

DRAFT Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, July 5, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

NOTE: These Draft minutes have not yet been approved and are subject to revision at the upcoming PAC Board meeting.

ATTENDEES:

- Board Members: Larry Cohen, Stephen Plocher, John Hansen, Peggy Hill, Jay Shelfer.
- 8 Non-Board Residents
- Park General Manager: Matt Greenberg absent (temporary medical leave)
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:05 PM

A. APPROVAL OF FINAL AGENDA

Motion was made and seconded to approve the final agenda. Motion was voted on and passed: 5-0.

B. PUBLIC COMMENTS (for issues not on the agenda)

- Resident Jan Harrelson spoke about the lack of No Parking signs at the entrance of the Park. She indicated her concern a few months ago and a sign was put up, but it is oriented so it can't be seen going into or out of the Park. The sign needs to be oriented better. There also needs to be more than one sign – for example, a No Parking sign placed at the crest of the hill. Another comment is that an old No Parking sign is hidden behind the Quail Crossing sign at Park entrance and should be fixed and then placed in a better location.

C. CONSENT CALENDAR

1. Approve minutes of Annual Meeting, June 3, 2017 meeting.

Peggy commented that the minutes should indicate Stephen and John were absent.

Motion made and seconded to approve the June 3, 2017 minutes, with Peggy's correction. Motion voted on and passed 5-0.

2. Approve minutes of Special Meeting, June 7, 2017.

Motion made and seconded to approve the June 7, 2017 minutes. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Jay Shelfer)

Matt Greenberg is out on medical leave. Jay spoke with Matt. Matt thinks he will be back part-time end of August for two weeks and then full-time in September.

Jay presented the following project update:

- Clubhouse porch below the pool room and card room (basement area) requires a permit before work can start. Currently waiting for the permit.
- Regarding brush and fire abatement work at the Park, the current plan is to create a 30-foot perimeter around the Park, and then expand it to 50 feet. However, it has been difficult finding qualified workers.

As soon as the 30-50 foot perimeter is created, work will then focus on removing juniper from common areas, followed by working with residents to remove juniper from around homes.

- A resident indicated she has a huge oak tree branch in her back yard that is dead and that needs to be removed. She is very concerned about it. She spoke with Matt and Mark but nothing has yet happened. John responded that tree work is planned for later and all trees will be done at once. Jay indicated the resident should complete another Resident Input form, which will then be forwarded to Al Frei.

2. PAC Treasurer's Report (Larry Cohen)

Larry presented the following PAC Treasurer's report:

PAC Final Balance	\$7,169.88
PAC Actual Balance	\$2,652.38
Humanitarian Fund Starting and Final Balance	\$4,517.50
Total Spent Current Fiscal Year	\$3,542.32

(NOTE: PAC Actual Balance + Humanitarian Fund Balance = PAC Final Balance.)

3. MVMCC Administration and Finance Report, and report of Finance Committee (Jay Shelfer)

Jay mentioned the debt-to-service ratio is currently 2.81 – i.e., in good shape.

4. Project Planning report (John Hansen, Jay Shelfer)

John spoke about Dumpster Day issues and read a statement (see Attachment to minutes), which he sent on to Matt. Matt responded, indicating he approves of what John suggests and to proceed with the next step.

In the statement, John summarizes previous Dumpster Day problems and offers solutions. John mentioned the topic will be discussed further by MVEST and that no consensus has yet been reached. Resident ideas are welcome. Jay commented the document should be circulated for input by HOL and Mar Val and for resident input. Jay reflected the Day is for minor dumping, not for dumping major home overhauls.

5. MVEST and Marin Valley Firewise report (John Hansen)

Regarding Firewise, the recent event was a big success. John also mentioned conditions at the Park currently are looking nice. There's a defensible perimeter taking shape.

On July 18 (4-8 PM), Firewise will have a booth at Novato Farmers Market to promote Firewise.

MVEST is currently focusing on making videos of its trainings and placing them on the website.

A resident spoke about the need to check the condition of fire extinguishers. PAC Board members were in agreement with the comments.

6. City of Novato update (Jay Shelfer)

Jay provided the following update:

- Peggy Flynn is the new Assistant City Manager and will also be the City contact for the Park. Jay also mentioned there is a new City Engineer coming on board, who will be tackling the ADA work.
- The Park will soon be getting an infrastructure report and soils report on the landslides.
- The Park budget was approved to the satisfaction of PAC/Park and management, and included no rent increase.

7. Topics for next 2x2 meeting (Jay Shelfer, Larry Cohen)

Jay and Larry will attend the next 2x2 meeting and bring forward issues that remain unaddressed. Jay will present these issues at the next PAC meeting. Larry added the 2x2 group hasn't met since March. Jay indicated residents should contact him/Larry for suggestions of topics/issues to discuss.

8. Rules and Regulations Committee report (Peggy Hill, John Hansen)

Peggy mentioned the Committee meets most Friday afternoons. Regarding updating the Park Rules & Regulations, Peggy indicated the City Attorney (Veronica) has stated she does not want PAC to write new rules, but would like suggestions. Peggy summarized what the Committee has been doing in light of Veronica's statement.

E. OLD BUSINESS

1. Selection of PAC Officers (Jay Shelfer)

Stephen Plocher will take over role of looking over the financial statements and presenting the report of the Financial Committee.

A motion was made, seconded, discussed and voted on to keep the current PAC Board officers and to accept Stephen as overseer of the financial statements. The motion passed 5-0.

A resident commented she would like the 2x2 PAC representatives to rotate to other PAC Board members. Jay will put this topic on next month's agenda.

F. NEW BUSINESS

1. Motion: Request from the Rules and Regulations Committee to use up to \$50 from the PAC budget to pay for a flyer requesting resident input re the existing 2008 R&R's to be distributed via the tubes to each MVMCC residence. (Peggy Hill)

Inserted in the tubes would be notification to residents that they can add suggestions for changes to Park rules and regulations.

2. Motion to request management to consider more on-site presence at the Clubhouse and pool area during the weekends, especially during the summer. (Peggy Hill)

A resident indicated she's had a lot of issues with kids/guests at the Clubhouse, especially during the weekends. Jay mentioned the Clubhouse/Pool rules seem to be ignored. Someone (security) needs to be present over the weekend to help enforce the rules.

Motion re-read, voted on and passed 5-0.

3. Motion to request that funds from the Humanitarian Fund be used to help residents with limited income to clean up yards, weeds, gardens, etc., surrounding their mobile homes. (Peggy Hill)

Larry mentioned he would like the motion tabled until Matt is able to provide his input. Motion tabled.

G. DETERMINATION OF NEXT MEETING DATE

The next meeting will be: **Wednesday, August 2, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

An informal HOL Board meeting ("Ducks in a Row") will be held in a week. The next HOL open meeting will be held July 19 (Wednesdays, 7 PM).

2. MAR VAL

No report.

I. ADJOURNMENT

Meeting adjourned at 7:22 PM.

DRAFT