

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION**

Regular Meeting

6:00 PM

Wednesday, October 4, 2017

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

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

CALL TO ORDER: 6:04 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)

No public comments.

C. CONSENT CALENDAR

1. Approve minutes of Regular Meeting, September 6, 2017.

Correction: Matt didn't say that pool resurfacing occurred.

Minutes to be reviewed again next month.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt provided an update:

- Fire-prone plant removal has been completed at Club View, Fallen Leaf and Marin Valley Dr. (1/3 done). Around 130 homes/residents have signed up for plant removal.

- A retaining wall project has been completed.
- Water main issues – Currently locating the water mains (at each home) involved with water running down the street. Learned there is a fracture in a line below a home in a part of the Park not mapped (water main-wise). A new line will be put in.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$7,116.29
PAC Actual Balance	\$2,098.79
Humanitarian Fund Starting and Final Balance	\$4,517.50
MVEST Balance	\$ 500.00
Total Spent Current Fiscal Year	\$ 777.27

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

Peggy asked about the Humanitarian Fund. Does Matt have authority to delegate from the Humanitarian account. Matt indicated “yes.” Peggy would like this topic (Humanitarian Fund) added to next month’s meeting agenda

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

Steve looked over the most recent report. There are no major items to discuss.

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

John and Jay met with the City of Novato – specifically, Peggy Flynn (Asst. City Manager) and Christopher Blume (Engineering). Discussed were the infrastructure report and need for repair of the mudslides. Recommendations were made by the City. Also, City is in process of putting in permits for some of the Park ADA work (handicap parking and path in front of the Clubhouse). Work would be done in phases. Matt has had several conversations with Dave, an engineer who works with Chris. PAC members also indicated need for cleaning the V-ditch, especially before the rains start.

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

John Hansen provided the following update:

- John spoke with Peggy Flynn (Novato Asst. City Manager) about the 2015 bill to MVEST regarding a previous MVEST meeting with City and work done by MVEST. Peggy Flynn indicated MVEST would not be billed in the future for such conversations with City staff.
- Anila Manning and Sue Meyer spoke with Park residents about fire-prone plants and the Firewise program.
- Oct. 21 – MVEST is sponsoring a Marin Co. Advanced CERT program/event, limited to 50 participants.
- Nov. 4 – MVEST is putting on an exercise/drill.

6. City of Novato update (Jay Shelfer)

Jay mentioned the PAC interface with the City is generally through the 2x2 meetings.

7. 2x2 meeting (Jay Shelfer)

No recent meeting occurred – nothing to report. Send 2x2 discussion topic suggestions to Jay.

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

The Committee went through the Park Rules and Regulations. The Committee handed over to Matt (“Management”) their Rules and Regulations suggestions and ideas, which include a mission statement about the community and ideas about enforcement. (Larry previously commented that the document should first be given to Management before being presented to the PAC Board and then the City.)

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

E. OLD BUSINESS

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

Matt just received nice, steel No Smoking signs – one for each side of the path.

2. Update on the September request/motion to Management on cleaning the Clubhouse by a professional cleaning company (Peggy Hill)

Matt feels the Park can/should handle most of the tasks, including deep cleaning work. He mentioned all Clubhouse carpets have just been shampooed and the

furniture cleaned. Next week, a window cleaning firm will be cleaning the upper windows. Clubhouse cleaning to occur on a regular basis.

F. NEW BUSINESS

No new business

G. Determination of next PAC meeting date

The next meeting will be: **Wednesday, November 1, 2017 at 6 pm.**

H. REPORTS FROM OTHER BOARDS

1. HOL

No report.

2. MAR VAL

Upcoming events/parties include:

- Oct. 13 – First “October Fest” will be held. Reservations will be needed for the dinner portion of the event (\$5). Rest of the event includes a pub with beer (and full bar).
- Black Cat will be occurring. The Black Cat is a major Mar Val fundraiser.

H. ADJOURNMENT

The meeting adjourned at 7:12 pm.