

NORTHGATE BOARD OF DIRECTORS

BOARD OF DIRECTORS MEETINGS

JUNE 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. Resident Director stepping down and Nominating Committee
 - b. New Community Director—where are we?
 - c. Thoughts re: Common Area Policy: Discussion
- 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

May 2021 Minutes

Directors Present:

Almir Salkic, Brian Pine, Brian Walker, Donald Curtis, Erin McSweeney, Linda Romeo, Lois Griffin, Margaret Richards, Shellie Spaulding, Sandrine Kibuey, Tim Moran

Directors Absent: Brenda Torpy (non-voting)

Committee Members: Matthew King

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

Guests: Arnulfo Marquez, Crystal (did not identify last name), Kelly Crowley, Matt King, Michelle Benedict

6:04 Call to Order by Director/ President Almir Salkic
Quorum established.

Approve Agenda:

Motion to approve agenda: Tim Moran

Second: Linda Romeo

In Favor: 11

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes: Minutes from March were not included in this packet. Carol will include these in the June packet.

6:06 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.

Residents were present in this meeting to comment on the proposed addition to the Common Area Policy

Comments (placed into the comment document to be reviewed by the board of directors after the 6/1-7/1 comment period):

NROC Board of Directors Meeting May 2021 Minutes

| | |
|--|---|
| <p>BOD meeting 5/25/21</p> <p>Guests attending the BOD meeting</p> | <p>M.B: Northgate saved my life. Yet, in my 7 years here, I have seen policies become more rigid and more things taken away from the residents. I can't weed whack my back yard due to the lending library being closed (Note: this was due to pandemic and as of this meeting was not yet open and no mention of the policy change).</p> <p>The Adult Gathering Space is not family friendly.</p> <p>Carol sent out an email to Michelle to clarify what specific policies and "things" she was referring to.</p> |
| | <p>K.C: I own a basketball hoop and I always taught my children to be respectful and only 2 or 3 kids were allowed to play at a time. Northgate damaged my hoop (it was in the courtyard) during plowing, and they paid for a new one for me. I think it is ridiculous that I need to get rid of the new hoop that Northgate paid for me to get.</p> |
| | <p>C. was also present but did not speak nor identify herself—no comments.</p> |
| | <p>M.K: I feel like I had to tell my son to whisper and tip toe through the courtyards and be inside by 5:00 pm. There was a birthday party (BBQ) in our courtyard, and it was wonderful to see life again! It all seemed very respectful.</p> <p>Speeding through Northgate is a big problem, especially at the round-about.</p> <p>(Note: No mention of the policy change).</p> <p>Carol sent an email to Matt to clarify if he had a comment regarding the policy addition of the basketball hoops...Matt responded and did not have a comment regarding the policy.</p> |
| | <p>M.R.: Re: the BBQ ...stated that her green space was "overtaken" by guests of the BBQ. Per the Green Space policy, space under a resident's window is off limits to anyone but the resident. Further clarification might be necessary, but it is believed that the largest issue was BBQ grills in the courtyard which is a health and safety issue.</p> |

NROC Board of Directors Meeting

May 2021 Minutes

6:23

Business

Community Directors: Brian Pine and Sandrine Kibuey have agreed to serve another 2 years on the NROC Board of Directors.

Motion: Continue appointments of Brian and Sandrine (completing Ted Wimpey's term) as Community Directors: Brian Walker

Second: Linda Romeo

In Favor: 11

Opposed: 0

Abstained: 0

Motion passed

NROC Board of Directors Officers

All officers agreed to serve in their previous roles

Almir Salkic: President

Brian Pine: Vice President

Tim Moran: Treasurer

Linda Romeo: Secretary

Member at Large: Shellie Spaulding

Motion: Approve officers as a slate: Almir Salkic

Second: Don Curtis

In Favor: 11

Opposed: 0

Abstained: 0

Motion passed

Reports

Motion to approve the reports as a slate: Shellie Spaulding

Second: Linda Romeo

In Favor: 11

Opposed: 0

Abstained: 0

No discussion

Motion passed

NROC Board of Directors Meeting

May 2021 Minutes

Board Open Forum

Brian Pine: Thanks to the residents who came to the meeting to comment on the addition to the new policy. Northgate does a good job vetting the policies and the board is here to serve the full community.

