

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, September 2, 2015

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

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

CALL TO ORDER: 7:06 PM

A. APPROVAL OF FINAL AGENDA

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

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

- Joan Nelson (115 Marin Valley Dr.) mentioned that Mike Krupp and friends would like to put together a choral group for the Park. Rehearsals would be scheduled for the clubhouse. As soon as the chorus is approved (HOL, MarVal), there will be a meeting. Jo also spoke about the need for a clubhouse piano in working (playable) shape.
- John Feld spoke about an MVMCC private webgroup that has been set up by Pauline within the website called nextdoor.com. It is similar to Facebook and Craigslist. John is the gatekeeper for the private portion of the groupsite. Contact John for further information.
- Erma Wheatley spoke about the following items:
 - Past editions of the Echo are now available through the Park website. Copies will soon also be at the clubhouse library. Erma thanked all writers.
 - A Google calendar has been set up for the Park that shows Park events. It is accessible through Google Calendar and is called "MVMCC."
 - In the clubhouse is a box with a large red checkmark that serves as a reminder for residents to review the current Directory and provide corrections/updates. The deadline is October 1.

- Erma suggested that residents keep their eyes open, while browsing nextdoor.com and other sites, for furniture for the Clubhouse. Erma thinks the furniture could use an update and hopes the topic can be discussed further.
- Gary Appleman thanked Matt for the great changes in the gym – new equipment, the lockers, etc. – and the remarkable changes throughout the Park. All the brush around the landscape has been cleared and the Park entrance sign has been repainted. (Meeting attendees clapped.)
- Jack Brandon described Matt and Park crew’s efforts to remove juniper and other flammable material from his property. Jack thought they did an excellent job. Jack stopped by Matt’s office to give this feedback, but then also overheard a resident very upset with the efforts on that resident’s property. The resident was upset that replanting hadn’t been done immediately after plant removal. Jack noted that with the juniper removed from his property, he still doesn’t feel secure because of the juniper and other flammable material on surrounding properties. Park residents are in imminent danger from lightning strikes, cigarettes, vandalism by fire. Jack understands the reason San Rafael passed an ordinance requiring juniper removal in Peacock Gap. He would like the 2x2 to press the Novato City Council towards getting the junipers out of the Park community. If there’s a fire at the Park, there could be a loss of life. The Board has a responsibility towards protecting residents.
- Mike Hagerty read the following letter from Pauline Hawkins, who could not be present at the meeting and is going to have (or has already had) knee surgery. Pauline needs someone to bring water to two trees until the rainy season starts.

Dear Members of the PAC Board,

The Echo has come out for the month of September. I put a small plea for help in watering shrubs. I did not receive one call. Very disappointing, spending so much time to beautify OUR park, then when I could use support and help – nothing. How many residents????

It is not like it is a huge job. You drive up the hill with four gallons of water. You put two on one shrub and two on the other once a week. I had to transplant two young Crape Myrtles when at the time I was told everything was to be removed from the garden that is now sitting like a pile of dirt. They NEED TO BE WATERED FOR TWO YEARS, but only until the rains come, then again when the hot weather starts back up again. There is also one small Hopseed shrub near the second stop sign. I have to use a cane to get to water it. Help.

I am off on seven days vacation. I will water before I go, then when I return I have to have a knee replacement and will be out of commission for a while.

I have two other people, one who is still caring for one young Dawn Redwood in the marsh area, and another resident looking after two evergreens along Marin Valley. I know I do not have to worry and can trust them.

As it is, I am sad to see all my work slowly dying.

Can you please put a plea out at the next PAC Board meeting. Surely someone can step up to the plate for such a small job.

Remember, this is all monies spent by me, donated by residents to enrich and beautify our park.

Thank you.

Pauline Hawkins.

- Bill Davis spoke about the turnaround area near the Park entrance and the trash constantly accumulated around and near that area. Peggy Hill spoke about the issue at last month's meeting. Bill regularly picks up the trash but his efforts don't seem to help. He has made complaints multiple times to the adjacent apartment complex and wonders if something else could be done. Matt added that Park workers check that area occasionally. Matt once caught someone dumping trash.

