type sealer will need to be applied to walls and ceiling then repainted. Ductwork and the air handling unit will have to be cleaned.
5. The Epworth Apartment fund has about $3800 which needs to cover ongoing utilities, loan payment and the costs of preparing the apartment for a new tenant so obtaining a new tenant and rent payments is important to keep us from using Groce funds from other sources.

6. **Epworth building leasing agent engagement**
   a. Cristal Palomo Ramos of Realty World Marketplace (RWM) joined the meeting for the trustees/TL3 to meet her and better understand her services for consideration of RWM providing 2027 leasing agent services for all units (other than apartments) in the Epworth building in addition to the former Warrior Canine Connection space that was approved at the August TL3 meeting.
   b. True reviewed that Cristal came to us through Trinity UMC's recommendation due to RWM providing both leasing agent and property management services for Trinity. Cristal reviewed RWM's services and roles at Trinity UMC.
   c. RWM would use the NC Realtor lease form for Groce which would provide a stronger lease. Groce can prepare exhibits to the lease to cover such things as smoking, housekeeping, behavior standards, etc. as is contained in Groce's current agreement. RWM would perform criminal, credit and reference checks on new tenants.
   d. True shared that Interior Painting of Asheville had declined to rent the lower level of Epworth (including former AA and Girl Scout room – they have started using Charter Hall) so Cristal has now prepared a MLS listing and it is being advertised. In addition, the trustee chair at Central UMC is circulating the information among their network of small nonprofits for possible tenants.
   e. **The following recommendation from Loring as trustee chair and True as a trustee was approved unanimously by the TL3 attendees after the motion was made by Loring and seconded by John.** During discussion Fred asked if any other companies were considered. True shared that Sandra Justus provided a name, but they never returned True's calls and that using RWM was influenced by Trinity UMC's very positive recommendation and impression after True, Loring and then Jill meeting with Cristal. Motion: Engage Realty World Marketplace (RWM) as Groce's leasing agent for all 2027 Epworth building leases, other than the apartments, in order to convert all leases to the industry standard NC Realtor lease format along with other related services, at a compensation structure that would be 100% of one month's rent when a new tenant is obtained by RWM and 50% of one month's rent when an existing tenant renews their lease or if Groce has identified the new tenant prior to RWM advertising, the same as the current arrangement for leasing the lower level of Epworth.
7. **Financial Update**
   a. In Gary's absence, True reviewed the update document provided by Gary that included the key stewardship campaign dates, apportionments payment status, restricted funds balance, cash position and need to think about 2027 budget priorities.

b. **Desired cash balance position**. True shared the 10/7 calculation of Groce's desired cash balance position, stressing that this is always a point in time given how expense payments cycle during the month such as payroll occurring soon.

Desired Cash Position Analysis		
Approach is from an expense/outflow and restricted funds perspective		
	4/22/2006	10/7/2026
2026 Expense Budget	459,844	459,844
LESS Apportionments	(31,627)	(31,627)
	428,217	428,217
Average Monthly Budgeted Expenses	35,685	35,685
Restricted Funds Total	135,300	
LESS Endowment	(37,080)	
LESS Epworth Apartments	(4,755)	
Adjusted Restricted Funds Total	93,465	85,806
Desired Average Cash Position		
50% of Average Monthly Budgeted Expenses*	17,842	17,842
Adjusted Restricted Funds Total	93,465	85,806
	111,307	**103,648**
Truist checking acct balance		100,611
*Logic is that since that that majority of the income comes in each Sunday and expenses are distributed over the month, a full month of expense funds are not needed at any given point of time		

c. **Apportionments**. The remaining balance as of 10/7 is $16,049 out of a budget of $31,267 with only one more apportionment giving Sunday. Fred proposed the idea, and all agreed, that we examine 2026 year to date income/expense position at the November TL3 meeting to see if there is the potential for allocating Operation funds to apportionment payments. We could make this decision in December when we are closer to the end of the year but in enough time to cut the check and deliver it to the conference. Jill noted that we also have the flexibility to use endowment funds.

d. Loring noted that he received some comments after the 6/14 Church Family meeting that we did not mention that the 2026 Operations budget was approved with a $30,000 shortfall and that this needs to be tied in with other financial information at the 10/25 Church Family meeting.

8. **October 25th Church Family meeting**. The central themes for the 10/25 meeting will the Care and Share Sunday and the stewardship campaign.
9. **Key next meeting topics** – Revised facility use policy for approval, 2027 budget, Phil-Annual Conference information about youth engagement
10. **Next meetings**
    a. October – 10/25 Church Family meeting
    b. November – Wednesday, 11/11 Business Leadership Team budget work session
    c. November – Tuesday, 11/17, 6 p.m., TL3
    d. December – no meeting

Jill closed the meeting in prayer