

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, September 4, 2019

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Steve Plocher, Jay Shelfer
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- Other: 11 residents, 1 City Council member (Pat Eklund)

CALL TO ORDER: 6:06 PM

A. APPROVAL OF FINAL AGENDA

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

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

The following public comments were received:

- Jan Thomas would like to learn more about community development corporations (CDCs), a topic previously raised by John (July/August meetings). She would like the topic addressed as an agenda item.
- Martha (Muffy) Craig would like Matt to go over rental forms with new renters. She voiced concern about background checks, gun ownership, etc.
- John Hansen commented that the signage at the top of the entrance hill looks shabby, with the different sized and placed signs.

C. CONSENT CALENDAR

1. Approve the August 7 2019 Regular Meeting minutes.

Motion made and seconded to approve the August 7, 2019 minutes. Motion opened for discussion. Carol-Joy had the following corrections:

- Agenda item D-5, third paragraph – The second sentence should be corrected to read: “A letter has been sent to Chris Blunk, Director of Public Works, about this.” (Correct the name to “Chris Blunk” from “Kate Whan.”)
- Agenda item D-5, fourth paragraph, first bullet – The following sentence should be corrected to read: “Matt commented that gasoline, diesel and propane generators are not approved.” (The end of the sentence was corrected from “are not safe” to “are not approved.”)

Motion for approval of August 7, 2019 minutes, with corrections, voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt summarized current projects:

- Laundry room – Siding to be removed/replaced with new siding and painted same color as Clubhouse.
- Fallen Leaf hand rail is close to being completed.
- View Ridge retaining wall is currently being replaced.
- Spa heater is broken (rusted). Matt has ordered a new heater.
- Park-wide tree pruning work is in progress. Work is focusing on limbs above/against resident houses and larger bushes between homes.
- Two cul-de-sacs to receive seal coat tomorrow.
- 15 mph speed limit signs -- Work order and map has been received from City of Novato Public Works regarding installation of the signs.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$3,712.73
PAC Actual Balance	\$2,729.23
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$ 515.93

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

3. MVMCC Finance Committee (Steve Plocher)

Steve indicated Park finances appear fine. Debt-to-service ratio calculated by the property management company is 2.55 (Steve's calculation is 2.77).

4. City of Novato (Jay Shelfer)

and

5. Proposed 2x2 Agenda Items (Jay Shelfer, John Hansen)

Jay (PAC), John (PAC) and Matt (Management) had a "2x2"-like meeting with the City of Novato. Issues to address were prioritized. Issues not able to be addressed at this 2x2 will be discussed at the next 2x2 meeting(s). Future 2x2 meetings have been tentatively scheduled for: December 9, March 9, June 8.

- Park Rules/Regulations -- Jay/John asked the City Attorney to review the Park Rules/Regulations updates submitted by PAC, including the leasing agreement.
- Matt indicated he has spoken several times with Kate Whan (City of Novato). Kate has a priority list which includes who is responsible for what, a schedule/worksheet, and other details. Discussions to continue.
- Hello Housing program at the Park -- Jay indicated the Hello Housing program is up and running. Criteria are being evaluated for who can participate in the program. Matt mentioned Veronica (City Attorney) would like to review the program in a year. So far, there have been four applicants, with two approved
- Solar/Electric – Jay mentioned there appears to be movement by the City and County towards promotion of renewable energy. Jay is investigating having re-charging stations in front of the Clubhouse.
- Solar Array – Jay indicated the City is investigating whether a (land use) variance could be obtained for installation of the array at the proposed location near the train tracks.
- PAC has been requesting quarterly reports showing charges by City to Park.
- V-Ditch – Chris Blunk agreed that City/Public Works would work to keep the V-ditch (behind Club View Drive) cleared to prevent flooding along Club View
- Slide that occurred on the hillside (part of the old TPL land) – City staff are not going to repair the slides but will probably "rock" them to prevent further erosion when it rains.
- Retaining wall at the top of Scenic – The wall is packed up with mud from the last rains. PAC is asking the City to remove the mud blocking the drainage.
- 15 mph speed limit is being pushed forward by the City.
- City sent dust-control standards to Matt.

Larry Cohen asked about the City process regarding updating the Rules/Regulations. Jay confirmed that PAC and the residents would have a chance to provide comments.

Judi Purdom asked about obtaining a copy of the rules/regulations. Erma Wheatley responded for Judi to go to the Marin Valley website (marinvalley.net). At the top of the homepage select “Resources,” then go down to “Forms” and select “Marin Valley Rules and Regulations.”

A resident wondered about the costs of the re-charge stations. Jay responded he is hoping for a grant program to cover the costs.

Larry Cohen wondered about (City) negotiations with the new Park management company Helsing Group, and about the 6-month review of the company.

Larry also would like assurances to residents by the City Council regarding the potential selling of the Park. Pat Eklund (City Council member and PAC Board meeting attendee) mentioned the City has no interest in selling the Park, but that the current City Council can’t bind future City Councils. Residents should continue to voice encouragement/appreciation for the City Council working with/for them.

Suggestions for 2x2 topics should be sent to Jay Shelfer (PAC Board President) or John Hansen (Vice President).

(NOTE: 2x2 = 2 PAC Board members + 2 members of the City of Novato. The “Delegation Agreement” between the PAC and the City of Novato calls for quarterly meetings – 2x2 – between the PAC and City staff.)

6. Project Planning (John Hansen)

No report.

7. MVEST/Firewise Committee (John Hansen)

John provided the following update:

- The MVEST Preparedness Fair is scheduled for Oct 5. The focus this year is Insurance (fire, flood, homeowner’s). There will be presentations by an array of speakers and there will be insurance-related vendors.
- John is recertifying the Park for Firewise for this year. A Park reassessment will be done, including examination of biohazards, home vents, etc.
- The process is being started to fire harden the Clubhouse.
- Red Flag days – Looking at purchasing hepa water filters for emergency use. 400 face masks were purchased for residents, for emergencies.

Carol-Joy asked about evacuation drills. John stressed the importance of such drills. John mentioned that the topic of emergency evacuation routes was brought up at the recent 2x2 meeting.

8. HOL Report, including Fireside Room committee report

Ed Collins presented the report. He mentioned an ice cream social was held last month, fund raising is doing very well, and a Susan Campbell event is coming up. No report provided from the Fireside Room Committee.

9. MAR VAL Report

No report.

E. OLD BUSINESS

1. Club View Turnaround Area

Martha (Muffy) Craig requested the agenda item topic, which focuses on recent discussions to bring back a car wash at the turnaround area. Martha voiced several concerns, including the amount of water that would be used, the toxicity (to animals and vegetation) of detergents used, and the impacts to homeowner's regarding views, quiet and safety (from vehicles, including RVs, driving to/from the car wash spot).

Anila wondered if maybe a car wash isn't needed. Jay mentioned only reason for such a proposal is that the Park Rules/Regulations indicate cars can't be washed in home driveways.

Matt mentioned that at the last 2x2 meeting, Chris Blunk (City of Novato) stated there are requirements for such a car wash. City Council member Pat Eklund suggested looking at other Park locations, such as the RV storage lot, but that a regional Water Quality Control Board permit would be required and such permits are no longer being given out.

Topic has been tabled for additional research and discussion.

F. NEW BUSINESS

No report.

G. Determination of next PAC Board meeting date

The next meeting will be held:

Wednesday, October 2, 2019, at 6:00 PM.

H. ADJOURNMENT: 7:45 PM