

Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, February 5, 2014

Fireside Room, 100 Marin Valley Drive

ATTENDEES:

- Board Members: Jack Brandon, Larry Cohen, Jim Olson, Jay Shelfer present. Tom Miller absent.
- 19 Non-Board Residents
- Park Manager: Matt Greenberg
- Recording Secretary: Susan Windman

A. CALL TO ORDER: 7:04 PM

B. APPROVAL OF FINAL AGENDA

1. Corrections to Agenda:

- In “F. GENERAL BUSINESS” -- The Agenda items within General Business were misnumbered (an item 5 was left out). The error has been corrected, as follows: Items 1 through 4 were correctly numbered, but item 6 (“Report/Action: Establish a PAC Sub Committee...”) is now item **5**, item 7 (“Motion to add a line item...”) is now **6** and item 8 (“Determination of next meeting date...”) is now **7**.
- In “E. REPORTS” – Jack asked that both of his items 10 and 11 be merged into item 10 (“Trust for Public Land”). With item 11 now available, old item 12 (“Drought”) becomes item **11**.
- In “E. REPORTS”, item 9 – A misspelled name has been corrected. Marc Greenberg is now changed to **Matt** Greenberg.

2. Final Agenda Approval

Motion entered and seconded for approval of final agenda. Motion carried: 4 yeas, 1 absent.

C. PUBLIC COMMENTS

- Juliet MacLane spoke on behalf of herself and her husband. They are enjoying Jay’s Saturday morning class and are highly supportive of it continuing.

- Pauline Hawkins commented about the Clubhouse downstairs. She likes the idea of the room downstairs, but wonders how many residents will be able to use it due to its difficult access. She feels the elevator should be a priority and also air conditioning for the ballroom. Jim responded that the elevator is part of City ADA work and is not PAC work, the entire downstairs is being redone (not just one room) and PAC has a budget for the air conditioner but just hasn't yet purchased/installed one.
- Joan Nichol spoke highly about Jay's class. Joan works with the elderly and rehab, and she stated that exercise is a #1 prevention measure to falls, and that Jay is a master of such exercise. She indicated that the Tai Chi class is very vital and that the Park is fortunate to have Jay at the Park.
- Warren Edgar spoke about a Park security gate. He feels there should be a gate at the bottom of the hill for security measures and that Park security should be a top most priority. Jim responded that it is on the Wish List for next year.
- John Feld spoke about the large row of Park-managed lights that illuminate his residence all night long. He asked if the lights could be turned off later in the night, or the number of lights reduced. Matt responded they've just been put on a timer to go off around 8:30 or 9 PM, and that he's evaluating pointing them at a lower level.

D. CONSENT CALENDAR

1. Receive and Approve Amended Minutes of December 4, 2013 meeting.

Jack pointed out a mistake in the December Minutes, on page 7, third bullet point from the top ("Hiring of architect"). In this bullet point's second paragraph, Jack mentioned "architect" should be changed to "engineer" so that the paragraph reads: "Jim mentioned the City wants to have a meeting with their **engineer (Julian Skinner)**..."

**Motion made and seconded to receive the corrected minutes from November.
Motion carried: 4 yeas, 1 absent.**

2. Approve Minutes of January 8, 2014 meeting.

Motion entered and seconded for approval of the minutes. Motion carried: 4 yeas, 1 absent.

E. REPORTS

1. PAC Treasurer's Report (Larry Cohen):

PAC Final Balance	\$5,306.10
PAC Actual Balance	\$2,391.60

Humanitarian Fund Starting and Final Balance	\$2,914.50
Total Spent Current Fiscal Year	\$1807.68

2. MVMCC Administration and Finance Report (Jay Shelfer)

Jay mentioned that the Debt to Service ratio is currently at 2.71, well above loan agreement requirements. Jay also indicated he received from Al Frei the mid-year status, which indicates the Park is 1.27% under budget in operating costs and that the Park appears in good shape going forward.

3. PAC Board Non Profit Status (Jay Shelfer)

The Park is incorporated as a nonprofit by the State. Jay will report on this topic next month.

4. City of Novato (Jim Olson)

Jim provided updates about the following:

- The 20 MPH sign is in. Jim inquired when enforcement would start.
- The 15 and 25 MPH signs are still installed and need to be painted over.

