

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION

Regular Meeting

7:00 PM

Wednesday, December 2, 2015

Fireside Room, 100 Marin Valley Drive, Novato, CA

ATTENDEES:

- Board Members: Larry Cohen, Mike Hagerty, Peggy Hill, Jay Shelfer. (Tom Miller absent.)
- 12 Non-Board Residents
- Park General Manager: Matt Greenberg
- Recording Secretary: Susan Windman

CALL TO ORDER: 7:04 PM

A. APPROVAL OF FINAL AGENDA

Motion was made and seconded to approve the final agenda. Motion was voted on and passed 4-0 (Tom Miller absent).

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

No public comments.

C. CONSENT CALENDAR

1. Receive approved minutes of September 2, 2015 meeting.

Motion made and seconded to receive the approved September 2, 2015 minutes. Motion voted on and passed 4-0 (Tom Miller absent).

2. Approve minutes of October 7, 2015 and November 11, 2015 meetings.

Motion made and seconded to approve the October 7, 2015 minutes. Motion voted on and passed: 3 yeas, 1 abstention (from Peggy Hill), 1 absent (Tom Miller).

Approval of November 11, 2015 minutes tabled until next meeting (December).

D. REPORTS

1. PAC Treasurer's Report (Larry Cohen)

Following is the PAC Treasurer's report:

PAC Final Balance	\$5,965.10
PAC Actual Balance	\$2,425.60
Humanitarian Fund Starting and Final Balance	\$3,539.50
Total Spent Current Fiscal Year	\$1,404.61

Nancy asked what the PAC expenses are – paper, pen, ink, etc.? Larry responded that the expenses are primarily to pay the recording secretary's company, and also for printing and for checks.

2. MVMCC Administration and Finance Report (Peggy Hill)

Peggy looked over the management report. The debt-to-service coverage ratio is 2.85, a very good ratio (well above the required 2.0). David King and Larry also looked through the report. Peggy mentioned they will be meeting with Brian Cochran to obtain an overview of cash flow and accounts, balance sheet, interest-bearing accounts – to better understand the monthly management report and the budget.

3. Maintenance and Capital Projects (Matt Greenberg)

Matt provided the following report:

- Several retaining wall jobs are continuing.
- Several homes are being prepared for rains by providing some drain traps.
- The V-ditches are being cleaned out in preparation for the coming rains.

Jay wondered if videotaping of the drains has been completed. He noticed workers on the property the other day. Matt responded that work is complete. The drains are clean and in very good shape. The workers were in the Park for the quarterly pump station cleaning.

Jay asked about sandbags for the upcoming storms. Matt is looking into it. The City Corporate yard provides free sand and bags, but you have to go get it. Matt indicated that last year after the rains he noted the Park areas that had pooled water, and he has worked to resolve the water issues at these spots.

Larry indicated that MVEST is looking for volunteers to help with sandbags and is planning to provide training. A person has to be able to lift 20 pounds. Contact MVEST for details and/or to volunteer.

Peggy Hill wondered about the top complaints on the input forms received by Matt. Matt responded: “residents,” fences that are leaning or too short, the upcoming rains, and dry tinder/grass and probability of fire.

A resident thanked Matt for the automated call service he recently used to provide information to residents.

4. Report of the 2x2 meeting with City staff on November 23 (Mike Hagerty, Jay Shelfer)

Mike summarized the following:

- Cathy Capriola has been promoted to Acting City Manager and will be in that role for at least six months. She has given Brian Cochran day-to-day responsibility for the Park. She will continue attending City Council meetings at the Park.
- Re Owner’s Expense for the last fiscal year, the City was to have it ready by this month, but it is only 80% ready. It has been over a year since requested by PAC. Mike indicated frustration and mentioned that since Cathy has been promoted it may not be ready for the January meeting. PAC is not allowed to enter a Freedom of Information Act request; but citizens can. Mike will continue pushing for the information.
- Re Rent Differential issues, Veronica and Brian expect to be at the Park in February to lead a workshop on the topic.

Jay continued with the following items:

- Emergency gates into/out of the Park – There appears to be a discrepancy about who the holders of the keys are. MVEST and Matt should have a key to all three. The City will look into this further with Dave Jefferies.
- Rezoning of the former TPL land surrounding the Park – Park residents would like it changed from residential to park/recreation so the land would remain undeveloped. The City is still working on this and is hoping to get an answer by June from the General Services Administration, which okays all federal land actions.
- Finance Committee – The City (Brian Cochran) agreed to hold one meeting with the Finance Committee (Peggy, Larry). The meeting should occur in time for the Committee to report back to PAC at its January 2016 meeting.

