

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, March 5, 2014

Fireside Room, 100 Marin Valley Drive

ATTENDEES:

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

NOTE: Jack Brandon needed to leave the meeting around 9:30 PM (after discussion of F-10) and was unavailable to participate in Board votes that occurred after his departure.

A. CALL TO ORDER: 7:05 PM

B. APPROVAL OF FINAL AGENDA

1. Corrections to Agenda:

- In “E. REPORTS,” – Items 12 and 13 have been swapped so that “Report: Community Development Consulting Committee” is now item 12 and “Community Development Consulting Committee Wish List” is item 13.
- In “F. GENERAL BUSINESS,” item 17 – The next meeting date is corrected to show April 2, 2014 (not April 5).
- The spelling of Matt Greenberg’s name has been corrected in agenda items F-5 and F-6.

2. Final Agenda Approval

Motion entered and seconded for approval of final agenda. Motion carried: 5-0

C. PUBLIC COMMENTS

- Bill Davis provided two main comments. (1) He asked that a topic be put on the upcoming agenda to discuss how to condense Board meetings so they aren’t so long. For example, he would like to see more efficient Board discussions. (2) Bill also voiced his thoughts about Park finances and emergency preparedness – that

emergency preparedness is a critical topic, that the Park is ill prepared to respond to emergencies, and that he would like to see emergency preparedness budgeted.

D. CONSENT CALENDAR

1. Receive and Approve Amended Minutes of January 8, 2014 meeting.

Motion made and seconded to receive and approve the amended minutes from January 2014. Motion carried: 5-0

2. Approve Minutes of February 5, 2014 meeting.

Motion entered and seconded for approval of the minutes. Motion carried: 5-0

E. REPORTS

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

PAC Final Balance	\$5,703.60
PAC Actual Balance	\$2,414.10
Humanitarian Fund Starting and Final Balance	\$3,289.50
Total Spent Current Fiscal Year	\$1968.97

Larry also indicated that for several years Marv Weissensee has been contributing a percentage of his commission to the Humanitarian Fund and that the Board wants to give its deep appreciation to Marv for the contribution.

2. MVMCC Administration and Finance Report (Jay Shelfer)

Jay mentioned that the Debt to Service ratio is currently at 2.74, higher than necessary and a little higher than last month. The general reserves since October have risen about \$2000. The long term reserves are increasing nicely.

3. PAC Board Non Profit Status (Jay Shelfer)

The Park is a domestic nonprofit with the State of California. It is registered with the federal government and there is an employer number (EMI number). Board members were not sure if the Park falls under the parameters of a 501C3 or 501C4 organization but thought likely the registration should be C4. Jay indicated feedback about this is needed from Cathy and Veronica, City of Novato's attorney, so that the matter can be

cleared up. The Park has not been registered with the State as a C3 or C4, so this needs to be clarified.

4. City of Novato (Jim Olson)

Jim provided updates about the following:

- 20 MPH sign – The sign is now up. Enforcement is now needed, but Jim mentioned he doesn't know when it will start.
- TPL Land – The purchase went through and the land now belongs to the City (as of 2/21/14).

Residents had the following comments/questions:

- Nancy commented that there is only one 20 MPH speed limit sign. She asked if another sign could be posted somewhere else as a further reminder. Jim responded that by posting only one sign at the entrance, the entire Park circumvents a rule that would have required the Park streets to be investigated and each street's speed limit designated (i.e., a major undertaking).
- A resident inquired if the TPL land-use designation was changed by the purchase. Jim responded that he doesn't think so -- that the ownership changed, not the zoning.

5. 2014-2015 Budget Process (Jim Olson)

Jim mentioned the Wish List is being finalized (this evening). Later in tonight's agenda, Jim will ask the Board to find two people to work on making the hard decisions and getting the List down to what the budget can afford.

Later in the month, there will be a scheduled meeting involving the two-person PAC Board subcommittee (discussed later in tonight's agenda) to work on the budget process with Matt, Veronica and Cathy. Matt will be gone next month so Jim indicated the rush in holding this meeting (so Matt can participate).

