

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, September 5, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Stephen Plocher, Jay Shelfer.
- 7 residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 6:05 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)

- Erma Wheatley indicated issues concerning Clubhouse heating and air conditioning. She also spoke about the new Park website and summarized its features. She indicated she and Anila have been working on the website.
- Anila Manning asked if there is a way to turn off the street lights when they are not needed. She also made public acknowledgement of all the work Erma Wheatley has done on the website.

Matt responded to the comments during his “Maintenance and Capital Projects” report (see D-1, below).

C. CONSENT CALENDAR

1. Approve August 1, 2018 minutes.

Motion made and seconded to approve the August 1, 2018 minutes. Motion discussed and Board members had no changes. Motion voted on and passed 5-0.

2. Approve minutes of special August 27, 2018 meeting.

Motion made and seconded to approve the August 27, 2018 minutes covering the special meeting (special meeting minutes written by Carol-Joy Harris). Motion discussed. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt addressed concerns mentioned earlier during Public Comments (see section B, above):

- Clubhouse upstairs thermostats for controlling air conditioning and heating are located in the Fireside Room, Library, and Ballroom. The thermostat downstairs only controls heating (there is no air conditioning downstairs). Temperatures can be manually adjusted by anyone. Staff is supposed to check that temperatures are off when they leave in the evening. Matt indicated the thermostats can be replaced by ones offering automatic controls.
- The street light system is old and in need of replacement with an LED system, but replacement would be expensive (Matt spoke with Tony Williams from the City of Novato). Lighting is currently controlled by photocells and they are constantly breaking/failing, and there are electrical problems in the system. Matt is investigating lower cost options.

Matt provided the following Projects update:

- 7 retaining walls have been completed this last month.
- Ice machine is failing and will need replacement this year.
- Completed one-half of the grant-funded work on creating a shaded fuel break. Work completed at entrance of the Park and path of travel in to the Park.
- MVEST shed has been delivered and set up in the breezeway (Clubhouse).

2. PAC Treasurer's report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,719.26
PAC Actual Balance	\$2,801.76

Humanitarian Fund Starting and Final Balance	\$ 417.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$ 478.38

(NOTE: PAC Actual Balance + Humanitarian Fund Balance + MVEST Balance = PAC Final Balance.)

Jay inquired about the Humanitarian Fund. Matt mentioned around \$6000 has been spent to help in-need residents at the Park.

3. MVMCC Finance Committee report (Stephen Plocher)

Steve presented the report. MVMCC appears in good shape. Steve calculated the Debt-to-Service ratio at 3.01.

4. 2x2 meeting report (Jay Shelfer, Larry Cohen)

Jay asked for suggestions of issues to discuss at the next 2x2 meeting. Carol-Joy suggested discussing stop sign issues (how to address vehicles not stopping at stop signs).

(Note: 2x2 = 2 PAC Board members + 2 members of the City of Novato)

5. Ad Hoc Committee report re Management and Delegation Agreements (Jay Shelfer)

No report. Committee is currently on hold until the “updated” Management/Delegation Agreement is accepted by Al Frei. (Also see agenda item G-1.)

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

Jay indicated there is nothing new to report.

A resident asked about the hot tub cover. Jay is still looking at options. Carol-Joy Harris asked for an update about the area below the Clubhouse. Jay indicated options for the area (such as a garden) are still being investigated.

7. MVEST/Firewise Committee report (John Hansen)

John offered the following update:

- Current focus is on creating the MVEST pages for the new MVMCC website.

- The next MVEST fair is scheduled for October 20. It will focus on emergency preparedness. Efforts have been spent on creating a defensible space at the Park. Next push is on fire-hardening the homes.

Jay wondered about the timing of when best to cut down overgrown vegetation. John Hansen indicated it is best all the time, but there are budget constraints. Further discussion covered various scenarios and options.

8. HOL report
9. MAR VAL report

No HOL or MAR VAL reports were given.

John Hansen indicated the food truck comes to the Park every Thursday between 11 am and noon. The truck offers fresh fruits, veggies and dairy products from local farms, at rates lower than at the markets. The truck accepts CalFresh.

E. PROPOSED AGENDA ITEMS

This is a new PAC Board meeting agenda section. It gives Board members a location for topics/issues proposed for a future meeting. Anyone can recommend a topic/issue, but the final meeting agenda is determined by the PAC Board President and Secretary.

F. OLD BUSINESS

No old business to report.

G. NEW BUSINESS

1. MOTION: To approve the (newly revised by City) First Amendment to Amended and Restated Marin Valley Mobile Country Club Management and the (newly revised by City) First Amendment to Restated and Amended Marin Valley Mobile Country Club Delegation Agreement (Jay Shelfer)

(See attached documents.)

Jay indicated this is the same agreement the PAC Board passed at the special meeting on August 27, 2018. Motion was read by Jay and discussed. Matt is manager, with Al Frei overseeing. John Hansen mentioned the agreement is “interim” until insurance issues are ironed out. Motion voted on and passed 5-0.

H. Determination of next PAC meeting date

The next meeting will be held:

Wednesday, October 3, 2018, at 6 PM.

I. ADJOURNMENT: 7:00 PM