

# NORTHGATE BOARD OF DIRECTORS

FEBRUARY 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 if you are on Zoom. 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. Approve January reports

#### b. Cameras at Northgate discussion

### VII. REPORTS

#### i. FINANCIAL

#### ii. MAINTENANCE

#### iii. MANAGEMENT

#### iv. COMMUNITY BUILDER

#### v. APPROVE 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

# MINUTES FOR JANUARY 2021 MEETING

Directors Present:

Brenda Torpy (non-voting), Brian Pine, Brian Walker, Don Curtis, Don Lyons, Erin McSweeney, Erhard Mahnke, Linda Romeo, Lois Griffin, Margaret Richards, Shellie Spaulding (10 voting directors)

Directors Absent: Almir Salkic, Tim Moran

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

Guests: Arnulfo Marquez, Matthew King, Sandrine Kibuey, Tom O'Brien

6:07 Call to Order by Board Vice President Brian Pine  
Quorum established

Approve Agenda:

Motion to approve agenda: Erhard Mahnke

Second: Brenda Torpy

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Motion to approve agenda: Shellie Spaulding

Second: Brenda Torpy

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:14 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*

Resident asked Carol to bring up about cameras to the board of directors after vandalism to his personal property. Due to time constraints, the board tabled this until the board open forum.

6:18

## **Business**

### Community Member Seat

Motion: Calling for vote of Sandrine Kibuey to fill the community member seat left vacant by the resignation of Ted Wimpey: Erhard Mahnke

Second: Shellie Spaulding

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Discussion: Sandrine is very pleased to be part of the NROC Board of Directors. Sandrine was, at one time, a resident of Northgate. Sandrine has been at CVOEO for 10 years and just a couple of her duties include working for Vermont Tenants and the Mobile Home program. The NROC Board of Directors welcomes Sandrine and are delighted that she is willing and able to be a vital part of the Northgate story.

### Capital Needs Committee

The Capital Needs Committee (Brian Walker, Linda Romeo, Lois Griffin, Kathy Luce, Donna Chagnon, Sara Noth, Rick Noth, Carol Jaramillo) is recommending two separate projects.

1. The completion of phase 3 of the siding and canopy project
  - a. The front and back doors will be a separate project once it is deemed safer to do so
2. Reconfiguration of the Community building and the offices, making the space more COVID safe.
  - a. The space that is now the Internet café will be changed into a reception area and staff area
  - b. The reception area will be closed in by glass and a new door leading into the extra space will have a door.
  - c. All the area in the lobby, outside the reception glass and the restroom will be public area.
  - d. The two rooms directly behind the proposed reception area will become the food pantry and the food will be distributed to residents outdoor; there will no need for residents to come into the pantry.
  - e. A ramp will be added to the outside of the pantry as well.
  - f. This work, per Tom O'Brien, should take between 1-2 weeks. He will check with the city to ensure no permits are necessary. This could actually all take place by mid-March.

These two projects and full board support.

6:47

## **Reports**

Kathy: Northgate actually had a very good year. A little over-budget but this was offset by more income. Sara worked very hard with the rent relief program for residents that needed help. \$84,000.00 was used of this program.

Northgate applied for PPP (Payroll Protection Program) and will be reimbursed for 8 weeks of payroll.

Northgate has weathered the COVID storm well.

Donna: No real changes to Maintenance and Management reports. Turnovers are few, however, they are from long-term residents, so MUCH work was needed in those units.

Sara worked diligently with many residents, helping them get paid up to date.

Northgate continues to have a robust waiting list.

Carol: Interesting demographics...31% of the site is 50 and older in age...more residents are aging in place, which mirrors the national trend. The teen population is actually the smallest of the entire site, which is a very different trend from 30 years ago. The programs that we have going on are going well...Yoga and Meditation on Facebook and Channel 17; composting continues to go well. Calendars were sent out to all residents this year...hopefully this will be a yearly program for us.

No motion was made to accept the reports—a vote will be asked for in the February meeting.

### **Board Open Forum**

For February agenda: cameras on site; motion for January reports.

Erhard: reminder regarding the Statehouse meeting tomorrow, 1/27/21. Also, the NROC logo will be used in the Just Cause campaign through the CDNR committee.

7:19

Motion to adjourn meeting: Erhard Mahnke

Second: Margaret Richards

All in Favor: 10

Against: 0

Abstained: 0

## MANAGEMENT REPORT

**TO:** Northgate Residents' Ownership Corporation Board  
**FROM:** Donna Chagnon & Sara Noth, Property Managers  
**DATE:** February 16, 2021  
**RE:** Monthly Narrative Management Report for January 2021

1. **Occupancy Report:** As of **January 31, 2021**, the number of vacant units was **4**. This represents a **1.1%** vacancy rate as of **January 31, 2021**. We received **2** new notice 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: 33	Moderate – 1 bedroom: 2
Section 8 - <u>2</u> bedroom: 24	Moderate – 2 bedroom: 5
Section 8 - <u>3</u> bedroom: 25	Moderate - 3 bedroom: 6
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 1
Low 3 - <u>2</u> bedroom: 0	Low 2 – 2 bedroom: 7
Low 3 - <u>3</u> bedroom: 2	Low 2 - 3 bedroom: 1
Low 1 – 1 bedroom: 2	
Low <u>1</u> - 2 bedroom: 8	
Low 1 – <u>3</u> bedroom: 4	

We received **6** new applications in **January**. The majority of our applications (82) continues to be on the Section 8 waiting list.

