

NORTHGATE BOARD OF DIRECTORS

JANUARY 26, 2021, 6:00 PM

BOARD OF DIRECTORS MEETINGS

To call in: **1-929-205-6099** Meeting ID: **833 8599 9734**

- 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. **Mute on Zoom...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
 - a. Discussion/Nomination for open seat for Community Member
- IV. APPROVE MINUTES
- V. RESIDENT OPEN FORUM
- 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 or apartments for confidentiality. Work orders should be called into the office outside of board meetings and not mentioned here).
- IX. ADJOURN

MINUTES FOR NOVEMBER 2020

Directors Present:

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

Directors Absent: Almir Salkic, Erhard Mahnke, Linda Romeo

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

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

Approve Agenda:

Motion to approve agenda: Lois Griffin

Second: Shellie Spaulding

In Favor: 9

Opposed: 0

Abstained: 0

Motion passed

Approve Minutes:

Motion to approve agenda: Shellie Spaulding

Second: Tim Moran

In Favor: 9

Opposed: 0

Abstained: 0

Motion passed

6:11 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

Brenda informed the directors that she will remain on the NROC Board of Directors until the end of 2021.

6:18 Reports

Kathy: The budget was submitted to VHFA and approved. Reports were reviewed by the directors, no questions.

Carol: Discussed the Residents Advisory Committee and resident feedback.

Motion: Approve reports as submitted: Tim Moran

Second: Shellie Spaulding

All in Favor: 9

Against: 0

Abstained: 0

Board Open Forum

Congratulations were extended to Brian Pine upon his announcement to run for Mayor of Burlington.

MPI was once again nominated and voted Top Places to Work!

6:28

Motion to adjourn meeting: Shellie Spaulding

Second: Tim Moran

All in Favor: 9

Against: 0

Abstained: 0

TO: Northgate Residents' Ownership Corporation Board
FROM: Donna Chagnon & Sara Noth, Property Managers
DATE: January 10, 2021
RE: Monthly Narrative Management Report for December 2020

1. **Occupancy Report:** As of **December 31, 2020**, the number of vacant units was **3**. This represents a **.89%** vacancy rate as of **December 31, 2020**. We received **1** 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, 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 through the Rental Assistance Stabilization Program. For 2020, Sara was able to secure assistance for 23 Northgate families experiencing rent paying difficulties for a total of nearly \$84,000.
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: 31	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 22	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: 2	
Low 1 - 2 bedroom: 8	
Low 1 – 3 bedroom: 4	

We received **10** new applications in **November and December**. The majority of our applications (**78**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report November 2020

Total staff hours available:	619			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	4	7	1%	67
Routine	97	142	23%	1329
Turnover	3	114	18%	692
PM Inspections	46	90	15%	310
Bldg. Systems	1	4	1%	52
Scheduled	4	8	1%	85
Bldg. Systems PM	12	25	4%	201
Administrative	2	2	1%	51
Janitorial	19	38	6%	420
Grounds	16	145	23%	3513
Other				
Snow	1	8	1%	566
On Call (overtime)	28	36	6%	393
TOTALS:	233	619	100%	

Paragon assisted with fall cleanup and mowing on site.
 Ehrlich Pest treated for bees in two locations.
 Staff installed 3 refrigerators and 3 stoves.

Contractors used:

Ehrlich Pest Control
 K&E Construction
 Paragon

Monthly Maintenance Report December 2020

Total staff hours available:	764			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	1	1	1%	68
Routine	97	104	14%	1433
Turnover	4	254	32%	946
PM Inspections	106	98	13%	408
Bldg. Systems	1	3	1%	55
Scheduled	2	6	1%	91
Bldg. Systems PM	8	34	4%	235
Administrative	2	4	1%	55
Janitorial	23	46	6%	466
Grounds	20	129	16%	3642
Other				
Snow	8	57	7%	623
On Call (overtime)	24	28	4%	421
TOTALS:	296	764	100%	

Paragon assisted with snow removal on site.
 Champ Mechanical completed all scheduled boiler inspections on site.
 Staff installed 3 refrigerators and 3 stoves.
 Staff completed all Unit PM inspections on site.

Contractors used:

Champ Mechanical
 K&E Construction
 Paragon

COMMUNITY BUILDER REPORT DECEMBER 2020

Submitted by: Carol Jaramillo

Work areas Resident and Community Engagement

Action and Progress/Work in Progress

At the writing of this report:

