

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

7:00 PM

Wednesday, April 1, 2015

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, Mike Hagerty, Tom Miller, Jay Shelfer, Desiree Storch
- 17 Non-Board Residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 7:03 PM

A. APPROVAL OF FINAL AGENDA

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

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

- Ray Schneider spoke about the previous night's City Council meeting and the discussion about excess gas flow valves. City staff indicated they are researching the issue. Staff wants to coordinate with PG&E efforts if the Park becomes part of the PG&E project to replace all Park meters, etc. It occurs to Ray – as he reviews what the Park is undertaking to avoid problems of fire and wildfire – that the Park really doesn't know if it will become part of the PG&E pilot project. If the Park ends up going ahead with the project, the Park still doesn't know how long PG&E would take to change the meters and add in the flow valve safety features previously discussed. Ray thinks the Park/residents should go ahead now and pursue -- with/without PG&E coordination -- the safety features, including the excess gas flow valves and the longer flex lines.
- Jack Brandon spoke about the recently-released (January 7) comprehensive draft of the Tree/Shrub Policy. Jack thought discussion of it was to be included on tonight's agenda (it wasn't included) and he wondered when it would be included. A portion of the draft addresses the life/safety issue of the juniper abatement. Jack feels the

Park is very vulnerable to a catastrophic event due to the proliferation of junipers in the Park.

- Max Goler spoke about the City Council meeting's discussion concerning sewer and trash rates. Max mentioned rates are going up by 1/3 and he feels the bill is already high. Max would like this addressed. He wonders if it will be a permanent increase. Should the Park look for a different sewer company?
- Alan Gump mentioned he is on the MVEST steering committee. Alan/MVEST wants to thank the PAC Board for bringing the flow valve issue to City Council staff. Alan/MVEST wants to underline the earlier comments made by Ray Schneider about the urgency for moving on this and not waiting for the pilot, even if by doing so it adds potential cost if the pilot project is later initiated. The danger from an event outweighs any further delay. Alan/MVEST urges moving forward on the initiative.

Jay responded to the above comments:

- Regarding Ray's and Alan's comments, Jay responded that the valve and flex line leading to a unit are legally the responsibility of the owner. Owners already have flex lines at their units and they could either be replaced with longer ones or be increased in length by adding a second line. Jay suggested that perhaps MVEST could find a suitable plumber to help residents do the work themselves. He noted that the material costs do not seem high (maybe under \$25). Installation would involve turning off the gas and installing the flow valve or adding a flex line to the existing one (Matt can provide details). Matt has researched the flow valve issue and they don't always help. A longer flex line would reduce the likelihood for a break to occur in the event a unit slips or pulls. Jay complimented MVEST's interest in this and suggested that perhaps MVEST could do further research and come up with some solutions.

Nancy brought up the added expense of hiring a plumber. Jay thinks the work per unit would not take long (15 minutes?) and once one unit is completed the plumber could move on to the next unit (reducing the cost per unit).

Matt agreed that residents could do the work and that there doesn't need to be delay. Matt has looked at materials with John Hansen. For a 60 or 72 inch flex line, the price for a high quality line would be a little under \$200. While a lower quality line could be purchased for less money, Matt feels it would be prudent to spend a little more money and get a strong, neoprene-coated gas flex line (yellow in color) that would last a long time. These lines can flex quite a bit without showing any damage. A lot of the lines currently installed at the Park are antiquated and small, with rust showing.

John Feld added that with the old shutoff valves, if a resident shuts off the valve and it breaks, the resident is responsible. The Park is going around and replacing the valves. If the Park replaces a shutoff valve, residents can feel they are getting a good

one. A lot of the current flex lines are old, corroded, do not flex, and look like they would break if you tried to bend them. They need to be replaced. It is an easy thing to do if you have the ability to shut off the gas. Once you turn off the gas and then later turn it back on, the pilot light needs to be re-lighted. MVEST previously went around and told residents they need a gas valve wrench and showed where the gas turnoff valve is located, but MVEST didn't show residents how to turn the valve off. John noted that some of the older valves may not be easy to turn off.

