BOARD OF TRUSTEES MEETING  
Tuesday, November 19, 2019  
Thompson Hine LLP  
5:00 – 6:30 pm, business meeting  
6:30 – 7:30 pm, reception  

AGENDA

1. Chair’s Report, Scott Holbrook  
   A. Approval of the Minutes of the September 10th Meeting  
   B. Annual Fund Request & Trustee Engagement Dashboard  

2. Finance Committee Report, 3rd Quarter Results, Year End Forecast and 2020 Budget – Mike Cummins, Treasurer and Tom Jorgensen, Chief Operating Officer  

3. Book Release – Kathleen Crowther, President and Margaret Lann, Manager of Preservation Services, Publications and Development  
   A. Project completion  
   B. Launch event at Harvard Community Services Center  
   C. Now available for purchase  


5. Luther Moses House, Presentation and Work of Task Force, TV Coverage – Anthony Hiti, Chairman  

6. Old And/or New Business
Next Board of Trustees Meetings: January 21, 2020, Scott Holbrook’s Office – Baker & Hostetler LLP, Key Tower, 127 Public Square, Suite 2000
Cleveland Restoration Society

BOARD OF TRUSTEES
Meeting Minutes
Union Club
Cleveland, OH

Tuesday, September 10, 2019

All exhibits and attachments referenced herein are on file in the CRS office and are available upon request.

Trustees in Attendance

Michael Chesler
Debbie Coakley
Michael Cummins
Thomas Einhouse
August Fluker
Greg Frost
Arne Goldman
Joe Gondek
Anthony Hiti
Scott Holbrook
William Hubbard
Tom Jorgensen
Bracy Lewis
Jim McCue
Crystal Montgomery
Wayne Mortensen
Dana Noel
Elizabeth Corbin Murphy
James Quincy
Stephanie Ryberg-Webster
Jonathan Sandvick
Nirav Vakharia
Robert Weeks

CRS Staff in Attendance

Kathleen Crowther, Tom Jorgensen

   A. Robert Weeks moved to approve the minutes for the May 14, 2019 meeting. Tom Einhouse seconded the motion and it was approved unanimously.
   B. New Board Members were introduced. Scott introduced each of the new board members who each further introduced themselves and explained their interest in the Society. New board members are: Debbie Coakley, August Fluker, Joe Gondek, Jim McCue, Crystal Montgomery, and Pastor James Quincy
   C. Scott reminded the Board of the Fall Benefit at the Harcourt Manor and Gardens and asked that they attend the Benefit and support it through sponsorship.

2. Mike Cummins and Tom Jorgenson led a presentation and discussion regarding CRS's 2nd Quarter Operating Results. Private grants are down because we did not receive a few that had been budgeted. One grant from the Cleveland Foundation was not renewed – the request regarding funding of the Lee-Harvard project was declined, but CRS can return in November for that and the Small Deals program. Revenue is less than budgeted because the third-floor tenants broke their lease and new tenants have not yet been found. We anticipate that the third floor will not be rented until 2019. The Board was asked to make referrals.

3. Mike Cummins presented on the status of the Small Deals Program. He explained how the historic tax credits are monetized to support development of historic properties and that the task force’s goal is to support small projects with less than $5,000,000 in redevelopment costs. The costs of accounting and legal documentation relating to the credits often stifles the ability to use the credits on smaller projects. The task
force’s goal is to create boilerplate documents and a streamlined process. Secondarily, the goal is to educate smaller developers who often do not know about the historic tax credits.

Kathleen Crowther introduced Tom Gillespie and James Sosan – the first two developers to go through the Small Deals Program. Tom Gillespie discussed his experience with working with the Program to develop the Gund Brewing Building on West 25th Street in Ohio City and their work to create boilerplate legal and accounting documents. James Sosan discussed his experience with the Program in developing the Bristol Apartments. He explained his experience and history with historic tax credits on other projects and why he came to CRS with is most recent project. The Bristol Apartments are located in Shaker Square area. On his earlier projects, he was able to sell the tax credits to banks but banks are no longer interested in buying tax credits. He turned to CRS to help him monetize the tax credits.

