

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, July 1, 2015

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, Mike Hagerty, Peggy Hill, Tom Miller, Jay Shelfer*
- 19 Non-Board Residents
- Park General Manager: Matt Greenberg (absent from meeting)
- Recording Secretary: Susan Windman

* Jay Shelfer absent at start of meeting. Mike Hagerty took charge in Jay's absence. Jay arrived during discussion of Agenda Item C-1 and took charge after the C-1 vote.

CALL TO ORDER: 7:06 PM

A. APPROVAL OF FINAL AGENDA

Motion was made and seconded to approve the final agenda, with two additions and one subtraction (agenda item F-6). Motion was voted on and passed 3-0.

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

- Jack Brandon commented that that the Board has never operated under Robert's Rules of Order, even though it is part of the bylaws. A 2-1 vote on a five member board is not a majority.
- Sandy Figone commented about the long length of the June minutes and that the minutes should be at most four pages rather than transcript-like. She mentioned that Roberts Rules of Order provides a guideline for minutes.
- Connie Merelich commented that all Board members should face forward during the meeting. Board members should not have their backs facing attendees.
- Ray Schneider wondered about the replacement for Jane Boyd in the front office. Larry responded that Matt has been doing the bookkeeping and that Matt indicated he might hire a replacement for the front.

C. CONSENT CALENDAR

1. Receive approved minutes of May 6, 2015 meeting.

Motion made and seconded to receive the approved May 6, 2015 minutes. Motion voted on and passed 4-0.

(Jay arrived at the meeting during discussion of C-1 and took over the meeting from Mike Hagerty after the C-1 vote.)

NOTE: Board members decided to move discussion of Agenda Item E-1 (Election Update) forward to this spot in the Agenda to fill the PAC Board seat vacated by Desiree Storch.

E. OLD BUSINESS

1. Election Update (Larry)

Larry indicated only one candidate came forward to take over Desiree Storch's seat, so there is no need for a Meet the Candidates night and/or to hold an election. The one candidate has been a PAC Board member before and served quite a number of years. The candidate is Peggy Hill. (Meeting attendees clapped.) Larry thanked Peggy for stepping up.

(Discussion returned to Agenda Item C, Consent Calendar.)

2. Approve minutes of June 6, 2015 meeting.

Jack made the following comment about the June 6, 2015 minutes, page 11 (he read from written comments:

“At the conclusion of the remarks attributed to Judith Vucci, for the sake of accuracy it should be noted that she was notified by the Chair/President to conclude her report as her two minute time limit had expired. She complied.

It should be noted that since she was reporting as a representative of a committee which was serving “AT THE PLEASURE OF THE BOARD” she should not have been subjected to the 2 minutes time limit.

Jay responded that while there was a committee, it wasn't operating as a PAC Board Committee at the time since there was no PAC Board member on the committee. However, Mike Hagerty has recently joined the committee.

Mike indicated Jack's comment would be acceptable if the last sentence were removed. (Minutes Update: Last sentence has been deleted.)

Mike made a motion to approve the June 6, 2015 minutes, with the comment about the June minutes included in the July 1, 2015 minutes (with the last sentence of the comment deleted). The motion was seconded, voted on and passed 5-0.

3. Approve minutes of June 24, 2015

Jay mentioned that the June 24, 2015 meeting was when the budget was approved. Mike Hagerty indicated the minutes for the meeting have not yet been posted. Board members mentioned the minutes would be voted on the next meeting.

D. REPORTS

1. PAC Treasurer's Report (Larry Cohen)

Following is the PAC Treasurer's report for May:

PAC Final Balance	\$5,461.86
PAC Actual Balance	\$1,922.36
Humanitarian Fund Starting and Final Balance	\$3,539.50
Total Spent Current Fiscal Year	\$3,165.94

2. MVMCC Administration and Finance Report (Jay Shelfer)

The debt-to-service coverage ratio is 2.77, which is above the required 2.0. The finances are in order. Total reserves have increased by around \$60,000 from the previous month.

Tom clarified a comment he previously made on planning for savings after the Comcast contract ends (December 31, 2015). Tom wondered if the City might consider postponing a rent increase by allowing the money (\$13,400 per month) previously spent for the Comcast contract to take the place of the increase. Or, if the City would put the money towards earlier payoff of the loan.

Larry mentioned that the savings from ending the Comcast contract has already been incorporated into the budget by the City.

3. Maintenance and Capital Projects

Jay presented the report for Matt Greenberg.

Regarding maintenance and capital project activities:

- The wall in the Fireside Room is being worked on. There is beam repair on the whole east wall.
- There are multiple repairs from damage to the piping for the pool. Several pipes between the filter and pool needed to be replaced. The plan for next year is to replace the whole system.
- The engineering for replacing the main beam in the Fireside Room is in process.
- Matt is working on getting retaining wall permits for various homes.

