

FINAL Meeting Minutes

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

REGULAR MEETING
Tuesday, November 3, 2020
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: 5 residents via Zoom; other attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

Jay Shelfer opened the meeting. David Tetta reviewed Zoom meeting protocol for attendees.

A. APPROVAL OF FINAL AGENDA

Carol-Joy made a motion for approval of the final agenda. Motion seconded and motion opened for discussion. Carol-Joy requested the following agenda change: Delete agenda item C-1 (approval of the September 1, 2020 minutes). Carol-Joy noted the September minutes were approved previously.

PAC Board members had no other agenda changes. Members voted to approve the agenda, with indicated change. Motion passed 5-0.

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

No public comments received.

C. CONSENT CALENDAR

NOTE: The September 1, 2020 minutes were approved previously (see Agenda item A). The final version of the Agenda no longer includes, within the Consent Calendar section, the September 2020 minutes.

1. Approve minutes of October 6, 2020 regular meeting.

Carol-Joy made a motion to approve the October 6, 2020 minutes. Motion seconded by Jay. PAC Board members had the following corrections:

- (Carol-Joy) On page 1, towards the top – Append the first NOTE to indicate PAC Board meetings are also broadcast live on Comcast Cable Channel 26.
- (Carol-Joy) On the first page under “ATTENDEES,” append the entry next to “OTHER” to indicate that other attendees viewed the meeting through the live broadcast from Comcast Cable Channel 26.
- (John) At the first bullet under Agenda item D-5 (2x2 meetings), append Veronica’s first name to include her last name (“Nebb”) and edit Veronica’s job title to say: “Assistant City Attorney”.

Jay called for a vote to approve the motion, with corrections. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and capital projects

Matt summarized maintenance and capitals projects:

- Performed quite a bit of asphalt repair work to Scenic, including the entries for Wild Oak, Marin, Meadow View.
- Completed a slurry coat in the two cul-de-sacs on Scenic.
- Repaired numerous trip hazards and potholes throughout, including the entry to the RV storage.
- Completed three more retaining walls at resident homes that were damaged or failing.
- Finished security system, which includes six new cameras, one of which is a license plate reader. Matt sent email invites to PAC Board members. Members can log in to remotely view what the cameras are looking at. All vehicles/license plates traveling through the Marin Valley Drive/Marin View Drive intersection are being captured. Matt registered the cameras with the Novato Police Department’s SCRAM (security camera remote access and monitoring) program. Matt has recently spoken with Trevor (Novato Police Department crime prevention) several times about unregistered vehicles left in the Park, most of which now have been removed or ticketed.
- Tree service performed safety pruning of trees at about thirty homes.
- Matt arranged for about 20 volunteer gardeners from the Christian Academy to help with trimming, pruning and general cleanup at around 12 homes.
- Completed permanent repair of a water main fracture located under a home.

Carol-Joy provided questions/comments brought to her by Ellen:

- Curb stops/bumpers in front of the Clubhouse (where cars stop/park) – Could the curb stops/bumpers be painted or highlighted? They are a trip hazard. Matt

responded that Public Works indicated they should not be painted. Matt to investigate if reflective tape could be used.

- 15 miles per hour speed limit – Could stenciling be done to the roadway at stop signs and/or throughout the Park to further advertise the speed limit? Matt doesn't think stenciling would be a problem and will look in to it further. Serena commented she doesn't think more signs would make a difference and that it looks aesthetically bad. She suggested an education process and/or increased fines. Carol-Joy responded she would love to see fines. Carol-Joy added that residents may know the speed limit is 15 mph, but others may not. She feels stenciling the roadway may help and couldn't hurt.
- Speed bumps – Can more speed bumps be added? Matt responded it is a direct question for Public Works. Also, speed bumps impact the Fire Department when they come in the Park. Carol-Joy mentioned that Fire Department vehicles are damaged by them. But also that speed bumps can add to the time it takes for emergency vehicles to reach a resident who needs help. The Fire Department is opposed to them. Ellen wondered if there was a version of bump (bubble-like?) with less impact to vehicles that could be placed at stop signs.

Nancy commented she feels a punitive result is the only way to get drivers to recognize the speed limit is important.

Matt mentioned next season a speed meter could be added that displays to motorists the speed they are traveling at.

2. PAC Treasurer's report

Steve Plocher presented the PAC Treasurer's report. He mentioned the report is the same as last month, except for the PAC Board amount spent so far (which equals \$2,384).

PAC bank account balance (9/30/20)	\$4,813.57
Humanitarian fund (another deposit of \$280 on Oct. 2)	\$1,432.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$2,384.29

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

Steve previously 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

Management company's debt-to-service ratio calculation for the month is 2.31; the correct ratio is 2.36. (Note: The debt-to-service ratio needs to be greater than 2.)

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 and Carol-Joy to inquire about deliverables from the City.

6. Project planning report

Jay spoke about the spa cover. He would like to show the material to PAC Board members. Jay is waiting to receive a sample of the material.

Carol-Joy asked about the proposed garden project. John and Jay responded. It is difficult to hold a resident meeting through Zoom. Also, the budget is of concern now.

An attendee asked about the meadow space and area in front of the Clubhouse. Jay responded the project would be considered a capital expenditure and could actually be done/funded out of reserves. Jay feels it would provide a great benefit, for example as space for an organic garden which could provide food during this pandemic period.

Serena suggested asking for resident input about usage of the space.

Carol-Joy wondered about the solar array proposal? Jay responded that the Federal authorities turned down the request to swap land/land use designation needed for such usage. Jay will examine other options.

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.

Firewise status has just been approved for this next year.

8. HOL

No report.

9. MAR VAL (Kathleen Dargie)

No report.

E. OLD BUSINESS

1. Yard maintenance, including outside volunteer groups and Park-managed humanitarian fund.

During agenda item D-1, Matt spoke about the need, by some Park residents, for help with doing or funding yard maintenance. Matt described recent volunteer gardening help provided by a group from the Christian Academy. Jay asked Matt to contact Chris Blunk to inquire if any other groups might be interested/available. Board members also discussed sources of funding for yard maintenance, such as from one of the humanitarian funds.

Steve noted the topic needs further thought. Jay suggested forming an ad hoc committee.

Carol-Joy made a motion, which was seconded, to set up an ad hoc committee consisting of Steve and Carol-Joy, to explore the idea of using the humanitarian fund for yard maintenance in the Park. Members had no additional comments related to the motion. Jay asked for a vote on the motion. Motion passed 5-0.

F. NEW BUSINESS

1. Inserts with rent invoices re: Nixle and AlertMarin.

PAC Board members discussed options for alerting residents about emergencies, including how to get residents to sign up for alerts and/or read notices. Carol-Joy commented that not all residents read the Echo. She prefers notice to come from the Park (MVMCC).

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

Tuesday, December 1, 2020, at 6:00 pm.

H. ADJOURNMENT: 7:26 PM