

NROC Board of Directors Meeting

October 22, 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 minutes from last meeting
- 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. **If a resident has a workorder, please contact the MPI staff the next business day.***
- 6:20 Business
Approve CY 2020 Budget (Budget Committee: Brian Walker, Linda Romeo, Tim Moran; Staff: Kathy Luce, Donna Chagnon, Sara Noth, Rick Noth, Carol Jaramillo)
- 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) | Kathy Luce |
| 2. Property Management | Donna Chagnon, Sara Noth |
| 3. Maintenance | Rick Noth |
| 4. Community Builder | Carol Jaramillo |
| 5. Special Events Committee | Carol Jaramillo |
- 6:45 Board Open Forum *A time for non-business items that board members would like to mention...*
- 7:00 **Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.**
Adjourn

(over please)

NROC Board of Directors Meeting

October 22, 2019

Parking Lot: Place holders for the future:

Upcoming Meetings/Programs/Events in 2019/2020

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

1. October 26: NROC Kids' Halloween party
2. November 9: NROC Annual Craft fair
3. Every Tuesday: Yoga
4. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
5. 1st and 3rd Monday: Guided Meditation
6. Every Tuesday/Friday: Play Date 10-11 (Fridays is Fletcher Free Library Day)
7. Every second Thursday: Our Night Out ages 50+
8. Assorted Dumpster days
9. Winter Festival: 2/15/20 11-2
10. Family Day: 8/8/20

NROC Board of Directors Meeting

September 24, 2019 Minutes

Directors Present:

Brian Pine, Donald Curtis, Don Lyons, Erin Mc Sweeney, Linda Romeo, Lois Griffin, Margaret Richards, Shellie Spaulding, Ted Wimpey, Tim Moran

Directors Absent: Almir Salkic, Brian Walker, Erhard Mahnke

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

Visitors: Mary Verner

- 6:02 Call to Order
Quorum not established
- 6:03 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*
- 6:10 Debbie Pilch will be here from MPI talking about Fair Housing and Anti-Harassment. Board members are invited to attend with staff.
Holiday gathering to be on 12/17/19.
- Quorum now established
- 6:25 Approve Current Agenda
Motion to approve July agenda: Shellie Spaulding
Second: Donald Curtis
All in Favor: 10
Against: 0
Abstained: 0
- 6:26 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: Linda Romeo
Second: Shellie Spaulding
All in Favor: 10
Against: 0
Abstained: 0
- The board took a walk out to the newly developed adult gathering space.
- 6:43 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 (no 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 Reports:
Approve Reports as a slate: Shellie Spaulding
Second: Donald Curtis

NROC Board of Directors Meeting

September 24, 2019 Minutes

All in Favor: 10

Against: 0

Abstained: 0

Discussion: Gutters...purchased hangers—more may not be production due to tariffs. JAM will try to secure a different type. Gaga Pit: this will be built in the Spring of 2020. \$1400 was quote. Budget and Financials: no financial report due to no email. Budget committee is meeting currently and budget is on track. Boiler parts very expensive and more boilers are failing. Budget committee is looking at shifting costs in different line items. Green Committee to be convened to look at air source heat pumps. Bat houses will be installed in the Spring of 2020.

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.**

Adjourn

7:03

Motion: Ted Wimpey

Second: Romeo

All in Favor: 10

Against: 0

Abstained: 0

(over please)

NROC Board of Directors Meeting September 24, 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)

1. November 9: NROC Annual Craft fair
2. Every Tuesday: Yoga
3. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
4. 1st and 3rd Wednesday: Guided Meditation
5. Every Tuesday/Friday: Play Date
6. Every second Thursday: Our Night Out ages 50+

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: October 15, 2019

RE: Monthly Narrative Management Report for September 2019

1. **Occupancy Report:** As of **September 30, 2019**, the number of vacant units was **9**. Of these units, all have been rented. This represents a **2.6%** vacancy rate as of **September 30, 2019**. We received **2** new notice of intent to vacate.
2. **Collection Report:** During the month of **September** we sent **20** eviction notices for unpaid rent. Of those, **17** 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 **no** legal cases for non-payment of rent in process.
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: 21	Moderate – 1 bedroom: 2
Section 8 – 2 bedroom: 15	Moderate – 2 bedroom: 7
Section 8 – 3 bedroom: 19	Moderate – 3 bedroom: 6
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 2
Low 3 – 2 bedroom: 0	Low 2 – 2 bedroom :4
Low 3 – 3 bedroom: 2	Low 2 – 3 bedroom: 1
Low 1 – 1 bedroom: 2	
Low 1 – 2 bedroom: 9	
Low 1 – 3 bedroom: 3	
6. We received **8** new applications in **September**. The majority of our applications (**55**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report September 2019

Total staff hours available:

903

	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	1	1	1%	30
Routine	172	177	20%	1472
Turnover	4	271	30%	1254
PM Inspections	40	82	9%	646
Bldg. Systems	5	10	1%	81
Scheduled	2	6	1%	55
Bldg. Systems PM	13	22	2%	431
Administrative	4	9	1%	44
Janitorial	20	40	4%	378
Grounds	42	261	29%	2794
Other				
Snow				992
On Call (overtime)	22	24	2%	376
TOTALS:	325	903	100%	

JAM completed Phase 1 of the Building Upgrades.

