

NORTHGATE BOARD OF DIRECTORS

NOVEMBER 24, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER
- II. HOUSEKEEPING ITEMS
 - a. Remote meeting etiquette
 - i. The administrator of the meeting will mute you if you are on Zoom. Please raise your hand to speak (either virtually on Zoom or on camera).
 - ii. If you are the phone, either hit the “mute” button on your phone or *6 to mute. If you would like to be recognized, unmute (hit the “mute” button or *6 again) and speak when there is a break in the conversation. Once you are speaking, please identify yourself because the minute taker will not be able to see you.
 - iii. No need to say “aye” if you agree with a motion. You only need to speak up if your decision is “no” or “abstained” or if you want to start a discussion regarding the item.
- III. APPROVE AGENDA
- IV. APPROVE MINUTE
- V. RESIDENT OPEN FORUS
- VI. BUSINESS
- VII. REPORTS
 - i. FINANCIAL
 - ii. MAINTENANCE
 - iii. MANAGEMENT
 - iv. COMMUNITY BUILDER
- VIII. 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)
- IX. ADJOURN

NROC Board of Directors Meeting

OCTOBER 2020 Minutes

Directors Present:

Almir Salkic, Brian Pine, Brian Walker, Brenda Torpy, Donald Curtis, Don Lyons, Erhard Mahnke, Erin McSweeney, Lois Griffin, Margaret Richards, Shellie Spaulding, Tim Moran

Directors Absent: Linda Romeo

Guests: Talya Guenzburger

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

6:16 Call to Order by Board President Almir Salkic
Quorum established

Approve Agenda:

Motion to approve agenda: Brian Walker

Second: Erhard Mahnke

In Favor: 12

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Motion to approve agenda: Tim Moran

Second: Brian Pine

In Favor: 12

Opposed: 0

Abstained: 0

Motion passed

6:18 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 items

Business

1. Resolution for Just Cause Evictions: Kathy will write something up on MPI's behalf as MPI has had great success with these types of evictions. Donna: if landlords have "rock-solid" leases, there is no need for a "No-Cause" eviction.
2. 2021 Budget: No rental increase this year—only on HUD side for subsidized units.
Motion to approve 2021 budget as presented: Brian Pine
Second: Tim Moran
Approved: 12
Opposed: 0
Abstained: 0
Motion passed

NROC Board of Directors Meeting

OCTOBER 2020 Minutes

3. Approval of Snow Removal Contract

- a. MPI would like approval to contract with Paragon Snow Removal for \$66,495.00. Our maintenance team will supervise and monitor to contractors closely and will still do individual shoveling.

Motion to approve Paragon Snow Removal contract for \$66,495.00: Erhard Mahnke

Second: Tim Moran

Approved: 12

Opposed: 0

Abstained: 0

Motion passed

7:02

Reports

Reports were reviewed by the directors, no questions.

Motion: Approve reports as submitted: Tim Moran

Second: Erin McSweeney

All in Favor: 12

Against: 0

Abstained: 0

Board Open Forum

No items

7:03

Motion to adjourn meeting: Tim Moran

Second: Erin McSweeney

All in Favor: 12

Against: 0

Abstained: 0

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: November 4, 2020

RE: Monthly Narrative Management Report for October 2020

1. **Occupancy Report:** As of **October 31, 2020**, the number of vacant units was **4**. This represents a **1.1%** vacancy rate as of **October 31, 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 14 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: 29	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 16	Moderate – 2 bedroom: 4
Section 8 - 3 bedroom: 24	Moderate - 3 bedroom: 5
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 1
Low 3 - 2 bedroom: 0	Low 2 – 2 bedroom: 7
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 **8** new applications in **October**. The majority of our applications (**69**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report October 2020

Total staff hours available:	712				
		<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	4		8	1%	60
Routine	104		158	22%	1187
Turnover	3		144	19%	578
PM Inspections	80		104	14%	220
Bldg. Systems	3		5	1%	48
Scheduled	4		12	2%	77
Bldg. Systems PM	15		25	4%	176
Administrative	2		4	1%	49
Janitorial	21		42	6%	382
Grounds	18		169	24%	3368
Other					558
Snow					357
On Call (overtime)	35		41	6%	
TOTALS:		289	712	100%	

Paragon assisted with fall cleanup and mowing on site.
 Ehrlich Pest treated for bees in three locations.
 Staff installed 3 refrigerators and 3 stoves.
 JAM has completed phase 2 of building renovations.

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

COMMUNITY BUILDER REPORT

for NOVEMBER 2020

Submitted by: Carol Jaramillo

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

Resident and
Community
Engagement

At the writing of this report:

- As of the writing of this report, 1800GOTJUNK has been to Northgate four times. The next date is Wednesday, November 25th. The junk varies...we'll have 2 more visits this year (12/10/20 and 12/30/20) and that will be all until May of 2021. I will be communicating with Leean to get the 2021 notices and maps out to the rest of the site.
- We have 94 residents signed up for online rental payments. That is 27.98% of the site. No new requests to date. This figure remains unchanged.
- Composting continues to go smoothly.
- The Autumn newsletter was mailed out to all residents in October. I will be working on and calling for articles for a Winter newsletter soon.
- We continue to publish Yoga and Guided Meditation on Facebook and Town Meeting TV (formerly Channel 17) although there are times that Masanori and Emily can't provide one due to school and work schedules now. Staff at Town Meeting TV is very happy to provide their favorite repeats however!
- I have asked the full Membership of Northgate to please consider submitting artwork to be featured in a 2021 Northgate calendar. I have received one submission thus far.

Governance At the writing of this report:

- Since the budget has been approved, I am awaiting to hear about convening of the Capital Needs Committee.
- I had a nice chat with Talya Guenzburger from VAHC; we spoke about the history and the demographics of Northgate and brainstormed how she might be able to reach out to some of our Northgate residents to become resident advocates.

RESIDENT ADVISORY COMMITTEE

Committee Members: Brian Walker, Kruno Gubic, Linda Romeo, Lois Griffin, Matthew King, Steve Jaramillo

Staff: Carol Jaramillo

Thank you to those committee members on the RAC who took the time to contact me regarding Northgate during this time of the COVID-19 pandemic.

We couldn't meet in person, but I got some wonderful ideas and comments from a couple of you.

Ideas:

- Create more common areas: the good thing is that once the siding and canopy project is completed in 2021, the fencing and construction trailer and equipment will be leaving, and the fencing should be coming down...that means more green space!
- Passes for kids to ECHO, Spacetime, etc.: We do get ECHO passes still. Residents just need to call the office and we'd mail them out. Not sure about Spacetime etc...but the plan is to try to hook up residents with more things/places in the area...we're just waiting until people can safely gather again.
- Monthly drawings for prizes...Yes, I will start to bring back the Scramble in the newsletter and we will figure out more. Currently, we're working on a calendar for 2021 for the whole site.
- Community chat or website where we can all chat (like Front Porch Forum) ...I'll need to go to the Board of Directors for that one; nice idea.
- The skunk issue: I will alert MPI!

Comments:

- GREAT job on the siding...it looks great.
- Love the idea of Hannaford's gift certificates for all Northgate households.