

# NROC Board of Directors Meeting

## February 2020

- 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  
a. Speed Limit on Northgate City Street Update
- 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
- 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)

Parking Lot: Place holders for the future:

# NROC Board of Directors Meeting

## February 2020

- March 27, 2020 NROC Annual Gathering 5:30
- NERSC Conference May 5-8 New Hampshire

### Upcoming Meetings/Programs/Events in 2019/2020

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

### Programming

1. Every Tuesday: Yoga for Adults; 2<sup>nd</sup> and 4<sup>th</sup> Monday: Yoga for parents and children
2. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
3. 1<sup>st</sup> and 3<sup>rd</sup> Monday: Guided Meditation
4. Every Tuesday/Friday: Play Date 10-11 (Fridays is Fletcher Free Library Day)
5. Every second Thursday: Our Night Out ages 50+
6. Assorted Dumpster days starting in April

### Events

1. Annual Gathering (Meeting) 3/27/20 5:30 pm (per bylaws all directors must attend unless excused)
2. Egg and Scavenger Hunt: 4/4/20
3. 9<sup>th</sup> Annual Fishing Derby: 6/27/20
4. Fishing Derby Winners Trip: July (date TBD)
5. Family Day: 8/8/20
6. Harvest Festival: 10/10/20
7. Halloween Trick or Treat Scavenger Hunt and Pizza: 10/24/20
8. Craft Fair: 11/7/20

# 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)

# NROC Board of Directors Meeting

## January 2020 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. Every Tuesday: Yoga
2. Every Wednesday: Senior luncheon at the Heineberg Senior Center (\$5 per person; scholarships available)
3. 1<sup>st</sup> and 3<sup>rd</sup> Wednesday: Guided Meditation
4. Every Tuesday/Friday: Play Date
5. Every second Thursday: Our Night Out ages 50+

**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  
Section 8 -- 2 bedroom: 12  
Section 8 -- 3 bedroom: 19

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: 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.

## 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
<b>TOTALS:</b>	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

# COMMUNITY BUILDER REPORT

## *for December 2019*

Submitted by: Carol Jaramillo

Work areas	Action and Progress/Work in Progress
Resident and Community Engagement	<ul style="list-style-type: none"><li>• <b>From July of 2016 to January 31, 2020</b> resident engagement is now at <b>251</b> households, engaging with <b>391</b> 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).</li></ul>
Governance	<ul style="list-style-type: none"><li>• I staffed a Special Events meeting on 1/7/20.</li><li>• 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.</li><li>• I attended part of Legislative Day on 1/30/20.</li><li>• 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.</li><li>• 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)</li><li>• I have reached out to resident and community directors to inquire whether they'd like to serve another two years.</li></ul>
Resident Engagement	<ul style="list-style-type: none"><li>• I continue to staff or assist the following active Northgate programs:<ul style="list-style-type: none"><li>○ Playdate every Tuesday and Friday</li><li>○ Heineberg Luncheons for Seniors every Wednesday</li><li>○ Internet Café</li><li>○ Food Pantry every third Wednesday, Thursday and Friday</li><li>○ POP UP Food Bank Pantry every first Friday of the month</li><li>○ Our Night Out for NROC Seniors every second Thursday of the month (February is the one-year anniversary)</li><li>○ Yoga every Tuesday (2 weeks 18+ and 2 weeks all ages—we are trying something new by extending to all ages)</li><li>○ Guided Meditation every first and third Monday</li><li>○ The Northgate knitting and crocheting group</li><li>○ Special events have all been outlined for 2020</li><li>○ C.H.I.L.L.</li><li>○ I worked with our Yoga instructor to add two more classes each month to included parents and children.</li></ul></li></ul>

Newsletter      The February newsletter was delivered the last week of January and the March newsletter is 100% complete, awaiting publishing and mailing.