

NORTHGATE BOARD OF DIRECTORS

AUGUST 25, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER
- II. APPROVE AGENDA
- III. RESIDENT OPEN FORUM
- IV. BUSINESS
- V. REPORTS
 - a. FINANCIAL
 - b. MAINTENANCE
 - c. MANAGEMENT
 - d. COMMUNITY BUILDING
- VI. BOARD OPEN FORUM (If site/resident issues are mentioned, please refrain from using resident names for confidentiality. Work orders should be called into the office outside of board meetings)
 - a. Plans for tribute
 - i. Ideas
 - 1. Plaque from NROC for all the help
 - 2. Scholarship for CHT resident(s)
 - 3. ???
- VII. ADJOURN

NROC Board of Directors Meeting

JULY 2020 Minutes

Directors Present:

Almir Salkic, Brian Pine, Brian Walker, Donald Curtis (joined 6:38), Don Lyons, Erhard Mahnke, Lois Griffin, Margaret Richards, Shellie Spaulding, Ted Wimpey, Tim Moran

Directors Absent: Brenda Torpy (non-voting), Erin Mc Sweeney, Linda Romeo

Staff Present: Donna Chagnon (MPI), Kathy Luce (MPI), Anna Herman (CHT), Carol Jaramillo (NROC)

6:12

Call to Order by Board President Almir Salkic

Quorum established

Approve Agenda:

Carol: Add supplemental landscaping services to agenda

Motion to approve agenda as amended: Brian Pine

Second: Don Lyons

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Motion to approve agenda as presented: Don Lyons

Second: Shellie Spaulding

In Favor: 9

Opposed: 0

Abstained: 1 (director did not attend last meeting)

Motion passed

Resident Open Forum *A time to bring news, ideas and questions to the BOD. If a topic needs a reply, the board president may add the topic to a future agenda or ask MPI staff to follow up*

Kathy Luce: A resident contacted Carol, Community Builder, to express concerns regarding the sealing of the parking lots. He was wondering about the toxicity. MPI contacted the Executive Committee (EC) to seek guidance. The EC directed MPI to contact the contractor and find if there as an alternative. MPI was told that while the products are not perfect, they are widely used, even in the city of Burlington. If we do not seal the driveways, we run the risk of tripping hazards.

Tim: This is the only product available—no better alternative.

NROC Board of Directors Meeting

JULY 2020 Minutes

6:18

Reports

Motion: Approve reports as submitted: Shellie Spaulding

Second: Tim Moran

All in Favor: 11

Against: 0

Abstained: 0

Discussion:

Supplemental Landscape Services for 2020

Bid: \$16,950

Due to unfilled positions, there is >\$40,000 available and MPI would like permission to reallocate some of these funds to the landscaping budget. Memo is in board packet.

Motions to reallocate funds as requested: Shellie Spaulding

Second: Tim Moran

All in Favor: 10

Against: 0

Abstained: 0

DISCUSSION

Margaret: The last time we had this landscaping company, a mess was left for the maintenance team.

Donna: It is possible that cleaning the branches, etc., was not in the scope of the contract.

Margaret: If they will clean up the messes, then she is in favor of it.

Financial—Same message: Kathy indicated that there has not been a negative impact financially to Northgate during COVID-19 (C-19). Expenses and income are on track.

Maintenance: Everything is going well. A lot of landscaping going well. More plantings, extra mulch being put in.

JAM has been on site for about a month now. Residents are excited about the siding and canopies. MPI will start to plan on abbreviated Preventative Maintenance Inspections.

Community Builder Report: Carol explained how we are going to offer junk removal for residents over the course of 2020-2021 without a traditional dumpster schedule.

DISCUSSION

Margaret: What happens if people go through junk at night after it is put out and it is strewn around?

Carol: MPI will make sure that this eventuality may happen and will communicate with 1800GOTJUNK to collect all strewn junk. If they miss it, the maintenance team will pick it up.

NROC Board of Directors Meeting

JULY 2020 Minutes

6:38 Board Open Forum *A time for non-business items that board members would like to mention...*

Don Curtis joined the meeting.

Don Curtis: Are yard sales allowed here at Northgate and where.

Carol: Yes, they are allowed, but not at the front of the property at the sign. Carol will send the policy out.