We try to ensure that the best interest of the whole community is met.

The board of directors congratulated Brian Pine for his appointment as Director of CEDO.

Carol will follow up in email regarding clarification regarding some comments.

6:33 Motion to adjourn meeting: Brian Walker
 Second: Don Curtis
 All in Favor: 11
 Against: 0
 Abstained: 0

NROC Board of Directors Meeting

March 2021 Minutes

Directors Present:

Brian Pine, Brian Walker, Donald Curtis, Don Lyons,
Erin McSweeney, Linda Romeo, Lois Griffin, Margaret Richards, Shellie Spaulding, Sandrine Kibuey

Directors Absent: Almir Salkic, Brenda Torpy (non-voting), Tim Moran

Committee Members: Matthew King

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

Guests: Arnulfo Marquez

6:05 Call to Order by Director/Vice President Brian Pine
Quorum established.

Approve Agenda:

Motion to approve agenda: Linda Romeo

Second: Margaret Richards

In Favor: 10

Opposed: 0

Abstained: 0

Discussion: the word "Forum" was misspelled. Carol had corrected it in the final version.

Motion passed

Approve Minutes:

Motion to approve minutes: Linda Romeo

Second: Sandrine Kibuay

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:09 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.

Welcome to Matt King, part of our Residents' Advisory Committee.

Business

Committee to be formed to honor and thank Erhard Mahnke for his years serving Northgate and affordable housing in general. Erhard has accepted a position with Bernie Sanders. Directors will contact Carol.

NROC Board of Directors Meeting

March 2021 Minutes

6:17 Reports

Motion to approve the reports as a slate: Linda Romeo
Second: Shellie Spaulding
In Favor: 10
Opposed: 0
Abstained: 0
Motion passed

6:36 Board Open Forum

The new reception area will start in April.

Linda: How to remove garden boxes? Donna: Call the Management office.

Margaret: Personal information found from a resident how dropped it from car. Could we place something in the newsletter to make sure you're careful what drops from your car? Carol: Yes, I will include in the next newsletter...especially important due to personal information/potential identity theft.

6:50 Motion to adjourn meeting: Shellie Spaulding
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: June 14, 2021

RE: Monthly Narrative Management Report for May 2021

1. **Occupancy Report:** As of **May 31, 2021**, the number of vacant units was **0**. This represents a **0%** vacancy rate as of **May 31, 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 a several households that are applying for rental assistance under the new Vermont Emergency Rental Assistance Program (VERAP). The guidelines for this program are more stringent than the previous assistance program and we have learned that the portal to apply is not user friendly. We believe this may be deterring residents from applying. 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: 38 | Moderate – 1 bedroom: 2 |
| Section 8 - 2 bedroom: 17 | Moderate – 2 bedroom: 6 |
| Section 8 - 3 bedroom: 24 | Moderate - 3 bedroom: 5 |
| Low 3 – 1 bedroom: 0 | Low 2 – 1 bedroom: 2 |
| Low 3 - 2 bedroom: 0 | Low 2 – 2 bedroom: 7 |
| Low 3 - 3 bedroom: 2 | Low 2 - 3 bedroom: 1 |
| Low 1 – 1 bedroom: 3 | |
| Low 1 - 2 bedroom: 9 | |
| Low 1 – 3 bedroom: 4 | |

