

FINAL Meeting Minutes

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

REGULAR MEETING  
Tuesday, January 5, 2021  
6:00 PM

ATTENDEES:

- BOARD MEMBERS: Serena Fisher, John Hansen, Carol-Joy Harris, Steve Plocher, Jay Shelfer.
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST FOR MEETING: David Tetta
- OTHER: 8 residents via Zoom; other attendees through Comcast Cable Channel 26 (live broadcast). (NOTE: Channel 26 not broadcasting the meeting tonight due to technical difficulties.)

CALL TO ORDER: 6:00 PM

A. APPROVAL OF FINAL AGENDA

Motion made for approval of the final agenda. Motion seconded and opened for discussion. No agenda changes were requested. PAC Board members voted to approve the agenda. Motion passed 5-0.

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

No public comments.

C. CONSENT CALENDAR

1. Approve minutes of December 1, 2020 regular meeting.

John Hansen made a motion, seconded by Carol Joy, to approve the December 1, 2020 minutes. The motion was opened for discussion. No changes were requested by Board members. Motion voted on. Motion passed 5-0.

## D. REPORTS

### 1. Maintenance and capital projects

Matt summarized maintenance and capital projects:

- Tree pruning has been finished at the final three sites.
- Equipment failure at the pool area has been fixed. The failure kept spa water from being heated.

Jay asked about the security cameras. Can an additional camera be added so that license plates of vehicles going into and out of the Park can be captured? In December, someone absconded with a trailer from the Park. Only the license plate of the trailer was able to be captured, not the vehicle license plate numbers.

Matt indicated that glare is causing problems at night to distinguish letters and numbers on the plates. Matt has already ordered an additional license plate reader that will face in a different direction.

David King volunteered to review camera recordings of vehicles traveling from 1-5 AM each day. David wondered if it would be legal for him to do this vs. if Matt (Park General Manager) does it. Matt doesn't feel residents should have direct access to the camera feeds. Residents with concerns or information should contact Matt and include the approximate time of occurrence. Matt can then review the tape and obtain images.

Carole Joy noticed the address placed on the Clubhouse building needs repair. Carol Joy also asked about pedestrian safety proposals previously discussed. Matt indicated there is no money in the current budget for the safety projects. The work would have to wait until after June, when there is a new budget.

### 2. PAC Treasurer's report

Steve Plocher presented the PAC Treasurer's report:

PAC bank account balance (month ending 11/30/20)	\$5,158.57
Humanitarian fund	\$1,777.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$2,872.39

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

### 3. MVMCC Finance Committee report (regarding 10/31/20 financial statements)

Steve Plocher presented the report. Management company's debt-to-service ratio calculation for the month is 1.26. With Steve's correct calculation method, the ratio is 1.83.

To obtain the correct calculation:

Net Surplus YTD 10/31/20	\$ 138,673
Add back:	
Loan interest exp	51,216
Capital expenditures	125,979
Sewer adjustment	<u>180,250</u>
Adjusted total of net revenues	\$ 496,118

Divide by YTD debt service of \$217,322 = 1.83

(Note: Debt-to-service ratio needs to be greater than 2.)

One of the reasons for the lowish figure is that the annual sewer charge needs to be prepaid the end of each year for the upcoming year. Steve explained that after adjusting for the various seasonal and timing occurrences, the ratio is 1.98. Steve added that it is only five months into the fiscal year. The bank uses the ratio obtained at the fiscal year end (6/30/21).

Steve is putting together a letter to Chris Blunk, City of Novato Public Works, regarding the ratio calculation.

Jay expressed the importance of indicating correctly the financial stability of the Park (debt-service ratio), particularly as it relates to discussions about rent increases at the Park.

Carol Joy voiced concern that at the December 2x2 meeting, Chris Blunk indicated a rent increase at the Park would likely be a topic of conversation if the debt-service ratio remains low. Blunk also mentioned he believes the City's method of calculating the ratio is the correct method.

Carol Joy mentioned the City of Novato recently hired a new financial manager who might be helpful regarding City-PAC Board financial discussions.

The Novato City Council is meeting via Zoom on January 12 at 6PM. Among the topics covered that evening will be the Marin Valley budget, future rent increases, and related topics. (See agenda item D-5 for further details.)

David King offered his assistance to the Finance Committee. Dave also mentioned the importance of expressing to the City Council that discussions are currently occurring between the City and the PAC Board about Park finances and the best method of calculating the debt-service ratio.

#### 4. City of Novato

A resident contacted Jay about the administration of Covid vaccinations at the Park. Jay spoke with Carol Joy about the idea, who then spoke with Chris Blunk and with City Council member, Amy Peele. Most residents in the Park are over 65 and even over 75.

Carol Joy suggested to Matt that he reach out, as Park general manager, to the County public health officer, Matt Willis, regarding having vaccinations done at the Park (with a cc to Amy Peele). Matt Greenberg agreed and will follow through.

