

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, November 7, 2018

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Stephen Plocher, Jay Shelfer (Board President)
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- 7 Meeting attendees

CALL TO ORDER: 6:02 PM

A. APPROVAL OF FINAL AGENDA

Motion made and seconded to approve the final agenda. Motion was opened for discussion. Request made to temporarily move item 7 (Project Planning) to the top of the Reports section (D) so that the item is the first one discussed. Board members agreed with request. Motion for approval of the agenda, with change, voted on and passed 5-0.

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

The following comments were made:

- Carol-Joy Harris commented that Bill Davis was reelected to the Board of Directors of the Novato Fire District. PAC Board members congratulated Bill and residents clapped.
- Gary Appleman commented that October is Matt Greenberg's fifth year working at the Park. Gary thanked the PAC Board for hiring a professional manager for the Park. He thanked the Board for supporting Matt's raise (which Gary feels isn't high enough). Gary summarized Matt's extensive contributions and reviewed the high quality of his work.

C. CONSENT CALENDAR

1. Approve October 3, 2018 minutes.

Motion made and seconded to approve the October 3, 2018 minutes. The motion was opened for discussion. Carol-Joy had the following correction to the Project Planning report (agenda item D-6): Delete the two sentences after “Jay is still looking at options.”

Motion voted on and passed 5-0, with correction.

D. REPORTS

NOTE: Agenda item D-7 (Project Planning report) was temporarily moved to the top of the Reports section and discussed first, as approved during consideration of the evening’s meeting agenda (see agenda item A).

7. Project Planning Report, including hot tub cover (Jay Shelfer, John Hansen)

Jay commented that the irregular size of the hot tub cover is posing problems. Jay summarized options he has looked at so far and he welcomes suggestions. He also mentioned he is looking at solar options.

Kevin Mulvany offered input regarding cover materials and described Health Department requirements for the spa vs. commercial pools vs. private pools. Inga volunteered to look at tub cover options. Matt described an electric track facilitated option that would require pool deck installation procedures but would be efficient and, thus, save money. Carol-Joy wondered how much money could be saved. John Hansen mentioned there’s also a safety factor to consider.

Jay will check in to the electric track system and get costs.

1. Maintenance and Capital Projects Report (Matt Greenberg)

Matt presented the following update:

- Tree pruning and removal work is still taking place. The tree service is coming back November 9-12.
- The open space between the Park and Bay Vista apartments is currently being cleared of fire prone plants.
- Matt contacted a goat company, whose goats could be used to get at poison oak and blackberry plants and even the growth in the ditch area.
- Clean-up work at the front of the Park has been completed (grant money was used). The new transfer area for chipped material is being utilized.
- The last two retaining walls for the season have been finished.
- Asphalt repair and overlay work has been completed for multiple driveways.

- The large concrete catch basin/storm drain in the Park’s future garden/park area, with history of water circumvention problems, is currently being repaired.
- Tiny Freon leak in Clubhouse refrigerator has been attended to. Repair person to return in 6 months.
- Maintenance on Clubhouse ice machine has been completed. The machine appears to be working erratically. Matt is looking at barely-used ones to purchase.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$3,941.12
PAC Actual Balance	\$2,923.62
Humanitarian Fund Starting and Final Balance	\$ 417.50
MVEST Balance	\$ 600.00
Total Spent Current Fiscal Year	\$ 820.89

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

Larry thanked Barber Insurance for their \$100 donation.

3. MVMCC Finance Committee Report (Stephen Plocher)

MVMCC finances appear in good order.

4. Management and Delegation Agreements Report (Jay Shelfer)

Jay provided the report. He commented that the Helsing Group is looking at the latest proposal being sent this week by the City of Novato. There have been insurance issues to resolve before Helsing signs. (Al Frei sold his contract to the Helsing Group.)

Gary Appleman expressed concern about the Park management contract change and its impact on current Frei staff at the Park (including Matt). Gary is concerned that such staff will no longer be contractually supported by the new management company and that staff could end up leaving their positions at the Park.

5. Proposed 2x2 Agenda Items Report (Jay Shelfer, Larry Cohen)

Larry has received 2x2 suggestions.

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

6. City of Novato (Jay Shelfer)

Jay mentioned the City of Novato is actively negotiating with the Helsing Group and Al Frei. The City will be presenting the most current proposal for Helsing this Friday (November 9). The City Council, on December 17, will approve the Helsing interim contract, which would take effect on January 1 (for 2019).

8. MVEST/Firewise Committee Report (John Hansen)

John offered the following MVEST Steering Committee: update

- The Preparedness Fair was a success!!!
- The PG&E grant application has been completed.
- The Firewise application was submitted for renewal and has been accepted and approved!

Bill Davis thanked Matt and John. He commented that the Park is far ahead of other areas, but there is still much work to do.

9. HOL Report

No report.

10. MAR VAL Report

No report.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. MOTION: To request that Matt Greenberg replace the old range in the kitchen with a new one to meet public health and insurance standards in addition to functional needs. (John Hansen)

Jay read the motion, which Larry seconded. Motion was opened for discussion. The City is not happy with the current range. Insurance company gave Park a year to get rid of it. Matt described his research regarding range prices and types.

The motion was voted on and passed 5-0.

2. MOTION: To request that Matt Greenberg do what is necessary to remove the old Clubhouse furniture stored outdoors downstairs. (John Hansen)

Jay read the motion, which Larry seconded. Motion was opened for discussion. Jay then called for a vote. The motion was voted on and passed 5-0.

3. MOTION: To form an ad hoc committee to research and suggest upgrades to the Fireside Room, which may include recommendations for new furniture, lighting, enhancement of art displays, new plants and plant pots, and TV stand. (John Hansen)

Jay read the motion, which Larry seconded. Motion was opened for discussion. Board members urged Susie (meeting attendee and HOL) to form ad hoc committee. Susie agreed. Jay mentioned a PAC Board member would be present at their first meeting.

John mentioned the Fireside Room serves different types of events and uses. Look at all the uses and examine furniture options that would work best. A resident commented there should not be plants. Board members and residents discussed the topic further.

Discussion of the topic to be placed on next month's agenda, with input from HOL. (No vote at this time.)

- G. Determination of next PAC meeting date

The next meeting will be held:
Wednesday, December 5, 2018, at 6 PM.

- H. ADJOURNMENT: 7:32 PM