

NORTHGATE BOARD OF DIRECTORS

OCTOBER 27, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER
- II. APPROVE AGENDA
- III. APPROVE MINUTES
- IV. RESIDENT OPEN FORUM
- V. BUSINESS
 - a. Resolution for Just-Cause Eviction
 - b. 2021 Budget (Budget Committee)
- VI. REPORTS
 - i. FINANCIAL
 - ii. MAINTENANCE
 - iii. MANAGEMENT
 - iv. COMMUNITY BUILDER
- VII. 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)
- VIII. ADJOURN

NROC Board of Directors Meeting

SEPTEMBER 2020 Minutes

Directors Present:

Brian Pine, Brian Walker, Donald Curtis, Don Lyons, Erhard Mahnke, Erin Mc Sweeney, Lois Griffin, Margaret Richards, Shellie Spaulding, Tim Moran

Directors Absent: Almir Salkic, Brenda Torpy, Linda Romeo

Guests: Arnulfo Marquez

Staff Present: Anna Herman (CHT), Carol Jaramillo (NROC), Kathy Luce (MPI), Sara Noth (MPI)

6:13

Call to Order by Board President Vice President Brian Pine

Quorum established

Approve Agenda:

Motion to approve agenda: Shellie Spaulding

Second: Don Lyons

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Term "arrearage" was corrected from term "arrangement" and added: state eviction moratorium extended to 9/15/20 and arrearage program to 12/20/20.

Motion to approve agenda as corrected: Erhard Mahnke

Second: Shellie Spaulding

In Favor: 10

Opposed: 0

Abstained: 0

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*

6:17

Carol: A resident wanted to know about the upcoming PM inspection schedule. Donna and Sara encouraged the resident to call the office.

Don Curtis: When will BTC be coming back to Northgate?

Kathy: This is BTC's call. They are trying to figure it out.

Margaret: How can we discourage residents from putting garbage out on Thursday nights?

Sara: Please contact her with information and she will take care of the situation.

Business

1. New Community Director to replace Ted Wimpey—Erhard suggested that the NROC board of directors reach out to Sandrine Kibney, who replaced Ted at CVOEO. With Ted leaving, it leaves a hole of this expertise and Sandrine may be able to offer what

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Ted did in industry knowledge (tenant rights being among them). Erhard will reach out to Sandrine and report back to the board.

2. Parting gifts for Ted and Brenda are underway. Brian Pine is handling this piece.
3. Policies
 - a. Home Improvement: Motion to approve Home Improvement Policy as amended: Erhard Mahnke. Second: Shellie Spaulding
In Favor: 10
Opposed: 0
Abstained: 0
Motion passed
 - b. Green Space: Motion to approve Home Improvement Policy as amended: Erhard Mahnke. Second: Shellie Spaulding
In Favor: 10
Opposed: 0
Abstained: 0
Motion passed
DISCUSSION: Margaret: aggressive play in court yards...aggressive playing of children was discussed as well as wordage.
Also, page 2, add an "s" to word vegetable.
 - c. Common Area Policy: Motion to approve Home Improvement Policy as amended: Erhard Mahnke. Second: Shellie Spaulding
In Favor: 10
Opposed: 0
Abstained: 0
Motion passes

7:00

Reports

Management: Northgate is doing fine, financially; It's also weathering COVID-19 well. We are on target, budget-wise and this trend is expected to continue.

Erhard: Arrearage program? Sara is working with people who need help with the arrearage program. For many, it has helped with long-standing arrearages. The stabilization program is wonderful.

Erhard: Evictions: State moratorium: 30 days after the state of emergency ends. Evictions can be filed but will be stayed.

Kathy: Management just got their review back and the grade was: SUPERIOR.

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Community Builder Report: Compost program going well, as well as online payments. Composting at Northgate would make a great PR story. Carol will investigate the best way to do this.