Additional information regarding the projects was provided in the Board materials. The Board then discussed the need to develop a pipeline of projects and developers. The Board was provided with a draft of a brochure explaining the Small Deals project.

4. Kathleen Crowther provided the Board with an update on the work that is going on with the Lee Harvard Cultural Heritage Project. The work will culminate with the publication of a book: The Making of Cleveland’s Black Suburb in the City. Relatedly, the City of Cleveland is working on a Middle Neighborhood Initiative to assist neighborhoods that remain relatively solid and occupied, but could use support to remain that way. Kathleen and James Quincy invited the Board to attend a Community Fair at Lee Road Baptist Church on October 5th.

5. Miscellaneous Updates
   A. CRS has been featured in two Channel 5 news segments – the first pertaining to the Luther Moses House and the second the Heritage Home Program.
   B. Sacred Landmarks Assistance upcoming workshop scheduled for October 15, 2019 6-8 pm at Trinity Commons at Trinity Cathedral.
   C. Heritage Home Program workshops are being conducted across the region.

Meeting adjourned at 6:15.

Minutes respectfully submitted by Bill Hubbard, Board Secretary.
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<thead>
<tr>
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<tr>
<td><strong>Income</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Fees &amp; Public Grants</td>
<td>369,088</td>
<td>130,335</td>
<td>499,423</td>
<td>447,518</td>
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<tr>
<td>Private Grants</td>
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<td>29,744</td>
<td>126,977</td>
<td>151,810</td>
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<tr>
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<td>460,295</td>
<td>134,958</td>
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<td>645,000</td>
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<tr>
<td><strong>Total Income</strong></td>
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<tr>
<td>Direct Costs</td>
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<td>436,560</td>
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<td><strong>Total Expense</strong></td>
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<tr>
<td><strong>Net Income</strong></td>
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<td>(8,213)</td>
<td>(70,478)</td>
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<td>9,231</td>
<td>36,928</td>
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<td>Adjusted Net Income</td>
<td>15,354</td>
<td>13,361</td>
<td>28,715</td>
<td>15,522</td>
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**Note 1**
We anticipate a 12% increase in revenue over budget due to increases in service fees, city of Cleveland and a new grant from the National Park Service for developing an African American Civil Rights Trail in Cleveland and installing Historic Markers. This is a 3 year Grant for $50,000. A portion of this grant is allocated to 2019.

**Note 2**
Endowment fund - draw 5% of average 3 year trailing revenue computed annually at year end.

**Note 3**
Staffing expense lower than budgeted due to earlier vacant positions now filled.

**Note 4 and 5**
Depreciation change (SBH building fully depreciated 2018)
Net effect is 0
Cleveland Restoration Society
Budget for 2020

<table>
<thead>
<tr>
<th></th>
<th>2018 Results</th>
<th>2019 Budget</th>
<th>2019 Results (Actual through 9/30/19 and forecast through 12/31/19)</th>
<th>2020 Budget</th>
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<tr>
<td><strong>Income</strong></td>
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<tr>
<td>Service Fees &amp; Public Grants</td>
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<td><strong>Expenses</strong></td>
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<tr>
<td>Direct Costs</td>
<td>426,222</td>
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<td><strong>Total Expense</strong></td>
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<td>1,291,865</td>
<td>1,450,419</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>(87,828)</td>
<td>(70,478)</td>
<td>(8,213)</td>
<td>(14,882)</td>
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<td>88,220</td>
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<td>36,928</td>
<td>30,950</td>
</tr>
<tr>
<td>Adjusted Net Income</td>
<td>392</td>
<td>15,522</td>
<td>28,715</td>
<td>16,068</td>
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</table>
JOIN US for the book launch of:

The Making of Cleveland’s Black Suburb in the City: Lee-Seville & Lee-Harvard

November 9, 2019
2:00 PM
Harvard Community Services Center
18240 Harvard Avenue

Books will be available for only $19.99!
Go to www.clevelandrestoration.org/book
Can't make the event but want to purchase a book?

or stephens@clevelandrestoration.org
or with Stephanie Phelps at 216.426.3106
RSVP at www.clevelandrestoration.org

Heritage HOME Program

Home Program.

