

NORTHGATE BOARD OF DIRECTORS

MARCH 23, 2021, 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 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 FORUS
- VI. BUSINESS
- 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

February 2021 Minutes

Directors Present:

Brenda Torpy (non-voting), Brian Walker, Donald Curtis, Don Lyons, Erin McSweeney, Erhard Mahnke, Linda Romeo, Lois Griffin, Margaret Richards, Shellie Spaulding, Tim Moran

Directors Absent: Almir Salkic, Brian Pine, Sandrine Kibuey

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

Guests: Arnulfo Marquez, Eliza Cole

6:11 Call to Order by Director/Treasurer Tim Moran
Quorum established.

Introduction and Welcome: Eliza Cole from VAHC

Approve Agenda:

Motion to approve agenda: Shellie Spaulding

Second: Erhard Mahnke

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes: clarification to January minutes...MPI applied for a PPP loan for Northgate, with Northgate as the benefitting entity.

Motion to approve minutes as amended: Erhard Mahnke

Second: Shellie Spaulding

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:20 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.

Shellie: Observation: plowing standards are not as complete with contracted company as when Northgate staff did the plowing.

Kathy: Yes, others have noticed it and Rick has spoken with contractor—it is being worked on.

NROC Board of Directors Meeting February 2021 Minutes

6:22 Business

January reports were erroneously not approved at the January meeting and should be approved here.

Motion to approve the January reports as presented: Shellie Spaulding

Second: Linda Romeo

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Cameras on Northgate grounds: this topic was presented at the last meeting as a Northgate resident was interested in pursuing the matter due to property damage.

Kathy: Cameras were never really wanted at Northgate but are times changing.

Shelly: There is a great concern regarding placement of cameras that might invade privacy of doors and windows of individual units.

Kathy: There is a law in place that states that cameras cannot be placed where someone would have an expectation of privacy and therefore there are many places on Northgate property where residents do expect privacy.

Brian: If parking awnings are placed on Northgate property could cameras be placed there? Consensus of the group was that if cameras were placed on awnings that are currently not present on property there would probably be a lot of damage to them.

Linda: In the past we have tried cameras and they have been destroyed.

Kathy: This is a very large property and I wonder if it could be done?

Erhard: We should share the concerns...would we need policies to be created if cameras were placed at Northgate?

Carol: I will take the question about cameras off the ballot.

Brenda: A survey is a better tool to start a dialogue and get some basis of information. consensus of board is that a survey is the best way to go. Carol will start survey questions and will draft and circulate between Linda, Donna, and Sara.

NROC Board of Directors Meeting February 2021 Minutes

6:37 Reports

Financial: Nothing new to report

Erhard: where are we with covid safety measures in the community building?

Kathy: March seems to be the time frame. Northgate staff are vaccinated and will have a larger in person presence.

Motion to approve the reports as a slate: Shellie Spaulding

Second: Linda Romeo

6:53 Board Open Forum

Unfortunately, this is Erhard's last meeting. The board will plan, with great sadness but also great admiration and gratefulness a tribute for Erhard to thank him for the decades of his work for Northgate.

Motion to adjourn meeting: Erhard Mahnke

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: March 15, 2021
RE: Monthly Narrative Management Report for February 2021

1. **Occupancy Report:** As of **February 28, 2021**, the number of vacant units was **3**. This represents a **.89%** vacancy rate as of **February 28, 2021**. We received **0** 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, we continue to contact residents by phone and are working closely with any household who is experiencing rent paying difficulties. We are awaiting information regarding further Covid rental assistance and the new guidelines for applying.
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: 34	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 26	Moderate – 2 bedroom: 5
Section 8 - 3 bedroom: 25	Moderate - 3 bedroom: 6
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: 3	
Low 1 - 2 bedroom: 8	
Low 1 – 3 bedroom: 4	

We received **7** new applications in **February**. The majority of our applications (**85**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report February 2021

Total staff hours available:	640			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	4	4	1%	4
Routine	53	53	8%	136
Turnover	3	161	24%	323
PMI Inspections				
Bldg. Systems	3	5	1%	12
Scheduled	2	4	1%	9
Bldg. Systems PM	7	12	2%	20
Administrative	1	4	1%	6
Janitorial	19	38	6%	78
Grounds	16	111	17%	195
Other	5	40	7%	40
Snow	19	174	27%	388
On Call (overtime)	29	34	5%	70
TOTALS:	161	640	100%	

Paragon assisted with snow removal on site.

Staff installed 3 refrigerators and 3 stoves.

Contractors used:

- Champ Mechanical
- K&E Construction
- Paragon

COMMUNITY BUILDER REPORT

for FEBRUARY 2021

Submitted by: Carol Jaramillo

Work areas	Action and Progress/Work in Progress
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Resident and
Community
Engagement

At the writing of this report:

- Ballots for resident directors have been mailed.
- I've been working with a new resident to help them resolve issues for getting their online rent account created.
- I ordered more buckets from No Waste Compost for Rick to place at the turned-over apartments.
- I continue to log yoga and guided mediation onto the Facebook page and on Town Meeting TV, each Monday at 1:00.
- I continue to keep a calendar for the few residents who are reserving and using the laundry room.
- The Spring newsletter is in the works.

Governance	At the writing of this report:
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- I am fully registered for (virtual) NERSC in May. My courses are:
 - Moral Distress and Challenges We All Face, Parts 1 & 2
 - Assessing and Enhancing Cognitive Reserve to Promote Healthy Aging
 - Keynote Address: Creating Connection and Community in a Virtual World
 - Shining a Light on Unconscious Bias Parts 1 & 2
 - Keynote Address: Why Inclusion is Not Enough
 - Hoarding Disorder: Understanding HD, the First Step in Helping Residents Who Have Too Much, Parts 1 & 2
 - Creating Healthy Boundaries, Parts 1 & 2
 - Keynote (no title given)