Motion: Approve reports as submitted: Shellie Spaulding
Second: Lois Griffin
All in Favor: 10
Against: 0
Abstained: 0

7:20 Board Open Forum

The Budget Committee will convene in October. Board members: Lois Griffin, Brian Walker, Tim Moran. Staff: Donna Chagnon, Kathy Luce, Rick Noth, Sara Noth, Carol Jaramillo

Brian Pine/Erhard: Just-cause evictions: Burlington is investigating instituting Just-cause evictions. Northgate has always operated this way. There is a lot of misinformation about these types of evictions. Would someone from MPI think about speaking to the city council regarding just-cause evictions? Kathy would love to write a summary of the history of MPI and how evictions are handled and how it has worked.

7:30 Motion to adjourn meeting: Brian Walker
Second: Shellie Spaulding
All in Favor: 10
Against: 0
Abstained: 0

TO: Northgate Residents' Ownership Corporation Board
FROM: Donna Chagnon & Sara Noth, Property Managers
DATE: October 14, 2020
RE: Monthly Narrative Management Report for September 2020

1. **Occupancy Report:** As of **September 30, 2020**, the number of vacant units was **4**. This represents a **1.1%** vacancy rate as of **September 30, 2020**. We received **no** 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. We are also helping residents with rental arrearages to apply for assistance through the Rental Assistance Stabilization Program. To date, this program has assisted 10 households with back rent issues.
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: 27	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 21	Moderate – 2 bedroom: 3
Section 8 - 3 bedroom: 22	Moderate - 3 bedroom: 5
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 1
Low 3 - 2 bedroom: 0	Low 2 – 2 bedroom: 6
Low 3 - 3 bedroom: 2	Low 2 - 3 bedroom: 1
Low 1 – 1 bedroom: 2	
Low 1 - 2 bedroom: 8	
Low 1 – 3 bedroom: 4	

We received **2** new applications in **September**. The majority of our applications (**70**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report September 2020

Total staff hours available:	667			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	3	23	3%	52
Routine	100	138	20%	1029
Turnover	1	64	10%	434
PM Inspections	50	65	10%	116
Bldg. Systems	1	4	1%	43
Scheduled	4	12	2%	65
Bldg. Systems PM	9	12	2%	151
Administrative	1	3	1%	45
Janitorial	22	44	6%	340
Grounds	24	267	40%	3199
Other				
Snow				558
On Call (overtime)	24	35	5%	316
TOTALS:	239	667	100%	

Paragon assisted with mowing and trimming on site.
 Ehrlich Pest treated for bees in 5 locations on site.
 Staff installed 3 refrigerators and 3 stoves.
 JAM continues with Phase 2 of building renovations.

Contractors used:
 Ehrlich Pest Control
 K&E Construction
 Paragon
 JAM

COMMUNITY BUILDER REPORT

for OCTOBER 2020

Submitted by: Carol Jaramillo

Work areas Resident and Community Engagement

Action and Progress/Work in Progress

At the writing of this report:

- 1800GOTJUNK has been to Northgate twice. It appears that all is going smoothly.
- We have 94 residents signed up for online rental payments. That is 27.98% of the site. No new requests to date.
- Composting continues to go smoothly.
- The Autumn newsletter will be mailed out on October 26. This time the newsletter is 4 pages long with one color page that Leean created for children. Leean has also created a Mommy's Moment. Vantage Press is printing the newsletter in a one-sheet folded publication.
- We continue to publish Yoga and Guided Meditation on Facebook and Town Meeting TV (formerly Channel 17). Staff at Town Meeting TV state that personnel at the station as well as others around the city enjoy this content. It's a great way for Northgate to give to the surrounding community.
- I have recently sent out a meeting sheet to the Resident Advisory Committee, asking for their input, as we can't meet and not everyone has access to a computer.

Governance

At the writing of this report:

- The newest policy booklet is all set to go. Donna and I will discuss the best time to release it.
- The CHT meeting is in the process of being rescheduled.