

# NROC Board of Directors Meeting

## August 27, 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 (no June minutes; meeting was cancelled due to no quorum)
- 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 (carried over from June's cancelled meeting)  
1. Policy Committee Recommendation updates
- 6:35 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) May/June Kathy Luce  
2. Property Management May/June Donna Chagnon, Sara Noth  
3. Maintenance May/June Rick Noth  
4. Community Builder May/June Carol Jaramillo  
5. Special Events/ RAC Committee Carol Jaramillo  
6. Special Events Committee Carol Jaramillo  
7. Executive Committee Carol Jaramillo
- 6:45 Board Open Forum *A time for non-business items that board members would like to mention...*  
**Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.**
- 7:00 Adjourn

(over please)

Parking Lot: Place holders for the future:

# NROC Board of Directors Meeting

## August 27, 2019

### 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. 1<sup>st</sup> and 3<sup>rd</sup> Wednesday: Guided Meditation
9. Every Tuesday/Friday: Play Date
10. Every second Thursday: Our Night Out ages 50+

# NROC Board of Directors Meeting

## July 23, 2019 Minutes

### Directors Present:

Almir Salkic, Brian Pine, Brian Walker, Donald Curtis, Don Lyons, Linda Romeo, Shellie Spaulding, Ted Wimpey, Tim Moran

Directors Absent: Erhard Mahnke, Erin Mc Sweeney, Kathy Miles, Theresa McGarghan

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

Visitors: Lois Griffin, Margaret Richardson, Arnulfo Marquez, Brien Hart, Mary Verner

- 6:00      Call to Order  
Quorum established
- 6:03      Approve Current Agenda  
Motion to approve July agenda: Shellie Spaulding  
Second: Tim Moran  
All in Favor: 9  
Against: 0  
Abstained: 0
- 6:05      Approve May 2019 minutes  
No June minutes; meeting was cancelled due to no quorum  
May minutes had two spelling corrections  
Motion to approve July agenda with corrections: Shellie Spaulding  
Second: Linda Romeo  
All in Favor: 9  
Against: 0  
Abstained: 0
- 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*
- Brien Hart: When will Burlington Telecom be coming?  
Donna Chagnon: The contract is signed by BTC and just needs to be signed by our Board President. MPI will be meeting with hem soon.  
Brian Pine: Is there an installation fee for BTC?  
Brian Walker: There is a fee mentioned on their website.  
Donna Chagnon: This should be in their contract.
- Shellie Spaulding: A resident mentioned that she was very thankful that Saturday dumpsters were back on Saturdays.
- Mary Verner: Have spoken to Carol about more resident participation for board meetings. Mary and Carol discussed for a while and thought a banner would be the best option.
- 6:20      Business (carried over from June's cancelled meeting)  
1. Results of Resident Director Elections 2019 – 2021

# NROC Board of Directors Meeting

## July 23, 2019 Minutes

All of the directors up for re-election for the 2019-2021 term were re-elected by the NROC membership on June 1, the NROC Annual Meeting. Almir Salkic, Brian Walker, Donald Curtis, Linda Romeo, Theresa McGarghan

### 2. Community Directors 2019-2021

These Community Directors were reappointed for 2019 – 2021 term: Brian Pine, Ted Wimpey

Motion to reappoint Brian Pine and Ted Wimpey as NROC Community Directors: Brian Pine

Second: Shellie Spaulding

All in Favor: 9

Against: 0

Abstained: 0

### 3. Officer Elections 2019-2020

All officers from 2018/19 agreed to serve in their same positions for 2019/20:

Almir Salkic: President

Brian Pine: Vice President

Treasurer: Tim Moran

Secretary: Linda Romeo

Member at Large: Shellie Spaulding

Motion to accept the slate of officers for the NROC Board of Directors: Ted Wimpey

Second: Linda Romeo

All in Favor: 9

Against: 0

Abstained: 0

### 4. Policy Committee Recommendation(s)

The directors reviewed the policies as submitted by the Policy Committee. The following updates were asked to be made:

**Watering of gardens:** "Damages of any kind caused by use of a hose will be the sole responsibility of the resident"

**Installation of Dishwashers:** Damage of any kind related to the installation of the dishwasher will be the sole responsibility of the resident"

Carol will update the drafts and present them at the August 2019 meeting.

