

# NROC Board of Directors Meeting

## January 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
  1. A new resident would like to be considered for the Residents' Advisory Committee
  2. CHT Annual Meeting 1/31/20. Everyone and their guests (they I know of) have been registered. Those without transportation, see Carol for carpooling.
  3. Committees needing to convene:
    - a. Green
    - b. Policy
- 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...*  
**2030 update**  
**Electric chargers update**
- 7:00 **Please refer to "Parking Lot" and Upcoming Meetings and Events before adjourning.**  
Adjourn

(over please)

# NROC Board of Directors Meeting

## January 2020

### Parking Lot: Place holders for the future:

- CHT Annual Meeting (NROC BOD are guests of honor) January 31 5:00 pm
- VHCC Legislative Day January 30 7:00 am
- 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
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. Winter Festival: 2/15/20 11-2
2. Annual Gathering (Meeting) 3/26/20 5:30 pm (per bylaws all directors must attend)
3. Egg and Scavenger Hunt: 4/4/20
4. 9<sup>th</sup> Annual Fishing Derby: 6/27/20
5. Fishing Derby Winners Trip: July (date TBD)
6. Family Day: 8/8/20
7. Harvest Festival: 10/10/20
8. Halloween Trick or Treat Scavenger Hunt and Pizza: 10/24/20
9. Craft Fair: 11/7/20

# NROC Board of Directors Meeting

## November 19, 2019 Minutes

### Directors Present:

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

Directors Absent: Brian Pine, Don Lyons

Staff Present: Donna Chagnon—by phone (MPI), Carol Jaramillo (NROC)

Visitors: Brien Hart

5:50 Call to Order by President Almir Salkic (meeting started 10 minutes early for weather reasons)  
Quorum established

### Approve Agenda:

Motion to approve agenda as presented: Shellie Spaulding

Second: Ted Wimpey

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

### Approve September Minutes:

Motion to approve agenda as presented: Tim Moran

Second: Shellie Spaulding

In Favor: 10

Opposed: 0

Abstained: 0

Motion passed

5:55 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*

Erin: I really appreciate living here at Northgate; great maintenance. Recently, a maintenance crew spent hours rebuilding her boiler. So appreciative.

Shellie: I second that—the snow removal is the best—it almost seems like an alternate world when you reach North Avenue.

5:53 Business: The group that attended the CLI conference in Chicago spoke about the challenges of hearing at the conference, the breakout groups, meeting people from other parts of the country; there was a huge diversity. The grant from CLI that this group is applying for is \$4000 to continue the Voices of Home project. Erhard and Corrine will lead this initiative.

# NROC Board of Directors Meeting

## November 19, 2019 Minutes

6:00

### Reports

Motion: Approve reports as submitted: Tim Moran

Second: Linda Romeo

All in Favor: 11

Against: 0

Abstained: 0

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

Update to 30 Day comment period for newest policies: Watering Gardens and Dishwasher Installation

Q: Why can't spigots outside be used?

A: it was found that spigots were 1) misused and 2) the water left running, which flooded the end unit's basement. The "no outdoor spigot" rule was instituted to save water.

6:29

### Adjourn

Motion to Adjourn: Tim Moran

Second: Linda Romeo

All in Favor: 11

Against: 0

Abstained: 0

### **Parking Lot: Place holders for the future:**

### Upcoming Meetings/Events in 2019/20

(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:** December 31, 2019

**RE:** Monthly Narrative Management Report for December 2019

1. **Occupancy Report:** As of **December 31, 2019**, the number of vacant units was **4**. This represents a **1.1%** vacancy rate as of **December 31, 2019**. We received **no** new notices of intent to vacate.
2. **Collection Report:** During the month of **December** we sent **25** eviction notices for unpaid rent. Of those, **19** paid in full or entered into a repayment agreements and **6** households are being worked with to resolve rent issues.
3. **Legal Report:** We currently have **3** 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: 21	Moderate – 1 bedroom: 2
Section 8 - 2 bedroom: 12	Moderate – 2 bedroom: 2
Section 8 - 3 bedroom: 17	Moderate - 3 bedroom: 5
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: 7	
Low 1 – 3 bedroom: 3	

We received **3** new applications in **December**. The majority of our applications (**50**) continues to be on the Section 8 waiting list.

**TO:** Northgate Residents' Ownership Corporation Board

**FROM:** Donna Chagnon & Sara Noth, Property Managers

**DATE:** December 2, 2019

**RE:** Monthly Narrative Management Report for November 2019

1. **Occupancy Report:** As of **November 30, 2019**, the number of vacant units was **2**. Of these units, all have been rented. This represents a **.59%** vacancy rate as of **November 30, 2019**. We received **1** new notice of intent to vacate.
2. **Collection Report:** During the month of **November** we sent **22** eviction notices for unpaid rent. Of those, **18** paid in full or entered into a re-payment agreement and **4** households are being worked with to resolve rent issues.
3. **Legal Report:** We currently have **one** legal case 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: 20  
Section 8 – 2 bedroom: 12  
Section 8 – 3 bedroom: 17

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 :4  
Low 2 – 3 bedroom: 1

Low 1 – 1 bedroom: 2  
Low 1 – 2 bedroom: 7  
Low 1 – 3 bedroom: 3

6. We received **10** new applications in **November**. The majority of our applications (**49**) continues to be on the Section 8 waiting list.