C. CONSENT CALENDAR

1. Receive approved minutes of June 24, 2015 (budget) meeting.

Motion made and seconded to receive the approved June 24, 2015 minutes. Motion voted on and passed 5-0.

2. Receive approved minutes of July 1, 2015 meeting.

Motion made and seconded to receive the approved July 1, 2015 minutes. Motion voted on and passed 5-0.

3. Approve minutes of August 5, 2015 meeting.

Motion made and seconded to approve the August 5, 2015 minutes. Motion voted on and passed 5-0.

D. REPORTS

1. PAC Treasurer's Report (Larry Cohen)

Following is the PAC Treasurer's report:

PAC Final Balance	\$5,915.28
PAC Actual Balance	\$2,375.78
Humanitarian Fund Starting and Final Balance	\$3,539.50
Total Spent Current Fiscal Year	\$ 559.20

2. MVMCC Administration and Finance Report (Peggy Hill)

Peggy provided an update of the administration and finance report ending July 31 (first report for fiscal year).

The debt-to-service coverage ratio is 3.23, above the required 2.0 and a very good ratio.

Peggy spoke about Brightstar Security, which patrols the Park. The Park pays \$620 per month, which comes out to be around \$1.97 per month for each household. Matt mentioned they come two times each night, drive into the Park and go around the Clubhouse area (including the pool area). Peggy feels it is a good investment. She commented she would like to see the service expanded. Maybe when Comcast ends, more money could be used towards this.

3. Maintenance and Capital Projects (Matt Greenberg)

Matt provided the following report:

- Large retaining wall project (120 feet of engineered wall) at 183 Marin Valley Drive is in progress.
- Matt received a copy of the first draft of the Vegetation management plan, a long term plan for defensible space. The plan separates the Park into 21 zones and offers recommendations for fire prevention and defensible space around zones surrounding homes. Matt has copies in his office.
- The "Fire Safe Marin/PG&E" grant-funded (\$15,000) work involving removal of fire-prone plants is 80% complete. Replanting will begin in about one week.
- Matt has been working with the Tony Williams (senior engineer, City of Novato) on a study for the pool project that Matt hopes can begin this winter. The project includes replacing most of the pool/spa water system and addresses ADA requirements, but also includes landscape design (how to make better use of the

space). Pool decks will be removed/replaced and the flat work that gets slippery when wet (including at the entrance to the Clubhouse and handicap street parking).

- Some equipment in the exercise room has been replaced with new equipment. There are new lockers in the changing rooms.
- Several homes have had drain tracks put into their driveways to keep rain water from pooling around the homes. Last year during the rains, Matt drove around the Park to observe Park drainage. Matt also received calls from residents about the issue.
- All the Park palms have been pruned. Twenty other trees have been removed or pruned for safety concerns.
- Matt received the permit application back for the Fireside Room beam repair work. HCD is now reviewing the permit.
- In response to Joe DeAvila's request for a 20 mph sign, a sign has been installed on a lamp post located on the right as you leave the Park.
- In response to Tom Miller's request for a security sign, a steel sign with a security camera picture that mentions the operational security system has been installed beneath the Community Watch sign viewable when heading into the Park just before 199 Marin Valley Drive

4. Meeting with City on making HOL a more formal PAC subcommittee (Tom Miller)

Tom, Jay, Carolyn and Miriam met with the City (Veronica and Cathy) regarding HOL, its bylaws and its business designation. For example, what type of entity is HOL. What is HOL's organizational design, as a group. As an example of one type of organizational entity, Tom spoke about homeowner leagues/associations, which aren't registered with the state and don't have oversight. Should HOL be an association, or should it be a subcommittee of PAC, or should it be a nonprofit. There are pluses/minuses of each type of organization. The type impacts how bylaw changes can be made and structured. Veronica will research the issue.

A resident indicated concern that the HOL system for confidential input by residents (about specific Park operations) could be impacted. Tom responded that the topic was discussed with the City and the City didn't indicate concern about confidentiality.

A question was asked about the Brown Act and HOL. Tom responded that HOL is a PAC committee for business purposes and falls under the insurance umbrella, but it isn't a standing committee, it does elect its board members and it doesn't fall under the Brown Act.

Jay indicated that PAC will wait until it gets legal input.

