

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

6:00 PM

Wednesday, September 6, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

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

CALL TO ORDER: 6:08 PM

A. APPROVAL OF FINAL AGENDA

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

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

- Ellen Schulz had an infrastructure question about drainage issues she sees during her walks. She notices water flowing down the road and wonders if she should write a resident input form or contact someone.
- Anila Manning spoke about the new website. She has been obtaining resident input and is now seeking feedback regarding the website domain name (“marinvalley.org,” for example).
- Erma Wheatley spoke about the need to do a cleaning around the entire Park, maybe even including power-washing of homes (for example, have a company offer the service via a reduced rate).

Jay suggested Ellen might contact Mark or Greg, and Matt would then follow up. Jay suggested Erma write her suggestion as an article in the Echo, including info to residents about home power washing.

C. CONSENT CALENDAR

1. Approve minutes of Regular Meeting, August 2, 2017.

Motion made and seconded to approve the August 2, 2017 minutes. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg, Jay Shelfer)

Matt provided an update:

- Various maintenance and painting projects have been completed around the Clubhouse. The deteriorated beams in the ballroom have been attended to.
- 84 residents have indicated interest in removing fire prone (including juniper) plants around their homes.
- Matt will be meeting with the new City of Novato Engineer and Chris Blunk to discuss slope slippage issues and ADA work. Matt to also discuss Clubhouse front door options.
- Fire prone plants have been removed from Park perimeter area. Will next be removing fire prone plants in common areas and, simultaneously, at resident lots.
- Tree pruning (dead fronds/limbs) to occur soon.
- Various drainage issues to be addressed.
- V-ditch cleanout also in the works.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$7,399.37
PAC Actual Balance	\$2,381.87
Humanitarian Fund Starting and Final Balance	\$4,517.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$ 494.11

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

Peggy asked about the Humanitarian Fund. Matt summarized prior discussions about also using gift cards. Peggy suggested maybe purchasing/donating gardening services.

3. MVMCC Administration and Finance, report of Finance Committee (Stephen Plocher)

Steve looked over the July financial report (first month of current fiscal year). Everything looks normal. He noted the \$40,000 spent on the electrical transformers and associated electrical work. Debt to service rate = 2.45.

4. Project Planning report (John Hansen)

Nothing new to report.

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

John Hansen provided the following update:

- Dumpster Day project is “dead.” John is investigating alternative possibilities with Marin Sanitary and Las Gallinas.
- Firewise is looking for volunteers to join Firewise teams, such as the garden team.

6. City of Novato update (Jay Shelfer)

Jay noted there’s a new administration running the City of Novato (city management, public works). PAC will be meeting with the City Manager on 9/19.

7. Future 2x2 meeting (Jay Shelfer)

Regarding topics to discuss at the next 2x2 meeting, Larry received two discussion topics from residents. Jay noted there are also other discussion topics already on the list. The topics to be discussed at the meeting will be posted before the meeting. If residents have comments, contact the 2x2 members or place in the mailbox.

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

The Committee is almost finished going through the Rules & Regulations. Next, they will write a mission statement about the community and also write about enforcement. Peggy will bring the finished product to the PAC meeting. The document will also be given to Management, and finally to the City of Novato. Larry commented that the document should first be given to Management before being presented to the PAC Board.

Regarding the rules and regulations, a resident commented they would like the pool open until 10 pm. Matt mentioned badge gate entry as one option currently being examined for access to the pool area.

The Rules & Regulations Committee meets most Fridays at the Clubhouse at 3:45.

E. OLD BUSINESS

1. Selection of 2x2 representatives (tabled from August 2 meeting). (Jay Shelfer)

Jay summarized options for 2x2 representation, such as having the same two PAC Board members serve in the role for a period of time (option preferred by the City of Novato), having Board members attend who have the expertise specific to the current discussion topics (with only two PAC Board members attending the 2x2 discussions at any one time per the Brown Act), etc.