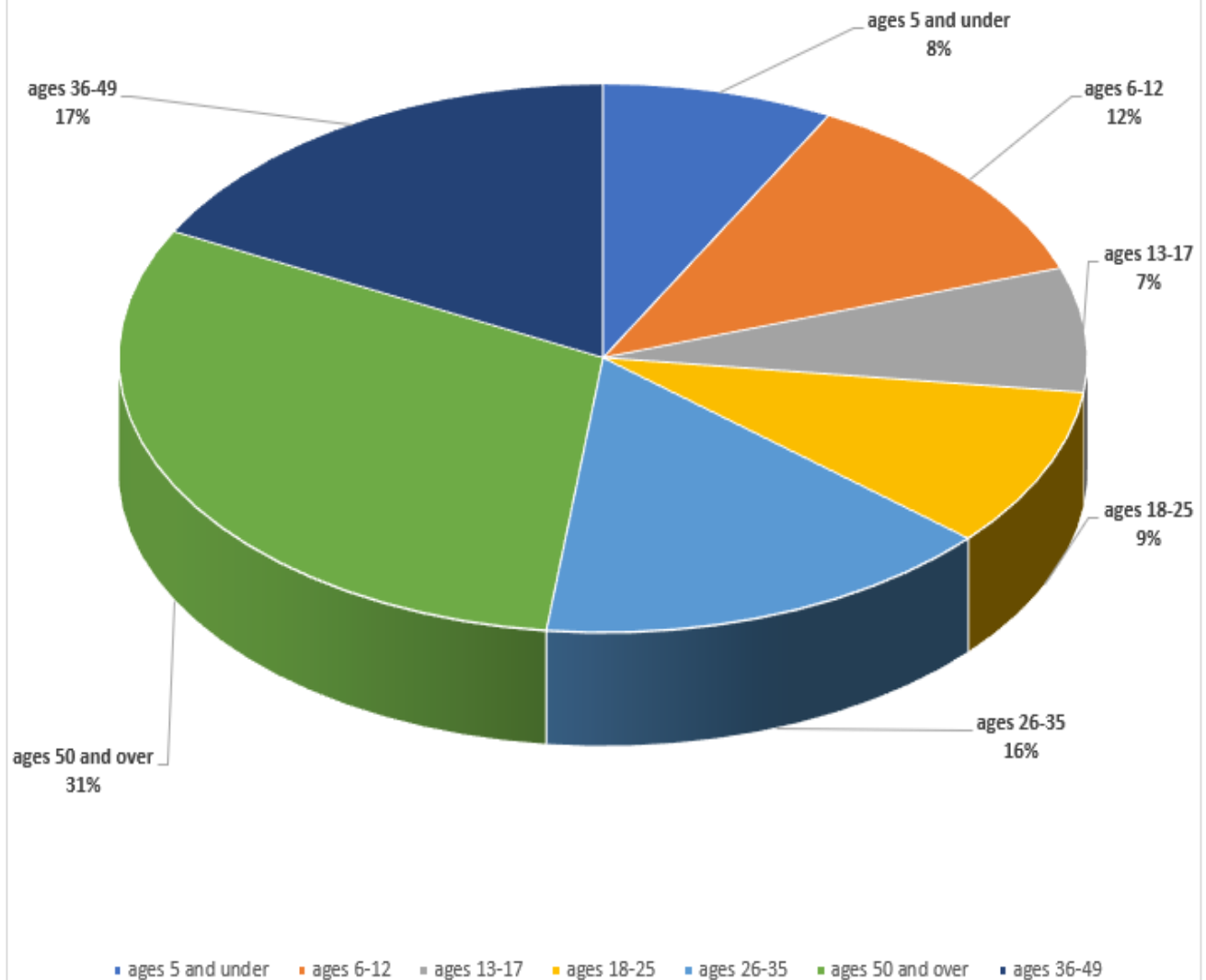
- As of the writing of this report, 1800GOTJUNK is complete for 2020. Pick up will resume in May of 2021.
- We have 96 households signed up for online rental payments. That is 28.57% of the site. No new requests to date. This figure remains unchanged.
- Composting continues to go smoothly.
- Yoga and Guided Meditation has resumed on our Facebook page and on Town Meeting TV, each Monday at 1:00.
- The Northgate calendar has been published and mailed by Vantage Press.
- A winter newsletter is in the works.

Governance

At the writing of this report:

- Capital Needs Committee will reconvene on January 21, 2021.
- The Annual Meeting is due for March 2021. This will not be an in-person meeting again this year. I will have ballots mailed to the full membership again this year (which was VERY successful last year). I have mailed letters to directors to indicate to me (by returning the form sent to them) if they would like to serve another two-year term on the Board of Directors. The directors whose terms are up for re-election this year: **Almir Salkic, Brian Walker, Donald Curtis, Linda Romeo, Lois Griffin**. Community Director(s): **Brian Pine and one open seat** (Erhard has reached out to Ted's replacement and the Board of Directors will need to nominate for this seat).
- I attended the celebration by Zoom for Brenda and Ted. In attendance were a large amount of people who were involved in the very beginning of the Save Northgate campaign. Besides myself, one Northgate resident (non-director) attended. It was wonderful hearing the positive impact that Northgate has had on the larger community in Burlington and across the nation.

NROC Demographics as of 12/1/2020



- Residents 18+ make up 73% of our population (under 18 = 27%)
 - Residents 26 - 49 = 33% (typically adults with children)
 - Residents 50+ = 31% (typically empty nesters)
- Residents under 18 = 27%
 - The largest percentage in this group are the “tweens”: 12%
 - Under 6 and over 12 are very close in percentages (8% and 7% , respectively).