

NROC Board of Directors Meeting

June 25, 2019

- 5:30 Supper Served
- 6:00 Call to Order
Establish quorum (Quorum is 7 Board members: 5 resident directors and 2 community directors)
- 6:03 Approve Current Agenda
- 6:05 Approve May 2019 minutes
- 6:10 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*
- 6:20 Business
 1. Results of Resident Director Elections 2019 - 2021
 2. Community Directors 2019-2021
 3. Officer Elections 2019-2020
 4. Policy Committee Recommendation(s)
 5. Update on the NROC Scholarships
 6. Young resident request for a "GaGa Pit"
- 6:30 Reports: *A time for comments and questions on the reports that were read beforehand; Discussions entertained and lastly, **approve all reports as a slate***
 1. Financial (paper report at meeting) Kathy Luce
 2. Property Management Donna Chagnon, Sara Noth
 3. Maintenance (handed out at meeting) Rick Noth
 4. Community Builder Carol Jaramillo
- 6:50 Board Open Forum *A time for non-business items that board members would like to mention...*
- 7:00 Adjourn
Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.

(over please)

NROC Board of Directors Meeting

June 25, 2019

Parking Lot: Place holders for the future:

Upcoming Meetings/Events in 2019

(please see Linda Romeo if you would like to volunteer for any of the events)

1. August 10: Annual Kids' Day
2. August 24: Annual Adult BBQ
3. October 12: Annual Harvest Party and Hayride
4. October 26: NROC Kids' Halloween party
5. November 9: NROC Annual Craft fair
6. Every Tuesday: Yoga
7. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
8. 1st and 3rd Wednesday: Guided Meditation
9. Every Tuesday/Friday: Play Date
10. Every second Thursday: Our Night Out ages 50+

NROC Board of Directors Meeting Minutes

May 28, 2019

Directors Present: Almir Salkic, Brian Pine, Brian Walker, Donald Curtis, Don Lyons, Erhard Mahnke, Erin McSweeney, Linda Romeo, Shellie Spaulding, Tim Moran

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

Guests: Mary Verner (resident), Lois Griffin (resident), Brien Hart (resident), Erin Streeter (resident), Jacob Flanagan (solar), Jim Meriam (solar)

6:00 Call to Order

Meeting called to order by Brian Pine, NROC Board Vice President; Quorum established

Introductions

6:01 Approve Current Agenda

Motion: Approve agenda: Tim Moran

Second: Shellie Spaulding

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve April 2019 minutes

Motion: Approve April minutes: Shellie Spaulding

Second: Linda Romeo

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:03 Resident Open Forum:

Shellie: How did the last dumpster day go?

Carol and Donna: A lot of items were left on the green belt for staff to collect on Monday. The dumpsters were overflowing. Donna will work with Rick to try to get 3 dumpsters on Saturdays. This will bring the total number to 10 throughout the year.

NROC Board of Directors Meeting Minutes

May 28, 2019

6:05 Business

1. Annual Gathering:
 - a. Carol reminded the directors that the Annual Gathering (meeting) for NROC is 6/1, 11-3. Bylaws state that directors must be present for the annual meeting unless excused.
 - b. Bylaws update: Celia Daly was in communication with Carol and let her know that one of the changes (changing the member in good standing in the bylaws to point to the BOD Eligibility document) would not be possible due to corporate law. Further, Celia stated that corporate laws are changing all the time, so the less changes the better. Carol will work with the Policy/Bylaws committee.
2. Solar Discussion: Jacob and Jim talked about the best way to introduce solar power at Northgate. Norwich Solar matches investors who want to invest in mission-based, underserved entities; this might be the best way for Northgate to go. Northgate also needs to determine if we carry a tax liability, as any entity who has a tax liability would benefit from this type of investment. Challenges: Section 8 residents would not benefit, since their tax credit toward the electric would work against them and rent might go up; however, all of Northgate's roofs are good for solar. Discussions included just placing panels on the community hall, offices and maintenance shop. Next steps: 1- get copies of invoices for common areas; 2- inquire if roof warranties would be honored with solar panels on them; 3- take a look at parking lots regarding solar car ports.

7:00 Reports:

- | | |
|--|--------------------------|
| 1. Financial (paper report at meeting) | Kathy Luce |
| 2. Property Management | Donna Chagnon, Sara Noth |
| 3. Maintenance | Rick Noth |
| 4. Community Builder | Carol Jaramillo |

Motion: Approve all reports as a slate: Shellie Spaulding

Second: Tim Moran

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Discussion: Financial: we are we expect to be this time of year; income slightly down due to no 3 bedrooms available to new section 8 renters; replacement parts for boilers are up by 25%; Burlington Telecom—contract is done; site notified; general manager has changed—we are waiting for the contract to be signed. BTC needs at least another 2 weeks to review.

NROC Board of Directors Meeting Minutes

May 28, 2019

Carol mentioned that the Scholarship committee met with Marcia Cory from VSAC to fine tune and finalize the NROC scholarships.

6:18 Board Open Forum

Erhard: Interviews happened with individuals who worked with Bernie Sanders in the 1980's; posted on his Facebook page. There was a "Bernie Rally" regarding what he has done in Vermont—Northgate was mentioned in there. Carol and Linda will join Erhard on his channel 17 show.

