

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

6:00 PM

Wednesday, March 7, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

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

CALL TO ORDER: 6:03 PM

A. APPROVAL OF FINAL AGENDA

Motion made and seconded to approve the final agenda. Board members had no comments. Motion voted on and passed 5-0.

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

Comments include:

- Kevin Mulvany (resident) mentioned he was asked at the last meeting to look in to having someone come to the Park to speak about pest control at Park residences. A local technician with the Marin/Sonoma Mosquito and Vector Control District is available to speak. A Board member commented that HOL can make the arrangements for such a presentation.
- Alice Burbage (resident) commented that speeding of cars in the Park seems to be getting worse. Someone is going to get hurt.

C. CONSENT CALENDAR

1. Approve minutes of Regular Meeting, February 7, 2018.

John had the following corrections:

- Re agenda item D-5, bullet #5 -- a spelling correction is needed in the first sentence. “FireSafe” is the correct spelling (not “Fireside”).
- In the same bulleted item, second sentence -- “This Friday event is for PAC, HOL, MVEST, and the Firewise community” should be changed to “This Friday event is for county-wide homeowner associations and the Firewise community.”

February 7, 2018 minutes to be approved next month, with corrections.

## D. REPORTS

### 1. Maintenance and Capital Projects (Matt Greenberg)

Matt presented the following update:

- Five large Pine trees on View Ridge have been pruned.
- At the Ballroom, cleaning/painting (including the beams) is in progress.
- The quarterly sewer cleaning/maintenance is occurring, with extra maintenance needed at the lower pump house. Matt is looking in to costs for replacing the pump house.
- There have been multiple visits by pump house mechanics to fix problems at both pump house 1 and 2.
- At the Clubhouse, a quarterly (shampoo) cleaning has been scheduled for the carpet and furniture.
- On Monday, March 12, Juniper root and stump removal work will begin.
- Thirty-one driveways have had concrete grinding work to remove trip hazards.

Jay wondered about replacement of the sewer and pump lifts and if contractors or the City should be contacted to initiate the replacement process. Matt has spoken with an engineering company, which is putting together a replacement schedule and description of costs for both pump stations. When Matt obtains information back from the engineering company, he will bring it to the PAC Board. Because of the higher costs of the work, the City would later be involved.

Bill (resident) asked about the current reliability of the pumps.

### 2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$6,824.08
PAC Actual Balance	\$2,367.58
Humanitarian Fund Starting and Final Balance	\$3,956.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$1,872.91

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

Larry thanked Marv Weissensee for his Humanitarian Fund donation last month.

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

Stephen looked over the most recent financial/budget report from the City of Novato. He mentioned the Park is currently under budget for the month and year but that this should change as work around the Park ramps up.

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

Jay mentioned they are currently looking at the pump stations and also at solar panel details. There is nothing yet to report. Jay is waiting on a conversation with Marin Clean Energy.

A resident asked about emergency water supply issues discussed at a previous meeting. The resident located contractors available to speak further about options. He forwarded to information to Matt. Peggy suggested adding the topic to next month's meeting agenda; Jay agreed. Larry mentioned that MarVal should be contacted so the topic/project is added to the Wish List.

Anila wondered if smart meters would be required if solar is implemented. Jay responded: "No."

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

MVEST had a meeting with the City of Novato. Matt, Larry and John met with Peggy Flynn, Assistant City Manager. Topics discussed include:

- Bureaucracy and cumbersomeness of MVEST activation process
- Need for several plans (instead of just one) for a safe refuge/evacuation area
- Transient camp hazards.

John summarized MVEST activities:

- Planning on putting together a new Firewise subcommittee program that incorporates residential electric safety.
- Continuing with the program focusing on fire-prone plant removal in the defensible space.
- Planning on next focusing on the residences and how residents can make their homes more fire resistant.

On May 5, there will be a two-hour Park-wide evacuation exercise. On April 7, there will be an MVEST meeting. On April 21, there will be a drill in preparation for the upcoming evacuation exercise.

6. City of Novato update (Jay Shelfer)
7. 2x2 topics for next meeting (Jay Shelfer, Larry Cohen)

Jay has been in touch with Peggy Flynn (Assistant City Manager).

At the next 2x2 meeting, they will follow up on the items discussed at the previous 2x2 meeting. Included will be discussion about solar panels and clean-up of the pump stations. Jay mentioned that residents should contact Larry or him for topics to discuss at a 2x2 meeting.

Next 2x2 meeting is on March 29. Discussion topics for that meeting will be posted on the bulletin board. A report about the meeting will be made at the following PAC Board meeting.

8. Rules and Regulations report with updated mission and philosophy statements (Peggy Hill, John Hansen)

An updated draft has been created for the mission and philosophy statements. Board members provided comments/suggestions. Peggy suggested the statements could be placed in The Echo in hope of receiving resident comments. Peggy also suggested that the topic be placed on next month's agenda, with the aim for Matt to eventually have something descriptive he could hand to prospective residents. Peggy commented that the top part is the mission statement, while the rest focuses more on philosophy.

Stephen voiced concerns about the philosophy portion regarding the words "retirement community." He and others at the Park aren't retired.

E. OLD BUSINESS

No old business to report.

F. NEW BUSINESS

1. Motion to begin planning an update/replacement of the sewer pump house (Jay Shelfer, Matt Greenberg)

Jay made a motion to begin planning an update/replacement of the sewer pump house. The motion was seconded and then discussed.

Issues were discussed earlier. PAC Board members voiced no additional comments. Residents offered no comments.

The motion was voted on and passed 5-0.

2. Motion to form a committee to oversee and organize this year's PAC Board election; to elect officers for a two-year term beginning June 2018. (Larry Cohen)

Larry made a motion to form a committee to oversee and organize this year's PAC Board election, and to elect officers for a two-year term beginning June 2018. The motion was seconded and PAC Board members discussed the motion.

Larry mentioned an election is coming up. Three seats will be open – John's, Jay's, Peggy's. A committee needs to be created and a PAC Board member needs to oversee the election. The nomination period is May 5-12. If three or less people are nominated, ballots will be mailed out (vs. having a polling station). Meet The Candidates night will be May 15. Ballots will be accepted May 17-31, with ballots counted June 1. Election results are given on June 2 at the Annual PAC Board meeting.

Stephen agreed to help Larry with the committee.

No residents made comments. The motion was voted on and passed 5-0.

3. Motion to approve the MVEST subcommittee to submit a proposal to Firesafe Marin for a \$30,000 PG&E grant to expand the firebreak along Marin Valley Drive, our primary emergency evacuation route. (John Hansen)

Jay read the motion. The motion was seconded and PAC Board members discussed the motion.

John mentioned Matt would oversee expansion of the fire brake. The grant focuses on the evacuation route(s).

Anila (resident) wondered who is responsible for clearing around the high-tension wires. John responded that PG&E is the responsible party.

The motion was voted on and passed 5-0.

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, April 4, 2018 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

No report.

I. ADJOURNMENT

Meeting adjourned at 7:23 pm.