6. Maintenance and Capital Projects (Matt Greenberg)

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

- Ladies Card Room (now, the "Downstairs Activity Room") – Work on the room has been completed, pending hanging of the mirrors.
- Spa and area – The spa is currently being resurfaced. A short section of fence where you enter the pool/spa area will be replaced with better, taller fencing (per Environmental Health). The lighting will be upgraded out there so there is more

lighting around the spa, and lighting down the hill towards the pumphouse and along the parking lot.

- Ballroom – Matt has been meeting with different individuals regarding the ballroom screen. The screen/work is expensive so Matt is continuing to take more bids.
- Standby Generator – Matt is investigating standby generators and indicated what is needed is a 3-phase generator (not a single phase, which Matt had originally considered). Three-phase propane or natural gas generators are a lot bigger but they don't sell them or ship them to California unless they are diesel. The diesel ones are much bigger and more expensive. Matt has a company doing research for him.
- Pad – The pad for the generator is being installed this week.
- Mens Card Room – The room has been painted.
- Billiard Room – The room has been painted and tables will be brought back in. All four tables have been refurbished.
- Ballroom and Kitchen Floors – Matt is researching floor materials and costs. Several companies are providing bids. The new floor will go over the current vinyl.
- Park Signage/Billboard – The signage/billboard will be going in the next few weeks. The design will be similar to the bench. There will be room for holding up to two signs, maybe three.
- Staff Housing/City-owned Mobile Homes – Upgrades and maintenance are currently being done.

Resident Comments/Questions:

- Lighting -- A resident asked for additional info about lighting. Matt responded that Environmental Health wants the spa area to be illuminated. Matt plans to put a lighting standard in the planting area behind the spa. He plans to put low voltage/LED lighting on both sides of the parking lot. The electricity that surrounds the pool is substandard and needs to be addressed. Matt also plans to illuminate the walkway. A resident voiced concern about the lighting and its orientation towards the residences. Matt indicated his plan to orient the beams so they don't hit residences (either by the use of a diffuser or spotlights pointed down).
- Washers/Dryers -- Several residents thanked Matt for the new washers/dryers and the shed.
- Spa -- A resident wondered when the hot tub would be finished. Matt responded maybe within the week, pending weather conditions.
- Generator -- A resident asked where the generator would be located. Matt responded it's right next to the transformer, outside of the gym. It would be on a

6x9 concrete slab which would be fenced. The generator needs to come on 10 minutes a week.

7. 2014 PAC Board Election (Larry Cohen)

There will be three Board member openings. Jack and Jay will be running for reelection, but Jim will not be running. The Board is looking for candidates and for folks to help with the election.

May 19, Monday, 6 PM – Meet the candidates night.

The candidate nomination process starts the beginning of May. If a resident is interested in running, contact Jay, Peggy or Jim.

All PAC Board member terms are for two years and the seats are staggered in regard to when they come up for election. After elections are finished, Board members themselves decide which roles individual Board members hold.

8. Tree/Shrub Policy Committee (Jim Olson)

The Tree/Shrub Committee has met a few times informally. Jim/Committee is first becoming familiar with what various regulations say. Jim finally obtained the 20-page Marin County tree ordinances, and will be reviewing others. The Committee wants to be sure, before doing anything, what the actual City, County, State and Mobile Home regulations are so the Park can comply with them. The Committee has put together a long list of things to think about.

Jay asked if ACD has anything to say and Jim said “yes.” Jim summarized that to his understanding ACD basically says that trees are the property of the owner (i.e., the Park) and residents can’t plant anything without first getting permission of the owner. Jay also asked if ACD describes the type of trees and Jim responded “no” – and that the Committee is also currently looking into what exactly the definition of a tree is.

A resident inquired about previous Park guidelines concerning landscaping. Jim responded that those guidelines were never fully implemented (the process was never completed), to his knowledge.

Jim mentioned that the Committee welcomes input from residents once the regulations are clarified.

9. Clubhouse Event Rules/Guidelines Committee (Jim Olson)

At the last PAC Board meeting, Jim summarized that the Committee received a response back from the City, met a couple of times with the City, and implemented almost all of the City suggestions. Additional questions were then submitted to the City and Jim indicated he is still waiting for the City to respond to these policy-related questions. The Committee currently has a rough document -- a contract document. Once the policy responses are received, the responses can then be aligned with the contract document. The City will need to then advise whether everything will need to go in to the main document or if instead a supplementary page would suffice. The process should take another month.

