

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

7:00 PM

Wednesday, July 6, 2016

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Peggy Hill, David King, Jay Shelfer
- 15 Non-Board Residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 7:09 PM

A. APPROVAL OF FINAL AGENDA

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

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

No public comments.

C. CONSENT CALENDAR

1. Receive approved minutes of May 4, 2016 meeting.

Motion made and seconded to receive the approved May 4, 2016 minutes. Motion voted on and passed: 3-0, 2 abstentions (John Hansen, David King).

2. Approve minutes of June 4, 2016 and June 14, 2016.

Motion made and seconded to approve the June 4, 2016 minutes. Motion voted on and passed: 3-0, 2 abstentions (John Hansen, David King).

Motion made and seconded to approve the June 14, 2016 minutes. Motion voted on and passed: 4-0, 1 absent.

## D. REPORTS

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

Larry presented the following PAC Treasurer's report:

PAC Final Balance	\$6,438.14
PAC Actual Balance	\$2,470.64
Humanitarian Fund Starting and Final Balance	\$3,967.50
Total Spent Current Fiscal Year	\$3,342.98

### 2. MVMCC Administration and Finance Report, and report of Finance Committee (David King)

David indicated one item in the report under 50400 (concerning wages) doesn't look correct. David will email Cheryl (City of Novato) about it.

### 3. Maintenance and Capital Projects: PG&E path update, PG&E infrastructure update, swimming pool, guest parking, etc. (Matt Greenberg)

Matt provided the following update:

- Fire abatement – Dry grass has been cut at the defensible spaces. Some areas need more work. Second round of cutbacks are about to start and will include bushes, blackberry plants, poison oak, etc.
- Pool remodel & repair – Re-plastering/tile replacement work has been completed. The pool deck is ready to be coated. Concrete patch and pipe repair are done. Water filtration system to be installed when the other pool work occurs. The type of lift to be installed in the pool is currently being looked at. The landscape architect is finishing up their packet for submission to the City.
- Gas valve replacement project – Work is now being done on the remaining homes in the Park.
- Clubhouse – Mirrors have been installed in the downstairs activity room.
- PG&E path – PG&E will hold a resident outreach meeting on Tuesday, 7/12/16, 2-3:30 PM, for residents living along the path. The meeting will go over the work schedule and plant choice options.
- PG&E Pilot Program – Park management received a call from PG&E asking if the Park would still want to be considered for the pilot program. Two other Parks accepted into the program have dropped out. Matt thinks MVMCC has a good chance.
- Guest parking – Several vehicles not being used have been removed by their owners/residents from guest parking, freeing up visitor parking spaces.

## E. OLD BUSINESS

David King asked that agenda item E-3 be addressed first.

3. Determine which PAC member receives a 1-year term and which members receive 2-year terms (Larry Cohen)

David King indicated he would like the 1-year term. Board members had no objections.

1. Request for more topics to discuss at the next 2x2 meeting with City Staff (Jay Shelfer)

Jay summarized what the 2x2 meeting is: Two members of the PAC Board meet with two City staff every two months in an informal manner to discuss Park issues.

There is a 2x2 meeting scheduled for Monday, July 18. Jay is looking for topics to discuss. Residents attending the meeting had the following requests:

- A resident wondered about the \$19,000 paid by the Park to the City for rent control. What do residents receive? Larry and Jay responded it is a required fee (state law) for mobile home parks.
- A resident asked about the rent increase. Larry responded there is no rent increase for this year.
- A resident noted the City's charges to the Park doubled from \$25,000 to \$50,000. David commented it comes out to around \$55,000 and that what is put in the budget may not be what is billed. David would like more specifics and for the City to develop a form that shows exactly what staff are doing and charging.
- A resident is worried about smart meters and where they will be installed.

Jay indicated the Board needs to determine which Board member would accompany him (as Board President) to the meeting. Board members discussed the topic further and will address it again at the next PAC Board meeting and at the 2x2. Jay proposed that Larry and he go to the next meeting and continue for six months.

