

NORTHGATE BOARD OF DIRECTORS

SEPTEMBER 22, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER
- II. APPROVE AGENDA
- III. APPROVE MINUTES
- IV. RESIDENT OPEN FORUM
- V. BUSINESS
  - i. TED WIMPEY
  - ii. POLICIES (UPDATES FOR BOARD APPROVAL)
- VI. REPORTS
  - i. FINANCIAL
  - ii. MAINTENANCE
  - iii. MANAGEMENT
  - iv. COMMUNITY BUILDER
  - v. GREEN COMMITTEE
- 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

## AUGUST 2020 Minutes

### Directors Present:

Brenda Torpy (non-voting), Brian Pine, Brian Walker, Donald Curtis, Don Lyons, Erhard Mahnke, Erin Mc Sweeney, Lois Griffin, Margaret Richards, Tim Moran

Directors Absent: Almir Salkic, Linda Romeo, Shellie Spaulding, Ted Wimpey

Guests: Arnulfo Marquez, Cindi Wight, Burlington Parks and Recreation

Staff Present: Donna Chagnon (MPI), Anna Herman (CHT), Carol Jaramillo (NROC), Sara Noth (MPI)

6:02

Call to Order by Board President Vice President Brian Pine

Quorum established

Approve Agenda:

Motion to approve agenda: Tim Moran

Second: Lois Griffin

In Favor: 9

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Motion to approve agenda as presented: Erhard Mahnke

Second: Lois Griffin

In Favor: 9

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*

No Issues were brought forth

6:05

Cindi Wight, of Burlington Parks and Recreation was asked to meet with the board of directors of Northgate, on behalf of Elderwood Nursing home. Elder wood has asked that Northgate residents NOT use the trails in the woods for the safety of their patients. This is Elderwood property. Cindi is open to creating a new, informal path that leads to Flynn school.

Discussion: Cindi states that there are concerns about people being in the woods...there have been people changing clothes in the woods...and there are bike ramps further down in the woods on the other side of the road that goes into Elderwood.

Carol: Perhaps the people changing in the woods are homeless? It is doubtful these are Northgate residents and the bike ramps have been in the woods for decades, improved upon by each subsequent generation. We cannot guarantee that all the people using the trails are Northgate residents. However, there are a fair number of Elderwood employees who live at

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## AUGUST 2020 Minutes

Northgate and it is likely that they use the woods to access their job. There are also a fair number of residents who reside at Elderwood and therefore, their family members most likely use the woods to access their family members.

Erin, Arnulfo and Margaret: Can attest to the bike ramps being in the woods for at least 25 years. Margaret: the trails have been used by Northgate residents since at least 1973 (NOTE: Northgate was built in 1969 and 1970). Many people who do not live at Northgate access the bikepath that leads to Northgate, and therefore the woods as well.

Donna: Is Elderwood afraid of liability?

Cindi: No, they are concerned for resident safety and vandalism.

The consensus was that placing No Trespassing signs may not cut down on vandalism as Northgate is often the victim of vandalism as well.

Brian Pine: An Ad Hoc committee should be established.

The committee will consist of Erin McSweeney, Margaret Richards and Arnulfo Marquez. Brian will send their contact information.

Cindi thanked the directors for their time and exited from the meeting.

6:26

### Reports

Management: Donna reported business as usual. She does wish more people would wear masks. Move outs slowed down considerably...three since January.

Brian Pine: Where are we with the solar project?

Donna: Management has been working with Celia Daly, Northgate's attorney.

Brian Pine: We should pull the Green committee together; Carol will send dates and invites.

Maintenance: Donna reported that staff are now entering units; workload is the same as pre-COVID. Some residents are still leery of staff in their homes and the maintenance technicians are very flexible and accommodating. The Preventative Maintenance inspections have been pared down to safety only. Leean Sack does a script of health and other questions the night before to prepare. The people either can't or won't have others in their unit are placed at the end of the year. The inspection is very abbreviated" CO reading, air vent cleaning, change out fire extinguisher and smoke/CO detectors checked.

Erhard: Who is handling the rental arrangement program?

Donna: Sara handles this program

Erhard: the program has been extended to 9/15/20. Not income based and includes landline telephones, electric and gas. Also, even though evictions are not being done right now, they can still be filed.

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Community Builder Report: Carol reported that the iPhones, unfortunately did not work at Northgate as there was no service for 3 out of the 4 users. Carol will try the chrome books again. Residents continue to ask for online rental codes and composting is going well. She and Donna are still working with 1800GOTJUNK to iron out the contract and details.

Motion: Approve reports as submitted: Erhard Mahnke  
Second: Tim Moran  
All in Favor: 9  
Against: 0  
Abstained: 0

6:45

Board Open Forum

CHT Tribute

An ad hoc committee was formed to discuss a tribute for Brenda's involvement at Northgate for all these years. Carol will send out a Doodle survey. The committee is: Brian Pine, Tom, Erhard. Carol will staff the committee.