Desiree commented she wasn't sure if this is something MVEST should be taking on – coordinating a project involved with working between the gas meter and the unit. Desiree asked if it would be possible for Park management to coordinate with the contractor, purchasing of materials, units needing help, etc.

Matt responded to Desiree's comments and said that he would be willing to do it. He added that if there were a few volunteers who could do some basic prep work before the plumber arrived at a unit, it would reduce installation time and costs. Matt added he thinks he would recommend what HCD recommends. Matt would create a list of recommended materials and plumbers (plumbers weighted by price and experience) that residents could select from. Matt would then coordinate the work.

Desiree thought MVEST could step in to find volunteers for when a resident needs help.

Information about this will be inserted in the upcoming Echo and Matt can place details about it at the Clubhouse front desk.

Cheryl Rebuschung wonders if there is a legal way to get all residents (100%) to do this – make it mandatory or offer financing? Also, offer a way for residents who don't have the funds to pay for this. Can this be looked in to.

Diane Brandon supports what Cheryl stated. In the Park, if one of the houses goes up in flames, the houses next door will go. There could be a complete disaster at the Park. Each resident may be individual, but residents are dependent on each other regarding safety and the safety of their homes. Everyone holds responsibility for everyone else.

Tom asked Matt for the approximate cost for doing one valve/flex line (replacing valve, putting in flex line) for a unit. Matt responded that material costs are a little under \$200 and the plumber costs depend on which plumber is selected. Total cost per unit would be over \$200. Tom estimated that for 300 units, the cost would be around \$60. He wondered if the Park could move money around in the budget, from say the humanitarian fund or ballroom floor budget, to get the work done and then

later send a bill to each homeowner. If a homeowner has problems affording the work, the money could come from the humanitarian fund. Jay thinks this would end up being a legal question for discussion with the owner (City of Novato), but it's something worthwhile discussing.

- Regarding Jack's comment about the Tree/Shrub Policy, Jay responded the Policy is still being reviewed by the HOL. The HOL will be voting on the most recent version at its upcoming meeting.

Nancy (HOL) commented that on March 8 HOL distributed a flyer about the draft to all Park residents. That version did not pass HOL at the last meeting and based on received comments has been revised again. Nancy will be putting that revised version on the PAC bulletin board and on the community bulletin board, and copies are available in the HOL folder and at the front desk.

- Regarding Max's comments about sewer and trash rates, Pat Eckland brought that up at the end of the City Council meeting. It is part of a presumed/hoped for contract that may result in PG&E re-doing the gas and electric services, and at the same time switching over from Las Gallinas to Novato. The City is researching this. The Park should actually be with Novato and it would be less work for the pumps. The rates are also cheaper. Jay picked up a flyer that indicated one rate increase has already been implemented and another would occur later this year, for a total increase of 20%.

### C. CONSENT CALENDAR

1. Receive approved minutes of January 7, 2015 meeting.

Motion made and seconded to receive the approved January 7, 2015 minutes. Motion voted on and passed 5-0.

2. Receive approved minutes of February 4, 2015 meeting.

Motion made and seconded to receive the approved February 4, 2015 minutes. Motion voted on and passed 5-0.

3. Approve minutes of March 5, 2015 meeting.

Tom asked that the following correction be made to agenda item G-3, start of second paragraph: Change "PAC" to "MVSC" so the sentence now reads, "...according to MVSC bylaws, PAC...".

Motion made and seconded to approve the March 5, 2015 minutes, with the correction included. Motion voted on and passed 5-0.

D. REPORTS

1. PAC Treasurer's Report:

Jay mentioned that today PAC Board members received a copy of the draft budget for the coming year. The process starts when Al Frei drafts a proposed budget with PAC Board input, PAC Board reviews it with resident input, PAC discusses the budget with the City.

