

NORTHGATE BOARD OF DIRECTORS

MAY 26, 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
 - a. VOTE: COMMUNITY DIRECTOR APPOINTMENTS 2020-2022
 - i. ERHARD MAHNKE
 - ii. TIM MORAN
 - b. RAC APPOINTMENT/REAPPOINTMENT
 - i. MATTHEW KING (SEE LETTER IN PACKET)
(APPOINTMENT 2020-2022)
 - ii. KRUNO GUBIC (REAPPOINTMENT 2020-2022)
- 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

NROC Board Meeting Minutes

April 28, 2020, 7pm

This meeting of the NROC board of directors was a telephonic meeting (conference call). This meeting was to bring all directors up to date about how Northgate was doing during COVID19.

Directors Present: Almir Salkic, Brian Pine, Don Curtis, Erhard Mahnke, Erin McSweeney, Lois Griffin, Margaret Richards, Shellie Spaulding, Ted Wimpey, Tim Moran

Directors Absent: Brenda Torpy, Don Lyons, Linda Romeo

Staff Present: Anna Hermann, Donna Chagnon, Kathy Luce, Sara Noth, Carol Jaramillo

Kathy Luce gave an update about the financial fitness of Northgate. There is no major impact; this could change in May or June. Subsidies are continuing with Section 8. MPI has applied for the PPP (Payroll Protection Program) and a memo has gone out to all board members from Janet Frazier.

Question, Erhard: Some folks have lost income, work hours; will we help negotiate unemployment insurance.

Answer, Donna: Yes, anyone who needs help will get it.

Donna Chagnon gave an update about how MPI is at work during this crisis. The maintenance staff is doing outside landscaping work. No staff is entering units. MPI is using contractors to enter units and only emergency work orders are being done. The office staff is working from home. The office phone is being forwarded to whomever is working phones that day. Outside siding will be starting this year. Doors will not go in due to the staff having to enter residents' units.

Comment, Erhard: Annual Recertifications; requirements waive with HUD—have to the end of the year to complete.

Answer, Sara and Donna: Recertifications are being done, just not face to face.

Carol Jaramillo gave a report for Community Building. Programs and events, including the annual meeting have been cancelled. The director elections will take place through mail. Student and AMD awards will be sent out through the mail this summer. Resources and informational sources are being placed on Face Book and some are sent out through phone blasts.

Carol and Leean made calls to residents who were either alone or who may have seemed overwhelmed. Leean, Brian and Brien delivered food pantry items to over 50 households.

Carol will be pondering how to build community remotely.

Comment, Don Curtis: Don reported that there was a dog attack upon another dog at Northgate. Both were assistance animals of two Northgate households. Donna was going to connect with both households.

The next meeting is May 26, 2020 at 6 pm by Zoom and by phone for those who do not have access to a computer.

NROC Board of Directors Meeting

January 2020 Minutes

Directors Present:

Almir Salkic, Brian Pine, Brian Walker, Donald Curtis, Erin Mc Sweeney, Linda Romeo, Lois Griffin, Margaret Richards, Ted Wimpey, Tim Moran

Directors Absent: Don Lyons, Erhard Mahnke, Shellie Spaulding

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

Visitors: Brien Hart, Mary Verner

6:00

Call to Order by President Almir Salkic

Quorum established

Approve Agenda:

Motion to approve agenda as presented: Tim Moran

Second: Don Curtis

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

Approve November Minutes:

Motion to approve agenda as presented: Tim Moran

Second: Brian Pine

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

6:02

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*

Discussion: Mary Verner; Speed limit throughout the Northgate site. The city of Burlington has set the speed limit on the streets which are owned by the city of Burlington (except from the rotary back to the office). We have tried work with the city to have the speed limit lowered, but we have been told this is not possible. The speed limit by the Intervale is 15 mph, for the flora that accumulates dust on it in the summer months. We will continue to work on this issue.

6:07

Business:

A resident would like to join the RAC. The board asked for a "bio" from him. I have asked for this, but he has not gotten back to me with anything as yet.

Carol will be asking for the Policy and Green Committees to convene in the next couple of months.

NROC Board of Directors Meeting

January 2020 Minutes

Solar: Brian Pine asked for an update on solar. Donna Chagnon stated that our lawyer, Celia Daly has 2 questions regarding the agreement, and they have been sent out to the appropriate parties for comment. Donna will update the directors when she has answers.

6:26

Reports

Motion: Approve reports as submitted: Brian Pine

Second: Lois Griffin

All in Favor: 10

Against: 0

Abstained: 0

6:49

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

Annual Gathering is 3/27/20. Linda Romeo, Brian Pine and Erin McSweeney have volunteered to deliver flyers together as a group on 3/19/20. Mary Verner volunteered to deliver flyers on her own.

Carol is in the process of ordering lawn signs for the Annual Gathering and regular board meetings.