Come pour your house into Ward 1 through the Heritage

Plus, learn how the Cleveland Restoration Society can help

about the making of Cleveland's black suburb in the city.

Enjoy light refreshments and conversation as you learn more

Joe Jones and the Harward Community Services Center

This event is hosted in partnership with Cleveland

Dr. Suzannne H. Hawkinson Clay

better lives for their families... American pioneers and others determined to provide
Leet-Harer works through the eyes of its risk-taking African

This exceptional project tells the story of Lee-Seville and

black "suburb in the city."

successful groundwork for this vicinity to develop as a
For southeastern readers, African Americans laid the
in the 1920s. By establishing a foothold in Cleveland's
and Seville Roads, where a black enclave took shape

Our story starts just west of the intersection of Lee
Our story starts just west of the intersection of Lee and Seville Roads, where a Black enclave took shape in the 1920s. By establishing a foothold in Cleveland’s far southeastern reaches, African Americans laid the successful groundwork for this vicinity to develop as a Black “suburb in the city.”

This book, the first-ever published history of these neighborhoods, documents and celebrates a success story, a Cleveland case of Black community-building. The making of Lee-Seville and Lee-Harvard unfolded under remarkable circumstances and against considerable odds, thereby offering an instructive example of the life possibilities that some Black Americans in earlier generations were able to create at the city's outskirts.

The Cleveland Restoration Society, a regional historic preservation non-profit, has worked for the past several years collecting community history, interviewing and filming residents of the neighborhood and scouring archives and private collections for historical images that help tell the story of this remarkable place.

Print copies are available for $21.59 (tax included) or can be shipped to you for $29.59

The Making of Cleveland’s Black Suburb in the City: Lee-Seville & Lee-Harvard

A Project of the Cleveland Restoration Society

To purchase your copy go to https://www.clevelandrestoration.org/book or write a check to the Cleveland Restoration Society

Order your copy today!

Name: ___________________________ Quantity: ______

Email: __________________________ Phone: __________________________
Sacred Landmarks Support Group

A Brief Review of Five Years of Activity

Who’s involved

Doug Hoffman – Architect
Greg Frost – Masonry specialist
Tom Truelson – Roofing specialist
Janet Lipstreu – Stained Glass specialist
Joe Denk, Jr – MEP Engineer
Rob Weeks – Architect & window specialist
Diane Swander – Church facility manager
Nora McNamara – Historic preservationist
Tim Barrett – Historic preservationist
Sandy Ellis – Author & preservationist
Sean Nugent – Builder

What we do

• Meet monthly
• Identify key historic religious buildings
• Offer Technical Assistance
• Review Site Visit Requests
• Conduct On-site Assessments
• Prepare Reports
• Present to Church Trustees
• Make Referrals
• Conduct Educational Seminars

Identify key historic religious structures

<table>
<thead>
<tr>
<th>PLACE</th>
<th>S</th>
<th>ARCHITECT</th>
<th>ARCHITECTURE</th>
<th>INSTITUTION</th>
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<td>Episcopal Diocese</td>
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<tr>
<td>Cathedral of St. John the Baptist</td>
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<td>St. John's Cathedral Church</td>
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<tr>
<td>St. Christopher's Church</td>
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<td>St. Christopher's Church</td>
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<tr>
<td>St. Francis Xavier Church</td>
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<td>St. Francis Xavier Church</td>
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<tr>
<td>St. Patrick's Cathedral</td>
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<td>St. Patrick's Cathedral</td>
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<tr>
<td>St. Mary's Basilica</td>
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<td>St. Mary's Basilica</td>
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<td>St. Luke's United Methodist Church</td>
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<td>St. Luke's United Methodist Church</td>
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<td>St. Peter's Lutheran Church</td>
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<td>St. Patrick's Church</td>
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<td>Sample Reports</td>
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<td>Sample Reports</td>
</tr>
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Conduct on-site Assessments

Sample Reports
Host Seminars
2018 – Training for Church Trustees
2019 – Life Safety & Seasonal Maintenance for Your Sacred Landmark