10. HOL "Wish List" (Nancy Bingham)

The list is short this year. Last year, three of the items on the list got approved.

The items on the list include:

- Repair, clean, prep and paint front of the Clubhouse
- Traffic signage
- Elevator chairlift
- Access (ingress/egress) for bikes
- Caps on the columns at the bottom of the hill

Jim mentioned that some of the items on the list seem like maintenance items that may instead be addressed by a different area of the budget instead of the limited HOL Wish List. Jim also indicated \$42,000 (including MVEST) was spent last year on Wish List items. It was a big year for wish lists. The thought is for expenditures to be less.

11. MVEST "Wish List" (Nancy Bingham/Serena Darcy-Fisher)

The need for emergency services in the budget was stressed during the discussion.

Serena described that the MVEST "Wish List" budget request shows where MVEST wants to go the next several years. Serena mentioned the fire department wants the Park to improve its emergency response and that it is making available resource info about various community services. MVEST wants to focus attention on: (1) training/preparedness (example: CERT training being held), (2) responding to incidents, (3) recovery.

Serena mentioned that at some point, the PAC Board would need to get involved in approving an MVEST community-focused emergency plan, which would help protect

the Park from liability. Serena mentioned that without a plan in place, the Park is limited in regard to its response to emergencies and from others (including FEMA). The plan would also address additional areas not previously covered, such as pet management, disabled residents, etc.

Serena indicated the need for community-based response teams and training. The focus should not just be on responding to major emergencies but community and individual-based ones that include responding to neighbors in trouble.

Jay was wondering about a Park emergency plan vs. a City emergency plan. Serena indicated that the City would need to approve the Park plan. Jay noted that Novato currently does not have an emergency plan.

Jim wondered if the \$11,000 budget request is a one-time request. Serena responded that the money would probably also need to be budgeted for the following year(s) but that she sees it going down. For example, there's a need to currently purchase emergency radios of high quality (i.e., that would last) and good reception -- a one-time purchase. Additionally, it would be good to have a siren for quick emergency notification throughout the Park (a phone tree is inadequate) – another one-time purchase.

Jack mentioned that sirens and other emergency communication devices might be found at reasonable prices through surplus equipment sales.

12. Report: Community Development Consulting Committee (Jack Brandon)

Jack provided a copy of the Committee meeting minutes, which Jack asked to be attached to the PAC Board meeting minutes and which will thus be posted at the PAC Board website as an addendum to the PAC Board minutes.

Jack indicated the Committee feels discouraged by lack of contact by the City, and feels deep frustration that it is unable to make progress because of lack of direction by the City and PAC Board.

13. Community Development Consulting Committee “Wish List” (Tom Miller)

During its last meeting, the Committee came up with a priority Wish List. The Committee determined that although the ballroom exit is in compliance with the ADA report from the City without a handicap ramp at the south end of the ballroom, the Committee feels that having such a ramp from the stairs to the street would greatly enhance the safety and health factor for the ballroom. So the Committee is requesting that PAC Board ask Matt to investigate costs in the construction of such a ramp, and

then come back next month with numbers that the Committee could examine and possibly include for the budget as well.

Jack mentioned that the minutes indicate a dollar amount which he feels unrealistic. Jack therefore read a motion he previously drafted touching on this subject that would provide Matt with authorization to obtain design and costs estimates for construction of an ADA-compliant ramp.

Jim responded that he can't procedurally accept a motion. Jim indicated this section of the meeting is for discussion of reports, not for board action. Jim also mentioned he is confused about the direction of the Committee. He thought the Committee was preparing ideas for the City architect.

Tom responded that several months ago during a PAC meeting the Committee indicated that health/safety was the main focus, prior to looking at amenities. Thus the discussion of a ramp.

Jim responded that he has no problem putting the ramp on the Wish List. In the past the PAC Board didn't approve the ramp proposal. The Committee needs to come to the Board and make a proposal.

Jay mentioned his understanding was that the Committee was going to look at the broader issues, like looking at enhancing use of the Clubhouse.

