

DRAFT Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, October 1, 2014

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, Mike Hagerty, Tom Miller, Jay Shelfer, Desiree Storch
- 11 Non-Board Residents
- Recording Secretary: Susan Windman

CALL TO ORDER: 7:07 PM

A. APPROVAL OF FINAL AGENDA

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

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

- Gary Appleman provided corrections to the September minutes, described in agenda item C-2 (Consent Calendar: Approve minutes of September 3, 2014).

C. CONSENT CALENDAR

1. Receive approved minutes of August 6, 2014 meeting.

Motion made and seconded to receive the approved August 6, 2014 minutes. Motion voted on and passed 5-0.

2. Approve minutes of September 3, 2014 meeting, with corrections.

Comments:

- Gary Appleman provided a correction to agenda item F-2 (New Business: Establishment of Resident Dispute Mediation Panel), first paragraph. No motion was made because the topic was taken off the agenda by Tom. (Brief discussion occurred by Tom and residents, but no motion was made because the topic was dropped by Tom.)

- Gary Appleman provided an additional correction to agenda item F-2. The last word (“groups”) should be changed to “**panels.**”
- Tom provided a correction to agenda item E-2 (Tree Policy), 4th paragraph in E-2, first sentence of the paragraph, which begins with “Tom indicated there is a liability issue...” -- Tom would like this sentence replaced with the following:

“Tom indicated if there is legal action involving a lawsuit over the tree/view issue, the Park would have to pay for the defense of that action. He continued that paying for the defense does not mean we automatically pay for the liability award, if any. The (insurance) carrier pays that amount. We would pay defense attorney fees.”

- Mike Hagerty provided clarification and correction to his statement about grants mentioned in agenda item D-5 (Report: Tree and Shrub Implementation Committee), third paragraph. Mike indicated the Fire Department each fiscal year, has six grants of \$500 per household, plus six grants of \$1500 each. This year, two community grants are left and the Committee is applying for those.
- Jack Brandon provided a comment regarding agenda item D-4 (Report: City of Novato), bullet two, second paragraph in the bullet. The paragraph starts with “A resident.” Jack would like “A resident” replaced with the name of the resident: **Jim Olson.**
- Jack also provided the following typo correction pertaining to agenda item D-5 (Report: Tree and Shrub Implementation Committee), last paragraph, end of the second sentence in that paragraph. The word “power” should be “**powder**” (*powder* keg).

Motion made and seconded to approve the September 3, 2014 minutes, with corrections. Motions voted on and passed 5-0.

D. REPORTS

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

PAC Final Balance	\$5,326.65
PAC Actual Balance	\$2,037.15
Humanitarian Fund Starting and Final Balance	\$3,289.50
Total Spent Current Fiscal Year	\$ 719.67

Agenda item D-6 (Report on the City's budget process for infrastructure funding) moved forward per request by Tom.

6. Report: City's budget process for infrastructure funding (Tom Miller)

Tom made the following report. He had a meeting set up with Cathy Capriola (City of Novato). He met with her and Brian Cochrane last week. Tom broached the subject of the financing for the infrastructure fund, and the amortization and the gap principle brought up by Jack Branson at the last meeting. Tom mentioned he thought Jack made some good points. Tom reported that within 30 days or so, Brian Cochrane is going to prepare a report, and send it to the PAC Board, that outlines the City strategy with regard to the infrastructure and how that impacts rent increases.

2. MVMCC Administration and Finance Report (Desiree Storch)

Desiree presented the following update regarding the financial statement for the month of August (two months into the current fiscal period):

Everything is looking great. Income is on target. Expenses are under what is currently budgeted. The debt-to-service ratio is currently at 2.84, which is good (the figure needs to be over 2.0). The only part over budget significantly (but not surprisingly) is Fire abatement and also pool supply.

Jay added that the way the budget process works is that repair and maintenance issues have a total budgetary amount, and the various items fall until that. In the event there is a necessary increase in one of those expenses, the increase can go up as much as 10% of the total. So, for example, if in the repair and maintenance the fire abatement was budgeted at say \$7000, it could go up 10% of the total repair and maintenance, which is \$19,000. It could go up another \$2000 without problem, and they could probably find additional funds. In other words, there is some wiggle room in the budget.

3. Maintenance and Capital Projects (Jay Shelfer)

Jay provided the following update, prepared by Matt, who is working three days a week until given the OK by the doctor. Jay mentioned Matt is very busy and doing a very admirable job.

