

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Tuesday, January 7, 2020

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: 10 residents

CALL TO ORDER: 6:07 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was made by John Hansen, seconded by Larry Cohen and then opened for discussion. Board members had no comments. Board members voted on Motion. Motion passed 5-0.

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

Following are comments offered by the public:

- Betty Cianciarulo provided comments about “gated” communities. She defined what she meant as a “gated” community and spoke about the purpose and advantages of such a community. She also suggested installing additional signs at the pillars at the entrance to the Park that say: “No Outlet” or “Not a Thru Street” or “Private Property,” “Speed Limit 15 MPH,” “No Public Parking (will be towed),” “Video Surveillance,” “Neighborhood Watch.”

C. CONSENT CALENDAR

1. Approve the November 6, 2019 meeting minutes.

NOTE: During the December 2019 PAC Board meeting, Larry Cohen indicated corrections for the November 2019 draft minutes. Larry was asked to write up his corrections and submit them at this (January) meeting.

Larry provided two corrections for agenda item D-5, both involving the third paragraph (paragraph that starts with “Jay and John Hansen met...”) --

- Delete the following sentence: “Board members discussed if this meeting met Brown Act meeting requirements.”
- Correct the last sentence in that paragraph so it now reads: “Larry will look in to whether or not posting a summary of the 2x2 meetings on the PAC bulletin board is a Brown Act violation.”

Motion made to approve the November 6, 2019 minutes, with corrections. Motion passed 5-0.

2. Approve the December 3, 2019 meeting minutes.

Larry Cohen had the following corrections for the December 3, 2019 minutes –

- To agenda item A, make sure the indicated day is “Tuesday.”
- To agenda item B, first paragraph, insert the words “Public Comments at” so that the sentence now reads: “ during Public Comments at PAC Board meetings...”
- To agenda item D-5, second paragraph, delete the following: “The new City Council member, Amy, will be at the 2x2 to be held December 9.”
- To agenda item D-5, to the first sentence in the second bullet, replace the word “will” with “may” so the first sentence now reads: “A mobile home park rules/regulations consultant may be hired to review MVMCC’s proposed Park Rules/Regulations.”

A resident had two corrections –

- Matt was not absent for the December 3, 2019 meeting.
- Please spell out what “TPL” stands for.

Motion made and seconded to approve the December 3, 2019 minutes, with corrections. Motion passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt provided the following update:

- Quarterly gym equipment service has been done.
- Juniper removal was done at resident home.
- French drain installed at a resident home.
- Spa pump failed during holiday season and has been replaced.
- Several pine and oak trees at the Park were pruned.

Steve wondered if the plan for a Clubhouse elevator was still in the budget. Matt indicated it is still in the budget but there has been no movement on it. It would be very expensive.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$3,711.55
PAC Actual Balance	\$2,623.05
Humanitarian Fund Starting and Final Balance	\$ 622.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,389.68

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

Larry thanked all the people who donated to the Humanitarian Fund during December. A total of \$105 was donated.

3. MVMCC Finance Committee (Steve Plocher)

Steve indicated Park finances appear in good shape. Debt-to-service ratio calculated by the property management company is 2.52 (Steve's calculation is 2.73).

(NOTE: The debt-to-service ratio needs to be greater than 2.)

Jay indicated he finally received a copy of the loan agreement (36 pages long).

4. City of Novato (Jay Shelfer)

Nothing to report.

5. 2x2 meeting: December 9, 2019 (Jay Shelfer, John Hansen)

John read a summary of the 2x2 meeting, which was drafted by Kate Whan, City of Novato Public Works. The summary reviewed agenda item discussions at the 2x2 meeting:

(1) Action items –

A review and report was provided on existing action items, categorized as “completed,” “ in progress” or “pending.”

“Completed” action items included dust control, loan document, geotechnical. Matt was successful at obtaining an environmentally-friendly dust control agent, John and Jay received a copy of the loan document, and Matt reviewed the report prepared by the geotechnical consultant.

“In Progress” action items included speed limits, Brown Act, sediment removal/V-ditch clearing, solar.

“Pending” (this quarter) action items focused on administrative charges. Kate to obtain info from Finance.

(2) New priority actions --

No new priority actions were identified.

(3) CIP Update --

The likely construction timeframe for replacement of the sanitary system pump stations appears to be Summer 2020.