#### 5. 2x2 Meetings

Serena Fisher reviewed the list of 2x2 discussion topics:

- PG&E program to update Park utilities – The application process opened in January. Chris Blunk indicated he is on it. Serena feels it would be good to check with Chris regarding the status of the application. The Park is owned by the City of Novato and may not qualify for the PG&E program.
- City of Novato Administrative and capital staff time charges to the Park (Kate Whan) – The City provided a detailed Excel spreadsheet regarding billing for staff time.
- \$60K vegetation project – The reimbursement cost is prohibitive right now for the City of Novato. Reimbursement will not be occurring.
- Solar restrictions – No discussion.
- Rules & Regulations – Serena/Carol Joy received back a red-lined (edited) copy of the Park Rules/Regulations from Veronica Nebb. Matt’s previous comments submitted to Veronica and Kate do not appear to be included in this draft. Carol Joy, Serena and Matt to examine the draft further. John Hansen expressed the need for the entire document to be examined for current relevance and also written for the users of the Park, the residents. Board members discussed locating an attorney familiar with Mobile Home Park law.
- Infrastructure Plan – Chris Blunk to provide a copy of the Infrastructure Plan.

#### 6. Project planning report

No report.

#### 7. MVEST/Firewise Committee

John Hansen provided the MVEST report:

- MVEST’s primary concern right now is the pandemic.
- The “eyeon” application is available at the Marin Valley website. The app was built for anyone living alone. It helps users signal for help. MVEST will cover the cost of the app for the first ten residents interested in using the app.
- John reviewed Firewise and local Marin Firewise events.
- Echo article: Utility connections, what you need to know about utility connections, how that relates to the Park and Park management, and recommendations.
- Other Echo articles: Recommendations on safety in the kitchen.

#### 8. HOL

John Hansen indicated that Rollin’ Roots is returning to the Park. The truck will make an appearance on Thursdays at 11 AM and Fridays at 1 PM.

John Feld, new president of HOL, mentioned the program for helping residents in need with yard maintenance. Matt mentioned letters to specific residents are ready to go out.

9. MAR VAL (Kathleen Dargie)

No report.

10. Ad hoc Committee on Yard Maintenance

Peggy Hill presented the report. The Yard Maintenance Ad Hoc Committee is part of PAC. It consists of PAC Board members Carol-Joy and Steve, and resident Peggy Hill.

The Committee provides yard maintenance help to Park homes/homeowners in need of help with yard work. Park homes identified by the Committee for possible help are kept confidential. The Committee works with HOL and Matt. Professional gardeners are already selected when letters are sent to residents. Residents who want to donate to this effort should contact Matt.

The committee's focus is on neat/clean gardens, which are Firesafe gardens. John Hansen asked that details of each garden project be saved/stored and passed on to John for Firewise.

E. OLD BUSINESS

1. Possibility of updating of the space rent billing/payment system (Matt Greenberg)

Matt wasn't able to provide a demonstration this evening, as hoped, but Matt described the billing/payment system. Each resident would be able to log into their site and obtain rent details specific to them. The system will probably be active at the Park by February. Residents don't have to use the system and can still pay their rent via mail.

2. Possibility of selling advertising on marinvalley.net, possibly in combination with advertising in the Echo (John Feld)

John Feld has reconsidered his original proposal, but he described the proposal to Board members, who then asked questions and discussed it further. John Hansen would like John Feld to prepare a cost/benefit analysis. What would be the value for residents? How much time would be required to administer the proposal? John Feld feels a PAC committee would need to be formed to look further at the idea and communicate it to residents. The committee would require a PAC Board member to be involved.

To be discussed further.

## F. NEW BUSINESS

1. Discuss and possibly vote to recommend amending the agreement of Hello Housing Lot Rental Deferral Program eligibility income limits 20% to 30% of the Area Median Income (AMI).

Hello Housing and the City of Novato feel eligibility requirements for the Rental Deferral Program are too low. Only three to four households are participating. Hello Housing and the City are recommending eligibility requirement be raised to 30% of AMI (from 20%). Possibly eight Park households would then participate.

The impact of the program is that PAC would have to amend the PAC budget, as of January 1, for the rest of the year. The amount of rent coming in at the Park would be lowered. The funds would eventually be repaid when the properties are sold.

The Novato City Council wants to vote on the proposal next week. City of Novato staff is going to recommend to the City Council that they vote yes on the proposal. City staff first want PAC's consideration of the proposal and then their vote, tonight.

Carol Joy recommends that (1) the PAC Board amend the Hello Housing agreement from 20% to 30% AMI, and (2) the PAC Board amend their budget, accordingly. Carol Joy feels residents in the Park who are quite low income need this help with their rent. She feels it is incumbent on those who can help to do so, especially during these difficult times.

Jay made a rough estimate of costs. He figured PAC budget costs for 30% would be approximately \$10,000-15,000, which is small when compared to the \$3,000,000 total rent.

Carol Joy made a motion to recommend amending the agreement of Hello Housing Lot Rental Deferral Program eligibility income limits 20% to 30% of the Area Median Income (AMI). John Hansen seconded the motion. Board members already discussed the motion. Board members voted on the motion. Motion passed 5-0.

2. Discuss and possibly vote to adopt a PAC budget amendment as of January 1, 2021 to reflect decrease of rental income to plan for more Hello Housing participants to possibly eight.

Carol Joy made a motion to adopt a PAC budget amendment. John Hansen seconded the motion. Board members discussed the motion further.

Jay called for a vote. Board members voted on the motion. Motion passed 5-0.

Carol Joy and Serena will let City of Novato staff know that the PAC Board approved the two motions concerning the Hello Housing rent deferral program.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

Tuesday, February 2, 2021, at 6:00 pm.

H. ADJOURNMENT: 7:48 PM