

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, February 7, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, Stephen Plocher, Jay Shelfer.
- 11 resident attendees
- Park General Manager, Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:03 PM

A. APPROVAL OF FINAL AGENDA

A numbering problem involving agenda item topic numbers was noted and corrected (starting with "CONSENT CALENDAR), as follows:

"CONSENT CALENDAR" is now "C. CONSENT CALENDAR." "REPORTS" is now "D. REPORTS." "OLD BUSINESS" is now "E. OLD BUSINESS." "NEW BUSINESS" is now "F. NEW BUSINESS." The next meeting date is "G. Determination of the next PAC Board meeting date..." "REPORTS FROM OTHER BOARDS" is now "H. REPORTS FROM OTHER BOARDS." "ADJOURNMENT" is now "I. ADJOURNMENT."

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)

Comments include:

- Ellen Schulz asked if the issue of rat proliferation at the Park had been discussed. Jay replied affirmatively. He mentioned that residents are responsible for rat control on their property and that poison use is highly discouraged.

C. CONSENT CALENDAR

1. Approve minutes of Regular Meeting, January 3, 2018.

Motion made and seconded to approve the January 3, 2018 minutes. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt presented the following update:

- No new projects have been started this month. Currently completing drainage and retaining wall projects. Matt is waiting for warmer weather before beginning asphalt work.
- Both pump stations (30+ years old!), including generators, have been exhibiting intermittent issues. An alert system (involving text messages) has been set up to notify maintenance staff when problems occur. Matt would lobby in the future to replace the old pump stations.
- Biggest retaining wall project of the year is about 70% complete (Club View).
- On March 1, landscapers are starting juniper stump removal work, which be followed by the perimeter defensible space work.

Jay asked Matt for his thoughts about the mid-term budget (and budget, in general). Matt responded if the budget was bigger, he could do more work. But currently, the budget is comfortable for him. He can slowly get one large project per year completed, and then a lot of smaller ones. The Park is meeting, or is coming in slightly under, the budget, which is good.

Jay wondered if the emergencies this year at the Park affected his budget. Matt said “no.” That work was primarily financed out of different funds.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$6,594.78
PAC Actual Balance	\$2,577.28
Humanitarian Fund Starting and Final Balance	\$3,517.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$1,663.21

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

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

Stephen looked over the most recent report from the City of Novato. Budget looks normal. The debt/service ratio is 2.45.

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

John Hansen indicated nothing new to report. He expressed the need to start looking in to replacement of pumps. Matt will speak with the City about pump replacement. PAC would like cost details of such replacement.

Jay asked Matt to also look in to the feasibility (re costs and needs) of solar at the Park. Matt indicated he has been investigating the topic. It would be a big project and expensive, and could be unsightly.

5. MVEST and Marin Valley Firewise report, including house fire at 45 Marin Valley Drive (John Hansen)

John Hansen presented the monthly report:

- John mentioned he saw what happened to Bill Crozier's home. The fire at the home was initiated by an electrical problem somewhere. Bill's home included substandard, not-to-code electrical usage. A number of residents have been checking the electrical situation at their homes. MVEST focuses on safety for all residents and it will be advertising safety features residents can take. Susan Meyer did research on available resources for low income and discovered there are available grants and financing.
- John mentioned the Park is short one emergency exit. He and others are looking further at this.
- Also being investigated are alternative sources of water that could/would be available during emergencies. Use of swimming pool water, with its chemicals, is dangerous.
- On Friday, February 9, from 11 am to 2 pm, a FireSafe Marin open house will be held at the Clubhouse. This Friday event is for county-wide homeowner associations and the Firewise community. The following day, at the College of Marin (Kentfield campus), a Firewise event will be held for residents and the public.
- John noted that the MVEST storage space at the Clubhouse is full. They are looking for one that is three times (3x) larger.
- John Feld indicated that residents should contact John Hansen to receive MVEST and Firewise updates.

Insurance policy coverage was briefly discussed. A resident suggested that perhaps an Echo article could describe what homeowner's should consider including in their insurance policies.