Residents had the following comments/questions:

- A resident asked about the location of the STOP signs. Drivers speed between them. Jim responded that the Park can't do anything and that he's hoping the Police will come in and write tickets.
- Another resident commented he sees drivers (residents) constantly exceeding Park speed limits.
- Another resident commented that near the No Parking Signs along the Park entrance/exit road he sees cars parked side-by-side, which obstructs traffic.
- Anila Manning suggested putting a leaflet in everyone's box stating traffic regulations/requirements.

5. Maintenance and Capital Projects (Matt Greenberg)

Matt provided observations concerning the Park and summarized his current activities:

- Entrance pine trees -- The pine trees coming into and out of the Park were pruned so the limbs don't hit vehicles.
- Slope stability project -- The slope stability project at 108 and 110 Panorama is completed.

- Clubhouse remodel – The downstairs remodel of the ladies activity room (previously, the ladies card room) is in progress. Novato labor and materials are being used, entirely. The work should be done within two weeks. Then work begins on the mens card room (which will remain as a card room), followed by the pool room.
- Ballroom -- Matt is currently speaking with a consultant (from Performance Media, Novato) for advice concerning the projector and screen for the ballroom.
- Maintenance sheds – The old maintenance shed behind pumphouse #1 has been removed, a new slab poured, and a new and larger 10x14 shed ordered (which should arrive within two weeks).
- Mens changing room – The changing room has been given a deep cleaning. A company came out to provide feedback about remedial work and Matt is waiting for their report. Matt mentioned that the earlier mold report indicated very minimal mold and that it was due to poor ventilation. Matt indicated the mold was cleaned several times, missing tiles replaced, drywall removed, and new baseboard put in.
- Kitchen floor – The kitchen floor has been stripped and cleaned.
- New sign billboard – Matt sent out a preliminary design for the new sign billboard which will go up on the hill. Design revisions are being worked on.
- Spa – The spa upgrade is pushed out three weeks (to end of February). Once started, the work should take around a week and would involve draining the spa, resurfacing it, installing some fencing. Decisions about the spa cover are still in process.
- Bar – The lower section of the bar has been cleaned and repainted, and the brass polished.

Matt mentioned he received a donation of pool table covers. A resident indicated that PIC paid for the covering of the tables in 2015.

6. 2014-2015 Budget Process (Jim Olson)

Jim indicated that most of the budget process with the City is done by Al Frei. The budget is mostly already “hardwired.”

PAC’s part in the process is that it makes recommendations – provides a wish list to the City. For example, the Park is getting the shed and the rehab of the downstairs because they were asked for in a previous wish list.

Jim would like wish list suggestions from residents and needs them submitted by the next PAC meeting.

Some suggestions on the list include:

- Cover for the Clubhouse deck
- Flatscreen tv for the activity room downstairs
- Camera for entrance road

Pauline asked if there will be new tables and chairs for downstairs. Jim said it wasn't something discussed but it would be something to include.

Jim would like written suggestions delivered via email (jkolson@earthlink.net) or in person.

7. 2014 PAC Board Election (Larry Cohen)

PAC Board election is required by the City via a formal process that starts in May. There will be three seats open, currently held by Jack Brandon, Jay Shelfer, Jim Olson. Requirements for becoming a PAC Board member include Park residency and being 55-plus in age. Roles of Board members are determined by the Board members.

May 3-10: Period for submission of candidate names

May 19: Candidates night

May 25-June 6: Voting period

June 6: End of voting. Ballots counted.

June 7: New Board members announced at June 7 PAC Board meeting.

Help is needed with election processes (getting ballots printed, votes counted, etc.). To help out, contact Larry or Peggy.

8. Clarification of Billings: Job Postings, Webpage, Legal Work (Jim Olson)

During the January meeting, questions were asked about several items in the Cash Disbursements portion of the MVMCC Administration and Finance Report, presented at the January meeting by Jay. Jim looked into the questions and indicated the following. Legal work at \$230/hour for a specialist seems correct. The \$5000 (plus) figure for job postings and webpage turns out to be an accounting glitch. The job postings were \$150 and the webpage under \$100.

9. Early Review and Salary Increase for Matt Greenberg (Jack Brandon)

Jack read a motion he would like included as an action item at next meeting:

“In recognition of this employee’s performance since his being hired. During which his performance has exceeded our expectations and the fact that his grasp of the needs of our community have been very well met by his style and communication skills. As well as his ability to respond to both our immediate needs and long range planning requirements, we would like to suggest that Al Frei make his salary adjustment retroactive by two months. We feel this would be an appropriate recognition of his outstanding performance and recognition of his effort.”