- Window coverings – Matt is currently soliciting bids for Fireside room and Ballroom window coverings.
- Vegetation removal – Removal of five mature pine trees has been occurring. Removal of juniper is also continuing in multiple common areas in the Park, with sensitivity in trying to keep impact on residents down during this process. Currently clearing junipers and roots in the demonstration garden area by the Clubhouse.
- Emergency generator – The project is moving along. Currently completing details for installation of the generator, including issues regarding propane.
- Pool and spa water – Completing details for an Intellichem incremental chemical feeder system for the pool and spa.
- Pool lighting – Installing new lighting around the spa. Residents can see the work already done around the pool area.
- Outside shower – Currently soliciting three bids for an outside shower near the spa to see if such a shower would be financially feasible.
- Cabana cover – Soliciting bids for labor/materials for a cabana cover in the Clubhouse deck area where MarVal holds parties.
- Clubhouse – Soliciting bids for exterior painting of the Clubhouse. Also soliciting bids for repair of dry rot in the exterior roof rafter tails.
- Retaining walls – Retaining wall repair work continues. Getting bids for a few retaining wall projects.

Questions/Comments:

- Peggy Hill indicated an incident that occurred at the Clubhouse upstairs ladies toilet and Fireside room area. She was wondering about plans for security cameras and if Matt spoke with Jay. Jay responded that he and Matt spoke. There currently is a camera in the Clubhouse. Mike Hagerty mentioned the Clubhouse camera exists but the monitor isn't working. He obtained an estimate for a home monitoring kit for the swimming pool area, but suggested that perhaps they can get Matt to investigate getting a working system for the Clubhouse.
- Jay spoke about the used computers the City of Novato had mentioned they would be giving the Park. Matt was told by the City the computers would be without operating systems. So, the Park is now looking at either refurbished or new computers that could support a video system.

4. City of Novato (Jay Shelfer)

Larry and Jay are going to meet with Cathy Capriola (Asst. City Manager, in charge of MVMCC) and Veronica. The list of items to be discussed is currently posted on the bulletin board. All of the Board members have copies. A report about the meeting will be made at the next PAC Board meeting.

Other items:

- Larry, Jay and Grant met with the City Architect and Engineer regarding the elevator. The Architect brought plans and presented prospective costs for ADA compliance, ranging from a high of \$325,000 to a low of \$174,000. Grant suggested another feasible alternative that would be less expensive and more feasible.

Current plans show the elevator site at the rear, northeast corner of the Ballroom. There would be a lobby coming from the outside the deck, accessed without going into the Clubhouse.

- Larry and Jay will be meeting tomorrow, for the 2x2 meeting, with Cathy Capriola and Veronica from the City of Novato. Jay will post a meeting report on the Clubhouse bulletin board.

5. Tree and Shrub Implementation Committee (Mike Hagerty)

Mike indicated the Committee has been very active.

- This month, the Committee is creating a color book, which will be available at the Clubhouse desk, showing 30 recommended plantings you can choose from (privacy hedges, ground cover, etc.). All are fire safe and require low water.
- Echo – The Committee has a continuing column in the Echo, discussing plantings and advising which are dangerous. Juniper is most dangerous right now and can start a fire -- and did start a fire a month ago. The fire incident a month ago could have burnt down the neighborhood if it wasn't for quick actions by several residents including Jessup. (Meeting attendees clapped.) Mike continued that this is an example of one of the payoffs of MVEST – there are trained people now who can help out their neighbors.
- Grant – Currently preparing a “Fire Safe Marin” grant with the Novato Fire Department, to help neighbors remove juniper. In return, the Novato Fire Department would use the Park as a model community.
- Demonstration garden – Proceeding on planting a demonstration garden with low water use needs and fire-safe plants, and which provide good slope stabilization and foliage protection for quail and other wildlife.

- Mike gave recognition, appreciation and thanks to the following volunteers attending the PAC Board meeting: Mike Krupp, Anila Manning, Susan Meyer.

E. OLD BUSINESS

1. Input for next 2x2 meeting (Jay Shelfer)

The agenda for the 2x2 meeting is posted. See agenda item D-4 for addition discussion.

F. NEW BUSINESS

1. Determination of next meeting date

The next meeting would typically be November 5, 2014. However, several PAC Board members indicated they would not be able to attend that night. Members indicated the night before – Tuesday, November 4, 2014 – would work.

Next meeting date is: Tuesday, November 4, 2014.

G. REPORTS FROM OTHER BOARDS

1. HOL

Nancy was not able to attend the Board meeting so Jay provided the report.

Re the Events policy – Currently working towards adding the Fireside Room to the Clubhouse areas that can be reserved by residents, with some stipulations. It has basically been approved through a consensus of a committee made up of the boards, and has been sent back to the MarVal and HOL boards for approval this month. At the end of the month, if both boards approve the change it could be put on the PAC Board agenda next month and then passed on to the City.

2. MAR VAL (Sandy Duncan)

Sandy spoke about the upcoming Black Cat sale on October 25 and reminded residents to donate used goods for the sale, and attend the sale and buy! She mentioned it is the biggest fund raiser of the year for MarVal.

3. MVSC

No report.

H. PAC BOARD MEMBER COMMENTS

No comments.

I. ADJOURNMENT

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

Meeting adjourned at 7:39 PM.