

FINAL Meeting Minutes

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

REGULAR MEETING
March 2, 2021 (Tuesday)
6:00 PM

ATTENDEES:

- BOARD MEMBERS: Serena Fisher (At Large), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer). Jay Shelfer (President).
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 9 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.

Serena Fisher absent for start of meeting, but present starting with Agenda Item C (Consent Calendar). Matt Greenberg absent.

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 4-0.

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

Public comments received at the meeting:

- John Feld mentioned an updated version of the “Contractor’s Guide,” when finished by HOL, will be accessible at the Park website. John Feld asked for PAC permission for a password-accessible HOL area on the website for residents. Topic to be put on next month’s PAC meeting agenda.
- Ellen Jane Schulz provided several comments. At last month’s PAC meeting, Ellen indicated concern about bird feeder usage and the subsequent attraction of creatures/rats at the Park. She wondered if Park rules/regulations covered the issue. Ellen hoped for an update regarding water conservation concerns noted previously.

Ellen wonders about the continuous water-running sounds she hears at night. Ellen noted the Park laundry room doesn't appear to be regularly cleaned and that most of the washers are also filthy.

- Erma Wheatley noted that some residents are not listening to Park robocalls sent to them. Erma wondered if the robocall voice could be made less computer-like or contain Matt's voice reading the message.
- Peggy Hill noted seeing, on Sunday, a silver pickup truck leaking gas and was concerned it could be dangerous.

C. CONSENT CALENDAR

1. Approve minutes of February 2, 2021 regular meeting

February minutes to be discussed at next (April) PAC Board meeting.

2. Additional comment for final (approved) minutes of January 5, 2021 regular meeting

Carol-Joy noted the following correction for D-5, bullet #3, regarding a \$60K vegetation reimbursement. The text has been edited to say: "The cost is prohibitive right now for the City of Novato. Reimbursement will not be occurring."

The final minutes have been updated with this change, and approved. The update is also noted in the Word file for the January 2021 final minutes, under File>Properties.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Jay read a report provided by Matt:

- Water main break at 33 Marin Valley Drive has been repaired.
- Security camera – License plate reader to be installed tomorrow at the entrance of the Park. A new dome camera to be installed, as well.
- Online payment for rent/utilities – City of Novato won't approve the ACH online payment system for rent and utilities. The City had concerns, including confidentiality. Matt will investigate other options, such as the Helsing group or a third party.
- Hillside slide repair – Miller Engineering has looked at several hillside areas for slide repair work. Chris Blunk (City of Novato) has approved the work.
- PG&E program – Chris Blunk (City of Novato) has received approval from the City Council for the application to the PG&E program. Jay received a copy of Chris' application.

2. PAC Treasurer's report (Steve Plocher)

Steve Plocher presented the PAC Treasurer's report:

PAC bank account balance (month ending 1/31/21)	\$5,468.57
Humanitarian fund	\$2,087.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$3,306.25

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

3. MVMCC Finance Committee report (1/31/21 financial statements)

Steve Plocher presented the report. Management company's debt-to-service ratio calculation for the month is 1.73. With Steve's correct calculation method, the ratio is 1.83.

To obtain the correct calculation:

Net Surplus YTD 1/31/21	\$ 425,347
Add back:	
Loan interest exp	70,900
Capital expenditures	190,453
Sewer adjustment	<u>133,507</u>
Adjusted total of net revenues	\$ 807,207

Divide by YTD debt service of \$379,851 = 2.16

Last month (December 2020), the calculated DSCR was 1.99. The calculation included a mistake. The correct December 2020 DSCR is 2.07.

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

Steve and Jay are working on a presentation (a five page document) about the ratio calculation for Chris Blunk. Jay sent a request to Chris for a Zoom meeting to discuss the ratio calculation and budget prior to meeting with the City's Finance Manager.