Members and residents also discussed if the 2x2 meeting should be held as scheduled or delayed until the topic is resolved. Two residents mentioned they think the meeting should be held as scheduled. Matt suggested the agenda be verified it has enough substance on it since the City is billing a lot for their time.

2. Determine the status of the Finance Committee (Peggy Hill) and Rent Differential Subcommittee (Larry Cohen)

- Regarding the Finance Committee -- Peggy described the history and purpose of the committee as an ad hoc committee to learn more about Park finances. It has served its purpose and Peggy thinks it should now be eliminated.

Members discussed the Finance Committee further. David would like the committee to continue and include a non Board member resident with subject matter expertise. John Hansen proposed that the committee be a standing committee, to include any members of the community plus up to two PAC Board members (with at least one member involved).

John moved his proposal forward. The proposal was seconded, voted on and passed: 5-0. David King will represent the PAC Board.

- Regarding the Rent Differential Subcommittee – A PAC Board member is needed to replace Mike Hagerty, who is no longer on the Board. David King volunteered. A motion was made for David King to represent the PAC Board on the Rent Differential Subcommittee. The motion was seconded, voted on and passed: 5-0.

F. NEW BUSINESS

1. Communications between members and backups for all Board members roles (David King)

David wants to be sure all information gets communicated to Board members, within the bounds of the Brown Act. That if a Board member serves on a committee or in a crucial role, another member can take over if a member becomes unavailable so information continues to flow. The topic was discussed and no specific action needed.

2. Proposal for a MVMCC Projects Planning Standing Committee (John Hansen)

John wants to ensure the Park community is kept informed early about City projects involving the Park. John proposed an MVMCC Projects Planning Standing Committee that formally goes before the City early in the life of projects and is involved with all aspects of the larger projects. He is most interested in the Infrastructure Project.

One resident, Erma Wheatley, indicated the need to stay on top of the Infrastructure project and look closely at the plans. She thinks it is a good topic for the 2x2. Another resident indicated the importance for the Park to be pro-active. Home values can be impacted.

John's proposal was moved forward into a motion, which was seconded and voted on. Motion passed 5-0.

3. Proposal for an MVEST Standing Committee (John Hansen)

John voiced that MVEST is an important part of the Park, with a dotted line to the City. John proposes that MVEST be under the PAC Board as a standing committee. Resident feedback is favorable. John would like to be the PAC Board representative to the standing committee.

The proposal, with John Hansen as PAC Board representative, was moved forward, seconded and voted on. The motion passed: 5-0.

4. Determination of next PAC meeting date

The next meeting will be: **Wednesday, August 3, 2016 at 7 pm.**

G. REPORTS FROM OTHER BOARDS

1. HOL

Miriam Spross is the new HOL President. She provided the HOL update by reading from a letter (see below).

-----  
(6 July 2016, HOL Report to the PAC by Miriam Dvorin Spross, HOL President)

I have officially been HOL President for six whole days now, so my report will be brief.

We are in the process of working with management to upgrade Clubhouse computing capabilities. We have been advanced from dial-up/DSL to cable thanks to Matt Greenberg, who has upped the monthly ante with Comcast. When we have the new cable to the library installed we will set up the Dell replacement computer with the 24" LCD screen. Shortly after that we will get a 24" inch iMac desktop computer.

We will also get an N wireless router to boost WiFi throughout the Clubhouse. The phone line into the library will remain for the fax machine.

The HOL fund drive is underway. I hope you all received the fund drive letter we distributed on the hottest day of the year so far. I think I might have dropped a few pounds delivering it!

Our next HOL meeting is July 20. Please join us.  
-----

2. MAR VAL

No report.

3. MVEST

John Hansen indicated MVEST is very busy with the block captain program, CERT program, and incident command structure (for disasters). There will be several upcoming trainings, including First Aid for Disasters (through a partnership with the Marin Medical Corp).

John Feld mentioned MVEST is always looking for MVEST steering committee members.

Meetings are held most every Monday night.

H. ADJOURNMENT

Before Adjournment, Erma Wheatley made a suggestion to put large oleander plants at the front entry of the Park

Meeting adjourned at 8:47 PM.