

NORTHGATE BOARD OF DIRECTORS

BOARD OF DIRECTORS MEETINGS

AUGUST 2021 AGENDA

- I. CALL TO ORDER
- II. HOUSEKEEPING ITEMS
 - a. Remote meeting etiquette
 - i. The administrator of the meeting will mute you as you enter the meeting. Please raise your hand to speak (either virtually on Zoom or on camera).
 - ii. If you are on 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 MINUTES
- V. RESIDENT OPEN FORUM
- VI. BUSINESS
 - a. Appointment of Amy Wright as newest community director for 2020-2022 seat left vacant (Erhard Mahnke).
 - b. Nominating/Executive Committee: Nomination from the committee for Matthew King to complete 2020-2022 seat left vacant (Don Lyons).
- VII. REPORTS
 - i. FINANCIAL
 - ii. MAINTENANCE
 - iii. MANAGEMENT
 - iv. COMMUNITY BUILDER
 - v. APPROVE CURRENT REPORTS
- 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

July 2021 Minutes

Directors Present:

Brenda Torpy (non-voting), Brian Pine, Brian Walker, Donald Curtis, Erin McSweeney, Margaret Richards, Linda Romeo, Lois Griffin, Shellie Spaulding

Directors Absent: Almir Salkic, Sandrine Kibuey, Tim Moran

Committee Members: Matthew King

Staff Present: Addie Livingston (CHT), Kathy Luce, Sara Noth, Carol Jaramillo (NROC)

6:10

Quorum was never established. NROC Board of Directors must have two community member directors present for a quorum to be established.

Discussion:

Carol: Need a consensus to gift Don Lyon's portrait from Voices of Home to Don as he has stepped down from the board. Brian Pine asked for Don's mailing address. Carol will provide this through email.

Brian P: Is it possible to form a virtual gathering for Don? Carol will inquire about this.

Brian P: Is there an update regarding the path through the woods near Eldercare?

Margaret: She and JR were to meet with the representative who was at the board meeting last fall; Margaret and JR were never contacted.

Shellie: A resident moved out and there was so much garbage left on the greenbelt.

Carol talked about the challenge of garbage being left out on a regular basis despite the 1800GOTJUNK program and the traditional dumpster days. Carol posed the question: Does it just make sense to pick up the garbage on site?

Kathy: The budget committee can look at this and come up with a plan.

Taxes: Kathy reported that NROC's taxes have increased due to the lasted reappraisal. Northgate was appraised as a \$27 million property. It's being considered a market rate property. This year we will do a mark up to market study. Our new tax bill could be as high as \$500,000.

Board seats to be filled: Carol will email board members regarding their votes for Amy Wright and Matthew King. Votes already received: Tim, Margaret, Don, Lois, Brian W, Linda, Shellie.

Reports will be presented at the August board meeting.

NROC Board of Directors Meeting

June 2021 Minutes

Directors Present:

Almir Salkic, Brenda Torpy (non-voting), Brian Pine, Brian Walker, Donald Curtis, Erin McSweeney, Linda Romeo, Lois Griffin, Shellie Spaulding, Sandrine Kibuey, Tim Moran

Directors Absent: Margaret Richards

Committee Members: Matthew King

Staff Present: Addie Livingston (CHT), Carol Jaramillo (NROC), Donna Chagnon

Guests: Michelle Benedict

6:10

Call to Order

Quorum established.

Approve Agenda:

Motion to approve agenda: Shellie Spaulding

Second: Don Curtis

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Sandrine Kibuey: Last name was misspelled on May minutes at 6:23.

Motion to approve minutes as amended: Shellie Spaulding

Second: Brian Pine

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:12

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.

Michelle Benedict: Her child's black scooter is missing. Donna Chagnon: Staff will look out for it.

Shellie Spaulding: Boilers seem to be needing a lot of repairs. They are highly efficient but seem to break frequently. Just raising this as a concern.

NROC Board of Directors Meeting

June 2021 Minutes

6:23 Business

Carol formerly introduced Matthew King to the board of directors and Matthew said a few words about why he would like to serve on the NROC board of directors. Matthew has attended several board meetings and will meeting with the Nominating/Executive committee.

Community Director seat:

Motion to invite Amy Wright to be appointed to the vacant 2020-2022 community seat: Shellie Spaulding

Second: Almir Salkic

In Favor: 10

Opposed: 0

Abstained: 0

No discussion

Motion passed

Common Area Policy Update

Carol brought a compromise forward that was discussed with MPI. The compromise: to allow those households who now have basketball hoops to allow them to remain on Northgate property with the caveat that they will be moved to a place not in courtyards or near residential buildings. These are 5 hoops out of 336 apartments. The idea of removing the hoops is to ensure that ALL residents can enjoy their courtyards and apartments while allowing kids to play.

Comment:

Almir: This seems very reasonable

Shellie: Second caveat: Complaints, damage, non-supervision may void the grandfather clause.

Donna: At the time of the meeting, Northgate's attorney had not yet gotten back to this idea (the attorney did get back to Donna a couple of days later and said that this seemed like a fine resolution to a difficult problem.

6:50 Reports

Motion to approve the reports as a slate: Shellie Spaulding

Second: Brian Walker

In Favor: 10

Opposed: 0

Abstained: 0

No discussion

Motion passed

Discussion:

Almir: Are we going to hire new Maintenance staff?

Donna: We are trying. No candidates. This is a country-wide problem.

Michelle B: When will the office be open again?