There will be a budget meeting next week with the City that involves Jay, Larry and Matt. After the meeting, the draft budget will be available for resident review and input until June 8.

Nancy (HOL) mentioned it would be good for there to be a meeting of the Park Boards to discuss the budget and give input to PAC. The meeting would be open to all residents, so notice would be needed. A resident suggested using the new Park Robocall system. Another resident suggested putting notice on the website.

Jay would like a meeting held sometime the next two weeks for residents to discuss the budget. Board members and residents attending the meeting agreed to hold it on Thursday, April 16, 5 PM, in the Fireside Room.

Following is the PAC Treasurer's report for April:

PAC Final Balance	\$5,901.30
PAC Actual Balance	\$2,361.80
Humanitarian Fund Starting and Final Balance	\$3,539.50
Total Spent Current Fiscal Year	\$2,153.32

2. MVMCC Administration and Finance Report (Desiree Storch)

Desiree indicated the financial statements are looking fine. The debt-to-service coverage ratio is good. The expenditures are normal.

Regarding Tom's previous questions concerning rent control fees, Tom will research the fees and report back.

Tom has a copy of the 2015-2016 budget and will place it on the front desk for residents to review.

Jay made a motion to allocate \$18 from the PAC budget to pay for using the Robocall service to let residents know about the budget meeting and documents. The motion was seconded, voted on and passed.

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

Matt presented the following report:

- Completed two retaining walls, one at 8 View Ridge and the other a retaining garden wall at the north side of the Clubhouse.
- The Clubhouse patio cover is finished and installed.
- Matt is currently soliciting bids for two ADA lifts – for the spa and pool.
- Completed a light upgrade to the exercise and changing rooms, which included new lightings, new paint and shampooing the carpets, flooring.
- Currently removing the non-operable vehicles from the RV storage and upper bone yard. Residents will get notices if they don't move their vehicles and the vehicles will get towed.

Matt spoke about the surveillance system and the current security company. Matt mentioned that the security company comes in every night, seven days a week, is paid \$620 per month and is well worth it. Matt would like to ask PAC if they could continue to spend the money, along with the security system, in the upcoming budget. The security company has found the Clubhouse open multiple times, they've found raccoons in the kitchen, they've found people in the Clubhouse (residents and non-residents), and they are a good watchful eye. They are all retired police officers and they come when everyone is asleep. They check every door at the Clubhouse property.

A resident asked the purpose of the bone yard. Matt responded that it's a staging area for debris removal and sometimes used for storage.

A resident asked about the cars stored in regular parking spots. Matt responded that if the cars aren't being used they will be towed.

A resident thanked Matt for his efforts. The resident indicated he used the gym for the first time this month and noticed how clean and well-lighted it is, including the dressing room area. He noticed, and loves, the non-skid floor.

Tom mentioned the security company is being paid monthly and is not part of a budget line item. Tom wondered if it was something PAC should pursue for the upcoming budget. Currently, the funds are coming out of Operations.

Matt indicated the money allocated for the security system has been spent, except for around \$200 for accessories. There aren't funds for hiring a professional service to do the installation. Matt has some experience and installed a bigger system before. Cameras are currently being installed in the Clubhouse by Mark and Greg, under Matt's direction. They aren't hooked up yet to the video recorder, which will be in the office.

Tom asked Matt if when the system is installed, will there be a notice to residents that the system is installed and operational, and will there also be a schematic that the residents can look at. Tom thinks it would be prudent to have such materials available to residents. Other Board members indicated they don't think the camera locations (shown on a schematic drawing) should be openly publicized.

A resident asked if the security system could be mentioned in the Echo so residents would be aware of it. Board members were positive towards the suggestion. Desiree suggested that the schematic could be available at the front desk, but only to residents who specifically ask Matt to see it (instead of being distributed to all residents).

