

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, May 1, 2019

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
- 12 meeting attendees

CALL TO ORDER: 6:07 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was seconded. No agenda changes were requested. Board members voted on the motion. Motion passed 5-0.

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

No public comments.

C. CONSENT CALENDAR

1. Approve April 3, 2019 minutes.

Motion made and seconded to approve the April 3, 2019 minutes. Motion opened for discussion. Typing correction needed at the top of the first page: correct the date to read April 3, 2019.

Motion with correction voted on and passed 5-0.

D. REPORTS

1. Election Committee (John Hansen)

John summarized the Election Committee and election activities:

An election will be held this month for two PAC Board seats (Larry's and Steve's). The PAC Election Committee so far has two members – John and Erma. The Committee is looking for more members to help with election tasks. Also, everyone is invited to watch ballot counting.

Nominations will be accepted May 6-12. A “Meet the Candidates” night will be held May 18. Ballots will be mailed out May 13-18. Ballots will be accepted May 27 to May 31 (3 pm). Ballots will be counted at 4 pm on May 31. Election results will be delivered during the PAC Board Annual Meeting on Saturday, June 1.

NOTE: There are two open PAC Board seats. If there are only two candidates running during the election, a “white box” election procedure will be followed in which no ballots are sent out and the two candidates are automatically elected.

2. Maintenance and Capital Projects (Matt Greenberg)

Matt summarized current projects:

- A herd of goats has been rented (for two-three weeks) to help cut back grass/weeds.
- Hot tub cover – A potential cover turned out to be problematic. Matt has continued his review of spa covers.

3. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,809.26
PAC Actual Balance	\$2,825.76
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$2,135.01

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

4. MVMCC Finance Committee (Steve Plocher)

Steve indicated Park finances appear ok. Debt-to-service ratio calculated by the City is 2.53 (Steve's calculation is 2.75).

5. City of Novato (Jay Shelfer)

On May 13, the Novato City Council will be at the Park to receive resident input and review/approve the proposed Park budget. A special PAC Board meeting will be scheduled sometime between May 13 and June 1 to discuss the budget further. At the PAC Board Annual Meeting on June 1, the PAC Board will then vote on the budget.

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

2x2 meetings have not been held for several months. A tentative meeting is planned but no firm date has been set. Jay is collecting ideas for topics to discuss. Send suggestions to Jay or Larry.

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

7. Project Planning (Jay Shelfer, John Hansen)

Jay summarized project planning activities:

- Solar array – Jay heard back from the Park Service if the open land (around 20 acres) between the Clubhouse and train tracks could be used for a solar array. Park Service indicated that the acreage is designated for Park and Recreation uses. The solar proposal doesn't conform with this. Jay is looking at possible exemptions.

A resident asked how the solar array would be paid for. Jay responded that the generated power would be sold to the power supplier and also used to power the Park (which would reduce energy costs for residents and the Park).

- Landscape garden – Working on a proposal to create a landscape garden.

8. MVEST/Firewise Committee (John Hansen)

The Committee meets every Monday evening.

John presented a summary of activities:

- The Committee plans to address the recent County grand jury report regarding fire prevention in Marin.

- Current Park evacuation routes are insufficient. The Committee is looking at evacuation route options, including a SmartTrain evacuation route.
- Communication methods are being evaluated for alerting residents of emergencies and evacuations. The main method currently used is the phone, but the phone system could be disrupted by an emergency situation. Best approach is probably to have more than one method of alerting residents.

9. HOL Report, including Fireside Room Redesign Committee report (Janie Crocker)

Regarding the Fireside Room redesign project, Matt suggested upgrading the room all at once and using high-quality furniture.

Meg Jordan mentioned there will be a Park-wide garage sale in June. Residents will be able to participate from their driveway.

10. MAR VAL Report (Kathleen Dargie)

No report.

E. OLD BUSINESS

No report.

F. NEW BUSINESS

1. MOTION: To make an addendum to the Clubhouse use policy: All Clubhouse event sponsors will be responsible for cleaning up and returning the Clubhouse to its pre-use condition directly following the conclusion of the event. (John Hansen)

John read the motion. Motion was seconded and opened for discussion. John wondered if the motion may have to go through the City since the motion involves Clubhouse policy.

Matt indicated a \$300 refundable cleaning deposit is required for “outside” events. If the Clubhouse is left dirty and the event occurred during the week, Park staff clean the space. If the event occurred over the weekend, staff is not present. Maybe someone needs to be hired for weekend events? Matt suggests discussing the issue further with Kate Whan (City of Novato Public Works).

John indicated he will table the motion. A resident commented she feels the motion is important.

2. MOTION: To make as a condition of sale of any property in the Park the removal of pyrophytes on that leased space. (Carol-Joy Harris)

Carol-Joy read the motion. Motion was seconded and opened for discussion. Carol-Joy explained the reason for the motion – to help rid the Park of pyrophytes. She sees the motion as a way of starting a conversation with the City about the issue. Matt mentioned he doesn't think the motion would be legal to enforce.

Motion tabled.

3. MOTION: To make as a condition of sale of any property in the Park the existence of adequate earthquake bracing on that unit, per the standards of the California Department of Housing and Community Development and the California Earthquake Authority. (Carol-Joy Harris)

Carol-Joy read the motion. Motion was seconded and opened for discussion. Matt indicated he recommends such bracing but that it can't be enforced. However, it is important to educate people about it.

Jay mentioned the Earthquake Authority has specs on bracing. If a home has adequate bracing, insurance becomes less. Carol-Joy added that this year's MVEST fair will focus on insurance. A resident feels the bracing requirement should be in the Park Rules/Regulations. Carol-Joy responded that the requirement can't be there because it appears the requirement isn't legal to implement. Jay responded that the requirement should be looked at further to ascertain if it is legal/enforceable.

Carol-Joy would like the topic brought up at the 2x2. John suggested speaking with legislators. Matt mentioned PAC could ask Matt to put together an information packet for new buyers.

Motion tabled.

4. MOTION: To make as a condition of sale of any property in the Park the existence of water heater bracing, not just strapping, on that unit. (John Hansen)

John read the motion. Motion was seconded and opened for discussion. John described how inadequate water heater strapping caused the Napa fire and that the same strapping is commonly used in mobile homes. Bracing, connected to the frame of a water heater which is strapped to the bracing, makes a difference.

Motion tabled.

Jay asked Matt to put together an information packet that covers the three motions and bring it to the next PAC meeting.

Carol-Joy would like the packet to include Park recommendations.

G. Determination of next PAC meeting date

The next meeting – which is the Annual meeting -- will be held:
Saturday, June 1, 2019, at 11:00 AM.

A regular PAC Board meeting will still be held on Wednesday:
Wednesday, June 5, 2019, at 6:00 PM.

H. ADJOURNMENT: 8:15 PM