

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, May 5, 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: 6:02 PM

A. APPROVAL OF FINAL AGENDA

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

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

The following public comments were provided during the meeting:

- Anila Manning and Judy Purdom mentioned the following two Park residents passed away: Mike Krupp (the morning of the PAC Board meeting) and Doug Muhly. Board members discussed.
- Ellen Jane Schulz described inappropriate behavior/communications from one of Ellen's neighbors. Ellen feels the actions are increasing and are aggressive and threatening towards her. Board members mentioned the issue will be discussed further at a different meeting.

## C. CONSENT CALENDAR

1. Approve the April 7, 2020 meeting minutes.

Motion was made to approve the April 7, 2020 minutes. Motion was seconded.

Carol-Joy requested the following corrections:

- Agenda item C-1, second paragraph, second bullet -- Carol-Joy Harris corrected the spelling of the last name of the City of Novato's Administrative Manager of the Public Works Department. The correct spelling is: Whan (Kate Whan).
- Agenda item D-7, fourth paragraph, end of second sentence -- Carol-Joy asked for a change/addition to the end of the second sentence. The sentence now reads: "MVEST sent out a flyer to residents offering assistance by Ray Schneider's team."

Motion to approve the 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:

- Trimming of common areas to start Monday, May 11.
- Work will begin soon on the defensible space surrounding the Park. Goats and contractors will be used. Matt has been speaking with the owner of the goats regarding where the goats and fencing (to contain the goats) should be positioned. Carol-Joy wondered if goats would be used one or two times per year. Matt mentioned one time. John brought up the possibility of goats being hired later in the year through the Firewise program to help expand the size of the Park's defensible space.

Board members also discussed the reopening of the Clubhouse, use of the Clubhouse during emergencies, contractors at the Park during the Covid-19 pandemic, and smoking at the Park.

- Carol-Joy asked Matt for his thoughts about how and when the Clubhouse would be reopened. Matt mentioned he hasn't discussed the topic with the City of Novato.
- Matt mentioned only essential contractors, with masks, are permitted at the Park. John Feld mentioned the contractors he sees at the Park aren't wearing masks. Jay agreed with John's statement.

- Jay indicated there will be a separate meeting to address problems involving contractors, reopening the Clubhouse, and use of the Clubhouse during emergencies.
- Carol-Joy spoke about an increase in cigarette butts at the Park and that, other than the specific residences, the Park should be a smoke-free campus. Carol-Joy noted the butts appear due to contractors, not residents. Resident Nancy Bingham agreed. Board members and residents discussed the issue further, including the installation of signs/banners indicating “no smoking zone” or similar.

Carol-Joy wondered if Matt heard anything from the City regarding the letter Matt wrote asking for rent reduction/forgiveness. Matt heard back from the City regarding rent forgiveness. The City said “no” but Matt added he doesn’t believe the subject is off the table. Jay added that he spoke with Chris Blunk. If a resident is very low income, the Hello Housing program could help. The issue could be brought up again for presentation before the City Council.

2. PAC Treasurer’s Report (Larry Cohen)

Larry Cohen presented the following PAC Treasurer’s report:

PAC Final Balance	\$4,684.43
PAC Actual Balance	\$2,920.93
Humanitarian Fund Starting and Final Balance	\$1,297.50
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 Park finances are in good shape. The City’s current debt-service ratio calculation is 2.31. Steve’s calculation is 2.39.

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

4. City of Novato Report (Jay Shelfer)

Jay mentioned the City is under a lot of pressure due to Covid 19 attention. However, the Park's sewer project is moving along within the City and the project should begin early fall.

Jay reported that the proposed budget by Helsing Group does not include a Park rent increase. Some Park projects (such as the proposed Clubhouse elevator) would be pushed forward to the next budget year. City will approve the budget next month (June) and then send it to MVMCC for review/approval.

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

Jay plans to suggest having 2x2 meetings via Zoom.

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)

Jay spoke briefly about the proposed solar power project. He continues to speak with the City and others about the project.

A resident wondered if it might be a good time to move forward on the Garden proposal. Jay indicated there currently are enough funds in the budget to get it started. A (Zoom) meeting would need to be called to discuss it. Carol-Joy mentioned public meetings were held but the garden proposal hasn't been agreed upon.

7. MVEST/Firewise Report (John Hansen)

MVEST meetings are now occurring every week (instead of every other week). An MVEST/special PAC meeting on coronavirus issues at the Park will be held via Zoom on Monday, May 11, 5 PM.

John spoke about a suspicious person seen in the Park. He also covered hiring of goats for clearing/cleaning the Park's defensible space, emergency evacuation issues, mask usage at the Park. Regarding suspicious persons at the Park, Larry suggested a picture be taken of the person (if it is safe doing so).

The ECHO no longer has an editor, so no ECHOs can go out. An editor needs to be found. Topic to be discussed at next month's meeting.

8. HOL Report

Erma Wheatley and Ellen Jane Schulz reported that all directories have been delivered.

9. MAR VAL

No report.

E. OLD BUSINESS

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

Matt indicated he plans to place 3-4 cameras (max) near the laundry room and RV parking.

2. Walkways and paths in MVMCC.

Nothing to report this month.

3. Ad Hoc Committee for the 2020/2021 budget

Steve reviewed the proposed budget. The amounts for general repairs and fire abatement seem the same as the current budget. Steve wondered if the amounts would be enough for this year and feels PAC should try to get a little more. Steve also commented he doesn't see, in the draft budget, funds for the sewer lift stations. Matt responded that Chris Blunk needs to put it in the budget (not the Helsing Group).

No Committee action needed, currently.

4. Ad Hoc Committee for 2020 PAC Board election

Three PAC Board seats are up for election. The seats are currently held by Carol-Joy Harris, Jay Shelfer and John Hansen, and all three Board members are running again for their seats. Additionally, Judy Purdom -- a Park resident -- is also running.

Larry proposes delaying the election date for a month. Larry spoke with Veronica about the proposal, and Veronica spoke with Kate Whan. Veronica indicated she is OK with the delay but that it needs approval from Kate and Matt.

Larry also mentioned "Meet the Candidates" night can't be done via phone.

The candidate nomination period is scheduled for May 9 through May 16. Larry proposes the following new dates for the PAC election:

June 22 - June 26: Ballots mailed

June 27: Meet the Candidates Forum

June 29 - July 6: Voting period

July 7: Results announced at PAC Annual Meeting

Larry made a motion, which was seconded, to postpone the PAC Board election until the end of June, using the election dates indicated above. Board members completed discussing the motion and voted. The motion passed 5-0.

F. NEW BUSINESS

No new business.

G. Determination of next PAC Board meeting date

The next meeting (a Regular meeting) will be held:  
**Tuesday, June 2, 2020, at 6:00 PM.**

H. ADJOURNMENT: 7:44 PM