7:00

Adjourn

Motion to Adjourn: Tim Moran

Second: Brian Walker

All in Favor: 10

Against: 0

Abstained: 0

(over please)

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: February 19, 2020

RE: Monthly Narrative Management Report for January 2020

1. Occupancy Report: As of January 31, 2020, the number of vacant units was 1. This represents a 0.02% vacancy rate as of January 31, 2020. We received no new notices of intent to vacate.
2. Collection Report: During the month of January we sent 26 eviction notices for unpaid rent. Of those, 22 paid in full or entered into a repayment agreement and 4 households are being worked with to resolve rent issues.
3. Legal Report: We currently have 2 household in the legal process for non-payment of rent.
4. Pets/Assistance Animals: We continue to update all pet/assistance animal vaccination verifications and city dog licenses.
5. Waiting list status: As the Board requested, here is the breakdown of our waiting list by bedroom size and income tier:

Section 8 – 1 bedroom: 24	Moderate -- 1 bedroom: 2
Section 8 -- 2 bedroom: 12	Moderate -- 2 bedroom: 2
Section 8 -- 3 bedroom: 19	Moderate -- 3 bedroom: 5
Low 3 – 1 bedroom: 0	Low 2 – 1 bedroom: 2
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: 7	
Low 1 – 3 bedroom: 3	

We received 10 new applications in January. The majority of our applications (55) continues to be on the Section 8 waiting list.

TO: Northgate Residents' Ownership Corporation Board

FROM: Donna Chagnon & Sara Noth, Property Managers

DATE: May 5, 2020 *(numbers are for March → April)*

RE: Monthly Narrative Management Report for April 2020

1. **Occupancy Report:** As of **April 30, 2020**, the number of vacant units was **2**. This represents a **0.59%** vacancy rate as of **April 30, 2020**. We received **1** 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
Section 8 - 2 bedroom: 13
Section 8 - 3 bedroom: 20

Moderate – 1 bedroom: 2
Moderate – 2 bedroom: 2
Moderate - 3 bedroom: 5

Low 3 – 1 bedroom: 0
Low 3 - 2 bedroom: 0
Low 3 - 3 bedroom: 2

Low 2 – 1 bedroom: 2
Low 2 – 2 bedroom: 5
Low 2 - 3 bedroom: 1

Low 1 – 1 bedroom: 2
Low 1 - 2 bedroom: 8
Low 1 – 3 bedroom: 3

We received **5** new applications in **April**. The majority of our applications (**60**) continues to be on the Section 8 waiting list.

Monthly Maintenance Report January 2020

Total staff hours available:	942			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency				
Routine	140	166	17%	166
Turnover	1	99	10%	99
PM Inspections				
Bldg. Systems	2	5	1%	5
Scheduled	5	9	2%	9
Bldg. Systems PM	6	25	3%	25
Administrative	1	3	1%	3
Janitorial	22	44	5%	44
Grounds	34	282	29%	282
Other				
Snow	21	259	27%	259
On Call (overtime)	34	50	5%	50
TOTALS:	266	942	100%	942

Benoure Plumbing completed 70 boiler inspections as per City Ordinance.
 Essex Paint replaced kitchen flooring in one apartment.
 Staff installed 2 ranges and 2 refrigerators.

Contractors used:

K&E Construction
 Essex Paint
 Benoure Plumbing

Monthly Maintenance Report February 2020

Total staff hours available:		797		
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	2	4	1%	4
Routine	127	162	20%	328
Turnover				99
PM Inspections				
Bldg. Systems	2	8	1%	13
Scheduled	2	7	1%	16
Bldg. Systems PM	9	23	3%	48
Administrative	1	3	1%	6
Janitorial	19	38	3%	82
Grounds	27	183	23%	465
Other				
Snow	24	291	37%	550
On Call (overtime)	54	78	10%	128
TOTALS:	267	797	100%	

Benoure Plumbing completed 38 boiler inspections, as per City Ordinance.
 Alpine Sprinkler completed Backflow inspections, as per City Ordinance.
 Staff installed 2 ranges and 2 refrigerators.

Contractors used:

K&E Construction
 Alpine Sprinkler
 Benoure Plumbing

Monthly Maintenance Report March 2020

Total staff hours available:	966			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	2	4	1%	8
Routine	73	100	10%	428
Turnover				99
PM Inspections				
Bldg. Systems	1	9	1%	22
Scheduled	1	4	1%	20
Bldg. Systems PM	9	33	3%	81
Administrative	1	3	1%	9
Janitorial	21	42	4%	124
Grounds	35	730	76%	1195
Other				
Snow	1	8	1%	558
On Call (overtime)	23	33	2%	161
TOTALS:	167	966	100%	

Alpine Sprinkler completed backflow repairs as needed.
Staff installed 2 ranges and 2 refrigerators.

