

NORTHGATE BOARD OF DIRECTORS

JUNE 23, 2020, 6:00 PM

BOARD OF DIRECTORS MEETINGS

- I. CALL TO ORDER BY BOARD OF DIRECTORS PRESIDENT
- II. APPROVE MAY 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. ADJORN

**I do not as yet have the Maintenance report.

NROC Board of Directors Meeting

May 26, 2020 Minutes

Directors Present:

Almir Salkic, Brenda Torpy (non-voting), Brian Pine, Brian Walker, Donald Curtis, Don Lyons, Erin Mc Sweeney, Erhard Mahnke, Lois Griffin, Margaret Richards, Shellie Spaulding, Ted Wimpey, Tim Moran (joined later in meeting)

Directors Absent: Linda Romeo

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

6:12

Call to Order by Board President Almir Salkic

Quorum established

Approve Agenda:

Motion to approve agenda as presented: Shellie Spaulding

Second: Brian Pine

In Favor: 11

Opposed: 0

Abstained: 0

Motion passed

Approve May Minutes:

Motion to approve agenda as presented: Shellie Spaulding

Second: Brian Pine

In Favor: 11

Opposed: 0

Abstained: 0

Motion passed

6:13

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*

Shellie asked about Dumpster Day. Kathy suggested that Northgate do a curbside type of pick up this year. Carol will meet with Donna regarding this.

Motion to approve July agenda: Shellie Spaulding

Don Curtis mentioned that garbage and recycling was not being picked up in an area of Northgate. Donna mentioned that any resident can call the city re: recycling pick-up or Casella for garbage pick-up. She would follow up, however.

6:20

Reappointment of Community Members to the Northgate Board of Directors:

Erhard Mahnke (celebrating 30 years of service to the Northgate Board. He is happy to continue to serve as long as he continues to make a contribution).

Tim Moran (once a resident director himself, is happy to continue as a community member).

Motion to reappoint both candidates for 2020-2022: Brian Pine

Second: Shellie Spaulding

NROC Board of Directors Meeting

May 26, 2020 Minutes

In Favor: 11
Opposed: 0
Abstained: 0

Appointment and Reappointment to the Residents' Advisory Committee:

Appointment: Matthew King

Reappointment: Kruno Gubic

After reading/hearing the letter that Matthew King wrote regarding his desire to serve on the RAC, the NROC Board of Directors moved to appoint and reappoint the candidates.

Motion: Erhard Mahnke

Second: Lois Griffin

In Favor: 11

Opposed: 0

Abstained: 0

6:29

Reports

Motion: Approve reports as submitted: Brian Pine

Second: Tim Moran

All in Favor: 12 (Tim joined the meeting)

Against: 0

Abstained: 0

Discussion: Financial—Kathy indicated that there has not been a negative impact financially to Northgate during COVID-19 (C-19).

Shellie: Has there been a difference in rents?

Kathy: Yes. Sara and Donna have been working with residents affected.

Kathy: We are moving forward with the exterior work. No outside doors will be replaced until safe from C-19. The exterior work is on the Fairfield side this year with 100 units to be completed.

Maintenance and Management: Work goes on remotely. Work orders are only emergencies. Staff is completing grounds work. Projects have been put on hold.

Brenda: when you go into the office, is the building still closed?

Kathy: Yes. But we are looking at a very slow process to re-open and when we do re-open, it will all look very different.

Erhard: How many people are paying online?

Carol: Currently 98 are signed up, but not that many pay online.

Erhard: Does Northgate accept credit cards?

Donna: Not currently. (After discussion, the consensus of the board is to NOT offer credit cards).

Erhard: Other property managers are finding that if people pay with credit cards, it is hard to assess and reach out to those who may have deep debt.

NROC Board of Directors Meeting

May 26, 2020 Minutes

6:55 Board Open Forum *A time for non-business items that board members would like to mention...*

Shellie mentioned that at the last food drop, they ran out of food. 211 is an excellent resource.

Almir: Residents should be reminded that barbeque grills should be kept away from the siding.

