

NORTHGATE BOARD OF DIRECTORS

JULY 28, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER
- II. APPROVE AGENDA
- III. RESIDENT OPEN FORUM
- IV. BUSINESS
- V. REPORTS \*\*
  - a. FINANCIAL
  - b. MAINTENANCE
  - c. MANAGEMENT
  - d. COMMUNITY BUILDING
- VI. 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)
- VII. ADJOURN

# NROC Board of Directors Meeting

## JUNE 2020 Minutes

Directors Present:

Brenda Torpy (non-voting), Brian Walker, Donald Curtis, Don Lyons, Erin Mc Sweeney, Erhard Mahnke, Linda Romeo, Lois Griffin, Margaret Richards, Ted Wimpey, Tim Moran

Directors Absent: Almir Salkic, Brian Pine, Shellie Spaulding

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

6:18

Call to Order by Board President Almir Salkic

Quorum established

Approve Agenda:

Motion to approve agenda as presented: Brenda Torpy

Second: Erhard Mahnke

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve May Minutes:

Motion to approve agenda as presented: Don Curtis

Second: Margaret Richards

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:21

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 brought forth

# NROC Board of Directors Meeting

## JUNE 2020 Minutes

6:29

### Reports

Motion: Approve reports as submitted: Linda Romeo

Second: Lois Griffin

All in Favor: 10

Against: 0

Abstained: 0

Discussion: Financial—Kathy indicated that there has not been a negative impact financially to Northgate during COVID-19 (C-19). Expenses and income are on track. PPP loans have been approved.

Maintenance: Everything is going well. A lot of landscaping going well. More plantings, extra mulch being put in.

JAM has been on site for about a month now. Residents are excited about the siding and canopies. MPI will start to evaluate if staff can start to go into apartments again. Preventative Maintenance inspections will be starting again.

Management is still processing applications; still collecting rent...no work is outstanding.

Brenda: Are recertifications going through?

Donna: Yes. No problems that she is aware of.

Community Builder continues to sign residents up for online payments, works to get Guided Meditation and Yoga onto Facebook and on Town Meeting TV (formerly Channel 17) and posts recalls and resources.

6:55

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

Erhard: Legislature I in final week for package for housing and homelessness for rental assistance and arrears. Administered by BHA, not approved yet but is due to be.

Tim: How can the residents be part of a meeting?

BOD: We have to figure this out. We don't want to list a meeting link due to people who would "crash" the meeting. Carol DOES send the minutes to our webmaster to get up on the website. Residents can check out the meeting that way for now.

Don Curtis: Can we have picnic tables in adult space?

Carol: This wasn't the vision of the membership and we should not be promoting gathering at this point.

# NROC Board of Directors Meeting JUNE 2020 Minutes

7:02

## Adjourn

Motion to Adjourn: Don Curtis

Second: Linda Romeo

All in Favor: 10

Against: 0

Abstained: 0

**TO:** Northgate Residents' Ownership Corporation Board  
**FROM:** Donna Chagnon & Sara Noth, Property Managers  
**DATE:** July 17, 2020  
**RE:** Monthly Narrative Management Report for June 2020

1. **Occupancy Report:** As of **June 30, 2020**, the number of vacant units was **1**. This represents a **0.02%** vacancy rate as of **June 30, 2020**. Of these, this unit was rented by July 1<sup>st</sup>. We received **no** new notices 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. Any household who receives a Section 8 subsidy is having their rent adjusted.
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: 27	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 16	Moderate – 2 bedroom: 3
Section 8 - 3 bedroom: 22	Moderate - 3 bedroom: 5
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 1
Low 3 - 2 bedroom: 0	Low 2 – 2 bedroom: 5
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 **4** new applications in **June**. The majority of our applications (**65**) continues to be on the Section 8 waiting list.

## Monthly Maintenance Report June 2020

Total staff hours available: 751

	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	5	3	1%	15
Routine	108	102	14%	613
Turnover	2	133	18%	262
PM Inspections				
Bldg. Systems	1	4	1%	30
Scheduled	3	9	1%	37
Bldg. Systems PM	2	1		120
Administrative	3	10	1%	24
Janitorial	22	44	6%	212
Grounds	33	412	55%	2312
Other				
Snow				558
On Call (overtime)	33	33	3%	209
<b>TOTALS:</b>	<b>212</b>	<b>751</b>	<b>100%</b>	

Essex Paint installed new Kitchen flooring in unit 39.

Ehrlich Pest Control treated for ants in 3 Apartments.

Staff installed 5 Refrigerators and 3 Ranges

JAM continues with Phase 2 of building renovations.

Contractors used:

Ehrlich Pest Control

K&E Construction

Champ Mech.

