

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, December 5, 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
- 8 Meeting attendees

CALL TO ORDER: 6:02 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the final agenda made and seconded. Board members discussed the agenda. Two changes were requested:

- Agenda item F-1 – Delete the following text from the F-1 motion: “east side (marsh/train tracks)”

The F-1 motion now reads: “To request that the City of Novato make it a priority to create an emergency exit for MVMCC residents.”

(NOTE: Also see January 2, 2019 minutes, which provide an additional correction to the F-1 Motion text.)

- Agenda item F-3 -- Add the following text at the end of the F-3 motion: “contingent upon City approval.”

The F-3 motion now reads: “To approve the revised and amended Management Agreement between the PAC and the Helsing Group, contingent upon City approval.”

Board members voted to approve the final agenda, with F-1 and F-3 changes. The vote passed 5-0.

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

No public comments

C. CONSENT CALENDAR

1. Approve November 7, 2018 minutes.

Motion made and seconded to approve the November 7, 2018 minutes. Motion was opened for discussion. The following corrections were requested:

- Agenda Item B, first bullet (Public Comments) – Change “City of Novato Fire Department” to “Novato Fire District.”
- Agenda Item D, #7 (Reports) – At the start of the second paragraph in D-7, the spelling of Kevin’s last name needs correction. The correct spelling is: “Mulvany.”

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

D. REPORTS

1. Maintenance and Capital Projects Report (Matt Greenberg)

Matt presented the following update:

- Storm drain work is done (20 Club View). Previous to work, water had not been draining properly.
- The ongoing brush removal project is almost finished.
- Next week, Matt will be receiving a draft report from the outside engineering group regarding the sewage system.
- The Clubhouse flag pole needs replacement.
- Electrical problems at Panorama are being looked in to.
- Hot tub cover – A contractor came to the Park to review what would be needed to construct the cover. Contractor decided not to take on the work.

Jay wondered about shutting down the spa during winter months to save energy and costs. He suggested adding the topic to next month’s agenda.

Kevin Mulvany will ask the JCC about their outside pool and use of cover, and he will report back to the PAC.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,231.42
PAC Actual Balance	\$2,713.92
Humanitarian Fund Starting and Final Balance	\$ 417.50
MVEST Balance	\$ 100.00
Total Spent Current Fiscal Year	\$1,030.59

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

3. MVMCC Finance Committee Report (Steve Plocher)

Park financial reports are showing Park finances are on budget. The debt-to-service ratio is 2.56 (City estimate).

4. City of Novato Report (Jay Shelfer)

Jay summarized recent conversations with the City:

- Hello Housing – A meeting occurred yesterday. The program will probably be on board March/April 2019.
- City of Novato – The City currently lacks several management positions. There is no Finance Manager, yet. Also, there is no HR manager to field job applicants.

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

Jay has not received any new 2x2 agenda item requests. Residents with ideas should contact him or Larry Cohen.

Kevin Mulvany indicated he would like a plastic tarp purchased that could be used during emergency events to cover the pool so the pool water could be protected and kept usable as emergency water for laundry, etc. (but not for drinking). The tarp could be stored in the shed.

The topic was previously brought up at a 2x2, but the City appears to be slow at offering its approval. The Health Department has already signed off on it. The tarp would cost less than \$150. Kevin thinks the Park should just purchase one. Jay indicated it could be covered just by MVEST talking with Matt. Jay suggested Kevin bring up the idea at an MVEST meeting.

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

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

Jay has been talking with the City engineering group to get TPL land documentation, in regard to a possible solar field location. Next month, Jay hopes to have further information to present.

7. MVEST/Firewise Committee Report (John Hansen)

MVEST is currently focusing on: Park fuel reduction (removal of fire prone plants, etc.), home hardening for residents, alternative emergency evacuation routes, and fire hardening the Clubhouse.

John provided an update:

- John is planning to speak with the Fire Marshall. The Fire Marshall will be coming to speak at the Park sometime soon.
- The MVEST shed (Clubhouse) is now electrified and has lighting.
- A “First Aid for Disaster Responders” was held at the Park last Saturday. The class will be scheduled in the future for residents.