### 5. Update on the NROC Scholarships

NROC Scholarships are all set to be placed into the VSAC Scholarship booklet for the 2020-2021 academic year.

4 Scholarships of \$3000 for Bachelor or Masters Degree

1 Scholarship of \$3000 for Bachelor or Masters Degree of Art

10 Scholarships of \$1000 for non-degree courses of certificates

The board asked that Carol send an announcement to:

- Burlington High School

# NROC Board of Directors Meeting

## July 23, 2019 Minutes

- Burlington Technical Center
- South Burlington High School
- Essex Technical Center
- Rice High School

### 6. Young resident request for a "GaGa Pit"

Several young residents asked that NROC consider putting in a "GaGa Pit" an Israeli form of dodge ball which is very big in America right now. CP Smith school has one.

Motion: Have Rick get estimates and propose a location on site: Brian Pine

Second: Ted Wimpey

All in Favor: 9

Against: 0

Abstained: 0

6:35

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) May/June | Kathy Luce               |
| 2. Property Management May/June                 | Donna Chagnon, Sara Noth |
| 3. Maintenance May/June                         | Rick Noth                |
| 4. Community Builder May/June                   | Carol Jaramillo          |

6:45

May Reports:

Approve May Reports as a slate: Tim Moran

Second: Donald Curtis

All in Favor: 9

Against: 0

Abstained: 0

June Reports:

Approve May Reports as a slate: Shellie Spaulding

Second: Tim Moran

All in Favor: 9

Against: 0

Abstained: 0

Board Open Forum A time for non-business items that board members would like to mention...

An item that should have been brought up during resident open forum—a resident has asked if Northgate can install bat houses around the property to help the bat population and decrease the amount of insects.

Motion: Start the process of creating bat houses on Northgate property: Shellie Spaulding

Second: Brian Walker

All in Favor: 9

Against: 0

Abstained: 0

# NROC Board of Directors Meeting

## July 23, 2019 Minutes

Donna updated the directors regarding an ordinance change in Burlington as of July 1: if deck to ground is > 7.75 inches, a step and a handrail must be added.

Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.

7:00

Adjourn

Motion: Adjourn Meeting

Second: Brian Walker

All in Favor: 9

Against: 0

Abstained: 0

(over please)



# NROC Board of Directors Meeting

## July 23, 2019 Minutes

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)

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**Northgate Residents Ownership Corporation**  
**Resident Policies:**  
**Dishwasher Installation**

Northgate has always strived to conserve water whenever possible. Dishwashers now use less water than washing by hand. The policy below outlines the steps that must be taken if a resident wants to install a dishwasher underneath their countertop.

1. Residents **MUST** complete a home improvement form. This form can be obtained from the management office.
2. Residents are responsible for all costs of the purchasing of a 24" dishwasher and all the necessary hoses and attachments.
3. Installation **MUST** be completed by a licensed plumber **AND** electrician with proper insurance certificates. The name and the address of the plumber and the electrician must be approved on the home improvement form.
4. **NO WORK IS TO BEGIN** until the home improvement form is submitted, the insurance certificates are submitted, and the installation is approved.
5. Residents are responsible for removal and safe storage of the cabinet for the dishwasher installation. Any damages to the cabinet or the countertop will be charged back to the resident.
6. Residents **MUST** call the office and schedule the inspection of the completed dishwasher installation to ensure that the work has been completed in a safe and professional manner.
7. **ANY AND ALL REPAIRS TO THE DISHWASHER ARE THE RESPONSIBILITY OF THE RESIDENT.**
8. **ANY** damage incurred due to the installation or malfunction of the dishwasher will be charged back to the resident. These include but are not limited to the following: damage to the flooring, damage to the countertop, damage to the cabinet, damage to the plumbing, damage to the electrical, damage to Northgate appliances, water damage.



**Northgate Residents Ownership Corporation**  
**Resident Policies:**  
**Water Use for Gardening**

Many residents within the Northgate community enjoy gardening. For a good number of these residents, gardens are an important part of their family's access to healthy and organic food. Since gardens must be watered, please use the steps below to enjoy your gardens and conserve water at the same time.