Erhard: Brenda Torpy is stepping down from CHT at the end of the year.

Anna: She is not stepping down from housing endeavors.

Kathy Luce: We should think of a tribute.

The board will think of this. Carol will place it on the August agenda.

Erhard: HUD notice was sent for COVID-19 related expenses. Did Northgate sign up?

Kathy Luce: Northgate does not qualify due to our operating budget—significant cashflow and a property owners' distribution fund.

Erhard: Running for State Senate. Everyone should get out to vote regardless for whom they choose. Do we have a voter registration drive?

Carol: We've held several in the past and there were less than 5 total for 3 ongoing years. However, we can get a phone blast out that tells residents that we have registration forms.

Margaret: Had a plant in a green pot stolen.

Almir: Had all plants stolen.

7:02 Motion to adjourn meeting: Tim Moran

Second: Lois Griffin

All in Favor: 11

Against: 0

Abstained: 0

NROC Board of Directors Meeting JULY 2020 Minutes

7:02

Adjourn

Motion to Adjourn: Don Curtis

Second: Linda Romeo

All in Favor: 10

Against: 0

Abstained: 0

TO: Northgate Residents' Ownership Corporation Board
FROM: Donna Chagnon & Sara Noth, Property Managers
DATE: August 10, 2020
RE: Monthly Narrative Management Report for July 2020

1. **Occupancy Report:** As of **July 31, 2020**, the number of vacant units was **1**. This represents a **0.02%** vacancy rate as of **July 31, 2020**. Of these, this unit was rented by August 1st. We received **1** new notices of intent to vacate.
2. **Collection Report:** Due to current COVID 19 federal regulations regarding evictions we are unable to process evictions during this time. We are however, contacting resident by phone and are working closely with any household who is experiencing rent paying difficulties. Any household who receives a Section 8 subsidy is having their rent adjusted.
3. **Pets/Assistance Animals:** We continue to update all pet/assistance animal vaccination verifications and city dog licenses.
4. **Waiting list status:** Below is the breakdown of our waiting list by bedroom size and income tier:

Section 8 – 1 bedroom: 28
Section 8 - 2 bedroom: 19
Section 8 - 3 bedroom: 22

Moderate – 1 bedroom: 2
Moderate – 2 bedroom: 3
Moderate - 3 bedroom: 5

Low 3 – 1 bedroom: 0
Low 3 - 2 bedroom: 0
Low 3 - 3 bedroom: 2

Low 2 – 1 bedroom: 1
Low 2 – 2 bedroom: 5
Low 2 - 3 bedroom: 1

Low 1 – 1 bedroom: 2
Low 1 - 2 bedroom: 8
Low 1 – 3 bedroom: 4

We received **6** new applications in **July**. The majority of our applications (**69**) continues to be on the Section 8 waiting list.

COMMUNITY BUILDER REPORT

for AUGUST 2020

Submitted by: Carol Jaramillo

Work areas **Action and Progress/Work in Progress**

Resident and
Community
Engagement

At the writing of this report:

- 1800GOTJUNK is reviewing the contract that Donna sent to them. As soon as the contract is signed, I will start the operational portion.
- We have 93 residents signed up for online rental payments. That is 27.68% of the site.
- I plan to have a Fall newsletter sent this October. I am only doing quarterly newsletters, as there is less to report on a regular basis.
- We continue to publish Yoga and Guided Meditation on Facebook and Town Meeting TV (formerly Channel 17).

Governance At the writing of this report:

- Donna is writing procedures for using an iPhone for a board meeting for those resident directors that do not have access to Wifi or a computer and I've set up a Zoom meeting to have a test Zoom session this month.
- We have received a record number of ballots back. All four candidates have been re-elected. I will be choosing I will be choosing the winners to the ballot raffle mid-August.
 - Results (92 total)
 - Don 66
 - Erin 78
 - Margaret 75
 - Shellie 72
- I expect at this time I should have all my policy comments that I sent out to the committee. I will be in the office the week of 8/17, so will compile the comments then. If there are glaring differences in the current policies, I will get the committee involved. If not, I will update the policies, consult with Donna and Sara and then get the finished product out to the committee and then the board of directors. One approved (assuming there are no changes to the policy that would demand a 30-day comment period) I will have a new resident manual printed and mailed out.