MAINTENANCE REPORT

**Monthly Maintenance Report January 2021**

**Total staff hours available: 641**

	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
<b>Emergency</b>				
Routine	64	83	13%	83
Turnover	4	162	25%	162
<b>PM Inspections</b>				
Bldg. Systems	3	7	1%	7
Scheduled	2	5	1%	5
Bldg. Systems PM	5	8	1%	8
Administrative	1	2	1%	2
Janitorial	20	40	6%	40
Grounds	14	84	13%	84
<b>Other</b>				
Snow	18	214	33%	214
On Call (overtime)	17	36	6%	36
<b>TOTALS:</b>	<b>148</b>	<b>641</b>	<b>100%</b>	

Paragon assisted with snow removal on site.

Champ Mechanical installed a new furnace at the Maintenance shop.

Staff installed 3 refrigerators and 3 stoves.

# MARCH RESIDENT DIRECTOR AND VOTING BALLOT

## NORTHGATE RESIDENTS' OWNERSHIP CORPORATION (NROC)

### 2021 ELECTIONS

#### RESIDENT DIRECTORS (YOU MAY CHOOSE ALL OR UP TO (5) FIVE):

ALMIR SALKIC (Almir has been a resident director for over many years. He has travelled to Washington, D.C. on Northgate's behalf, speaking to Senators and Representatives. Almir has served two terms as the president of the Board of Directors and is on the Executive committee)

BRIAN WALKER (Brian has been a resident director for over 5 years. He has travelled to Washington, D.C. on Northgate's behalf. Brian serves on multiple committees and has been a volunteer for the food pantry and many other programs and events).

DONALD CURTIS (This will be Don's second full term; Don also completed a term for a director who could not complete their term. Don is a faithful presence at each meeting and perhaps you've seen him in the community as a crossing guard for the Burlington School District. Don serves on the Special Events committee).

LINDA ROMEO (Linda has lived at Northgate for over 40 years. She has travelled to Washington, D.C. on Northgate's behalf, serves on multiple committees, including the Executive committee and has been a volunteer for many programs and events. Linda has served two terms as board secretary).

LOIS GRIFFIN (Lois is a long-time resident at Northgate. Lois served as a director back when the NROC Board of Directors was known as the Northgate Residents' Association (NGRA) Board of Directors. Lois serves on multiple committees and she is hoping to serve second full term).

**PLEASE CHOOSE YES OR NO, SHOULD NORTHGATE INSTALL SECURITY CAMERAS ON SITE AROUND PARKING LOTS AND COMMON AREAS:**

YES

NO

PLACE COMMENTS HERE:



IT IS TIME TO ELECT YOUR RESIDENT DIRECTORS AGAIN. PLEASE FLIP THIS CARD OVER AND VOTE FOR THE DIRECTORS YOU'D LIKE TO CHOOSE. **PLEASE NOTE THAT WE ARE ASKING YOU TO VOTE ON AN IMPORTANT QUESTION AS WELL THIS YEAR. OUR PROPERTY MANAGEMENT COMPANY (MALONEY PROPERTIES) WILL PROCEED AS DIRECTED, ACCORDING TO THE RESULTS OF THE BALLOT QUESTION.**

**RETURN YOUR BALLOT BY APRIL 16, 2021 IN THE MAINTENANCE SLOT AND YOU WILL HAVE A CHANCE TO WIN \$100, \$50 OR \$25 CASH!!!**

REMEMBER, THE RESIDENTS OWN AND DIRECT NORTHGATE. MAKE YOUR VOICE HEARD.

NROC IS COMMITTED TO PERMANENTLY AFFORDABLE HOUSING, LED BY ITS RESIDENTS, TO FOSTER A SAFE, STRONG AND DIVERSE COMMUNITY.

ECRWSH  
PrstStd  
US Postage Pd  
Burlington VT  
Permit 400

## COMMUNITY BUILDER REPORT

Submitted by: Carol Jaramillo

<b>Work areas</b>	<b>Action and Progress/Work in Progress</b>
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Resident and Community Engagement	
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	At the writing of this report:
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- I have been developing a ballot for resident director elections in March.
- Online rent continues to be the same.
- Composting continues to go smoothly.
- I continue to log yoga and guided mediation onto the Facebook page and on Town Meeting TV, each Monday at 1:00.
- The winter newsletter is at Vantage Press.
- I have received emails from various residents who need management help regarding various questions.

Governance	At the writing of this report:
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- The Capital Needs committee met in January. Besides this committee, only the Board of Directors has met since then.
- I sent out a NERSC email to past attendees but have not received responses that anyone would like to attend. There are a couple of classes for which I will sign up.