Jim suggested that the most effective way would have been to indicate to the City architect that the ramp was left out of budgetary proposals and should be included.

F. GENERAL BUSINESS

1. Report/Action: Emergency Exit Road Key Protocol, Recommendation from MVEST (Nancy Bingham/John Hanson/Serena Darcy-Fisher)

Serena mentioned she was asked to present to the Board a protocol for having a key for the emergency ingress/egress on Meadow View (ingress for fire department, egress for Park residents).

A handout was presented showing proposed key assignments for 14 keys -- two for the office (Matt + 1), four for the MVEST steering committee, three for CERT teams (one for each captain), four for local block captains, one for the John Hansen lock box outside his house.

There are three gates with three locks that respond to one key. The fire department has its own system to get in. There would, hopefully, be a system worked out in the Park with a chain of command that authorizes use of the keys. The fire department is pushing MVEST to have a drill at the Park.

Jim asked Matt if he thinks the Fire Department would feel comfortable having 14 keys out. Matt responded that maybe a lock box near the gate would be a good idea. Serena responded that if someone takes the key, the residents might not know about it.

Jim mentioned his concern was the fire department needing to respond to a Park emergency and having 14 people with keys.

Jim indicated he would make a motion that the Board approve the plan, subject to Matt working with the Fire Department. If the Fire Department wants less keys, then MVEST can distribute lesser number of keys. Serena indicated she spoke with the Fire Marshall, who expressed there be one person to work with. Serena indicated she could have John double-check that with the Fire Marshall.

Jim made a motion that the PAC Board support and approve this plan, subject to the Fire Department's approval, and that John Hanson be the go-between with the Fire Department.

Motion entered and seconded. Motion carried: 4 yeas, 1 not in room for the vote (Jack)

Jim asked Serena if at the next Board meeting she could provide an update about the Fire Department's response regarding the keys.

2. Discussion/Action: Increase MVEST funding for 2013-14 by \$1000 (Jim Olson)

Jim mentioned that when he and Jay did the budget last year, there was no MVEST team. So they made a rough estimate at the time of around \$2000 to cover one for this year. The MVEST funds have been spent and Jim said another \$1000 is needed by the end of the fiscal year. Jim thinks it is a good idea and indicated two possible sources: (1) Have Matt work with Al Frei to try to locate it (with Board approval); or (2) Obtain the amount from the humanitarian fund. Jim spoke with Marv (main donor of the fund), who gave his approval to take it from the fund if another source can't be located.

Jim made a motion for the PAC Board to approve an increase in MVEST funding for 2013-14 by \$1000, to come from either Park funds or the Humanitarian Fund.

Motion entered and seconded. Motion carried: 5-0.

3. Discussion/Action: Approve new publication program for the Echo with an annual expense of \$350 added to the MVMCC budget (Jim Olson)

Jim summarized that the Echo costs around \$300 per month to produce and MarVal is losing money on it. Matt has found a reputable publisher that would publish an Echo magazine for \$350/year. Matt mentioned the magazine would come out on time and wouldn't require a large volunteer effort. Matt would send content to the publisher and the magazine would be a custom publication for the Park (plus advertising, which goes to support the cost of the publication). The residents would have the ability to put in sixteen pages of Marin Valley content.

A resident mentioned that MarVal is happy to get rid of the responsibility. Another resident indicated concern that such a publisher would fill the magazine space with irrelevant content, but agreed that if the Park is in charge of editorial review it would be okay. Another resident indicated that a lot of the residents have been asking for such a publication for many years.

Jim made a motion for the PAC Board to approve a new publication program for the Echo, not to exceed \$350 added to the MVMCC Budget.

Motion entered and seconded. Motion carried: 5-0

4. Discussion/Action: Moratorium on new planting (Tom Miller)

In recognition of current drought conditions, Tom made a motion, which Jack seconded, for the Board to direct Matt to enforce a moratorium on any nonessential new plantings in the Park, excluding herb and vegetable plants.

Board Discussion:

Jim asked Matt if he has received any feedback from the water companies about this. Jim mentioned the Park receives water from three separate sources. He would like to see something from HOL regarding water conservation efforts. A moratorium might be premature until the Park hears from the water companies about restrictions. Matt indicated he has already been speaking with folks about their water usage.