7:02 Adjourn

Motion to Adjourn: Tim Moran

Second: Don Curtis

All in Favor: 12

Against: 0

Abstained: 0

TO: Northgate Residents' Ownership Corporation Board
FROM: Donna Chagnon & Sara Noth, Property Managers
DATE: June 9, 2020
RE: Monthly Narrative Management Report for May 2020

1. **Occupancy Report:** As of **May 31, 2020**, the number of vacant units was **3**. This represents a **0.89%** vacancy rate as of **May 31, 2020**. Of these, **2** units were rented by June 1st. 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: 3	

We received **7** new applications in **May**. The majority of our applications (**65**) continues to be on the Section 8 waiting list.

COMMUNITY BUILDER REPORT

for May 2020

Submitted by: Carol Jaramillo

Work areas

Resident and
Community
Engagement

Action and Progress/Work in Progress

Our first Guided Meditation was placed on our Facebook site and on Channel 17. We have a Channel 17 slot the second Monday of the month at 1:00 pm. I am hoping that we can get more on there. I am in contact with Meghan.

I've moved forward with our first Senior activity (United we stand, divided we eat—aka Our Night IN); I will get a perspective from the regular seniors as to how we did.

I have been sending out notices for food drops and other resources through Facebook and phone blasts.

I am getting calls from residents who just want to chat and that is most welcome. They also have questions for me regarding policy or work orders. I always refer them to the regular number of the office for work orders or unit questions.

Student awards were created in May and will be mailed out in June.

These are still in progress:

Governance and
Resident
Engagement

Future Board Meetings:

Those with computers, we are doing Zoom meetings. **UPDATE:** It was decided that there should not be any NROC sponsored event where more than one person is in a room...therefore, NROC is purchasing a Chromebook for those who wish to use them and don't have them the Chromebooks are in. Titus will be working with his IT contact. Also needed for this is WIFI—we will work on this as well. This hopefully will be in place for July.

Residents:

This is also a work in progress—I am coordinating with Donna: Direct mailings (postcards) with contests, inspiration, small gifts directly mailed. Maybe we can have residents submit stories to share or do children's artwork to distribute. I am certain we can come up with more ideas. It would be a good idea to get resources mailed out to all residents, however.

Director elections:

I plan to send out a postcard for this and will use the door prize funds to do a drawing. This is a must and it will be going out in July.

COMMUNITY BUILDER REPORT
for May 2020

Food Pantry: LEEAN, Donna, Sara and I need to discuss this moving forward.

Carol Jaramillo

Subject: FW: Northgate Site Asphalt Repairs/Sealing/Restriping Plan - Request for Approval
Attachments: SealAllProposal.SiteWork2020.pdf

Yes: Erhard, Ted, Tim, Brenda, Shellie, Erin, Linda, Almir, Brian W, Brian P, Lois

No: 0

No response: Margaret, Don C, Don L

From: Kathy Tyrrell Luce <KTLuce@maloneyproperties.com>
Sent: Wednesday, June 10, 2020 12:55 PM
To: Almir Salkic <almirS1984@gmail.com>; btorpy@champlainhousingtrust.org; Brian Pine <briantpine@gmail.com>; Brian Walker (snoopydaturd@gmail.com) <snoopydaturd@gmail.com>; Erhard Mahnke <erhardm@burlingtontelecom.net>; Erin McSweeney <erin.mcsweeney@vermont.gov>; Erin McSweeney (pers) <erinmcsweeney85@gmail.com>; lromeo1113@gmail.com; shellie spaulding <shellie.spaulding@vermont.gov>; Shellie Spaulding <Shelliespaulding@yahoo.com>; Ted Wimpey (twjk@burlingtontelecom.net) <twjk@burlingtontelecom.net>; Tim Moran <timmoran1234@gmail.com>
Cc: Donna L. Chagnon <dchagnon@maloneyproperties.com>; Sara Noth <snoth@maloneyproperties.com>; Rick Noth <rnoth@maloneyproperties.com>; Carol Jaramillo <cjaramillo@maloneyproperties.com>
Subject: Northgate Site Asphalt Repairs/Sealing/Restriping Plan - Request for Approval

Dear NROC Board Members-

Hope this finds you all staying well and staying safe!

We were going to wait to bring this to you at the next zoom board meeting, however contractors' schedules are filling up so we thought it wise to move this forward sooner to be sure we get on their schedule promptly.