Donna: The answering service acts as a virtual front desk. We are trying to hire a receptionist. Again, there are no candidates.

NROC Board of Directors Meeting

June 2021 Minutes

6:55 Board Open Forum

Brian Pine shared information about the passing of a Northgate resident who grew up here: Shaquane Cooperwood.

6:56 Motion to adjourn meeting: Brian Pine
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: July 20, 2021

RE: Monthly Narrative Management Report for June 2021

1. **Occupancy Report:** As of **June 30, 2021**, the number of vacant units was **2**. This represents a **0.59%** vacancy rate as of **June 30, 2021**. We received **0** new notices of intent to vacate.
2. **Collection Report:** Our receivables have increased due the current situation with Covid and the eviction moratorium. Late rent notices are sent and we continue to contact residents by phone and are working closely with any household who is experiencing rent paying difficulties. We have had several households that are applying for rental assistance under the new Vermont Emergency Rental Assistance Program (VERAP). During the month of June, Northgate received \$5,645.00 from VERAP to assist 3 Northgate households. As always, we will continue our efforts to help residents 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: 40
Section 8 - 2 bedroom: 19
Section 8 - 3 bedroom: 24

Moderate – 1 bedroom: 2
Moderate – 2 bedroom: 6
Moderate - 3 bedroom: 5

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

Low 2 – 1 bedroom: 2
Low 2 – 2 bedroom: 69
Low 2 - 3 bedroom: 1

Low 1 – 1 bedroom: 3
Low 1 - 2 bedroom: 9
Low 1 – 3 bedroom: 4

We received **6** new applications in **June**. The majority of our applications (**83**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report June 2021

Total staff hours available:	675			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	3	6	1%	22
Routine	97	116	17%	610
Turnover				484
PM Inspections	24	36	5%	635
Bldg. Systems	1	4	1%	40
Scheduled	4	10	1%	46
Bldg. Systems PM	12	26	4%	114
Administrative				10
Janitorial	23	46	7%	254
Grounds	44	409	61%	1613
Other				40
Snow				398
On Call (overtime)	22	22	3%	184
TOTALS:	230	675	100%	

Champ Mech. completed 50 boiler inspections as per City Ordinance.
 Staff installed 1 refrigerator and 1 range.
 BP Wastewater jetted all sewer traps and main lines on site.

Contractors used:

Champ Mechanical
 K&E Construction
 BP Wastewater

Monthly Maintenance Report July 2021

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	2	1	1%	23	
Routine	70	89	13%	699	
Turnover	4	227	31%	711	
PM Inspections	37	71	10%	706	
Bldg. Systems	2	8	1%	48	
Scheduled	4	12	2%	58	
Bldg. Systems PM	8	20	3%	134	
Administrative				10	
Janitorial	21	42	6%	296	
Grounds	28	220	30%	1833	
Other				40	
Snow				398	
On Call (overtime)	20	22	3%	206	
TOTALS:	196	712	100%		

Essex Paint and Carpet installed new kitchen floors in 2 apts.

Staff installed 1 refrigerator and 1 range.

Barretts Tree Service removed several dead trees on site.

Contractors used:

Champ Mechanical

K&E Construction

Essex Paint

Barretts Tree Service

COMMUNITY BUILDER REPORT

for June/July 2021

Submitted by: Carol Jaramillo

Work areas Action and Progress/Work in Progress

Resident
and
Community
Engagement

At the writing of this report:

- New online rent payment accounts continue to trickle in. 107 is the new count, which is 31.85% of the full site.
- Composting: I have ordered from No Waste Compost 5 new screw-on lids. The racoons are now adept at taking off the regular tops and then replacing them when they have gotten their “snack”. This only seems to be an issue if the compost buckets are kept outdoors 24/7. Each lid is \$12. UPDATE: I ordered 7 new buckets with screw-on lids for households who needed to keep the racoons away. No Waste Compost supplied 6 and had to order more to supply the last.
- Yoga and guided meditation are continuing smoothly. There seems to be a Northgate following of a few people, which frankly, was the case for “in person” as well. However, there are people throughout the community who tune in (so I’m told by Channel 17).
- Van rides are starting again on 8/29/21. I sent out personal letters to each previous van rider (I kept a spreadsheet to keep track of riders and reasonable accommodations). The van is being detailed at the writing of this report! UPDATE: The first van ride went well, although several places were closed due to staff shortages. The next van ride is 8/12/21.
- Donna and Sara have not been able to find any reception personnel. (This is true as of 8/10/21).
- I planned the first POP-UP pantry with Linda Romeo. It was on 8/6/21 and went well...this program will be resident volunteer organized and staffed with support from Carol.
- The ramp will be built soon for the regular food pantry. As soon as it’s built, the food pantry will start.

Governance • Policies: Common Area

- The policy was approved last month, and the final policy was sent to Vantage Press to be printed and mailed in 3 languages (English, French and Bosnian—the most 3 prevalent languages here at Northgate). I haven’t gotten word yet that they are complete. As soon as they are mailed, MPI will begin working with the 5 households that have “hoops”. UPDATE: The completed policy was received, and the management office began working with the residents who own the hoops on site.
 - An agreement has been drafted for each household to review and sign.

COMMUNITY BUILDER REPORT

for June/July2021

- This was the best scenario that we could come up with to satisfy those 5 out of 336 households.
- The “hoop” relocation has gone well and has been well received!
- Resident Manual
 - I will be working on getting a new resident manual put together towards the end of this year. I will submit the finished product to the policy committee before going out to print.