6:45 Motion to Adjourn: Erin McSweeney

Second: Erhard Mahnke

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

NORTHGATE RESIDENTS' OWNERSHIP CORPORATION
ANNUAL GATHERING
CELEBRATING THIRTY YEARS OF RESIDENT OWNERSHIP
JUNE 1, 2019
11:00 AM – 2:00 PM

ELECTION RESULTS

Almir Salkic: 49 votes

Brian Walker: 44 votes

Don Curtis: 44 votes

Linda Romeo: 50 votes

Theresa McGarghan: 44 votes

All re-elected

Ballots are in Carol's office and have been scanned if there are any questions.

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: June 4, 2019

RE: Monthly Narrative Management Report for May 2019

1. **Occupancy Report:** As of **May 31, 2019**, the number of vacant units was **3**. This represents a **.89%** vacancy rate as of **May 31, 2019**. We received **no** new notice of intent to vacate.
2. **Collection Report:** During the month of **May** we sent **21** eviction notices for unpaid rent. Of those, **18** paid in full or entered into a re-payment agreements and **3** households are being worked with to resolve rent issues.
3. **Legal Report:** We currently have 1 open legal cases.
4. **Pets/Assistance Animals:** We continue to update all pet/assistance animal vaccination verifications and city dog licenses.
5. **Waiting list status:** The following is the breakdown of our waiting list by bedroom size and income tier:

Section 8 – 1 bedroom: 22	Moderate – 1 bedroom: 0
Section 8 – 2 bedroom: 10	Moderate – 2 bedroom: 10
Section 8 – 3 bedroom: 18	Moderate – 3 bedroom: 5
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 2
Low 3 – 2 bedroom: 1	Low 2 – 2 bedroom :3
Low 3 – 3 bedroom: 2	Low 2 – 3 bedroom: 1
Low 1 – 1 bedroom: 2	
Low 1 – 2 bedroom: 8	
Low 1 – 3 bedroom: 2	
6. We received **8** new applications in **May**. The majority of our applications (**50**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report May 2019

Total staff hours available:		1050	
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>
Emergency	3	4	1%
Routine	143	154	15%
Turnover	3	73	8%
PM Inspections	24	49	5%
Bldg. Systems	4	13	1%
Scheduled	2	7	1%
Bldg. Systems PM	13	18	2%
Administrative	2	1	1%
Janitorial	21	42	4%
Grounds	45	644	58%
Other			
Snow			
On Call (overtime)	30	45	4%
TOTALS:	290	1050	100%

Ehrlich Pest Control treated for ants in 2 apts.
Staff installed 1 range and 2 Refrigerators.

Contractors used:

K&E Construction
Ehrlich Pest Control

COMMUNITY BUILDER REPORT

for May 2019

Submitted by: Carol Jaramillo

Work areas	Action and Progress/Work in Progress
Resident and Community Engagement	<ul style="list-style-type: none">• From July of 2016 to May of 2019 resident engagement is now at 188 households, engaging with 291 individuals not previously engaged with before...this represents 56% of households for the full site, still averaging 9 residents per month.
Governance	<ul style="list-style-type: none">• Staffed the May board meeting.• I staffed the Scholarship committee as we met with Marcia Corey from VSAC to fine-tune the NROC Scholarships.• I attended the NERSC Conference May 1-3.• I met with Ken Mills to finalize the Adult Gathering Space plans.• I arranged for various representatives to attend our Annual Gathering on June 1.• May also consisted of all the final planning for the Annual Gathering on May 1.
Timeline	<ul style="list-style-type: none">• Our physical timeline is being photographed by Rick Levinson at RL Photo. He takes high quality photographs of large items; the committee decided to do this so we can have a portable copy of the timeline. We hope to bring this with us to Washington next year.• The digital timeline is on our website.
Resident Engagement	<ul style="list-style-type: none">• Our seniors seem to be taking more chances to come to our programs and get involved. the internet café is a good place to meet them and engage as they come in for a cup of coffee or wait for their laundry.• Staffed Green Up Day on May 18.• Worked with the volunteer crew for Senior Commodities and sent in the paperwork for May.• Met with and invited a SASH representative to come here to sign up new folks at Northgate for the SASH program.• I arranged for several blood pressure clinics to be here at Northgate through SASH.• Arranged for NROC seniors to go to the Heineberg senior Center each Wednesday for \$5 per person.

COMMUNITY BUILDER REPORT

for May 2019

Newsletter

- At the writing of this report, the June newsletter was mailed, and the July newsletter is about to be published.

Website and Social Media

- 71 households have signed up for online rental payments—that is 21.13% of the community.
- Our Facebook continues to reach people. From May 20 to June 16, we reached 640 people, an increase of 72% from the prior 28 days. Getting things on this page like the Channel 17 interview educates our residents about the community they live in.

CB Goals

Establish business and development goals for the next year:

1. Define metrics for one-on-one resident outreach and for cultivating resident leadership. Report to those benchmarks as part of the monthly report.
2. Propose a strategy to the EC for developing future community board representatives; once approved, start working on it.