As per the phased-in capital plan, we have solicited bids to complete repairs on the site roads and parking lots and would like to move forward with the following for 2020. Seal All Asphalt is the only contractor who submitted a bid (attached here), and they have performed this work previously at Northgate.

Seal All Asphalt Company:

*Repair/Patch Potholes.....\$2200
*Power Sweep/Seal Coat all asphalt/Repaint all lines and symbols.....\$26,500

TOTAL.....\$28,700

This amount is consistent with the projections in the capital plan that was updated and approved in 2017. We request Board approval to execute the contract with them for this scope of work and we can submit to VHFA for replacement reserves. Please do not hesitate to contact Donna or me if you have any questions.

Once you have reviewed, please respond to Carol with your approval vote.

Take care,

Kathy

Kathy Tyrrell Luce

Vice President / Principal

Maloney Properties, Inc.

27 Mica Lane Wellesley, MA 02481

P: 617-209-5209 | F: 781-237-5078 | Relay: 711

Vermont Office Phone: 802-425-5500



Kathy Tyrrell Luce

Vice President / Principal

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P: 617-209-5209 | **F:** 781-237-5078 | **Relay:** 711

Vermont Office Phone: 802-425-5500



Proposal

SEAL ALL Asphalt Protection, LLC

P.O. Box 1142
Milton, VT 05468

"PROTECT YOUR LARGE INVESTMENT
WITH A SMALL ONE"

Andy Lamore
Owner

893-4422

Proposal Submitted To: <u>Maloney Properties</u>	Job Name: <u>Rick Noth</u>	Job #: <u>8757</u>
Address: _____	Job Location: <u>100 Hygate Hill Burlington, VT.</u>	
	Date: <u>6/3/20</u>	E-Mail: _____
Phone #: _____	Cell #: <u>324-8646</u>	Fax #: _____

We hereby submit specifications and estimates for:

- Cut grass back from edges
- Clean and prepare all asphalt *Power sweep all parking lots with self contained sweeper 20 must*
- Crack repair with hot rubber _____ ft.
- Sealcoat all asphalt using coaltar base sealer sand mixture with armorflex additive (provides added durability)

Paint all lines and symbols

Paying: P

Ribbon off from traffic

We propose hereby to furnish material and labor - complete in accordance with the above specification for the sum of:

\$ 26,500.00 Dollars 100% upon Completion 50% upon Arrival 50% upon Completion Other

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully submitted Andy Lamore

Note - this proposal may be withdrawn by us if not accepted within 70 days.

Acceptance of Proposal

If terms of proposal are accepted, PLEASE USE THIS CONTRACT AS YOUR INVOICE. Separate invoice available upon request.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____

Signature _____

Proposal

SEAL ALL Asphalt Protection, LLC

P.O. Box 1142
Milton, VT 05468

"PROTECT YOUR LARGE INVESTMENT
WITH A SMALL ONE"

Andy Lamore
Owner

893-4422

Proposal Submitted To: <i>Maloney Properties</i>		Job Name: <i>Kirk Noth</i>	Job #: <i>8156</i>
Address:		Job Location: <i>Noothgate HOA Burlington, VT</i>	
		Date: <i>6/3/80</i>	E-Mail:
Phone #:	Cell #: <i>324-8696</i>	Fax #:	

We hereby submit specifications and estimates for:

- Cut grass back from edges
- Clean and prepare all asphalt
- Crack repair with hot rubber _____ ft.
- Sealcoat all asphalt using coaltar base sealer sand mixture with armorflex additive (provides added durability)

Paint all lines and symbols

Paving: *Random Patching and pothole repair*

Ribbon off from traffic

We propose hereby to furnish material and labor - complete in accordance with the above specification for the sum of:

\$ *2,200.00* Dollars 100% upon Completion 50% upon Arrival 50% upon Completion Other

with payments to be made as follows:

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully
submitted

Andy Lamore

Note - this proposal may be withdrawn by us if not accepted within *70* days.

Acceptance of Proposal

If terms of proposal are accepted, PLEASE USE THIS CONTRACT AS YOUR INVOICE. Separate invoice available upon request.

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Date of Acceptance _____

Signature _____