(4) Other --

Proposed dates for future 2x2 meetings include March 9 and June 8, 2020.

Other comments about the 2x2 included:

- Jay noted that the City has not yet charged an Owner’s Expense.
- Carol-Joy indicated the City needs to let PAC know if the City will be billing the Park at some point.

- Carol-Joy also commented she doesn't want the police to monitor the Park, she wants them to ticket.
- Larry wondered about the Helsing contract. Jay responded that the City did not have much to say about the Helsing Group other than that they are satisfied.
- Veronica agreed to review the Park's rules/regulations by the fourth quarter, which ends June 30 (end of fiscal year).

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)

Jay indicated a resident meeting will be held January or February to describe proposal(s) for the meadow lands area. A flyer will be sent out to announce the meeting.

John talked about the proposal for a demonstration garden for the area below the Clubhouse, below the pine tree. The current plan is on display at the Clubhouse lobby. Decisions need to be made about the type of plants for the garden and the design of the garden.

7. Ad hoc committee: Solar Panels and/or Electrical Generators (John Hansen)

No new information.

8. MVEST/Firewise Report

At the next meeting, to be held January 13, the schedule for the rest of the year will be created.

9. HOL Report

Ed Collins, Vice President of the HOL Board, commented that he sees discrepancies in the bylaws and definitions of what PAC and PAC/Park committees focus on. PAC Board members discussed and agreed. Carol-Joy feels that after the Park rules/regulations are codified, PAC should revisit the bylaws of each organization so they are in conformity. Larry mentioned that the bylaws are obsolete and need to be looked at.

See HOL calendar on website for list of events.

10. MAR VAL

No report.

E. OLD BUSINESS

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

PAC Board members and residents discussed Park security and gave their views on potential effectiveness of increased security methods.

Jay asked Matt to look in to getting better security coverage. John indicated he sees the security issues as similar to the speeding issues. He also noted the increase in Marin crime and that senior citizens are a target. He would like to obtain feedback from the police regarding security at the Park. Larry mentioned that cameras give a false sense of security; education is more effective. Bill Davis reflected that for the best security, residents should get a dog. Regarding installing security cameras at the Park, Bill noted that at least there would be a record.

2. Establishing guidelines for banners at the event signboard at the top of the hill..

PAC Board members and residents discussed the following sign/banner guidelines proposed by Carol-Joy:

Signs should be:

- no larger than 8' wide by 2' tall,
- professionally printed in large block letters,
- simple-enough to read at a glance, preferably 5-10 words maximum,
- a maximum of three (3) high-contrasting colors, preferably a dark color such as black on a light-colored background such as white,
- put up no more than seven (7) days in advance of the event (14 days for MAR VAL),
- removed the day after the event.

Ed Collins suggested starting with a size up to 2' by 6'.

Carol-Joy made a motion, which was seconded, to establish guidelines for a banner at the top of the hill; for new signs to be no larger than 6'x2' (6' wide, 2' tall). (Note that the motion is just for the size of the banner.)

Jay called for a vote. The motion passed 5-0.

3. Walkways and paths in MVMCC.

Jay mentioned that Matt and residents have been talking about creating paths around the Park, including up/over the entry hill. Jay also mentioned the City is obligated to provide parking and paths on the previous TPL acreage (TPL=Trust for Public Land). Bill Davis reflected that unintended consequences can result when such paths are developed, such as increased potential for homeless camping and increased fire vulnerability.

Topic to be discussed further at a later meeting.

F. NEW BUSINESS

1. Research the strengthening of Wi-Fi in and around the Clubhouse, such as at front of the building (i.e., for Rollin' Root use) and in the workout room

Steve discussed the idea at MVEST of having Wi-Fi at the Clubhouse. John commented that probably more routers are needed. Matt suggested contacting Comcast for their thoughts.

Matt will investigate the topic further and discuss his findings at the next meeting.

2. Establish an ad hoc committee to develop the 2020/2021 budget

Jay and Steve would like to be involved. Volunteers are also needed to join in.

The topic will be discussed further at the next meeting.

G. Determination of next PAC Board meeting date

The next meeting will be held:
Tuesday, February 4, 2020, at 6 PM.

H. ADJOURNMENT: 8:00 PM