Ehrlich Pest treated for pests in four units.

Staff installed 2 ranges and 2 refrigerators.

Contractors used:

K&E Construction
Ehrlich Pest Control
JAM

COMMUNITY BUILDER REPORT

for September/ October 2019

Submitted by: Carol Jaramillo at September Meeting

Work areas	Action and Progress/Work in Progress
Resident and Community Engagement	<ul style="list-style-type: none">• From July of 2016 to October 16, 2019 resident engagement is now at 204 households, engaging with 316 individuals not previously engaged with before...this represents 60.7% of households for the full site, averaging 10 residents per month.<ul style="list-style-type: none">○ The trend continues for youth who have grown up here at Northgate, moving into their own apartments.○ 80 households have signed up for online payments; representing 23.80% of the total site.○ We had a resident move who composted, leaving us with 97 total buckets, 93 belonging to residents. This continues to represent 28% of the site.
Governance	<ul style="list-style-type: none">• I updated the NROC Board of Directors manual to include our two newest directors. The manual was emailed to all directors who have email and it is available electronically and in hard copy in the board room.• I attended one budget meeting in September and two in October.• I had a van meeting on September 12 to obtain feedback from residents as to how the van rides are going. Their feedback was that some of the van rides are too long (4 hours) and they have health issues and/or restrictions that must be considered. Therefore “express” rides were created for this purpose—just 1.5 hours.• I met with our newest resident directors for a board of directors’ orientation on September 24.• I met with the Special Events committee from 5-7 pm on October 1. The last events for 2019 were planned as well as the beginning plans for the 2020 Winter Festival.• I attended the plenary session for VHCB with 2 resident directors on October 10.
Resident Engagement	<ul style="list-style-type: none">• I had the grand opening of the adult gathering space on September 19.• I went to the University Mall to meet the Food Bank truck for our POP-UP pantry on October 4.• I staffed Our Night Out for residents 50+ on October 10.• I staffed the Harvest Festival on October 12.• I go with a group of senior residents from Northgate to the Heineberg Senior Center each Wednesday for lunch. The group total is now up to 8. I am trying to encourage more seniors to come.
Newsletter	<ul style="list-style-type: none">• The October newsletter was mailed the last week in September and the November newsletter, as of October 16 is complete and I plan to mail the newsletter on October 25.

COMMUNITY BUILDER REPORT
for September/ October 2019

SPECIAL EVENTS COMMITTEE MEETING

10/1/19 5-7

Welcome to our newest member, Angele Goms.

Members in Attendance: Brian Walker, Don Curtis, Donna Curtis, Lois Griffin, Linda Romeo

Members Absent: Donna Turnbaugh

Staff Present: Carol Jaramillo

Events:

10/12/19 Harvest Festival: 11-2 We will have 3 crafts: donut spiders, hedgehogs, painted with forks, tree with foam leaves. There will be little pumpkins again for decorating (child's name will be written on plates to ID each pumpkin). No contest this year; any child who participates gets a goody bag.

Lunch: Rick's sandwiches. We'll be getting chips and water. Carol will pick up the donuts and cider the morning of the event. We may be able to serve ice cream—we'll see if it works with the flow of the event.

10/26/19 Halloween Party for ages 12 and under. 5-7

- Newsprint for rules of the evening.
- We'll be stamping hands upon entry—if someone leaves, no re-entry!
- Each child will get a goody bag upon going home.
- We'll serve pizza (a line must be formed)
- DJ will be here—we will encourage a lot of interactive music.
- If kids insist upon being on the floor, we'll use verbiage such as, "would you like to sit on a chair or stand on your feet? But, being in the middle of the room on the floor is not safe for you".
- We'll have a couple of teen volunteers.

11/9/19 Craft Fair 9-1

- We have 11 vendors thus far.
- Advertising: WCAX, 7 Days, FPF, Posters (Hannafords, Walgreens, Mobil, Ace, Heineberg, Price Chopper)
- Coffee will be free.
- We'll have baked goods (Carol placing donations are accepted in newsletter), soup and bread
- Donna Curtis will bake brownies and banana bread and she'll man the baked goods table.
- We need: cups and spoons, plates, butter and knives.
- Perhaps we can feature ethnic food next year—we'll work on that.

2/15/20 Winterfest 11-2

Theme: Polar bears, penguins and ice caps—do some education about global warming!

8/8/20 Kids' Day (rename it family day)

- Theme: Pirates
- Food: NOFA pizza oven.
- Mr. Ding-a-ling.
- using a resident list to check people off worked well.

- We need a more obvious sign that directs people to the sign in.

Events that have been eliminated:

- Green Up Day: poor attendance
- Adult BBQ: poor attendance
- Chili contest: poor attendance

Events we'd like to explore in 2020:

site-wide yard sale (people have them at their own places.

Pi Day (3/14—it's on a Saturday this year—we'll need to work out details—maybe we only have it on weekdays)

Events that remain:

- Winterfest
- Fishing Derby
- Kids' Day
- Harvest Festival
- Halloween Party (12 and under)
- Craft Fair

Current Programs:

- Playdate (5 and under)
- Our Night Out (50+)
- Food Truck
- Commodities (seniors who qualify)
- POP UP Pantry
- Van Rides
- Yoga
- Guided Meditation
- Food Pantry
- Newsletter

NEXT MEETING 12/3/19 AT 5:00