

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Wednesday, October 2, 2019

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Steve Plocher, Jay Shelfer.

NOTE: John Hansen was delayed for start of meeting and arrived at 6:25 PM during presentation of agenda item D-1 (Maintenance/Capital Projects report).

- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- Other: 11 residents

CALL TO ORDER: 6:04 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda made and seconded. Board members discussed the motion. No agenda changes requested. Board members voted. Motion passed 4-0 (John Hansen absent for vote).

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

The following public comments were provided:

- Erma Wheatley indicated that the MVMCC website now includes an events calendar that shows recurring, new and private events, and the reserved rooms.
- Ed Collins requested that winter pool/spa hours not end earlier than 10 pm, especially since there now is outside security checking that area. Ed separately also suggested installing a flashing (warning) sign to get the attention of speeding drivers.
- Terry Patten was unable to attend and asked Board Member Steve Plocher to deliver his comments. Terry would like winter pool/spa hours extended to 10 pm.
- Alice Burbage spoke about stop signs and vehicle speeds in the Park. She is hoping something can be done about vehicle speeding.

- Martha (Muffy) Craig inquired about the communication protocol covering PAC Board members and attendees during meetings, and also about the process for agenda item requests and approvals.

Discussion of winter pool/spa hours to be added to next month's meeting agenda. Matt mentioned that the hours could be extended if folks agree to follow the rules and don't disturb residents who live across the street. Carol-Joy summarized the process for agenda requests and also reviewed the communication protocol for PAC Board meetings.

C. CONSENT CALENDAR

1. Approve the September 4, 2019 meeting minutes.

Motion made and seconded to approve the September 4, 2019 minutes. Motion opened for discussion. Carol-Joy indicated the following correction:

- Add the word "and" between the agenda item headings for D-4 and D-5 to show that these agenda topics (City of Novato, 2x2 meetings) were discussed concurrently during the PAC Board meeting.

Motion for approval of September 4, 2019 minutes, with correction, voted on and passed 4-0 (John Hansen absent).

D. REPORTS

NOTE: Board member John Hansen arrived during presentation of agenda item D-1 by Matt Greenberg.

1. Maintenance and Capital Projects (Matt Greenberg)

Matt summarized the status of projects:

- An existing retaining wall has been increased/extended.
- Laundry room – Old siding has been removed and replaced with new siding and painted same color as Clubhouse, new windows have been installed and the interior of the room painted.
- Fallen Leaf hand rail is finished.
- Park-wide tree pruning and fire-prone plant removal work continue.
- Several outdated gas meters have been replaced.
- A French, below-ground, drainage system (Marin Valley Dr.) is finished.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,879.16
PAC Actual Balance	\$2,895.66
Humanitarian Fund Starting and Final Balance	\$ 517.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$ 711.65

(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 2.59 (Steve’s calculation is 2.80).

4. City of Novato (Jay Shelfer)

City of Novato has hired a new engineer who will be interfacing with Matt on capital projects.

5. 2x2 meetings (Jay Shelfer, John Hansen)

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 (Jay Shelfer, John Hansen)

No report, other than a note that a scheduled public meeting needs to take place for two project proposals: demo garden, meadow area usage.

7. MVEST/Firewise Committee (John Hansen)

John Felt provided details about the upcoming MVEST/Firewise fair on October 5, which this year is focusing on insurance. A panel of experts will speak and (insurance) agents will be available to answer questions. Residents from the Contempo and Las Robles parks have been invited to attend.

John Hansen mentioned that efforts are currently focused on recertifying the Park for the Firewise USA program. John also just returned from the local fire district meeting, which reviewed the Alert Marin fire notification system. Alert Marin is not adequate and MVEST/Firewise is evaluating other alert systems.

8. HOL Report

Ed Collins presented the report. He mentioned the following upcoming events:

Oct 10: Roots of deep wellness

Oct 12: Meet the Candidate night

Oct 13: Art in the Park reception at 3-5 pm (event details provided by Susie Lahr).

Oct 24: City Council

John commented about the signage at the top of the entry hill. The new signs are too big. John asked if new signs can be designed smaller.

9. MAR VAL Report

No report.

E. OLD BUSINESS

1. Car Wash Area

A proposal was previously made to bring back a car wash at the Park. Concerns have been voiced.

Jay presented an update. He indicated the current status of the proposal is that there is no current plan. The topic is still being discussed. Project impacts and government permit requirements are being further examined. Board members and meeting attendees (residents) provided comments and suggestions, including using existing (off-site) car wash areas located in the area.

2. Demonstration Firewise garden around the Clubhouse

John Hansen presented an update. He suggested scheduling a future meeting. Matt mentioned a digitized drawing of the proposed plan exists on CAD (computer architecture application) and can be presented to residents. A suggestion was made to post the drawing in the Clubhouse lobby and mention it in the Echo. Erma mentioned the preliminary design could also be posted on the website.

Carol-Joy wondered if there are funds available. Matt indicated there are funds that could get it going.

F. NEW BUSINESS

1. Improved security in the Park, possibly with more cameras

Carol-Joy mentioned the reason for the agenda item originated at an MVEST meeting. There have been incidents at the Park and MVEST has been examining further security solutions, such as cameras.

John Hansen wondered if Matt would be OK for a larger security system or if Matt would want to bring in a security consultant. Board members and Matt liked the idea of bringing in a consultant. Larry mentioned the Novato Police has offered to come and discuss options. Anila Manning commented that any consultant coming in could indicate if different solutions would be effective. A resident suggested installing a camera at the entrance pillars.

Matt to contact possible consultant(s) and obtain references.

G. Determination of next PAC Board meeting date

The next meeting will be held:

Wednesday, November 6, 2019, at 6:00 PM.

NOTE: Carol-Joy will be absent at next meeting.

H. ADJOURNMENT: 7:45 PM