JAM

# COMMUNITY BUILDER REPORT

## for JUNE/JULY 2020

Submitted by: Carol Jaramillo

<b>Work areas</b>	<b>Action and Progress/Work in Progress</b>
Resident and Community Engagement	<p>Guided Meditation and Yoga continue to be published on our Facebook page and Channel 17 every Monday at 1:00. In addition to these I have also posted:</p> <ul style="list-style-type: none"><li>• Rental Housing Stabilization Program</li><li>• Job postings</li><li>• Food and hand sanitizer recalls</li><li>• Warnings about lake water</li></ul>

Our first Our Night In was a great success. Folks seemed to have a good time and we had five winners for our modified “bingo”.

All youth and AMD awards were mailed.

A ballot will be mailed out 7/16 for resident directors for 2020-2022.

The July transition to composting for Northgate went very smoothly. All apartments are now set up with buckets. The newer residents will be on a bi-weekly pick up schedule unless they want to be changed to a weekly schedule.

A Summer 2020 newsletter was mailed to all residents.

I hope to perhaps have a Zoom call in for Channel 17. With the COVID-19 not slowing down at any time it will be a “best-guess” as to how, when and if ever we can open anything up again.

Donna and I have started the process with 1800GOTJUNK in place of our regular dumpster days. I initiated the contact and handed the process over to Donna for Contracts and Certificates of Insurance. The process will be progressive and will be one to two buildings at a time from 2020-2021. Once Donna has all of the contract information solidified, the board of directors will be presented with the process. Operationally, we’ll notify each section when their pickup will be. These residents will let the office know what they have and they are to leave the item(s) outside their back gate (if an upstairs one bedroom, outside the downstairs fence). The vendor will invoice us.

Residents continue to contact me for online payments and composting questions (mainly to change the frequency of pick up).

Governance	<p>Future Board Meetings: We have settled on iPhones for the board members with no WIFI and who were not opposed to using them for board meetings. The July meeting should have 4 board members up and running on Zoom.</p>
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**MISS DUMPSTER DAY?**

THE NROC BOARD OF DIRECTORS HAS APPROVED A VERSION OF NORTHATE'S "DUMPSTER DAY" THAT IS IN KEEPING WITH THE CDC GUIDELINES FOR SOCIAL DISTANCING!

WE WILL BE UTILIZING THE SERVICES OF **1-800-GOT-JUNK** IN ORDER TO HAVE A TOTALLY CONTACTLESS PICK UP!

**YOU WILL BE NOTIFIED BY MAIL WITH THE DATE WHEN 1-800-GOT-JUNK WILL BE AT YOUR BUILDING!**

WHEN YOU ARE CONTACTED, PLEASE CALL THE OFFICE, OR DROP A NOTE IN THE MAINTENANCE SLOT STATING WHAT ITEMS YOU HAVE TO BE TAKEN. **PLEASE PLACE YOUR ITEMS OUTSIDE OF YOUR BACK GATES. THIS WILL BE A PROGRESSIVE PROCESS AND EVERYONE WILL HAVE A CHANCE TO GET RID OF THEIR ITEMS WHEN THEY ARE CONTACTED.**

WE HAVE A LIST OF ITEMS THAT WILL BE ALLOWED (SEE DOWN BELOW).

PLEASE NOTE: WE WILL NOT BE INCLUDING TOXIC ITEMS SUCH AS PAINT, PAINT THINNER OR OTHER TOXIC MATERIALS.

ITEMS ALLOWED:

KITCHEN FURNITURE	LIVING ROOM FURNITURE
BEDROOM FURNITURE, MATTRESSES	COMPUTERS/COMPUTER SCREENS
TELEVISIONS	ELECTRONICS
OUTDOOR FURNITURE	TIRES
LAMPS	PLATES, SILVERWARE, GLASSWARE
STORAGE CONTAINERS (ANY SIZE)	GAMES, BOOKS
EXERCISE EQUIPMENT	MICROWAVES
WASHERS, DRYERS	BOOKSHELVES
DRESSERS	LUMBER
POWER TOOLS	OLD TOYS, STUFFED ANIMALS, DOLLS, BICYCLES
GAMING CHAIRS	DESKS, DESK CHAIRS
HOUSEHOLD ITEMS (IRONING BOARDS, IRONS, BROOMS, MOPS, BUCKETS, ETC)	OVERSIZED OUTDOOR TOYS (IF INFLATABLE, MUST BE FULLY DEFLATED)
OUTDOOR POOLS, SANDBOXES	GARDENING EQUIPMENT

1-800-GOT-JUNK GENERALLY DONATES OR RECYCLES 90% OF WHAT IS DISPOSED OF.

PLEASE PLACE YOUR ITEMS OUTSIDE YOUR BACK GATE THE NIGHT BEFORE. PLEASE DO NOT PLACE YOUR ITEMS OUT ANY SOONER DUE TO SAFETY ISSUES.

MAKE SURE YOU CHECK YOUR MAILBOX ON A REGULAR BASIS SO YOU CAN KNOW WHEN IT IS YOUR TURN. AGAIN, THIS WILL BE A PROGRESSIVE PROCESS...WE APPRECIATE YOUR PATIENCE.

THANK YOU