We received **7** new applications in **May**. The majority of our applications (**79**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report May 2021

| Total staff hours available: | | 679 | | |
|------------------------------|------------------------------|--------------|-------------------|---------------------------------|
| | <u>Number of Work Orders</u> | <u>Hours</u> | <u>Percentage</u> | <u>Year-to-date hours spent</u> |
| Emergency | 1 | 3 | 1% | 16 |
| Routine | 112 | 122 | 18% | 494 |
| Turnover | | | | 484 |
| PM Inspections | 52 | 71 | 10% | 599 |
| Bldg. Systems | 3 | 7 | 1% | 36 |
| Scheduled | 4 | 9 | 1% | 36 |
| Bldg. Systems PM | 12 | 24 | 4% | 88 |
| Administrative | 1 | 4 | 1% | 10 |
| Janitorial | 20 | 40 | 6% | 208 |
| Grounds | 41 | 361 | 53% | 1204 |
| Other | | | | 40 |
| Snow | | | | 398 |
| On Call (overtime) | 31 | 38 | 5% | 162 |
| TOTALS: | 277 | 679 | 100% | |

Staff continues with Spring Cleanup.

Staff installed 1 refrigerator and 1 range.

Ormond Bushey and Sons completed repair of 2 catch basins on site.

Contractors used:

Champ Mechanical

K&E Construction

Ormond Bushey and Sons

COMMUNITY BUILDER REPORT

for MAY 2021

Submitted by: Carol Jaramillo

Work areas

Resident
and
Communi
ty
Engagem
ent

Action and Progress/Work in Progress

At the writing of this report:

- New online rent payment accounts continue to trickle in. 106 is the new count, which is 31.55% of the full site.
- Composting continues smoothly. We will keep our eyes and ears open as to the city's plan to include composting along with recycling.
- Yoga and guided meditation are regular additions to NROC's Facebook page and on Town Meeting TV, each Monday at 1:00. We tend to have more yoga as the guided meditations (as I'm told) are very labor intensive. Emily and Masanori have been so wonderful and committed by sending regular programming.
- Until we open up thoroughly, I continue to keep a calendar for the few residents who are reserving and using the laundry room. This has proven to be very effective for those who use the laundry room. As always, the laundry room may be reserved once a week and reservations may be made the week of and the next week—we do not allow perpetual appointments.
- The summer newsletter is 80% completed. The first installment from Jeff Winkler and Mike Elwood's fishing/outdoors column is included in this issue. The quarterly newsletters seem to be well received as they are not as frequent as the monthly editions. Residents have indicated to me that it takes them a while to get to some publications that they receive.
- I have been getting questions regarding van rides as things start to move forward. I'll be meeting with Kathy, Donna and Sara to talk about the how/when.
- When the new reception area opens, I hope to have a simple "drop-in" for neighbors to come and see the new area and say "Hi" to all those they haven't seen in a while. I hope to replace our larger events with these more simpler "drop-ins" to save money and to be equitable to all age groups on site.
- My time as the temporary staff working with the residents of Fern Hill 4 hours per week is soon coming to a close (at the end of June).

COMMUNITY BUILDER REPORT

for MAY 2021

- Governance
- Policies: Common Area
 - As you are aware, the Common Area Policy was sent to the NROC resident membership for comment from 6/1/21 to 7/1/21.
 - The only comments thus far are the ones received at the May board meeting, and to date, only one comment was about the basketball hoop(s).
 - However, after hearing and taking into consideration the comments in general and talking with Donna and Sara, I feel a compromise would be a very nice good-faith gesture and plan to propose one as we near the end of the comment period.
 - The thought behind my proposal is to grandfather in the 4-5 hoops that are on site with the understanding that no new hoops will be allowed after 7/1/21. Further, the hoops that remain are to be taken OUT of the courtyards and placed in a common area, again, away from doors, windows and courtyards.
 - This seemed to be the best compromise that can be had, taking into consideration the residents who live here are all in very different life stages.
 - Donna will be checking with the NROC lawyer to see if a grandfather situation is OK.
 - CHT Technical Support
 - I had a great meeting with Addie, our new tech support from CHT. I was able to fill her in on the history of the Northgate board and Northgate itself, my accountabilities and referenced our digital timeline for more, in-depth information.
 - I also provided Addie with a copy of the NROC board policies.

Policies

Comments from resident membership re: Addition to Common Area Policy
See May minutes as well for the same table below:

COMMUNITY BUILDER REPORT

for MAY 2021

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