

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

Tuesday, April 7, 2020

(NOTE: PAC Board monthly meetings are now held through Zoom phone/video conferencing. For details, see Park website or contact PAC Board member John Hansen.)

ATTENDEES:

- Board Members: Larry Cohen, John Hansen, Carol-Joy Harris, Steve Plocher, Jay Shelfer
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman
- Other: 8 residents

CALL TO ORDER: 6:03 PM

A. APPROVAL OF FINAL AGENDA

John Hansen made a motion for approval of the agenda. Larry Cohen seconded the motion. Board members had no agenda changes. Members voted on the motion. Motion passed 5-0.

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

No public comments.

C. CONSENT CALENDAR

1. Approve the March 4, 2020 meeting minutes.

Motion was made to approve the March 4, 2020 minutes. Motion was seconded.

The following corrections were requested:

- Agenda item B (Public Comments) -- Ellen Jane Schulz requested that her comments about a neighbor's acacia tree also include that the tree extends over her home and that she has fire safety concerns. The second sentence has been rewritten and edited into two sentences. Her comments now read:
"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."
- Agenda item D-4, 1st paragraph, 1st sentence -- Carol-Joy Harris noted that Kate Whan is the *Administrative* Manager of the Public Works Department (add the word "Administrative" before "Manager").
- Agenda item D-7, 1st paragraph, 4th sentence -- Carol-Joy corrected the spelling of a city council member's last name: *Amy Peele* is the correct spelling.

Motion to approve the March 4, 2020 minutes, with corrections, was seconded, 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:

- Panorama parking area -- Matt finished/finalized the concrete parameter.
- Clubhouse roof -- Matt repaired Clubhouse roof areas with shingles/flashing. Matt noted the roof is old and badly needs to be replaced, especially above the ballroom, to avoid leakage. Carol-Joy commented it sounds like roof replacement should be done before winter. Roof situation is under review by Public Works Director Chris Blunk (City of Novato). Matt estimates roof replacement would probably cost around \$3-400,000. Funds would probably come out of the Park's reserve fund. During roof replacement, the air conditioner condenser (especially the outside portion which sits above the kitchen) and pool solar panels would be replaced (they both need replacement).

- Matt noted that there are several Park projects before the City. The sewer/pump-house project would probably be top priority.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$4,464.43
PAC Actual Balance	\$2,921.23
Humanitarian Fund Starting and Final Balance	\$ 1077.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$2,009.49

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

3. MVMCC Finance Committee Report (Steve Plocher)

Steve indicated the Park is in good shape. The City’s current debt-service ratio calculation is 2.15. Steve’s calculation is 2.23.

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

4. City of Novato Report (Jay Shelfer)

and

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

The 2x2 meeting in March was cancelled. Nothing else to report.

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 enlisted.

Matt sent letter to Chris Blunk and Kate Whan asking City of Novato for rent reprieve for low income residents of the Park. Matt also mentioned the Park's current PG&E discount rate and the income-based CARE energy discount program.

7. MVEST/Firewise Report (John Hansen)

MVEST met several times to discuss how to assist the community and residents on how to get through the virus situation and fire safety.

Jay noted that residents have been doing an excellent job with sheltering in place. John Feld noted he asks residents not to have gardeners or other outside workers come to the Park, but he keeps seeing their trucks. Carol-Joy commented that per the order from Health Safety, no gardening is to occur unless it's an emergency situation (such as a tree falling on a home). John Feld also mentioned he sees people in the Park not using masks.

John mentioned some residents have indicated they need rides to Safeway, but that Safeway will deliver. The Rollin Roots truck also regularly comes to the Park and offers fresh vegetables to residents.

Carol-Joy observed that Matt may be aware of residents in financial need. If someone needs emergency work, refer the need to Matt. MVEST sent out a flyer to residents offering assistance by Ray Schneider's team.

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

8. HOL Report

No report.

See HOL calendar on website for list of upcoming events.

9. MAR VAL

MAR VAL has a dinner scheduled for later part of May, but Board members don't believe the dinner will occur due to the virus situation.

E. OLD BUSINESS

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

At the March PAC Board meeting, Matt mentioned he met with ADT (security company) and looked at camera security systems (priced around \$10,000).

Matt commented the Clubhouse security, at present, is pretty good. Sixteen cameras are currently working and are ok. In the future, a new system with more cameras could be acquired. Matt feels the Park could do the system themselves. The security consultants don't appear to be following through, have not delivered complete bids, and their systems are also expensive. Matt can work with an electrician and improve the system. Matt mentioned he feels there are currently other important needs to focus on.

2. Walkways and paths in MVMCC.

The topic of developing additional access to/from the Park was discussed at previous PAC Board meetings and continued for further discussion. Development of a path up/over the entry hill was one of the options. Jay to discuss ideas with the City during the 2x2 meeting.

Matt mentioned there could be a secondary approach to/from the Park by installing a card-swipe gate at Meadow Vista, for easier (and flat-land) access to bus and train (vs. going up the entry hill to/from the Park). Matt feels it would be safer than building paths up/over the entry hill. Carol-Joy commented that if it doesn't cost much, it would be beneficial for the Park right now. Matt agreed and replied he feels it would be used a lot by Park residents.

3. Ad Hoc Committee for the 2020/2021 budget

Helsing group is still finalizing the budget. Matt's draft was sent to Jay. The April 1 deadline was extended one month by the City. Matt mentioned the top Park priority is the sewer. He added that the focus is on projects that really need to get done.

Smaller projects can also be easily done by Matt, especially projects that have already been priced (by consultants).

Larry asked if a rent increase will be recommended by Helsing. Matt responded he doesn't see the need for it and isn't recommending it. Matt also added he is currently trying to get a Park rent reprieve.

No Committee action is needed, currently.

4. Ad Hoc Committee for 2020 PAC Board election

Three PAC Board seats are up for election. All three of the PAC Board members will be running. Larry mentioned the nomination period will be May 9 through May 16. If only three candidates are nominated for the three seats, no election will occur. If there are more than three candidates, there are options on how to proceed.

F. NEW BUSINESS

No new business.

G. Determination of next PAC Board meeting date

The next meeting will be held:
Tuesday, May 5, 2020, at 6:00 PM.

H. ADJOURNMENT: 7:11 PM