

FINAL Meeting Minutes

PARK ACQUISITION CORPORATION (PAC) BOARD
Marin Valley Mobile Country Club Estates
100 Marin Valley Drive, Novato, CA

REGULAR MEETING
Tuesday, October 6, 2020
6:00 PM

ATTENDEES:

- BOARD MEMBERS: Serena Fisher, John Hansen, Carol Joy Harris, Steve Plocher. Jay Shelfer, Board President, absent.
- PARK GENERAL MANAGER: Matt Greenberg (absent)
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST FOR MEETING: David Tetta
- OTHER: 11 residents via Zoom; other attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

John Hansen, PAC Board Vice President, opened the meeting. Jay Shelfer, PAC Board President, absent during meeting. Park General Manager, Matt Greenberg, absent during meeting.

A. APPROVAL OF FINAL AGENDA

Steve Plocher made motion for approval of the final agenda. Carol Joy Harris seconded motion. Members had no agenda changes. Members voted. Motion passed 4-0.

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

Comments received:

- Gary Appleman recognized the seventh anniversary of Matt's employment at the Park. He thanked Matt, recognized what Matt has accomplished at the Park and reviewed what the Park was like before Matt's employment.

C. CONSENT CALENDAR

1. Approve minutes of September 1, 2020

Carol Joy made a motion to approve the September 1 minutes. Motion seconded by Steve. Members had no corrections. Motion voted on and passed 4-0.

D. REPORTS

1. Maintenance and capital projects

No report.

2. PAC Treasurer's report

Steve Plocher presented the PAC Treasurer's report:

PAC bank account balance (Sept. 30)	\$4,813
Humanitarian fund	\$1,432
MVEST fund	\$ 466
Remaining PAC petty cash fund	\$2,915
PAC annual budget (of \$4000) spent so far, current fiscal year	\$2,159

(PAC bank account balance = Humanitarian fund + MVEST fund + Remaining PAC petty cash fund)

Steve commented that the PAC annual budget spent so far may seem large, but the expenditure covered two elections and miscellaneous reimbursements.

3. MVMCC Finance Committee report

Steve Plocher mentioned the debt-to-service ratio for the month is below 2.0, but what matters is the annual figure. Management company's ratio calculation for the month is 1.85 and Steve's is 1.9.

Steve noted the ratio was low for the month because of expenses from seasonal work occurring now (fire abatement, pre-maintenance) and the inclusion of the unused utility amount. When the items are adjusted to the budgeted monthly averages, the ratio then becomes 2.65. (The debt-to-service ratio needs to be greater than 2.)

Carol Joy suggested to have Matt contact City of Novato Public Works Director Chris Blunk (and possibly the new Finance Manager) to set up a meeting about the ratio and its calculation.

4. City of Novato

Nothing to report.

5. 2x2 meetings

(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 between the PAC and City staff.)

Serena presented the report.

- Veronica Nebb, Assistant City Attorney, plans to have a rules/regulations draft in around 30 days for the PAC to review. There needs to be a formal process involved for resident review/input, involving meetings, etc. There will also be a new rental agreement that all residents will need to sign to indicate they received it.
- Regarding the request for no smoking in public areas of the Park, Veronica is looking at the possibility of including the “no smoking” request in the new rules/regulations. Residents would still be able to smoke on their property.
- Regarding the Mission statement submitted by the Rules volunteer group, Veronica indicated the Mission statement would not be able to be incorporated in the rules/regulations since it isn’t backed by civil code. However, there is no reason it couldn’t be attached as a separate document.
- Regarding keeping yards clear of grasses, etc. – Some residents are not able to do so because of a disability or financial constraint. Chris Blunk suggested working with some of the volunteer groups that exist in the county to see if they could periodically help these residents. Matt to assist.
- Regarding charges by the City to the Park, the City mentioned again of the importance for Park residents to not contact the City directly. Residents with concerns or questions should contact Matt.
- City staff have commented how busy they are, but that they are committed to meeting quarterly for the 2x2 meetings. Next 2x2 is scheduled for December 7 at around 3:30 pm.
- The City is looking at having a Park utilities infrastructure report done by the end of the year.

Regarding the infrastructure projects, Carol Joy added that what the City has done, in communication with Matt, is to break the work down so it occurs over a period of several years (several budget cycles). This year the work will concentrate on sewage lift station #2.

Peggy wondered if the Humanitarian fund could be used towards yard cleanup. Serena thought the fund is primarily used to help with rent. Peggy mentioned there are two humanitarian funds – Matt’s fund that helps with rent and the PAC fund that residents can donate to. Peggy is wondering if the second fund can be used to help towards cleanup. Carol Joy suggested for Peggy to speak with Matt about dedicating humanitarian fund money towards cleanup work and/or other ideas.

Janie Klimes Crocker mentioned that HOL is also interested in cleanup issues and in providing funding.

6. Project planning report

No report.

7. MVEST/Firewise Committee

John Hansen indicated MVEST meets every Monday night.

John mentioned that Marin Valley is a model Firewise community in the County of Marin, which is a model Firewise county in the nation. Firewise at MVMCC focuses on emergency issues and preparedness.

Carol Joy reminded everyone that an evacuation exercise is planned for this Saturday.

8. HOL

HOL meets the first Wednesday of each month. Janie Klimes Crocker reviewed HOL activities. HOL had a successful Walkabout. The Rollin Roots vegetable truck comes to the Park on Thursdays. An arts/craft event will be held in November. Janie also mentioned the League of Women Voters will be offering an election webinar on Thursday.

9. MAR VAL (Kathleen Dargie)

No report.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

No new business.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE:

Tuesday, November 3, 2020, at 6:00 pm.

H. ADJOURNMENT: 6:45 PM