

DRAFT Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, November 1, 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, John Hansen, Peggy Hill, Stephen Plocher, Jay Shelfer.
- 8 meeting attendees
- Park General Manager, Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:10 PM

A. APPROVAL OF FINAL AGENDA

John asked to add an Agenda item regarding a Park public alarm system and the need for MVEST to talk with (City of Novato) City managers about it. Jay indicated to put the topic on the Consent Calendar and also on the 2x2 discussion list.

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

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

The following resident comments were made at the meeting:

- Alice Burbage distributed a handout to Board members that summarized several concerns, including harm to Park wildlife from speeding cars or through use of poisons (rat poison, etc.), dogs being brought into the Clubhouse, cars and delivery trucks exceeding Park speed limits, cars/delivery trucks not stopping at Stop signs,

disruption by Park resident guests (including young children) in and around the Clubhouse (pool, library, etc.).

- Gary Appleman spoke about the Park's general manager, Matt Greenberg, and the excellent job he has been doing. Gary commented that the Park has the best general manager, ever. Gary presented several examples of Matt's exemplary performance and he thanked the PAC Board for hiring him. Gary further commented that Matt has also improved the ethics and culture of Park operations.
- Ellen Schulz spoke about the proliferation of rats she has been seeing. She is wondering if the Park/City could take on responsibility for rat abatement. She does not like the use of poisons.

Jay responded to Ellen Schulz's comment and mentioned that Park homeowners are responsible for their own extermination solution. Gary Appleman indicated he sets traps each evening.

C. CONSENT CALENDAR

1. Approve minutes of Regular Meeting, September 6, 2017.

A Board member found a misspelling in the last name of the City engineer. The name is Chris "Blunk" (not "Plunk"). Correction made, in addition to previous correction involving Matt statement.

Motion made and seconded to approve the September 6, 2017 minutes, with corrections. Motion voted on and passed 5-0.

2. Approve minutes of Regular Meeting, October 4, 2017.

Peggy asked for an addition to agenda item D-2 (PAC Treasurer's Report): At the end of D-2's last paragraph, add a sentence to say the topic (Humanitarian Fund) should be added to the next month's agenda.

Motion made and seconded to approve the October 4, 2017 minutes, with correction. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt provided an update:

- Three separate retaining wall projects are currently being worked on.
- Tree trimming work has been completed at resident homes.

- Currently removing cypress approved by specific residents. Work is almost finished.
- Tomorrow the Clubhouse emergency generator will be upgraded. During an emergency, important areas/functionalities of the Clubhouse will remain active.
- Owl boxes will be cleaned next week or two.
- Before Thanksgiving, the Ballroom media devices will be changed (reorganized) to a simpler system.

John asked about the slide work. Matt described the work that has been done and the work currently in progress. Larry wondered how long the pool would remain open. Matt responded the pool will be open as long as the temperatures remain warm. Matt also mentioned the pool area will close each evening around 9 pm. The security company will check the area around 9-9:30 pm. People present will be asked to leave.

A resident asked about for an update about water running down the street. Matt responded he is in progress towards addressing the problem. A resident asked about solar panels on mobile homes. Matt indicated it falls under satellite dish rules. Also, the Park is currently a sub-meter park and residents don't have individual meters.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$7,446.20
PAC Actual Balance	\$2,428.70
Humanitarian Fund Starting and Final Balance	\$4,517.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$1,000.97

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

3. MVMCC Administration and Finance -- report of Finance Committee (Stephen Plocher)

Steve looked over the most recent report. Finances are in order.

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

There is nothing to report beyond what Matt reported.

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

John Hansen provided the following update:

- John wants to evaluate the recent fire to see what might apply to the Park community
- This Saturday (Nov. 4), from noon to 2:30 pm, MVEST is holding a Firemans Appreciation BBQ event.
- Discussions have begun with the Fire District regarding creating a central community alarm (warning siren) at the Park.
- Investigating if MVEST should purchase a chainsaw for use during emergencies if/when a tree blocks an emergency route.
- In January, Firewise will look into insurance coverage and recovery pertaining to disasters.
- Firewise continues to address fire-prone vegetation removal.

6. City of Novato update (Jay Shelfer)

The PAC interface with the City is generally through the 2x2 meetings.

Jay commented that conversations about ongoing maintenance issues Matt is working on continue and are moving forward. The City has new management and Jay feels positive about interactions with the City.

7. 2x2 meeting (Jay Shelfer)

Recent meetings have occurred about every two months and will start again in December.

Send 2x2 discussion topic suggestions to Jay.

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

The Committee hasn't been very active this last month (with the fires, etc.). Matt mentioned that Al Frei has been given a preliminary copy of the rules and regulations "ideas/suggestions" document. Peggy mentioned that parking on the streets could be a problem during emergencies and that this issue is emphasized in the document. Peggy also handed out a draft "Mission Statement" about the Park community. Larry mentioned there should be a cohesive document developed before being sent to Veronica (City of Novato attorney).

The Rules & Regulations Committee meets most Fridays at the Clubhouse at 3:45.

E. OLD BUSINESS

1. Update from Management on the motion to post a no-smoking sign on the PG&E path. (Peggy Hill)

Matt indicated that signs have been put up at each end of the trail. Peggy thanked Matt.

2. Motion to designate how the PAC Humanitarian Fund is to be distributed by Management (Jay Shelfer)

Matt clarified that the fund being discussed is the one controlled by PAC that hasn't yet been tapped (i.e., funds by Marv). Matt summarized options for how fund could be disseminated (gift certificates, for example, for groceries, cleaning, etc.). What needs determining by the Board is the amount provided per each certificate. Matt needs to know from PAC the amounts to disperse.

John made motion, which was seconded, to allow management (Matt) to spend up to \$250 for yard maintenance, \$50 for home cleaning (once/yr), \$100 for food/necessities, and for Matt to use his discretion regarding clean-up amounts and tasks. Matt thinks the fund should be advertised to show the goodwill.

Matt thinks the fund would be used up pretty quickly. Peggy suggested promoting the fund since there are probably residents who would want to donate to it.

3. Motion to decide PAC representatives to attend 2x2 meetings with City staff (Jay Shelfer)

Jay read the motion, which was seconded. Board members discussed and then voted (5-0) for the following arrangement:

- The two permanent representatives are Jay and Larry.
- If a project planning-topic will be discussed, John will attend in place of Larry.
- If an MVEST-related topic will be discussed at the 2x2 meeting or at a separate meeting with the City, John and Larry will attend the meeting with the City.

F. NEW BUSINESS

1. Resident request to discuss trees being planted at the entrance/top of Marin Valley Drive. (Peggy Hill)

The resident is worried that the view will disappear. The resident had spoken with Matt about concerns about sparseness of the area. Matt had suggested bringing up the topic before the PAC Board.

Discussion to be continued.

G. Determination of next PAC meeting date

The next meeting will be: **Tuesday, December 5, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

No report

H. ADJOURNMENT

The meeting adjourned at 8:12 pm.