Jim suggested that the topic be tabled and brought up later if/when the Park receives more feedback. Tom recommended to Matt that he investigate smart water meters supplied by the water districts.

Resident Comments/Questions:

A resident commented that there are plant options with reduced water and care requirements. Another resident mentioned that a moratorium doesn't address conservation. Another resident said there are links to MMWD's top 10 ways to save water, ways to create defensible space around your home, and a list of drought-resistant plants on the website homepage.

Tom withdrew his motion.

Jim suggested that Nancy write an article in Echo about water conservation efforts and plants.

5. Action: Early review and salary increase for Matt Greenberg. Motion relative to Matt Greenberg's pending six-month review: (Jack Brandon)

Jack read the following motion before the Board, regarding an early review and salary increase for Matt Greenberg:

"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 this effort."

Board Discussion:

Jim mentioned he believes the motion relates to Al Frei business, not PAC Board business, and that it would not be appropriate for the PAC Board to tell Al Frei what to do regarding management of Matt. Tom indicated he supports efforts to give feedback and input to Al Frei to Matt, but that the motion would not be appropriate. Jay suggested that in the minutes for the PAC Board meetings, Al Frei can see the Board's approval of Matt's efforts. Tom reiterated his support of Jack's motion and mentioned that Al Frei can decide to do nothing, but if the Board doesn't express its views then the topic definitely wouldn't take place. During additional discussion, Jim stated he would not make changes to submissions from Jack, including typos.

Resident Comments/Questions:

Nancy indicated that quite a lot of residents have written Al Frei about their approval of Matt. Another resident suggested that maybe the idea could informally be put in as a Wish List item. Another resident mentioned s/he would like Matt to stay at the Park and receive a salary that would keep him at the Park – that Matt has helped the Park enormously.

Motion entered and seconded. Motion failed: 3 nos, 2 yeas

6. Discussion-Motion-Vote: Matt Greenberg Review (Jack Brandon)

Withdrawn by Jack (see #5, above).

7. Discussion/Action: To clarify the Park facility use. (Jack Brandon)

Jack asked the Board for clarification of facility (Clubhouse) use rules, specifically as pertains to Tai Chi classes by one of the Board members. Jack mentioned the classes involve payment of money/donation.

Jack read the following “Clarification of Facilities Use Rules” statement:

“I support and will favor almost any activities which will create greater use of the facilities in this building. I have in fact voted in support of every expenditure to improve the downstairs rooms. I would like to make it clear that in absolutely no way am I an opponent of Tai-Chi classes. I do however have some questions as to how well our use of this facility by one of our Board members is fulfilling our compliance with both the Delegation Agreement and the Park Rules. I made several attempts to clarify this matter in personal discussions and have been unsuccessful. The issues I feel warrant clarifications are as follows:

- Page 21 of the Delegation Agreement, Item ‘(n)’ cautions against ‘Any member of the PAC Board of Directors or the Board as a whole takes any action other than action relating to the rental rates, or improvements to the project, which result in personal financial gain to said individual or Board.’
- Under Park Rules, Page 7, Number 7, regarding Park Facilities: ‘ Park Facilities are not to be used to conduct any type of business or commerce of a public nature.’

I believe that the Tai-Chi classes as being conducted require clarification as to the propriety of this activity insofar as it being a source of revenue for the party conducting this activity and using this facility. I therefore feel it is the responsibility of our President to request an opinion from the Assistant City Manager or the City Attorney. Thank you.”

Tom had a question regarding insurance and what happens if there's a personal injury. Nancy mentioned insurance would be an HOL issue, HOL insurance is under PAC and that the Tai Chi classes are under HOL (not directly PAC). She indicated that Tai Chi is under the same insurance as any event and that Jay (Tai Chi instructor) is not a contractor. He is not running a business. HOL pays Jay.

A resident mentioned that participants could sign a liability waiver. Tom mentioned he spoke with an insurance agent. A waiver would only be needed if money exchanges hands.

No Board action on Jack's request.

8. Discussion-Motion-Vote: Clarification of Facilities Use Rules (Jack Brandon)

Addressed in #7, above.