Jack also complimented Al Frei for his part in the selection of Matt Greenberg.

10. Trust Land Acquisition: City Council Obligations (Jack Brandon)

Jack indicated he is in favor of the acquisition but has questions and deep concerns about City Council obligations towards PAC when spending Park monies greater than \$20,000. He indicated his surprise at learning, during the City Council meeting held at the Park, that the land acquisition appeared to be fait accompli -- he felt he wasn’t as well informed as he would have liked to have been and that the City could have been a little more informative to PAC as to what was going on. Jim responded that the City doesn’t have to have PAC permission to do anything, and that the City at least kept PAC apprised of the situation and has had conversations with PAC. Additionally, the City Council came out to the Park for a special meeting for residents.

11. Drought (Jim Olson)

A resident mentioned that Park residents need to be aware of water usage. Jim commented that he thinks the topic is a HOL issue vs. a PAC issue. Nancy from HOL indicated that there are subsidies that residents can get from the State for new washing machines, etc. Warren asked if anyone knows the amount of water consumed by the Park. Matt responded that the Park gets one bill and the amount is divided up and included in everyone’s rent.

F. GENERAL BUSINESS

1. Report/Action: Emergency Exit Road Key Protocol, Recommendation from MVEST

John Hanson (MVEST) mentioned that MVEST provided several keys for the exit roads. More keys will be made so that staff and other folks (to be determined) also have them. Jim suggested that the keys be checked to ensure they indeed open the locks and gates. John responded that it was done.

A comment was made that the City needs to come in and maintain/clean up the emergency road.

This topic will be discussed further at the next meeting.

2. Report/Action: Ballroom Deck and Stairs

Jack provided an update. The fire department had inspected that ballroom door exit (southwest exit) and found it ADA compliant. Jim mentioned he looked at the ADA report and the report didn't see it as a wheelchair accessibility problem, though Jim added that it doesn't mean PAC might not examine it further.

3. Report/Action: Community Development Consulting Committee (Jack Brandon)

The current focus of the Committee is on utilizing the atrium, relocating the sheds, using the above-ground space more. Cathy is interested in getting more input from residents. A notice has been included in the ECHO with the committee's meeting date/times. The Committee is working on a report and the Committee's mission statement. PAC Board members also spoke about reaching out to the Park resident who is an architect (and familiar with ADA requirements).

4. Report/Action: Clubhouse Event Rules/Guidelines Committee (Jim Olson)

Jim spoke with the City and received back their comments. A Friday morning meeting is scheduled to go over their comments.

Jim received a separate email from Veronica (City attorney) regarding implementation. Veronica indicated it falls under Rules & Regulations so PAC has to go through the entire process when done, but she also mentioned there is a different regulation (for a public facility in a Park) that might apply and help shorten the time.

5. Report/Action: Establish a PAC Sub Committee for Park Tree and Shrub Policy (Jim Olson)

Jim made a motion for the PAC Board to establish a subcommittee to examine and consider revision of the Park tree and shrub policy. Jim proposed the subcommittee consist of Matt, Jim and Nancy.

Motion entered and seconded to create a PAC Subcommittee for Park Tree and Shrub Policy. Motion carried: 4 yeas, 1 absent.

6. Motion to add a Line Item to the Budget (Tom Miller)

Moved to next month's agenda. Tom wants to add a line item to the budget.

7. Determination of next meeting date

The PAC Board's next meeting will be: Wednesday, March 5, 2014.

G. REPORTS FROM OTHER BOARDS

1. HOL

Nancy mentioned that HOL is currently working on the new Park directory. Missing so far are around 100 residents and HOL will have to obtain the information from last year's directory.

New activities will be presented at the next meeting. HOL's next meeting is February 19.

2. MAR VAL

Jay indicated his support for the downstairs renovation. He feels the renovation will make the downstairs more usable for classes and other uses.

H. PAC BOARD MEMBER COMMENTS

Jack would like the following agenda item for next month's meeting (as an action item):
Discussion to clarify the use of Park facilities.

I. ADJOURNMENT: 8:46 PM

Motion to adjourn was entered, seconded and passed: 4 yeas, 1 absent.