1. Residents will furnish their own faucet adapter and hose.
2. Residents will ONLY use the kitchen sinks for watering. Northgate does not approve placing the hose through the basement windows.
3. Residents will ensure that the hoses are "flat to the bottom of the sink" so there is no water running down the hose onto the kitchen floor.
4. Residents MUST use a spray attachment for watering their garden. The spray attachment will provide a soft stream of water for the plants and conserve water.
5. It is important to remember to not over-water. This is not good for the plants and it does not conserve water.
6. If a resident chooses to collect rainwater to water their gardens, only **authentic rain barrels** are allowed. Using any other type of receptacle poses a hazard to small children and animals and encourages the breeding of mosquitos.
7. The hoses will be used for gardens only. The residents will not use the hoses for washing cars (as per the Home Improvement Policy) or washing the sides of buildings, outdoor toys, etc.
  - a. Hoses may be used for filling "kiddie pools" but per the Shared Green Space policy, NO "kiddie pools" (or larger varieties) are allowed in the courtyards or common areas (also known as "green spaces"). Pools MUST be placed in your backyards.
8. The hoses will NOT be stored outdoors. Bring the hose inside after each watering.
9. The resident is responsible to any damage to the inside or outside of Northgate property due to the use of a hose.

Draft presented to the Northgate Residents Ownership Corporation Board of Directors on August 27, 2019.

Comment period to member began on \_\_\_\_\_ and ended on \_\_\_\_\_.

Approved by the NGRA Board on \_\_\_\_\_.



6. TO:Northgate Residents' Ownership Corporation Board

FROM:Donna Chagnon & Sara Noth, Property Managers

DATE:August 12, 2019

RE:Monthly Narrative Management Report for July 2019

1. **Occupancy Report:** As of July 31, 2019, the number of vacant units was 5.  
This represents a 1.48% vacancy rate as of July 31, 2019. We received 5 new notice of intent to vacate.
2. **Collection Report:** During the month of July we sent 17 eviction notices for unpaid rent. Of those, 15 paid in full or entered into a re-payment agreements. 2 have been submitted to the attorney.
3. **Legal Report:** We currently have 2 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: 22Moderate – 1 bedroom: 2  
Section 8 – 2 bedroom: 10Moderate – 2 bedroom: 12  
Section 8 – 3 bedroom: 20Moderate – 3 bedroom: 5  
  
Low 3 – 1 bedroom: 0Low 2 – 1 bedroom: 2  
Low 3 – 2 bedroom: 1 Low 2 – 2 bedroom :4  
Low 3 – 3 bedroom: 2Low 2 – 3 bedroom: 1  
  
Low 1 – 1 bedroom: 2  
Low 1 – 2 bedroom: 8  
Low 1 – 3 bedroom: 2
6. We received 15 new applications in July. The majority of our applications (52) continues to be on the Section 8 waiting list.



## Monthly Maintenance Report July 2019

Total staff hours available:

1072

	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	1	1	1%	27
Routine	154	202	19%	1110
Turnover	4	336	30%	684
PM Inspections	50	125	12%	467
Bldg. Systems	5	11	1%	62
Scheduled	2	6	1%	41
Bldg. Systems PM	7	10	1%	390
Administrative	9	7	1%	29
Janitorial	23	46	4%	294
Grounds	45	290	27%	2291
Other				
Snow				
On Call (overtime)	29	38	3%	992
TOTALS:	329	1072	100%	315

Ehrlich Pest Control treated for ants in 2 apts.

Staff installed 2 ranges and 2 refrigerators.

Essex Paint installed new flooring in 1 apartment.

Contractors used:

K&E Construction

Ehrlich Pest Control

Essex Paint





# COMMUNITY BUILDER REPORT

## *for July 2019*

Submitted by: Carol Jaramillo

### Work areas

### Action and Progress/Work in Progress

Resident and  
Community  
Engagement

- **From July of 2016 to June 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.
- 72 households have signed up for online payments; this represents 21.42% of the total site.

Governance

- I staffed the annual gathering (meeting) on Saturday June 1. Thank you to the board members that attended. Our guests from Senator Leahy's office, Senator Sanders office and Congressman Welch's office were very well received and read statements from each senator/congressman. Franklin Paulino, city councilman for the Northern District in Burlington also attended and said a few words.
- I staffed the resident van meeting on June 3, to receive feedback about the van trips for each month. There are now 9 van trips, all on Tuesdays and Thursdays. We have two van drivers, although one will be recovering from surgery in September and October, so all van trips in September and October will be handled by one volunteer and the trips will all be 12-4 (currently one driver have 10-2 hours and the other 12-4).
- I had the opportunity, along with resident director Linda Romeo, to be interviewed during the CCTV VAHC public access television program. The program highlighted Northgate, its history. the evolution of how we got where we are now and the need for affordable housing.