9. Discussion-Motion-Vote: Traffic Control Issue (Jack Brandon)

Jack intended to discuss the issue of confusion over speed limits and make a motion, but Jim earlier mentioned the 20 MPH sign is now installed.

Jack instead discussed painting the speed limit directly on the road. He made a motion about this, subject to approval of the City.

A resident thought that the Brown Act doesn't allow this secondary discussion about an item not previously indicated on the agenda, and that the agenda didn't adequately describe this issue and the motion.

Jim mentioned that if the Board is comfortable with it, the item can be examined again next month.

Jack withdrew his original motion. Jack then restated the motion -- That the Board inquire with the City if it is okay if the Park increases its signage within the Park.

A resident indicated support for painting speed limits on the roadway.

Motion entered and seconded. Motion carried: 5-0

10. Discussion-Motion-Vote: 2 x 2 Reporting Committee (Jack Brandon)

The 2x2 Reporting Committee consists of two PAC Board members who are the communications link with the City of Novato and Al Frei. Jack wanted to address the responsibility of the Committee.

Jack made a motion – That following any and all meetings that the 2x2 Committee holds on behalf of the PAC Board, a written summary be submitted to that Board for inclusion in its next meeting minutes so that the report becomes a documented report of the PAC Board.

The 2x2 Committee members, Jim and Jay, who talk with the City indicated that materials for the City are prepared around two days before any meeting. Jim mentioned they usually get a two week notice before meetings are held with the City.

Tom asked Jim how to get resident input for City meetings. Jim responded that an item could be added to the PAC Board meeting agenda so that during the meeting Board members and residents would be asked if there are any issues they would like discussed with the City.

Jim indicated the Board can't act on this until next month and that it will be added to next month's agenda.

Jack's motion was tabled for discussion next month.

11. Discussion/Action: Increase Budget line item 81000 to \$80k for downstairs and breezeway (Tom Miller)

Line item 81000 in the budget deals with park improvements and non-capitalized items. It is currently budgeted at \$40,000 and Tom is requesting that it be doubled to \$80,000. Tom sees this account as being available as a general account that could be tapped into if more funds needed for various projects and asked Matt if it would be helpful.

Jim mentioned that the original \$40,000 was budgeted to be used for specific things.

Discussion continued as to the budgetary sources of funding and estimations for various Park projects (including for MVEST). Jim provided additional info regarding the budget process and how various Park projects are funded.

Jim reiterated that Tom's request was for the budgeting on line item 81000 to be generous.

12. Motion to add a line item to the budget (Tom Miller)

Tom withdrew his motion.

13. Action: PAC Board to accept final Budget “Wish List” for consideration (Jim Olson)

At this point in the meeting, the Wish List is being finalized. The Wish List includes the following items:

- Cover for deck outside Clubhouse
- Security camera for Park entrance
- Watercooler
- More guest parking
- Better car wash
- Flatscreen TVs for Clubhouse room(s)
- Outside ramp
- (Other items discussed during meeting)

14. Discussion/Action: PAC Board to designate two members as a subcommittee to revise the “Wish List” for budget process and present their product to the PAC Board for approval (Jim Olson)

Jim made a motion for the PAC Board to designate two members as a subcommittee to revise the Wish List for the budget process and present their product to the PAC Board for approval.

Jim volunteered himself and Jay also volunteered.

Motion entered and seconded. Motion carried: 4 yeas, 1 not available (Jack)

15. Discussion/Action: PAC Board to designate two members as a subcommittee for the 2014-15 budget process (Jim Olson)

Jim made a motion for the PAC Board to designate two members as a subcommittee for the 2014-15 budget process. Jim recommended including himself and Larry.

Tom asked what type of leverage the subcommittee would have. Jim replied that the budget process is started by Al Frei. Then the PAC Board comes in and asks for changes and input. Last year, the City then came in and cut a lot of things out.

Tom asked if income stays pretty much frozen, where does the money for an increase come from? Jim mentioned that whatever is left from the previous fiscal year goes into reserves. Other than that, there's no answer. Tom was wondering about asking Al Frei for info about administrative costs.