What to Look for on the Roof
- Missing shingles or tiles
- Missing downspouts
- Downspouts not connected to storm drainage system

What to Look for on the Walls
- Lead Oxidation
- Damaged Frames
- Rusting Frames
- Missing Pieces
- Bowing
- Failing caulk
- Dirt build-up
- Loss of Paint
- Protective Glazing

What to Look for at Foundations
- Crumbling or bowed foundation walls
- Evidence of water penetration
- Standing water against building
- Cracks or gaps
- Crumbling steps and pavement

What to Look for with Stained Glass
- Wet ceiling plaster or tiles
- Water stains
- Sagging ceiling
- Mold stains
- Damage at skylights

What to Look for inside - Ceilings & Arches
- Wet ceiling plaster or tiles
- Water stains
- Sagging ceiling
- Mold stains
- Damage at skylights
What to look for inside - Heating, Ventilating and Air Conditioning (HVAC)

- Leaking radiators, pipe leaks
- Asbestos pipe wrap
- Dust buildup at vents, ducts
- Outdated equipment in constant need of repair
- Inoperable equipment
- Lack of thermostatic controls (energy savings)
- Lack of water treatment for boilers
- Lack of annual maintenance contact
- Lack of regular equipment maintenance
- Excessive utility bills

What to look for in Life Safety

- Are the exits well marked
- Are the exit signs work
- Are stairs unobstructed
- Are the exit doors equipped with panic hardware
- Are any exit doors padlocked or chained
- Are solvents and flammable goods stored safely

Accessibility

- Prioritize the repair of unsafe & hazardous conditions

How to do a building survey

- Select 2 or 3 trustees plus Maintenance staff person
- Use a worksheet and phone camera
- Start on the outside and work inside
- Start on the roof and work down to walls, windows and foundations
- Start upstairs and work to basement
- Start inside looking at ceilings, walls, windows and floors
- Photograph the problems, put notes on your worksheet
- Meet afterwards and combine your notes and photos to share with Trustees

Call us for technical assistance!

The Sacred Landmarks Support Group
Cleveland Restoration Society

Ask for Margaret Lann
(216) 426-1000
mlann@clevelandrestoration.org
EAST CLEVELAND VILLAGE - SUBDIVISION PLAT

Kentucky Street Reservoir, Ohio City

Theodore Scowden

Ohio Sanborn Insurance Maps

1959 Cuyahoga County Tax Appraisal Photograph

1986 City of Cleveland Landmarks Commission

2012 Cleveland Restoration Society
2018 – South Elevation

Temporary Roof Tarp – Installed 2018

2019 – South and East Elevation

2018 – West Elevation
(Original front Elevation)

Interior Door and Window Openings

West Elevation
Christopher Busta-Peck Conjectural Sketch
CRS TASK FORCE ACCOMPLISHMENTS

• Convened Taskforce conduct monthly meetings

LUTHER MOSES HOUSE TASKFORCE

Architects
Engineers
Contractor/Builders,
Attorneys
Historians
Real Estate Development
Community Organizers

LUTHER MOSES HOUSE TASKFORCE

Cuyahoga Land Bank
Ward 7 Councilman, Basheer Jones
Cleveland Landmarks Commission
Cleveland Office of Regional Development
Western Reserve Land Conservancy
Famicos Foundation
Cleveland Neighborhood Progress

CRS TASK FORCE ACCOMPLISHMENTS

• Convened Taskforce conduct monthly meetings
• Obtained Councilman’s support
• Suspended demolition and obtained license to access from County Land Bank
• Identified adjacent property owners

CRS TASK FORCE – NEXT STEPS

• Stabilize the building
  ✓ Remove overgrowth and ivy from building perimeter
  ✓ Install new temporary tarp roof
  ✓ Secure window and door openings
  ✓ Secure floors and make safe
  ✓ Clean debris from interior
CRS TASK FORCE – NEXT STEPS

- Conduct community engagement to determine possible new uses
- Prepare architectural drawings and renderings depicting restoration
- Continue public relations efforts