Comments:

Brenda's commitment to resident control and empowerment is why Burlington is fully in favor of resident control and is a National example.

Resident control and permanent affordability is what Northgate is about and Northgate has taught us that sweetheart deals won't be around serving people forever. When Vermont takes federal and state dollars, some of it has to go into housing that is affordable.

Glad she is on our side!!

Brenda's last day as CEO at CHT is at the end of the year. She will be leading the technical assistance arm of CHT.

Erhard: Perhaps there is a "Emeritus" position for our board—our bylaws would need to change.

Don Curtis: Does anyone know how Kathy Miles is?

Carol: Before COVID hit, Carol's husband Steve was visiting Kathy on a regular basis and she was doing as well as could be expected, recognizing him and reacting to him.

6:59

Motion to adjourn meeting: Tim Moran  
Second: Erhard Mahnke  
All in Favor: 9  
Against: 0  
Abstained: 0

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

1. **Occupancy Report:** As of **August 31, 2020**, the number of vacant units was **1**. This represents a **0.02%** vacancy rate as of **August 31, 2020**. We received **3** new notices of intent to vacate. All 3 of these households are leaving to purchase their own home!
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.
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: 20	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 **10** new applications in **August**. The majority of our applications (**69**) continues to be on the Section 8 waiting list.

## Monthly Maintenance Report August 2020

Total staff hours available:	657			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	2	12	2%	29
Routine	118	178	27%	891
Turnover	1	26	4%	370
PM Inspections	47	51	7%	51
Bldg. Systems	1	4	1%	39
Scheduled	3	9	2%	53
Bldg. Systems PM	7	7	1%	139
Administrative	3	13	2%	42
Janitorial	20	40	6%	296
Grounds	27	275	41%	2932
Other				558
Snow				281
On Call (overtime)	35	42	7%	
<b>TOTALS:</b>	264	657	100%	

Paragon assisted with mowing and trimming on site.  
 Ehrlich Pest treated for bees at 12 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* SEPTMEBER 2020

Submitted by: Carol Jaramillo

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

Resident and  
Community  
Engagement

At the writing of this report:

- We continue to try to meet with 1800GOTJUNK regarding the contract that Donna sent to them.
- We have 93 residents signed up for online rental payments. That is 27.68% of the site. No new requests to date.
- Each week, 1-2 residents ask that they be switched over to weekly composting; since our residents have been composting, they find they have more than they thought they would...some have ordered a second bucket. No Waste Compost also keeps a supply of buckets with Rick in the Maintenance shop and they are delivered upon request
- The Autumn newsletter is written. I am waiting for the check for bulk mailing—once received, I will send the check to the bulk mail center in Essex and start the process for printing and mailing.
- We continue to publish Yoga and Guided Meditation on Facebook and Town Meeting TV (formerly Channel 17). The newer content will be submitted less frequently due to school and work schedules.

Governance      At the writing of this report:

- The policy committee gave me feedback on the policies that needed beefing up. They are included in the September board packet for discussion and approval.
- I staffed the Green Committee meeting and the CHT tribute meeting, both in September.
- Chrome books were given to three resident directors to be used for board business.

GREEN COMMITTEE MEETING

SEPTEMBER 9, 2020

In attendance: Shellie Spaulding, Brian Pine, Donna Chagnon (MPI), Kathy Luce (MPI), Carol Jaramillo (NROC)

Absent: Brian Walker, Brittany Gregoire, Erhard Mahnke, Linda Romeo, Ted Wimpey

Solar Panels:

The solar panel agreement was sent to Celia Daly and she had concerns. This did not appear to be a great deal for Northgate. The way it's written is that Northgate would have to go to HUD for approval. There might be questions our deferred loan/flex loan.

Kathy, Donna and Celia really wanted this to go back to the board of directors.

In addition, the solar would require going into individual apartments and some residents are pushing back, especially now.

Perhaps this should be put on hold and perhaps there will be a more friendly climate for green and environmental initiatives if the present administration is replaced in November.

Brian: He was surprised about having to enter apartments.

Shellie: Because of electrical panels?

Kathy/Donna: No, that is not the reason

Kathy: Celia was also concerned about the time she was spending on this. It is costing Northgate quite a bit of money for her to be looking at this and discussing it. She thinks the directors should discuss.

Brian: Sounds like it is best to wait.

Kathy: Other things to look at: the democrats are embracing the green deal...perhaps go from resident based electric to site based electric.

Brian: Please go back to Jim at Norwich and let him know where we've landed for now. Also, would the VT delegation or Housing Vermont have a perspective we can dial into?

Kathy: Agreed, we will wait and revisit in November/December. She will write a memo to the board of directors regarding the delay.



Other:

Compost going very well.

LED bulbs—better than CFS—perhaps we can concentrate on these?

Kathy: MPI can talk to BED about replacing all Northgate bulbs (in apartments as well) with LED's.

This committee agreed to convene again in November.