

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

6:00 PM

Tuesday, February 4, 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: 6 residents

CALL TO ORDER: 6:06 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was made and seconded. Motion then opened for discussion. Board members indicated no changes to the agenda. 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:

- Peggy provided comments for Connie Marelich. Around three or four weeks ago, Connie wrote a letter to Veronica (City of Novato attorney) asking about the proposed Park rules/regulations update which was drafted by PAC and then sent to her (Veronica) for review.

Peggy mentioned several Park residents have voiced concern about the costs to the Park by the update (mainly, the cost of Veronica's review). Peggy summarized the minuses and pluses of updating the document and suggested discussing the topic at a 2x2. At a minimum, simple corrections could be implemented, such as to names that have changed since 2008 when the original rules/regulations were written.

Carol-Joy responded that Connie should put herself on the list to receive copies of PAC Board agendas and minutes. Last month's minutes indicated that Veronica agreed to review the Park's rules and regulations by the fourth quarter, which ends June 30.

John suggested going ahead and releasing the draft rules/regulations update document with the title "Interim."

- Bill Davis commented he feels it is the PAC Board responsibility to get the updated Rules and Regulations document moving forward through the review process. Bill feels it's already been way too long.

C. CONSENT CALENDAR

1. Approve the January 7, 2020 meeting minutes.

- A resident indicated a correction -- Towards the top of page one under "ATTENDEES," the word "absent" next to "Matt Greenberg" should be removed. (Matt was present for the meeting.)

Motion made to approve the January 7, 2020 minutes, with corrections. Motion seconded and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects (Matt Greenberg)

Matt provided the following update on maintenance and capital projects:

- A network hub (computer system hardware) has been added in the Ballroom.
- Wifi has been expanded in the Clubhouse and is now working in the main room.
- Matt is still investigating security cameras.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$4,265.46
PAC Actual Balance	\$2,826.96
Humanitarian Fund Starting and Final Balance	\$ 972.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,653.10

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

Larry thanked all the people who donated to the Humanitarian Fund in January. A total of \$350 was donated.

3. MVMCC Finance Committee (Steve Plocher)

Steve provided to PAC Board members a 5-page handout detailing the debt-to-service ratio and its calculation. Board members asked questions and discussed the subject further.

Steve mentioned the calculated ratio discussed each month is for year-to-date, not one month. The ratio calculation is defined in the (Bank of Marin) loan document for the Park, which Steve and Jay recently received. Steve reviewed the loan document.

Three different methods are currently being used for calculating the Park (MVMCC) debt-to-service ratio -- one by the Helsing Group management company, one by Steve and another per the loan document. Each method results in a different calculation. Jay asked Steve to write up a summary of the three methods.

PAC will draft a letter about the ratio calculation and send it to Kate Whan (City of Novato). PAC will also have it discussed at the 2x2 meeting. Steve will write the letter and forward it to Jay.

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

4. City of Novato (Jay Shelfer)

Novato contacted Jay regarding Park salary increases for employees. The Park/MVMCC needs to be in compliance with what it pays its employees as of December 31. The topic will be discussed at the 2x2.

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

A 2x2 meeting is planned for March. Jay will place a posting about it on the bulletin board before the meeting.

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)

Regarding the proposal for a demonstration garden below the Clubhouse (below the pine tree), if the proposal comes to fruition, the project will be included in next year’s budget. The current plan is on display at the Clubhouse lobby. A resident meeting about the proposal is anticipated for March. Decisions need to be made about the type of plants for the garden and the design of the garden.

7. MVEST/Firewise Report

MVEST meetings will now occur every other week (instead of weekly). The next MVEST meeting will focus on event planning for the year. Measure C (upcoming election) was mentioned. If the measure passes, Park homeowners would be eligible for home hardening grants.

8. HOL Report

No report. See HOL calendar on website for list of upcoming events.

10. MAR VAL

No report.

E. OLD BUSINESS

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

Matt is continuing to investigate security cameras.

2. Walkways and paths in MVMCC.

Nothing new to report.

3. Research the strengthening of wifi in and around the Clubhouse, such as in front of the building (i.e., for Rollin' Root use) and in the workout room

As indicated under agenda item D-1: A network hub (computer system hardware) has been added in the Ballroom. Wifi has been expanded in the Clubhouse and is now working in the main room.

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

No meeting has been set up yet. Meetings will start April and May.

F. NEW BUSINESS

No new business.

G. Determination of next PAC Board meeting date

NOTE: Tuesday, March 3, is the day of a major election. Carol-Joy will be working for the election and unable to attend the PAC meeting. The Tuesday meeting for March has been moved to the next day: Wednesday, March 4.

The next meeting will be held:
Wednesday, March 4, 2020, at 6 PM.

H. ADJOURNMENT: 6:57 PM