Jay summarized his proposal. Jay and John would go to the 2x2 meetings. If a topic is involved that requires special expertise (such as MVEST or budgets), the appropriate PAC Board member would then attend. For example, if the subject is project planning, John and Jay would attend. If MVEST is to be discussed at the 2x2, John and Larry would attend. If budgets are discussed, Stephen would attend.

Motion was made by Jay that he and John attend the upcoming 9/19/17 meeting. Peggy and John indicated discomfort voting on the motion, especially since the 2x2 meeting agenda is not yet known. John suggested having Larry also go in case MVEST is discussed. A resident inquired about possible topics to be discussed and then commented, after Jay summarized possibilities, that the topics sound project-oriented and that he (Jay) and John should be the ones to go. Larry indicated he agrees with John that the three should go. Steve commented that since it's the first time for the change that maybe the three should go to the next meeting and discussion on this can continue at a later meeting.

Residents expressed a range of similar comments.

Jay's original motion was then amended to indicate three PAC Board members (Jay, John, Larry) at the 9/19/17 meeting. The motion was voted on and passed 5-0.

2. Update of motion request (August 2) that Management use Bright Star Security to monitor pool area during the summer and to begin this additional security service ASAP. (Peggy Hill)

Topic was brought up by Peggy last month. There have been on-going problems around the pool area. Matt mentioned he spoke with Bright Star and also Al Frei's office (Park management). Al Frei's office indicated if there's a new ongoing expense, it should be something that gets put in to the budget (and when the Park

budget is developed). John wondered if it's an item that could be addressed during the mid-year budget review; Matt responded affirmatively.

Matt will talk further with Bright Star.

Larry indicated concern about the signs at the pool that state different, conflicting things. Larry would like this addressed. Residents need clear instructions.

3. Update from Management on the motion to post a no-smoking sign on the PG&E. (Peggy Hill)

Topic was brought up by Peggy last month. She is upset by cigarettes on the PG&E path. Peggy would like a No Smoking sign put up. Peggy asked Clubhouse office staff if it would be OK to put up such a sign. Peggy was told she needs to go through the proper channels. Matt will look further in to this.

#### F. NEW BUSINESS

1. Motion: Request for Management to hire a professional cleaning company to wash all Clubhouse windows and thoroughly dust and clean furniture, crevices, window sills, etc., in the Clubhouse. (Peggy Hill)

Matt mentioned there is a quarterly cleaning budget, which is intended for a deeper-type cleaning. Mar Val has given Matt a list of areas needing cleaning. In response to using an outside cleaning company, Matt mentioned that dusting, etc., should be done by the Park management crew.

This agenda item was dropped as a Motion. It will be discussed further next month.

2. Motion: Approve Website Committee to register a new domain name for the Marin Valley website (marinvalley.com) and to hire a new website hosting company. (John Hansen)

John wants to make sure the Website Committee can continue forward with hiring a hosting company and registering a new domain. Jay mentioned that the Delegation Agreement indicates PAC is responsible for the creation and maintenance of a website (i.e., it is a requirement per the Delegation Agreement). The site is budgeted as part of normal operating expenses. John mentioned it is indeed present in the budget and that there currently is \$8000 (which came out of wish-list funds). John wondered if the amount would be enough. Board members discussed the budget and sources of funding. Jay concluded that it looks like funding would not be a problem.

John mentioned the agenda item was not a motion but an update.

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, October 4, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

Joan Nelson, HOL President, provided a short report. Her understanding is that HOL is authorized to do things by and for the Park residents – to interface with Management when necessary (Joan gives Matt a copy of the monthly meetings) and put on activities. HOL recently conducted a resident survey on suggestions for activities. The top-rated answer was to take a SMART train trip.

SMART train trip to occur Oct. 16.

2. MAR VAL

Upcoming events/parties include:

- October Fest
- Black Cat

H. ADJOURNMENT

The meeting adjourned at 7:42 pm.