Motion entered and seconded. Motion carried: 4 yeas, 1 not available (Jack)

16. Discussion/Action: Consider a recommendation for a rent increase as part of the 2014-15 budget (Jim Olson)

Jim introduced the idea of a rent increase and asked if Board members agree with him.

Jay mentioned that when the Park was purchased by the City, the bank assumed a rent increase of around 2% per year. The City, however, didn't increase rents. He sees such an increase as an inevitability. Jay continued that a rent increase would support efforts to get the Wish List items.

Tom responded that cutting costs should also be looked in to. Additionally, he asked if it is reasonable to ask Al Frei to provide details of his administrative costs and possibly reduce his administrative costs.

Tom mentioned that the City takes 15% of net for the contingency fund. Tom would like to know how much is in the fund in case it is needed for emergencies. Tom would also like to know what the parameters are for spending the fund money.

Nancy mentioned that one of the big costs is the fees paid to the City. Each time someone at the Park calls the City, the Park is charged. This cost should be mentioned to residents so that they do not randomly call the City.

Jim made a motion for the PAC Board Subcommittee to use a 2% rent increase as part of the 2014-15 budget.

Motion entered and seconded. Motion carried: 4 yeas, 1 not available (Jack)

17. Determination of next meeting date

The PAC Board's next meeting will be: Wednesday, April 2, 2014.

G. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

No report.

3. MVSC

No report

H. PAC BOARD MEMBER COMMENTS

No comments.

I. ADJOURNMENT: 10:32 PM

Motion to adjourn entered, seconded and passed: 4 yeas, 1 not available (Jack)

ADDENDUM

Community Development Consulting Committee
Minutes of Meeting 2-25-14

Attendees: Jack Brandon, Tom Miller, Nancy Bingham, Sandee Duncan, Owen Haxton
and Jessa Gabriel Absent –Bill Davis

- 1) Tom Miller – Discussed presenting a resident-friendly budget item to be approved by the PAC Board in this current fiscal year to present to PAC at the Wednesday meeting 3-5-14. Tom’s suggestion would be to enclose the breezeway with a budget amount of \$15,000 to \$20,000. This would include the removal and replacement off all sheds, clean up the back area behind the library and possibly construct an upper storage area in the enclosure. The other members of the committee were not in favor of this suggestion.
- 2) Jack Brandon advised the committee that his article inviting residents to attend our March meeting was successfully placed in the March Echo.

- 3) Jack Brandon suggested that PAC should approve our committee members to meet with Julian Skinner in area major changes to the clubhouse. A motion will be made by either Tom or Jack for the April PAC meeting.
- 4) Owen Haxton suggested that the committee focus on submitting to PAC at the 3-5-14 meeting one item by our committee to be included in the budget to show that our committee is making progress and therefore provide the committee with credit for making progress. Owen's suggestion was to have Tom or Jack make a motion to place in this year's budget a ramp for wheelchair and handicapped persons access off the main ballroom out of the southeast exit at the cost of around \$2,000. This was unanimously approved by all committee members. Tom Miller will meet with Jim Olson and get this on the agenda for the 3-5-2014 meeting.
- 5) Nancy Bingham clarified that the Buck Foundation gave MVEST a \$5,000 grant during the time John and Lynn Wallace were heading up MVEST. \$3,000 of the money went to the purchase of the MVEST shed in the breezeway and generators were bought for \$2,000 but returned by MVMCC General Manager, Matt Greenberg, as not sufficient for the clubhouse use. Matt went to Home Depot and received the funds for the return with Gloria Gilbert's permission. Matt then wrote a letter to Lynn Wallace informing her that he had the money and made an accounting of the money. Matt guaranteed Lynn Wallace that the funds would be kept for the electrical work required for generator use and that he would give her the receipts so she could give the information to her donor, The Buck Foundation. This provides an audit trail for both Lynn and the Buck Foundation for the use of the remaining funds.
- 6) Sandee stated that we are not getting any acknowledgement from PAC or making progress as a committee which is receiving recognition of getting action items during the meeting accomplished. The committee discussed whether the committee should continue. Tom wants the committee to stay together and members agreed to commit 30 more days or one more meeting.
- 7) Meeting was adjourned at 5:28 p.m.
- 8) The next meeting will be held on 3-18-2014.