

FINAL Meeting Minutes

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

REGULAR MEETING  
February 2, 2021 (Tuesday)  
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: David Tetta
- OTHER: 15 residents via Zoom; additional attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

PAC Board President Jay Shelfer called the PAC Board meeting to order.

A. APPROVAL OF FINAL AGENDA

John Hansen made a motion for approval of the final agenda. Motion seconded by Steve Plocher and opened for discussion. No agenda changes requested. Motion called for vote. Motion to approve agenda passed 5-0.

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

Public comments for issues not on the agenda:

- Erma Wheatley spoke about the individual tubes at residences for disseminating notices and important papers to each resident. Erma described the importance of the tubes and commented there aren't enough.
- Mike Hagerty presented two comments. (1) Mike spoke about a petition, with 20+ signatures and much interest from other residents, that he and Inga Grace submitted to Park Management/PAC regarding home-flipping at the Park. The concern is about homes being purchased solely for a quick profit and the potential for a quick up-rise in home prices. (2) Mike also wondered if there are height limits for new Park homes. Park rules on this seem inconsistent.

- Ellen Jane Schulz voiced concerns about bird feeders at the Park and wondered about bird feeder restrictions. She noted the attraction of rats and other creatures to bird feeder areas. She also indicated concern about the feeders' part in potentially spreading diseases among the birds.
- Dave Tetta provided a supplement to issues Mike Hagerty commented on. Dave mentioned that the Park rules involving home height and related issues, specifically 8.7 and 8.8, need to be examined and updated. The rules currently lack clarity and appear inconsistent. Dave feels these issues need involvement by the PAC Board.
- Inga Grace reflected on the comments by Mike and Dave. She noted a specific Park site location and wondered if the home newly brought in to that site conforms with site-size rules.
- Connie Marelich thanked the Board members attending the 2x2 meetings with the City of Novato. She wondered how many residents have been cited since installation of the security cameras. She also wondered the reasons for the length of time the (former) city attorney took in reviewing the (draft) Park rules/regulation.

Matt addressed many of the above concerns during his report (see agenda item D-1).

## C. CONSENT CALENDAR

### 1. Approve minutes of January 5, 2021 regular meeting.

Jay made a motion, seconded by Carol-Joy, to approve the January 5, 2021 minutes. The motion was opened for discussion. Carol Joy asked for the following corrections:

- Agenda item D-5, bullet #3 – The bullet should be edited to read: “\$60K vegetation project – The reimbursement cost is prohibitive right now for the City of Novato. Reimbursement will not be occurring.” (Note that this February Final version has been edited further to reflect comments made at the 4/6/2021 meeting. January minutes have also been updated, accordingly.)
- Agenda item F-1 (New Business) – In paragraph starting with “Hello Housing,” change second sentence so it reads: “Only three to four households are participating.”
- Agenda item F-1 – In paragraph starting with “Hello Housing,” change last sentence in paragraph to read: “Possibly eight Park household would then participate.”
- Agenda item F-2 – In paragraph that starts “Carol Joy made a motion,” edit the first sentence so it reads: “Carol Joy made a motion to adopt a PAC budget amendment.”

January minutes to be reviewed again and approved at next PAC Board meeting.

## D. REPORTS

### 1. Maintenance and capital projects (Matt Greenberg)

Matt summarized projects:

- Water main break at upper Marin Valley Drive has been repaired.

Other topics discussed:

- Security camera – Jay wondered about the best location, light-wise, for security camera (license plate reader) placement to capture vehicle license plate numbers at the entrance of the Park.

Matt indicated there is plenty of light at that location. If too much light, reflection can occur at night that interferes with ability to distinguish letters and numbers on the plates. Matt has ordered an additional license plate reader to face in a different direction.

- House “flipping” – Jay suggested having the Rules/Regulation Committee review Park and HCD (Housing/Community Development) rules/regulations, and speak with Matt about what is common practice and what Matt can do.

Matt responded to resident concerns regarding “flipping.” In all Parks Matt has worked at, there are opportunities for someone to place a new home on a lot. Typically, the home/lot ratio needs to be less than 75%. Matt indicated a new home placed recently at the Park replaced a 1970s home with electrical and rodent issues. The replacement home has updated fire-safety materials and other updated features. Matt added that home construction has changed since when the current Park rules/regulations were written.

Dave Tetta suggested new-home proposals include computer images/drawings of the home and elevation.

- Park Rules/Regulations Committee – The Rules/Regulations Committee is currently working on updating the Park rules/regulations. Matt feels the rules/regulations need to be reviewed and commented on, and then sent to a law firm for feedback. Carol-Joy mentioned City of Novato’s (recent) attorney finally reviewed/returned a heavily-redlined draft version, after an extensive period of time. Serena is going through this draft to create a form that would be legible/usable. John Hansen volunteered to participate. John feels an outside attorney should review the draft before it goes to the City.

