

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, May 3, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

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

CALL TO ORDER: 6:07 PM

A. APPROVAL OF FINAL AGENDA

Motion made and seconded to approve the final agenda. Motion voted on and passed 4-0.

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

No comments.

C. CONSENT CALENDAR

1. Receive minutes of March 1, 2017.

Motion made and seconded to receive the March 1, 2017 meeting minutes. Motion voted on and passed 4-0.

2. Approve minutes of April 5, 2017.

Anila Manning indicated a spelling error in agenda item D-7, last paragraph (“waiver” should be “waver”).

Motion made and seconded to approve the April 5, 2017 minutes, with correction. Motion voted on and passed 4-0.

D. REPORTS

1. Presentation on a “Marin Valley Gallery” sign over the entrance to the Fireside room (Susan Lahr)

(NOTE: Susan Lahr was absent at start of the meeting. Discussion of this agenda item occurred later, after discussion of agenda item D-8.)

Susan Lahr, a MVMCC resident, described a proposal to create a “Gallery” sign for placement above the Fireside room entrance doorway. HOL has allotted funds towards creation of the sign. Additional funds would still be needed (around \$250). Susan described the sign, which would be removable and around 16 inches high/72 inches across, and provided examples.

Jay clarified with Susan that in making her presentation before PAC she is seeking approval from PAC to hang such a sign at the Fireside doorway and not asking PAC for funds towards creation of the sign. Susan agreed with Jay’s summary.

PAC members and meeting attendees provided feedback about the sign – in particular, the size and title. John Hansen commented the sign seems too big. Jay and several others concurred. Susan will obtain prices for signs of different sizes/different text.

A resident indicated appreciation for what Susan is doing (residents then clapped).

2. Maintenance and Capital Projects (Matt Greenberg)

NOTE: Matt will be gone May 18-September 1.

Matt provided the following projects update:

- Clubhouse -- Third phase of the replacement of the exterior building fascia (2x12 board that the roof joins to at the edge) / roof repair work, finish-paint work on sides the building, replacement of the lower deck near the Billiard room, and work on the Ballroom’s north side beams (which have deteriorated).
- Clubhouse – Roof replacement planned for next year’s budget. It would include installation of insulation in the Ballroom.
- The water main is being replaced leading to 20, 22, 24 and 26 Meadow View to improve the poor water quality and pressure being received.

3. PAC Treasurer’s Report (Larry Cohen)

Larry presented the following PAC Treasurer’s report:

PAC Final Balance	\$6,396.20
PAC Actual Balance	\$2,428.70
Humanitarian Fund Starting and Final Balance	\$3,967.50
Total Spent Current Fiscal Year	\$1,837.46

Note: PAC Actual Balance + Humanitarian Fund Balance = PAC Final Balance.

4. MVMCC Administration and Finance (Jay Shelfer)

Jay looked through the monthly report. Everything looks fine. The debt to service ratio is 2.52.

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

John mentioned there is nothing to report other than City engineers have been going through the Park and checking/remarking the gas line.

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

John Hansen provided the following update:

- Preparations are being made for the upcoming Wildfire Preparedness Day (June). Marin Valley obtained a \$500 grant to put on the event. There should be a substantial number of attendees.
- Incident Command Training was recently held.
- MVEST garden team went up to Petaluma and picked up gorgeous plants!

7. City of Novato update (Jay Shelfer)

Jay mentioned PAC is still waiting for the City to indicate who in the City would be overseeing MVMCC. The City has recently lost several key management/executive staff and is in the process of replacing them.

The Hamilton project is still ongoing. Area residents are currently being asked by the City for input regarding building utilization at Hamilton. Jay recounted that there was a zoning swap recently involving Hamilton property and the TPL lands surrounding MVMCC. Jay emphasized the importance for MVMCC residents to provide their input and also their thoughts on what MVMCC needs are.

8. Topics for the next 2x2 meeting (Jay Shelfer, Larry Cohen)

Residents should contact Larry or Jay for discussion topic suggestions.

9. Rules and Regulations Committee report (Peggy Hill, John Hansen)

The Rules and Regulations Committee met again and decided on three areas to currently concentrate on:

- Noise pollution
- Nighttime light pollution (including motion detector lights)
- Air pollution (including smoking by residents, wood-burning fireplaces, fragrances).

Peggy mentioned that not all would become part of the regulations, but that it is important to indicate these areas to residents.

Matt mentioned the regulations need more specific guidelines. Jay asked Matt if he can meet with Peggy to discuss further.

10. Presentation for amending and restating the following bylaws of PAC: (A) To allow for adoption of the MVMCC Election Handbook accepted by the PAC Board in March 2008; (B) Amending the quorum needed at the annual meeting from 10% to 5% (Jay Shelfer)

The MVMCC Election Handbook (“white ballot”) was approved 5-0 by the PAC Board in March 2008 but not formally accepted in to the bylaws. Jay indicated the bylaws can be amended at an annual meeting, as long as there is a quorum of residents to vote. Jay will be proposing that at the upcoming annual meeting, the existing bylaws be amended to remove the wording “only by written ballot.” And allow, if the number of applicants for the spaces on the PAC Board are equal, too, as outlined in the Election Handbook, that a written ballot would not be required.

Forty-five people would be needed for a quorum to approve Jay’s proposal. Jay feels the quorum is valuable, but should be lowered to 5% (around 25 people). He would like the bylaws changed to reflect this.

11. Update on the 2017 PAC Election Committee, dates for the election, and the need for a quorum (approximately 45 residents) at the June 3 Annual Meeting (Peggy Hill)

Peggy mentioned The Echo provides details about the election. She indicated if there are less than three candidates for the two open spaces, ballots won’t be mailed out. Ballots would be available at the annual meeting.

E. OLD BUSINESS

1. Motion: To make the money currently in the PAC Humanitarian Fund available for use as needed for the Marin Valley Care Program (Larry Cohen)

Jay introduced the motion. Larry mentioned the Humanitarian Fund consists mainly of funds donated from Marv. Marv supports the proposal to expand use of the donated funds. The PAC Humanitarian Fund currently has limitations as to what the funds can be used for.

Matt mentioned the motion is an attempt to create a program to allow funds to be used for additional needs. Some residents in the past two-three years have given money to him to distribute anonymously to needy residents for food, medicine, etc. The donation funds being held by PAC could be better used. Matt expressed that PAC Board decisions/guidelines need to be made regarding amount to be given per person and criteria.

A suggestion was made to use gift cards as a vehicle to disseminate the funds. PAC Board members also commented that the amount given can vary depending on the individual circumstances.

The motion was seconded, voted on and passed 4-0.

F. NEW BUSINESS

1. Motion: To provide PAC approval for a sign to be placed above the Fireside Room door in the Clubhouse Lobby (Jay Shelfer)

Proposal for the sign was discussed above and is still in progress. Jay tabled the motion.

2. Motion: To approve going forward with an application for a federal grant for approximately \$75,000 to supplement the fire mitigation budget (John Hansen)

John provided details about the motion. He indicated the fund would be different from existing funds. This fund would be specifically used to create a “shaded fuel break” through the pruning, trimming and occasional removal of trees. Jay called for a vote on the motion, which was seconded. The motion was voted on and passed 4-0.

G. Determination of next PAC meeting date

The next meeting will be: **Saturday, June 3, 2017 at 11 am.**

H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

The President of Mar Val mentioned the Mar Val Board is appreciative that all items on the Mar Val wish list were approved.

Upcoming events include Cinco de Mayo (this Friday night) and the Memorial Day party, which will be held outside.

H. ADJOURNMENT

The meeting adjourned at 7:36 pm.