6. City of Novato update (Jay Shelfer)

Jay commented that the Park is fortunate to have Al Frei and Matt involved with preparing the budget. Jay offered his thanks. But, he continued, Park residents need to provide feedback as to what needs to be in the budget.

7. 2x2 meeting -- January (Jay Shelfer, Larry Cohen)

Larry and Jay, and Matt, attended the January 2x2 meeting, held January 29th. Also attending were Peggy Flynn, the new Assistant City Manager of Novato and staff person in charge of MVMCC, and Veronica, City Attorney of Novato.

- The City agreed to hold separate meetings with MVEST. The first MVEST/City meeting will be held first week of March (March 5).
- Veronica is currently reviewing the Park's rent subsidy program, managed by Hello Housing. Veronica's review to be completed end of March.
- Regarding "Owner's Expense" and charges to MVMCC for City staff time, the City will provide an update soon.
- Each year, the City takes on a Park project per the Delegation Management Agreement. The City will decide on the project after several more meetings are held.
- Regarding removal of Park speed bumps, Jay mentioned that when asphalt road work is done at the Park, it would be a good time to also do Park speed bump removal work. John commented that the upcoming ADA work at the Clubhouse involves removing Clubhouse area speed bumps. Why not do all speed bump removal at the same time?
- City Attorney affirmed that removal of fire-prone trees/plants at a Park homeowner's lot is a decision that can only be made by the homeowner.
- Regarding rat and mice control – Except for vector control reasons, the Park cannot do anything about rat and mice control. Each homeowner can decide actions for their lot/home. Certain actions are highly discouraged, such as use of poison.
- Larry/Jay made a request for the Novato Police Chief or Officer to come speak about security options at the Park.
- Regarding installing electrical charging stations at the Park for electric car usage, the City will check on this with PG&E.

8. Rules and Regulations report -- Review the proposed mission statement for MVMCC (Peggy Hill, John Hansen)

Peggy mentioned the Rules & Regulations Committee has been reviewing the Park Rules & Regulations. On the back of the PAC Board meeting agenda is a draft Mission Statement written by the Committee.

PAC members and residents discussed the Mission Statement. To some, the mission text seemed more like rules/regulations than a mission statement, and suggestions were made that maybe the text just needs softening. PAC member John Hansen will take a stab at doing this. Erma commented that a mission statement is usually just one or two sentences. PAC Board President Jay Shelfer commented he likes what is written and he feels prospective residents should understand what is important to Park residents. A resident commented that a statement that describes the “culture” of the Park is important. A resident commented that such statements should be signed by a resident when s/he moves in to the Park.

The topic will be discussed further.

E. OLD BUSINESS

No Old Business reports this month.

F. NEW BUSINESS

1. Motion to accept mid-year budget-review for MVMCC (Jay Shelfer, Stephen Plocher)

Jay made the motion to accept the mid-year budget review for MVMCC. The motion was seconded and then discussed. PAC Board members voiced no complaints or negative comments. Residents offered no comments. The motion was voted on and passed 5-0.

2. Motion to propose that the project committee work with MVEST and Matt to research and plan an emergency water supply for the Park, capable of providing potable water for residences for 10 days. Kevin Mulvaney, a member of the MVEST steering committee, has researched this and can give a brief summary of his findings. (Stephen Plocher, Kevin Mulvaney)

Jay read the motion to propose that the project committee work with MVEST and Matt to research and plan an emergency water supply for the Park, capable of providing potable water for residences for 10 days.

The motion was seconded and PAC Board members discussed the motion. Kevin described the motion further, including who he spoke with. A two-page, double-sided handout was provided, with water supply details and recommendations. Kevin mentioned the cheapest, easiest-for-residents solution would be for residents to get containers of water from markets and store them. John Hansen thanked Kevin for his research (residents clapped!). John mentioned the emergency water supply in the motion would be a backup to the water each resident has.

The motion was voted on and passed 5-0.

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, March 7, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

The gym now has a new one-step machine and new rowing machine. The treadmill machine will be going away. An equipment suggestion sheet is posted at the gym.

HOL is looking for someone to head up Earth Day.

2. MAR VAL

No report.

I. ADJOURNMENT

The meeting adjourned at 8:09 pm.