#### 4. City of Novato (Jay Shelter)

Tom had previously asked about the agenda for the 2x2 meetings. Jay summarized that the City is supposed to meet quarterly with the PAC Board (according to the delegation and management agreements). They met in September, and they didn't have an agenda prepared for December. They have now provided PAC with a meeting schedule starting in July, for quarterly meetings.

The PAC Board has been pushing for 2x2 meetings, which are intended to occur on a bimonthly basis. Larry mentioned he received an email from Cathy providing dates up until next year (third Monday of the month).

Tom responded he just wants to know what will be discussed at the meetings. Jay responded that when the meetings are coming up, he will distribute the agenda showing the items to be discussed.

#### 5. Rent Differential Committee (Judy Vucci)

A request was made to move the item onto next month's agenda.

## E. OLD BUSINESS

### 1. Comcast bill

Jay asked Matt to provide an update about Comcast.

Matt mentioned that currently Comcast said they would lower the bill per resident to \$30 per month for a basic kit. Previously, Comcast lowered their rate to \$40, and they were offering a \$120 check for each home to re-sign the contract. What Comcast wants is a seven-year agreement for the deal.

Currently, the Park is running a deficit of around \$5000 per month (\$69,000 per year) for monies that the Park spends on the bulk contract in which some residents have opted out. There's not a good agreement for all residents to use the service and also there are other services that compete with Comcast. Matt thinks that what will happen is that the Park will cancel the Comcast bulk agreement and residents will be able to purchase Comcast or other services on their own. Currently, the basic bill per resident is around \$47 per resident and 79 residents are pirating the cable (using it for free). The Comcast contract ends December 1 of this year. Jay received a list of services Comcast offers at the individual rate and it is much higher.

A resident mentioned that what Comcast is offering with the bulk rate doesn't meet his household's needs. They don't watch TV, but use the internet and voip. They don't want to participate and feel they shouldn't have to pay for services they don't use.

John Feld suggests not signing a seven-year agreement because in three years the internet might be completely different.

Matt's concern is that there will be dishes on everyone's roof. Currently, he is advocating for dish owners to put the dish on a pole.

## F. NEW BUSINESS

Peggy Hill provided information about the upcoming PAC Board election. Two positions are open. The nomination period begins on May 9 at 9 am and closes on May 16 at 4 pm. Candidate bios are due by May 18, 10 am (bios are due if more than two candidates are running for a seat). Meet the Candidates night takes place on May 27 at 6:30 pm in the Fireside Room. The election period begins when the May 27 program ends. The election period closes on June 5 at 4 pm and ballots are then counted in the Fireside Room. Election results are announced at the annual PAC Board meeting, held June 6 at 11 am in the Fireside Room. Each registered resident (registered at the Clubhouse office) gets one vote.



1. MVSC Election

Bill Davis indicated two positions are open for the MVSC Board. MVSC is looking for candidates. So far, Bill has received no calls. Contact Bill for further details.

2. Determination of next meeting date

The next meeting will be: **Wednesday, May 6, 2015, 7 pm.**

G. REPORTS FROM OTHER BOARDS

Nancy mentioned a Volunteer dinner will be held on April 18. Sign up by April 15.

1. HOL

Nancy from HOL wanted to clarify an earlier comment she made when she spoke about the \$18 charge for a Robocall. The Robocall service is purchased as a package. The intent is for it to be used primarily for emergencies and, less common, for events relevant to the entire community.

The next HOL meeting will occur Wednesday, April 15. HOL will be voting on the Tree/Shrub Policy, gym noise/music, and Wish List entries.

The April HOL meeting will open up the HOL election nomination period. At the May meeting, nominations will be taken from the floor and voting will occur.

Gary wondered if HOL will be holding a meeting for gym users to provide input. Nancy will look into this further.

2. MAR VAL

No report.

3. MVSC

No report.

H. ADJOURNMENT

Motion was made and seconded to adjourn the meeting. Motion passed 5-0.

Meeting adjourned at 8:30 PM.