Steve is focusing attention on car issues – speeding, parking, etc. – and options for responding to them, including additional police presence at the Park. A resident asked about having additional speed limit signs in the Park. Carol-Joy will bring up the topic of speed limit and stop signs at MVEST. MVEST has a subcommittee to look further at this (create a plan to bring to a 2x2).

Kevin Mulvany is continuing to monitor illegal camping on the land surrounding the Park. Residents should contact Kevin with concerns, questions, etc.

8. HOL Report, including Fireside Room committee report (Janie Crocker)

Susan Lahr and Janie Crocker are forming an HOL small committee to focus on redoing the Fireside Room, one step at a time. They will come back to PAC with ideas and costs. John Hansen mentioned Peggy Hill would like to be part of the committee. Carol-Joy volunteered to be the PAC representative to the HOL committee.

9. MAR VAL Report

No report.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. MOTION: To request that the City of Novato make it a priority to create an easterly emergency exit for MVMCC residents. (Steve Plocher)

NOTE: A separate addendum document offering details about motions #1 and #2 was provided with the meeting agenda.

Steve read the motion and the addendum document portion for motion #1. Motion was seconded and opened for discussion.

Board members offered comments. John commented that the motion is part of a long-term project that highlights the needs the Park has. The present emergency plan is not enough. A third exit is needed. Other members described discussions already held by Matt and others with the City, and work done (or being done).

Carol-Joy summarized that the motion requests the City make this a priority. Board members indicated an easterly emergency exit is urgently needed.

Matt summarized recent meetings he attended regarding sewer line location issues. Matt suggests going to the City with solutions. For example, maybe at first a dirt path could be created. Do research and maybe present three different options to the City. Carol-Joy likes the idea of looking at the existing bike path plan.

John suggested tabling the motion until more work is done on possible routes. Board members agreed.

Motion tabled.

2. MOTION: Motion to request that the City of Novato propose a plan for the complete eradication of junipers and other specific fire-prone plants in MVMCC. (Steve Plocher)

(NOTE: A separate addendum document offering details about motions #1 and #2 was provided with the meeting agenda.)

Steve read the motion and the addendum document portion for Motion F-2. Motion seconded and opened for discussion.

Board members discussed existing regulations and policies and suggested possible changes to them. Jay described the Park's current tree/shrub policy and mentioned that the City cannot force someone to remove a tree.

Matt indicated he has had success using positive encouragement – for example, offering rewards.

Board members decided to table the motion to look further into a possible tree/shrub rule change (and rewritten motion).

Motion tabled.

3. MOTION: Motion to approve the revised and amended Management Agreement between the PAC and the Helsing Group, contingent upon City approval. (Jay Shelfer)

Jay read the motion and provided details from a separate document. Motion was seconded and opened for discussion.

Jay summarized the history regarding the Management Agreement and the Helsing Group. Jay mentioned that no significant changes have occurred in the Helsing Agreement, other than the addition of a little more insurance coverage.

Carol-Joy would like the following added:

- In the contract, the said Park manager should indicate the name: "Matt Greenberg." Carol-Joy wants Matt's name specifically included, as protection.
- In the contract, enforcement of rules/regulations should also be included/stated.
- No MVMCC funds should be co-mingled.

Upon reading the Agreement, Carol-Joy also indicated concern about who would be attending to resident complaints, forms, etc., since the Agreement indicates such resident communications would go to the Helsing Group. Matt mentioned that at the Park he would be representing the Helsing Group.

PAC members and residents discussed the Agreement further.

Jay called for a vote. Motion passed 5-0.

4. MOTION: Motion to approve the creation of a classified section in the *Echo*, exclusively for residents. (Jay Shelfer)

Jay read the motion and provided additional information. Jay indicated the new website offers functionalities for an online classified section to the *Echo*. However, Park rules/regulations indicate businesses are not allowed to operate in the Park (the Park is not allowed to promote a business in the Park). The motion was discussed further and Board members decided that that the motion should be tabled.

Motion tabled.

- G. Determination of next PAC meeting date

The next meeting will be held:

Wednesday, January 2, 2018, at 6 PM.

- H. ADJOURNMENT: 9:02 PM