Contractors used:

K&E Construction
Alpine Sprinkler

April
Monthly Maintenance Report March 2020

Total staff hours available:	937			
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>
Emergency	2	4	1%	12
Routine	50	83	9%	511
Turnover	1	30		129
PM Inspections				
Bldg. Systems	1	4	1%	26
Scheduled	3	8	1%	28
Bldg. Systems PM	16	38	4%	119
Administrative	1	5	1%	14
Janitorial	22	44	5%	168
Grounds	32	705	75%	1900
Other				
Snow				558
On Call (overtime)	23	16	3%	176
TOTALS:	151	937	100%	

Ehrlich Pest Control treated for ants in 3 Apartments.
 Staff Installed 3 Refrigerators and 3 Ranges

Contractors used:
 Ehrlich Pest Control
 K&E Construction
 Champ Mech.
 Cummings Electric

COMMUNITY BUILDER REPORT

for January 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 January 31, 2020 resident engagement is now at 251 households, engaging with 391 individuals not previously engaged with before...this represents 74.7% of households for the full site, averaging 10 residents per month (this is one more household than last month's report).
Governance	<ul style="list-style-type: none">• I staffed a Special Events meeting on 1/7/20.• I attended a Transformative Leadership Solutions training on 1/15/20 with MPI staff, to learn how to engage residents in a positive, productive way.• I attended part of Legislative Day on 1/30/20.• I attended the CHT Annual Meeting on 1/31/20 with a large group of Northgate residents and resident directors. NROC was awarded the Joan Beauchemin Award for Civic Engagement. A very proud moment for Northgate.• In December, I asked for directors to please let me know if they wanted to attend this year's NERSC conference (by email and mail)• I have reached out to resident and community directors to inquire whether they'd like to serve another two years.
Resident Engagement	<ul style="list-style-type: none">• I continue to staff or assist the following active Northgate programs:<ul style="list-style-type: none">○ Playdate every Tuesday and Friday○ Heineberg Luncheons for Seniors every Wednesday○ Internet Café○ Food Pantry every third Wednesday, Thursday and Friday○ POP UP Food Bank Pantry every first Friday of the month○ Our Night Out for NROC Seniors every second Thursday of the month (February is the one-year anniversary)○ Yoga every Tuesday (2 weeks 18+ and 2 weeks all ages—we are trying something new by extending to all ages)○ Guided Meditation every first and third Monday○ The Northgate knitting and crocheting group○ Special events have all been outlined for 2020○ C.H.I.L.L.○ I worked with our Yoga instructor to add two more classes each month to included parents and children.
Newsletter	<p>The February newsletter was delivered the last week of January and the March newsletter is 100% complete, awaiting publishing and mailing.</p>

COMMUNITY BUILDER REPORT

for February through April 2020

Submitted by: Carol Jaramillo

Work areas

Resident and
Community
Engagement

Action and Progress/Work in Progress

- **From July of 2016 to April 30, 2020** resident engagement remains static as well as the demographics.

Governance and
Resident
Engagement

I was well on my way to planning all the last plans of our annual meeting in February, when it became a real chance that we'd need to cancel; and as you all know, this happened.

The latter part of February consisted of how we were going to mitigate the COVID-19 virus that was quickly becoming a reality that it would become part of our lives here in Burlington VT. Until the beginning of March, we were still having Yoga, Guided Meditation, Play Date, Food Pantry and the Internet Café.

We cancelled all of these programs in early March—Food Pantry items were delivered to over 50 households by Leean, Brian and Brien. The annual meeting was cancelled.

The Management office closed on March 16. Since then, I have been flooding the Face Book page with needed information. Leean and I have called folks we thought would need/want the calls.

Moving forward, I have been investigating how I can build community when I can not gather residents together. Here are some options that I will be exploring:

Yoga/Meditation:

Ask Emily and Masanori to do Face Book live sessions and see if Channel 17 can upload a digital file that they might be willing to send to them for Northgate. I wonder if Channel 17 can set up a Northgate time slot for us...one of things I'll check on with Meaghan.

Future Board Meetings:

Those with computers, we'd do Zoom meetings. Those with no computers/WIFI, we can set up a physically distanced community hall in front of the large tv with a laptop that is tuned into the meeting.

Residents:

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.

COMMUNITY BUILDER REPORT

for February through April 2020

Director elections:

I plan to send out a postcard for this and will use the door prize funds to do a drawing.

Newsletter: For now, I am placing this on hold since we will have no programs or events. Once we have something to advertise, I think the direct mailings will be more effective.

Internet Café: This is will closed until further notice.

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

Hall Use: There will not be any resident hall use for now, other than board meetings for those who need the technology.

Laundry Room: As of the writing of this report, I think we may be able to open it up upon appointment, but I'll be discussing this with Donna and Sara.

I am interested because I believe being involved in our community is vital to so many aspects of where we live and the community. I am a 42 year old single father of a 9 year old boy, I've lived in Burlington my whole life and love our area. I spend a lot of time with my son and think being involved will be another way for me to show him how participating in your community makes a difference. I think I can bring a lot to the table. I've spent most of my life in business, dealing with people very closely on a daily basis so I am great when it comes to being able to have discussions and offer ideas.

I enjoy creative thinking and working towards goals whether they're my goals or goals for my team I love being involved. I am willing to help in any way I can.

Thank you for the consideration,

Matthew King