Jay commented that the Rules/Regulations Committee is an open committee. Residents interested in participating should contact Serena Fisher or Carol Joy.

### 2. PAC Treasurer’s report (Steve Plocher)

Steve Plocher presented the PAC Treasurer’s report:

PAC bank account balance (month ending 12/31/20)	\$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	\$3,089.32

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

### 3. MVMCC Finance Committee report (12/31/20 financial statements)

Steve Plocher presented the report. Management company's debt-to-service ratio calculation for the month is 1.50. With Steve's correct calculation method, the ratio is 1.83.

To obtain the correct calculation:

Net Surplus YTD 12/31/20	\$ 267,445
Add back:	
Loan interest exp	60,950
Capital expenditures	185,753
Sewer adjustment	<u>133,507</u>
Adjusted total of net revenues	\$ 647,655

Divide by YTD debt service of \$325,586 = 1.99

(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 various seasonal and timing occurrences, the ratio is 1.99. The bank uses the ratio obtained at the fiscal year end (6/30/21).

Steve and Jay will be meeting with Chris Blunk, City of Novato Public Works, regarding the ratio calculation.

Also discussed was Hello Housing's rent deferment program and its impact on the Park budget and calculation of the debt-service ratio. (The Park would be receiving less total rent during the program.) Steve mentioned the rent deferment program would not impact the ratio.

### 4. City of Novato (Jay Shelfer)

Jay presented the following update:

- A new City of Novato attorney has been hired.
- The City Council meeting has been delayed until March 8.
- The PG&E program application has been completed by Matt and sent to the City of Novato (Chris Blunk). The City and PUC now have the application. PG&E needs to receive the application by start of March.

5. 2x2 Meetings (Carol-Joy Harris, Serena Fisher)

Serena Fisher reviewed 2x2 meeting topics:

- Rules & Regulations – The rules/regulations need sentence by sentence review and updating. Serena mentioned it would be good for it to be reviewed by an outside attorney.
- Utility Master Plan – The plan is currently being worked on by the City (Chris Blunk).

John Hansen recommends establishing a plan to review the Park Rules/Regulations on a regular basis (say, every two years).

6. Project planning report (John Hansen)

John Hansen mentioned that on January 23, a wildfire safety inspection occurred. The subsequent report discusses what needs to be done at the Clubhouse.

7. MVEST/Firewise Committee

John Hansen provided the MVEST/Firewise report:

- The Fire District has been conducting fire safety evaluations at homes throughout the County for no charge and will also come to the Park and provide the service.
- MVEST's primary concern right now is staying on top of the Covid situation.
- Kevin Mulvany continues to regularly walk around the Park perimeter to look for homeless encampments (fire danger).
- Programs currently being developed include: kitchen safety, laundry-dryer safety tips.

8. HOL (John Feld)

John Feld provided the HOL report:

- The Death/Dying group will meet on February 24 at 6:30 PM. See website for details.
- The Rollin' Root truck comes on Thursdays at 11 AM and Fridays at 1 PM (February 11 and 12). Rollin' Root is giving away \$5 tokens (per person) usable towards purchases.
- Bio nights will be held February 9 and 23 (Tuesdays) at 6:30 PM. See website for details.
- Two haul-away days will occur February 12 and 13 (Friday, Saturday). Ed Collins is organizing the event. See website for details.

9. MAR VAL

No report.

## 10. Ad Hoc Committee on Yard Maintenance (Peggy Hill)

Peggy Hill indicated letters have been sent out by Matt to identified residents. Six residents have responded. The Committee will next be scheduling yard maintenance days/times and preparing scopes of work.

The Yard Maintenance Ad Hoc Committee is part of PAC. It consists of PAC Board members Carol-Joy and Steve, and residents Peggy Hill and Janie Crocker.

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.

## E. OLD BUSINESS

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

Matt mentioned the System is not quite ready to be demonstrated to residents. When the System is functional, a resident would be able to log into their log-in site and obtain rent details specific to them.

Note that residents don't have to use the System and can still pay their rent via mail.

John Hansen commented about the current bill statements mailed to residents. The statements appear to be coming out late in the month. There isn't enough time to see the statement before payment is due.

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

John Feld indicated he has no update. He requested the topic be on next month's agenda.

Background – At the January meeting, John Feld indicated he is reconsidering 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.

## F. NEW BUSINESS

No new business.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

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

H. ADJOURNMENT: 7:35 PM