4. City of Novato (Jay Shelter)

Jay made the following report:

- Regarding regular flooding at Club View during rains -- The City, on behalf of the Park, applied for permits to repair/clean the V-ditch and approvals have been obtained. During the work, efforts will be made to maintain the wildlife habitat.
- PAC has been appointed to take over from HOL the monitoring of the Park site for MVEST. An emergency plan for the Park has been put into place and copies of the plan will be available. Efforts are a result of MVEST's work towards such a plan. John clarified that the resulting Plan was done by a City consultant and is not the plan MVEST developed but an abbreviated plan – a sub-set of what has to be done. MVEST is continuing to forward suggestions to the City and consultant. The consultant's focus is towards getting the entire Novato into a FEMA and County-approved system.

City of Novato is paying for the consultant's time; the Park may be paying for the consultant's time specifically spent on Park tasks, but John has not seen an accounting that shows this. Nancy wondered if the budget still includes MVEST emergency services and Larry indicated \$5000 is allotted. Jay indicated the charges would likely go against the Park Owner's \$25,000 allotment for time spent on MVMCC business. Jay has repeatedly asked the City for an accounting of all charges against the Park; the City indicates staff is working on it. This will be brought up again at the next 2x2 meeting.

- City is working on the rent issue and plans to come to the Park to meet with residents. The comments by the Rent Equalization sub-committee have brought the issues to the attention of the City and Attorney.

- City is working on putting the recently-passed Rules (Tree and Shrub policy and the Events policy) into effect. Upcoming will be public (resident) meetings about it. The City has to give notice to Park residents and officially incorporate the policies into the Rules and Regulations.

A 2x2 meeting is scheduled for July 20. Residents with suggestions should pass them on to Mike Hagerty.

Resident comments:

- Susan Meyer asked if there has been follow-up on the PG&E infrastructure. Board members responded “no.”
- David King mentioned PAC needs an action-item spreadsheet for when communicating with the City and residents. Jay asked David to sit with Mike Hagerty to formulate one. Jay will add the topic to next month’s agenda as a New Business action item.

5. Agenda for 2x2 committee on July 20 (Jay)

Jay indicated the agenda will be posted before the meeting. Mike mentioned the agenda can be posted online. Mike summarized the items so far on the list:

- The 99 year lease (motion PAC passed last month)
- Staff visit to discuss rent differential options
- Charges for emergency services consultant and for all the management fees

Residents mentioned the following:

- Air conditioning for the ballroom
- Humanitarian fund
- There should be a qualified inspector who periodically checks the condition of Park buildings (Cheryl Rebischung)

Mike indicated the agenda items will be put on an action-item spreadsheet.

E. OLD BUSINESS

1. Election Update (Larry)

Discussion of the topic was moved forward to after Agenda Item C-1.

2. Notice for implementing new rules on Clubhouse Policy and Tree and Shrub Policy (Jay)

Discussion occurred during consideration of Agenda Item D-4.

3. Review of the process for inclusion of budget items to the capital and maintenance budget prepared by Management for approval to the current title holder of MVMCC (Jay)

Jay summarized that there is a process in which the PAC Board, through the Management agreement, is charged to work with the Management team (Al Frei) and the City to prepare a budget for the fiscal year. The process involves PAC putting suggestions in and discussing the items with the Management team.

The process is currently not a formal one and Jay would like to formalize it by creating a Budget Committee. The formalized process would help ensure that suggestions go through PAC (as per the Delegation Agreement), rather than go directly to Management or the City piecemeal and without knowledge/approval of PAC.

The Committee would field suggestions from the residents and PAC Board members, bring the suggestions before PAC for approval, and then work with Management and the City to see that the items are included in the budget.

Jay has items he would like PAC to consider, including recommendations, and he would like to put them on next month's agenda. (To Board members, Jay distributed copies of the Management Agreement sections relevant to what Jay is discussing.)

Cheryl Rebuschung asked that when there are budget meetings scheduled, if the meeting dates could be put in The Echo.

A motion was made to consider Jay's proposal at the next meeting. The motion was seconded and voted on. The motion passed 5-0.

F. NEW BUSINESS

1. Matt to look into placing a sign advertising the security cameras and security patrol on Marin Valley Drive at top of the hill. (Tom Miller)

Matt is absent, so Jay indicated PAC will discuss the topic with Matt when he returns.

2. Determination of next meeting date

The next meeting will be: **Wednesday, August 5, 2015, 7 pm.**

G. REPORTS FROM OTHER BOARDS

1. HOL

(HOL has a new president: Carolyn Corry)

Carolyn provided the following HOL update:

- The HOL membership drive starts end of July.
- Cheryl is getting ready to start a bunch of new classes.

2. MAR VAL

Carolyn Corry also provided an update for Mar Val:

- Mar Val is putting on the 4th of July BBQ.
- A luau will be held August 15.

3. MVSC

No report.

H. ADJOURNMENT

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

Meeting adjourned at 8:15 PM.