4. City of Novato (Jay Shelfer)

Jay presented the following update:

- Jay sent a request to Chris Blunk to meet with Jay and Steve to go over the DSCR calculation.
- Chris Blunk sent Jay a copy of the application sent to PG&E for their infrastructure program that would include new gas and electrical lines. Jay

mentioned a resident spoke with him with concerns about impacts of smart meters and 5G cell towers at the Park. Jay wonders if a fiber network could be installed.

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

Serena and Carol-Joy reviewed the recent 2x2 meeting:

- Mobile Home Law – Chris Blunk to speak with a law firm used by the City of Novato to inquire if any of their attorneys have mobile home expertise.
- Utility Master Plan – The draft (126-page) document is almost ready.
- PG&E program – Chris Blunk submitted the completed application to PG&E.
- Sewer Pump Station – Work on the pump station at the turnaround to begin around March 15. Notices will be sent to surrounding residents about the work.
- City charges to the Park for 2021 – Still waiting to hear from the City’s Finance Department. Capital charges will be shown separately from administrative charges.
- City Council Budget Meeting – The meeting, usually held at the Park, will occur through Zoom on May 20-21. Chris Blunk is proposing a second meeting focusing only on the MVMCC budget.
- City of Novato rent deferment – Hello Housing is no longer involved with the City’s rent deferment program. Another change is that the program’s threshold allowance for assets and income, in regard to qualifying for the program, has been increased by the City. Serena asked that this topic be put on the agenda for the next PAC Board meeting.
- Novato Fire came to the Park to examine wildfire mitigation options around the Clubhouse. Matt was given a list of findings. John Hansen added that a wildfire mitigation specialist will examine the whole Park most likely in April.
- Rules and Regulations – Serena and Carol-Joy have been working on preparing an updated draft. They would like an attorney with mobile-home specialization to review the document. Serena reviewed the process going forward of reviewing, finalizing and approving the Rules/Regulations. Carol-Joy noted that everyone in the community will have opportunity to address issues raised in the document.

6. Project planning report (John Hansen)

Nothing new to report.

7. MVEST/Firewise Committee

John Hansen provided the MVEST/Firewise report. MVEST meets every Monday evening. Current issues include the pandemic and its impact at the Park, vaccination roll-

out, Park security, Marin Valley Firewise. John noted there will be wildfire safety evaluations occurring at the Park by the Novato Fire District. Residents can arrange to have a more thorough but private evaluation done for their own property/home.

MVEST and Firewise put on webinars each month and other events, all noted on the website. Webinars coming up focus on utility connections, laundry vent safety, wildfire mitigation, Novato Response Team program (Novato Police).

Serena noted that Michele Rivers has been working with John Feld and found a program for folks older than 65 to get the vaccine and obtain transportation for that. A flyer is about to be distributed describing the program.

8. HOL (John Feld)

John Feld provided the HOL report:

- Walkabout/Free-be day will take place Saturday, March 20, 9 AM – 4P M. Pizza and soft drinks will be available at 3 PM at the Clubhouse Breezeway to take home.

9. MAR VAL

No report.

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

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.

Matt sent out letters. Approximately six residents responded. Work to start late March.

Residents who want to donate to this effort should contact Matt.

John Hansen noted that if heavy materials (trees, etc.) need removing, Firesafe Marin will have a chipper program later in the year.

E. OLD BUSINESS

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

Matt is looking for a third party, maybe even Helsing Group, to manage the system. (Also see the minutes description for agenda item D-1.)

2. Possibility of selling advertising on marinvalley.net (John Feld)

No update.

F. NEW BUSINESS

1. Discuss and possibly vote on moving MVEST grant money to the Humanitarian Fund (John Hansen)

John Hansen described the history behind the grant money and reason for motion. This is the Humanitarian Fund associated with yard maintenance (and wildfire prevention) work.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

Tuesday, April 6, 2021, at 6:00 pm.

H. ADJOURNMENT: 7:09 PM