Anila mentioned that a few years ago, Pat Eklund was considering getting the Park rezoned as a trailer park for perpetuity. Mike responded that the Park is zoned as a mobile home community. Jay added that it is a topic Cathy Capriola and Veronica are looking into in regard to the Ownership question.

5. City of Novato (Jay Shelfer)

See above agenda item (D-4: Report on 2x2 meeting).

6. Call for Wish List for next Fiscal Year (Jay)

NOTE: Wish list submittals and their cost estimates must be submitted one week prior to the February PAC meeting.

Jay mentioned that each year PAC works with management on the budget for the coming year and discusses it further with both management and the owner (City of Novato).

Jay indicated that residents with a budget request (items, events, future projects for MVMCC) should present them to the PAC Board by one week before the February meeting.

Notices about this will be on the website and in the Echo.

E. OLD BUSINESS

1. Procedure in preparing for the submittal of the budget to the City of Novato (Jay)

Jay revised the procedure that documents the process for entering resident submittals into budget discussions. Below is the revised draft, provided at the PAC meeting with the Agenda.

This draft covers that HOL and MarVal Boards can sit and discuss with management the items they want to be considered, so that cost estimates and priorities can be ironed out with management before being sent to the PAC Board.

Jay mentioned the procedure is just to document the process for submitting resident requests to management and the owner.

Nancy commented that all these (PAC) procedures seem so militaristic and cold, and that all the procedures already are discussed (and followed) regularly with Matt (Matt agreed).

Nancy was wondering how/where the procedure gets documented. Jay responded it gets documented in the PAC Board minutes, and gets sent for information purposes to all residents and boards regarding how the budgetary process works.

Jay asked for Board approval of the Procedure. Jay's motion was seconded, voted on and passed 4-0.

=====
Procedure in preparing for the submittal of the budget to the City of Novato:

In Accordance with the "Delegation Agreement" with the City and the "Management Agreement" with Al Frei management group, the PAC Board is responsible for accepting and prioritizing those items submitted by residents for inclusion in the coming year's budget. Al Frei's group will only consider those items that the community and boards have submitted through this process.

In order to give due consideration for the items submitted by HOL and MarVal, these items along with cost estimates and explanations as to their needs are to be presented to the PAC Board by/during the February PAC Board meeting. HOL and MAR VAL will/can consult with management (Matt Greenberg) to arrive at cost estimates.

In December, the PAC shall ask all MVMCC residents for their input via notices to be placed in the ECHO, notices on the PAC bulletin boards, notices on the website. The resulting items received by February board meeting shall be reviewed by the PAC president and other PAC board members along with management and create their recommendations to the PAC Board. These recommended items are then accepted or rejected and then prioritized by majority vote of the entire PAC Board and then formally presented to management for consideration in the next year's budget.

=====

F. NEW BUSINESS

1. MOTION: Limit PAC Board member speaking time to three minutes at a time (Peggy, Mike)

Peggy and Mike have been receiving complaints about lengthy Board member comments during meetings and about the very-long meetings. The motion to limit speaking time of Board members to three minutes (per issue) seeks to address this.

Peggy mentioned that time limitations on Board members wouldn't apply in certain cases, such as when members are giving reports, etc. However, reports still should be given in a succinct manner that to try to comply with the rule. The time limit may

help speed up the meetings. Peggy mentioned Tom Miller (absent from the meeting) indicated he approves of the idea.

Mike made the motion and it was seconded.

Larry suggested that if anyone has more than two additions or corrections to meeting minutes, the comments should be written down and forwarded to all PAC Board members. Jay responded he thinks it is a good suggestion and that it should be discussed further at next month's meeting.

Jay asked residents if they had comments. Anila started clapping affirmatively.

Erma asked about occasions that require more extensive exploration, in which three minutes isn't enough time to examine different aspects of an issue. Could the limitation be expanded for extenuating circumstances?

Jay responded that the Board member would have the floor for three minutes, then it falls back on the Board for member comments, then the member originally speaking can speak again for three minutes.

Jay asked for a vote and the vote passed 4-0 (Tom absent).

2. Determination of next meeting date

The next meeting will be: **Wednesday, January 6, 2016, 7 pm.**

G. REPORTS FROM OTHER BOARDS

1. HOL

Carolyn Corry (HOL president) presented the HOL report:

- HOL will have a very short meeting on December 16 at 6 pm for an up/down vote on the bylaws.

2. MAR VAL

Carolyn Corry also provided an update for Mar Val:

- The Christmas party deadline is in a week.
- The deadline for the New Years Eve party is December 29.

3. MVEST

No report.

H. ADJOURNMENT

Before adjournment, Erma indicated the printed versions of the ECHO are late (the Printer still has it), but the online version should be available at the website.

A motion was made and seconded to adjourn the meeting. Motion passed 4-0 (Tom Miller absent).

Meeting adjourned at 7:37 PM.