Timeline

- The physical Timeline was delivered to have high quality pictures made of the panels so we can make posters and have them mounted on foam-board to make easy travel. (it has since been picked up and I have the photos saved on my computer).
- As of the writing of this report, I've submitted a work order to have the timeline mounted in the community hall and to have plexiglass installed over it to preserve the artwork.

Resident  
Engagement

- I staffed the 6<sup>th</sup> Annual fishing Derby on June 22. We had 14 Northgate and they all had a very good time. Our first-place winner was a girl, the second-place winner was a girl and third-place winner was a boy. This year, I brought coffee and bagels for the parents who give up the very early portion of their Saturday for their kids. This was

## COMMUNITY BUILDER REPORT

### *for July 2019*

very much appreciated. We had 5 volunteers: Mike and Monica Elwood, Brian Walker, Linda Romeo and Kevin Bean.

- A group of Seniors have been going to the Heineberg Senior Center for lunch every Wednesday. The cost is \$5 per person. NROC scholarships the cost if anyone needs the help. Thus far we've had up to 7 seniors attend.
  - I have also been working with Marilyn Hake of SASH at the Heineberg Center to get our seniors or those who qualify here at Northgate on SASH services. Thus far it has been a very positive and productive relationship.
- A group of residents have been going to the free Williston concerts each Thursday night. Thus far it is mainly seniors, but all are welcome (although there are limited seats on the van). Each person is responsible for their own dinner and drinks. It's a great way for me to be able to get to know our residents better. Some folks drive themselves; others take the Northgate van. Our highest number thus far has been 9.

Carol's 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.

July 17, 2019

Hello Special Events and RAC Committee Members

Here are the notes from our June 20<sup>th</sup> meeting:

1. Adult Gathering Space: The grand opening will take place on 9/19/19 from 5-7:30. We will have the Northeast Organic Farmers Association (NOFA) here with their travelling wood fired pizza oven. We'll need volunteers to form the dough, put on the toppings and the NOFA employee will fire the pizzas.
2. Kid's Day is on 8/10/19. Volunteers should get to the community hall by 9:30 that day. I'll have coffee and breakfast for everyone. Linda will have assignments and each volunteer will get a job description for that day. 11-2
3. Adult BBQ is on 8/24/19. This year Rick is just dropping the food off, so it will be a total buffet style. We'll just need a sign-in person and helpers at the end to clear the food. 11-2
4. The harvest party and wagon ride is on 10/12/19. Again, volunteers should get to the hall at 9:30 and I'll have coffee and breakfast for everyone. Linda will have assignments and each volunteer will get a job description for that day. 11-2
5. The Halloween party is 10/26/19. We will discuss this more the end of July.
6. The craft fair is 11/9/19. Again, we should discuss more the end of July. Food being sold was discussed this year. Time needs to be worked out.

Our next meeting is 7/25/19 at 12:00. I'll have lunch for everyone.

Thank you and I hope to see you soon!

Carol



## **SPECIAL EVENTS COMMITTEE**

**JULY 25 12-1:30**

Present: Brian Walker (resident director), Don Curtis (committee member) , Donna Curtis (committee member) , Linda Romeo (resident director), Carol Jaramillo (staff)

The committee met to discuss the last events of 2019.

### **Adult Gathering Space Grand Opening 9/19/19, 4-8**

- Northeast Organic Farmers Association Wood-fire Pizza Oven will be here
- At least 4 volunteers are needed to form the dough and put on toppings
  - Linda, Don and Lois, 4-6
  - Carol and Steve, 6-8
- Northgate will be buying all the toppings (sauce, cheese and pepperoni—2 types of pizzas will be available)—we'll serve water to drink
- We'll need tables for the food prep
- Just recently we heard from the contractor and the start date is delayed to family illness—he hopes to break ground end of August and hopefully we'll be on time for this event—if not, we'll make it an end of summer event
- Carol is working with Corrine to have a sign done up with this verbiage:

THANK YOU FOR VISITING THIS SPACE, DESIGNED FOR THE RESIDENTS OF NORTHGATE TO GATHER AND SHARE PEACEFUL AND ENCOURAGING WORDS, OR FOR ONE TO BE ALONE WITH THEIR OWN THOUGHTS. WHILE HERE, PLEASE CONTEMPLATE THE LONG AND INTERESTING JOURNEY THAT NORTHGATE HAS TRAVELED TO BE ABLE TO OFFER THIS PEACEFUL PLACE, SET IN NATURE. MANY HANDS AND VOICES WERE NECESSARY TO SAVE 336 HOUSEHOLDS IN THE 1980'S. WHILE YOU ARE HERE, PLEASE PONDER THEIR VISION OF AFFORDABLE HOUSING IN A SETTING SUCH AS THIS. PLEASE THINK ABOUT THEIR TORCHES, RAISED HIGH, WHICH HAVE NOT BEEN EXTINGUISHED, BUT PASSED ALONG FOR 30 YEARS.

### **Hayride 10/12/19, 11-2:**

- Rick is catering (drop off) sandwiches
- We will purchase chips and water
- We will purchase cider and cider donuts
- We will purchase gourds to decorate (no judging this year—each child will get a prize for participating)
- We will purchase cookies for the kids to decorate
- We'll mark off an area for pictures and viewing the horses
- Face painting, portraits and Joey the clown will be here

**(over)**

### **Halloween Party, 10/26/19, 5-7**

- The party will be for 12 and under this year (last year, the teens were invited for the last hour, had come from a party at the High School and were noncompliant and confrontational. The committee believes that Northgate should reserve this party for the younger kids).
- We will give goody bags out as the kids leave for the night
- We'll serve pizza and water
- Digital DJ will be here—we'll ask for more interactive music this year (musical chairs, dance freeze, macarena, etc.)
- no strobe lights and lights will remain on this year
- We will not have judging of costumes this year—some kids cannot or do not have the means for elaborate costumes—some do
- No re-entry this year
  - kids will get their hands stamped upon entry

### **Craft Fair 11/9/19, 9-1**

- We'll strive to have a bakery table this year
  - Carol will pick up cider donuts
- We'll serve coffee
- Carol will have soup and bread/butter for sale
- We'll be advertising on WCAX, Front Porch Forum, 7 Days and will distribute posters around town



## EXECUTIVE COMMITTEE MEETING 8/6/19 5:30 pm Minutes

Executive Committee members present: Brian Pine (Vice President), Linda Romeo (Secretary), Tim Moran (Treasurer)

NOMINATIONS: We have 2 seats to fill; the remainder of Kathy Miles' seat (through 2020) and the remainder of Theresa McGarghan's seat (I spoke with Theresa and she feels it is time for her to step back due to Her and Mel's health).

### RESIDENTS INTERESTED IN SERVING AS RESIDENT DIRECTORS:

LOIS GRIFFIN  
PEGGY RICHARDSON

### Discussion:

Almir couldn't join the committee but gave his vote to Carol and votes "Yes" for both nominees. Brian Pine, Linda Romeo and Tim Moran also voted yes for both candidates. Carol will contact Shellie for her decision.

Linda recommended that the EC approve the following:

Lois Griffin to be nominated to complete Theresa McGarghan's 2019-2021 term  
Peggy Richardson be nominated to complete Kathy Miles 2018-2020 term.  
the committee agreed.

The EC directed Carol to draft and share letters with the EC to both Kathy and Theresa. Kathy's will be a letter thanking her for her service and informing her that there is a need now to have a resident complete her term and that it certainly understandable that she is unable to fulfill her accountabilities at this time. For Theresa, since she is actively resigning, Carol will type a letter echoing her phone call with Carol and will have a form for Theresa to sign and return.

(over)

## **STRATEGIC PLANNING 2020-2022**

The EC needs to come up with some needs-assessments for 2020-2022 for the Board of Directors.

The EC has decided that the focus of the Northgate community for 2020-2022 should be **Northgate: A Healthy Community**. Health can be described in many ways and some of the ways that the EC talked about were:

- Housing (rent or work towards ownership)
- Aging in Place
- Physical Health
- Mental Health
- “Spiritual” Health
- Financial Health
- Substance Abuse/Recovery
- Education
- Healthy Communication
- Personal Development

The EC also directed Carol to reach out to Transformative Leadership Strategies (TLS: a vendor from the NERSC conference) to see if TLS could come and offer something to the Northgate community as a whole—which is a direction that the EC said they’d like to take future trainings.