## Monthly Maintenance Report November 2019

Total staff hours available:	906				
	<u>Number of Work Orders</u>	<u>Hours</u>	<u>Percentage</u>	<u>Year-to-date hours spent</u>	
Emergency				30	
Routine	233	189	21%	1828	
Turnover	4	153	17%	1848	
PM Inspections	29	70	8%	779	
Bldg. Systems	5	10	1%	101	
Scheduled	6	12	1%	81	
Bldg. Systems PM	12	27	2%	478	
Administrative	6	6	1%	65	
Janitorial	19	38	4%	461	
Grounds	29	193	22%	3198	
Other					
Snow	12	138	15%	1130	
On Call (overtime)	44	70	8%	508	
TOTALS:	399	906	100%		

Crossroads Electric repaired 2 Site Lights  
 BP Wastewater cleaned all sewer traps and Main lines on site.  
 Staff installed 2 ranges and 2 refrigerators.

Contractors used:

K&E Construction  
 BP Wastewater  
 Crossroads Electric

# COMMUNITY BUILDER REPORT

## for November/December 2019

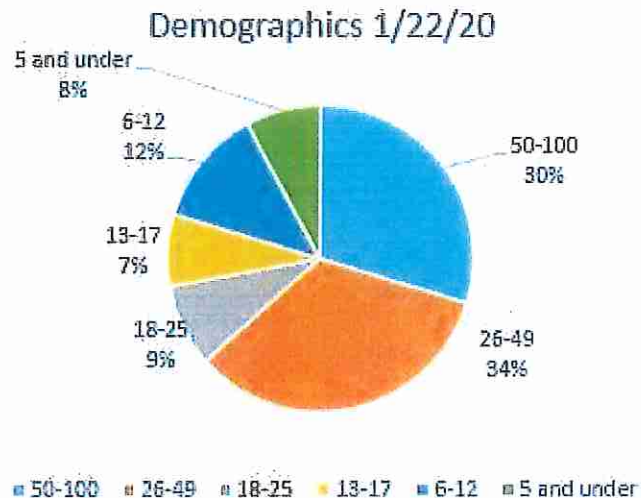
Submitted by: Carol Jaramillo

### Work areas

Resident and  
Community  
Engagement

### Action and Progress/Work in Progress

- **From July of 2016 to January 22, 2020** resident engagement is now at **251** households, engaging with **391** individuals not previously engaged with before...this represents **74.4%** of households for the full site, still averaging 10 residents per month.
  - our demographics continue to change; as of 10/28/19 they are:
    - age 50 and over: 30%
    - ages 26-49: 34%
    - ages 18-25: 9%
    - ages 13-17: 7%
    - ages 6-12: 12%
    - age 5 and under: 8%
  - **totals**
    - 18 and over: 73%
    - under 18: 27%



### Governance

- I staffed a Special Events Committee meeting in December. The committee continued work regarding the events of 2020.
- The Residents Advisory Committee received invites in December for a January meeting.
- Rather than a board or directors' meeting, the board and their guests enjoyed a holiday gathering at August First.
- I sent notices to the Green Committee to agree upon dates to meet. The committee agreed upon 11/7/19.
- I accepted an invite for a breakfast meeting with three directors for the annual wrap-up of 2030 for 2019.



## COMMUNITY BUILDER REPORT

### *for November/December 2019*

#### Resident Engagement/Events and Programming

- A group of seniors continues to attend the Heineberg luncheon each Wednesday. We are now up to 9 seniors (we are currently the largest group of all! Marilyn, the SASH coordinator, has established a relationship with all attendees). SASH now has a presence on site of about 25 Northgate residents.
- Our Night Out (ONO) continues each 2<sup>nd</sup> Thursday of the month. We have new interest which is always welcome.
- Yoga and Guided Meditation are still on going. The groups are small but consistent. Due to feedback, we have opened the last two Tuesdays of the month for “everyone”, where adults can bring kids if they like. I am sure this will take a bit of tweaking, but we’ll keep at it.
- The kids’ Halloween party was a smash, with 92 adults and children attending. We have already talked about how to make next year’s party more engaging for all ages.
- Play Date is still happening for ages 5 and under. The attendance is usually between 16 and 19. Fletcher Free Library still comes on Fridays to read and engage with the kids. Healthy snacks and breakfast items are available to both the children and adults.
- The craft fair did pretty well in November. The Special Events committee is working on making it better and more appealing to the public.

#### Newsletter

The February newsletter is ready for publishing. I am currently working with Donna to possibly upgrade our printer so that we can publish our newsletter as an actual booklet (folded and stapled).