

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION (PAC) BOARD

Marin Valley Mobile Country Club Estates
Clubhouse, 100 Marin Valley Drive, Novato, CA

Regular Meeting

6:00 PM

Wednesday, March 4, 2020

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Steve Plocher, Jay Shelfer
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- Other: 7 residents

CALL TO ORDER: 6:00 PM

A. APPROVAL OF FINAL AGENDA

Motion for approval of the agenda was made and seconded. Board members had no agenda changes. Members voted on motion for approval. Motion passed 5-0.

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

The following comments were offered:

- Ellen Jane Schulz provided comments about a neighbor's Acacia tree Ellen feels needs removal or pruning. The tree extends over Ellen's home and Ellen has concerns including fire safety concerns. Additionally, the roots of the tree intrude into the sewage line, causing sewage to overflow. Jay suggested that Ellen might look at the Park's Tree/Shrub policy to find out if the tree is in compliance with Park policy.

C. CONSENT CALENDAR

1. Approve the February 4, 2020 meeting minutes.

Motion was made to approve the February 4, 2020 minutes. Motion seconded. No requests for corrections were made. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects Report (Matt Greenberg)

Matt provided the following update on maintenance and capital projects:

- The last drain of the year was installed. A camera was threaded into the sewer line to look for the presence of roots.
- Security cameras -- Matt had three meetings with an EDT security specialist.
- Would like to put in a new pool gate that would offer access to residents via card.
- Clubhouse dishwasher was repaired.
- Junipers were removed at 125 Panorama.
- Completed tree pruning project.
- Fixed the electric pedestal at 8 Scenic. Resident had been having power surges.
- Matt is reviewing needs and planning projects for next year.

2. PAC Treasurer's Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer's report:

PAC Final Balance	\$4,105.52
PAC Actual Balance	\$2,642.02
Humanitarian Fund Starting and Final Balance	\$ 997.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,839.04

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

Carol Joy thanked Matt for administering the Humanitarian Fund.

3. MVMCC Finance Committee Report (Steve Plocher)

At the February 2020 PAC Board meeting, Steve described three methods currently being used (by Helsing Group, Steve/PAC Board, loan document) to calculate the MVMCC debt-to-service ratio. Each method results in a different figure. Jay asked Steve to write up a summary of the three methods.

At tonight's (March 2020) PAC Board meeting, Steve distributed a three page summary, for use in drafting a letter about the ratio calculation for Kate Whan (City of Novato). Steve will write the letter and forward it to Jay. Topic to be discussed at the 2x2 meeting.

Steve indicated the Park is in good shape. The Helsing Group's current debt-service ratio calculation is 1.95. Steve's calculation is 2.73.

Carol-Joy mentioned the new City of Novato Finance Director is Amy Cunningham.

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

4. City of Novato Report (Jay Shelfer)

Jay mentioned the City contact for the Park is the Administrative Manager of the Public Works Department (Kate Whan). Public Works appears favorable towards the Park's \$2 million sewage pass-through station project. The current pass-through is very old.

5. 2x2 Meetings Report (Jay Shelfer, John Hansen)

A 2x2 meeting will occur next week. Jay and John are the current PAC Board reps for the 2x2 meetings. Items not yet addressed will be discussed. Jay will place a posting about the meeting on the bulletin board. Carol-Joy added that discussion topics are prioritized. She asked Jay what the top discussion items would be. Jay responded:

- Sewage lift station
- Installation of solar panels
- Installation of vehicle electrical charging stations in front of Clubhouse
- MVMCC Rules/Regulations

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 Report (Jay Shelfer, John Hansen)

Projects are on hold until City support is enlisted. Examples of projects include:

- Create ADA-approved bathroom outside (adjacent to swimming pool)
- Create new infrared sauna/steam room outside (ADA-approved)

7. MVEST/Firewise Report (John Hansen)

A town hall will be held on Saturday at 10 am to talk about coronavirus. John Feld will lead the discussion. John Feld has done a lot of research on what the Park needs to do to prepare. Amy Peele, regional City Council member, plans to attend.

John Hansen mentioned that Measure C looks like it passed.

MVEST meetings occur every other week (instead of weekly).

8. HOL Report

Erma Wheatley presented the report.

- A Crafts fair will be held April 19.
- A new Park Directory is coming out in April. Residents should request one from Matt.

See HOL calendar on website for list of upcoming events.

9. MAR VAL

Mar Val won't be holding a Black Cat event anymore. The event takes a lot of effort but doesn't raise much money.

E. OLD BUSINESS

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

Matt has obtained rough numbers on security and camera costs. He's also gone through the Clubhouse, intersections, etc. Jay mentioned that having updated equipment would be invaluable and that police input should help. Matt indicated it costs a lot of money to have a security company come in and install cameras.

2. Walkways and paths in MVMCC.

Jay commented the project would probably need help from the City. John commented about the need to focus on the City's commitment regarding transfer of the TPL land use designation.

3. Ad Hoc Committee for the 2020/2021 budget

Matt (management company) is working on the budget, with a draft to be presented to the City of Novato in April. No Committee action is needed currently.

F. NEW BUSINESS

1. Establish Ad Hoc Committee for 2020 PAC Board election

Three PAC Board seats -- currently held by Carol-Joy, John and Jay -- will be up for election (May 28-June 5).

G. Determination of next PAC Board meeting date

The next meeting will be held:
Tuesday, April 7, 2020, at 6 PM.

H. ADJOURNMENT: 7:00 PM