5. Agenda for 2x2 committee on September 21 (Mike Hagerty, Jay Shelfer)

The 2x2 meeting will occur September 21. Residents should contact Jay or Mike directly to suggest 2x2 agenda items.

Action items carried over from last month are:

- (1) Actual Owner’s expense this year vs. budgeted expense,
- (2) Is there a way for low-income residents to create reverse mortgages to pay for rent and utilities?

Tom mentioned the topic of juniper removal. Some residents don’t want juniper removed around their homes. Tom wonders if there should be a waiver that such residents must sign that indicates the residents assume all responsibility for fire damages to properties surrounding their home. Jay responded that the topic will be added for discussion at the 2x2 meeting.

6. City of Novato (Jay Shelfer)

In October (no date provided yet), the City of Novato will have a meeting at the Park. The City will provide an agenda. One of the topics will focus on making changes to the Park budget to redistribute some of the funds to address events that have occurred since adoption of the budget.

E. OLD BUSINESS

- 1. The Budget Committee and how the budget process will operate in the future. Discussion to include instructions to Management regarding its participation in residents’ budget requests. (Jay)

Jay provided the following draft:

PAC – Finance Committee

1) Composition

The committee to have two permanent members of the PAC Board. The committee may invite other residents of MVMCC to support their activities by participating in the committee.

2) Action

They shall become familiar with the accounting of MVMCC financial affairs and report back to the PAC any information concerning matters of interest that may arise.

The committee will solicit from residents of MVMCC and the HOL and MarVal input concerning the planning of MVMCC annual budget. Along with the yearly budget this committee shall solicit suggestions for the direction MVMCC may take in providing recreation and diverse activities in and around MVMCC that would require budgetary support.

The committee will have public noticed meetings to discuss these manners.

The committee may approach Al Frie's management team to discuss these manners.

The committee may meet with the City of Novato financial team to better understand the accounting of the MVMCC.

This committee will work to understand and prepare with Al Frie's management team the annual budget for MVMCC.

It shall work in a timely fashion to permit a review of its suggestions to the PAC Board. Thus to give ample time for review comments and gain approval of the entire Board before formalizing its suggestions to management or the City of Novato.

Jay added that the committee would be comprised of two PAC Board members and would solicit support from residents who have accounting experience and/or knowledge of how the Park operates. The committee would work towards a stronger understanding of the City and budget accounting process so PAC can be better informed when making decisions. The committee would be involved with the Wish List and at looking at both long-range and immediate budget needs. The committee would report back to PAC with their findings.

PAC members discussed if the committee would/should meet directly with the City. A resident commented that it's worth it for the committee to do whatever it can to investigate the Park accounting.

Peggy would like the Committee to be an oversight committee.

Two residents thanked Jay for bringing up the topic.

Jay would like to bring the topic up again next month.

F. NEW BUSINESS

1. Consider forming a subcommittee on Finance and Accounting for PAC (Jay, Peggy)

This agenda item is part of agenda item E-1. Discussion tabled for discussion next month.

2. Consider guidelines for subcommittees (Mike, Tom)

Mike and Tom propose the following guidelines for subcommittees:

- 1) Must get prior approval of PAC to represent PAC in letters or meetings with the City
- 2) Must submit agenda of meetings prior to approval by PAC
- 3) Must publicize their meeting announcements and agendas 72 hours before a meeting

Mike added that if an emergency meeting is needed and there's no time for approval by the PAC Board, PAC may need to waive the requirement.

3. Determination of next meeting date

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

Peggy will not be present for the October meeting.

G. REPORTS FROM OTHER BOARDS

Erma mentioned that Boards should contact her to have their events placed on the Park calendar.

1. HOL

Carolyn Corry (HOL president) provided the following HOL update:

- Membership drive is going very well.
- Flu shot clinic will be September 23.

2. MAR VAL

Carolyn Corry also provided an update for Mar Val:

- Labor Day party reservations end Friday night.
- Black Cat event is coming up.

3. MVSC

No report.

4. MVEST

John announced that there will be a meeting on September 12, 9:30 am – noon, in the main Clubhouse room.

H. ADJOURNMENT

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

Meeting adjourned at 8:27 PM.