

FINAL Meeting Minutes

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

REGULAR MEETING
Tuesday, December 1, 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: 16 residents via Zoom; other attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:01 PM

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

A. APPROVAL OF FINAL AGENDA

John Hansen made a motion for approval of the final agenda. Motion seconded by Carol-Joy and motion then 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)

The following public comments were provided during the meeting:

- Anila Manning offered two comments. Residents have contacted Anila about the lateness of the PAC Board meeting minutes. Anila also commented about the Park security system's newly installed cameras and their real-time video output. Anila wondered why all residents can't have access to viewing the video feed from the cameras. Serena described driving violations she has been witnessing when viewing the video feeds. Carol-Joy mentioned during the five minutes she viewed the feed she saw four cars drive past the stop sign without stopping. Jay responded he feels the goal is to slow drivers in the Park down; the more the issue is talked about, the more drivers are going to slow down.

- Bill Davis spoke about the passing of longtime Park resident Dave Harrington, and his contribution. Matt has lowered the flag in commemoration. Details about Dave Harrington and his contribution will be posted on the Clubhouse door.

C. CONSENT CALENDAR

1. Approve minutes of November 3, 2020 regular meeting.

Carol-Joy made a motion, which was seconded, to approve the November 3, 2020 minutes. The motion was opened for discussion. No changes were requested by Board members. Jay called for a vote and motion passed 5-0.

D. REPORTS

1. Maintenance and capital projects

Matt summarized maintenance and capitals projects:

- Drainage project at Scenic cul-de-sac area completed.
- Tree service company will return tomorrow for safety pruning/preparation for winter.
- In anticipation of upcoming rains, sump pump drains at several homes were cleaned and V-ditches examined and cleaned.
- Two retaining walls and one fence have been completed.
- Matt spent time reviewing and editing the draft Park Rules/Regulations he received back from Assistant City Attorney Veronica Nebb. He will be providing his copy to the next 2x2 meeting (Dec. 7) and then to PAC for their review. Matt hopes to be able to speak with a mobile home park attorney.
- Matt also spent time editing incomplete or outdated Park Lease Agreements.

Carol-Joy asked Matt for an update about

- use of reflective tape to identify trip/fall hazards at curb stop/bumpers in front of the Clubhouse,
- stenciling Park streets with the 15 mph speed limit, and
- speed bumps.

Regarding reflective tape, Matt plans to attend next Monday's 2x2 meeting. He will ask about the tape and inquire about what other senior communities use to reduce trips/falls. Matt doesn't see issues with using street stencils on Park streets. He has spoken with the City about their use, but the project needs to wait until Spring for the new fiscal-year budget and better weather conditions.

The Fire District has indicated they are against the use of street bumps. Matt wonders if lower, smaller bumps ("humps") would be acceptable. Bill Davis mentioned the Fire District is looking at speed "tables" (roadway goes up three inches, continues at this height for four feet, then descends back down three inches).

John Hansen feels it is essential for Matt to work with an attorney on the Rules/Regulations. John added that attorneys know what is possible in terms of the law; Matt knows what is possible in terms of enforcement and making it work in the Park.

2. PAC Treasurer's report

Steve Plocher presented the PAC Treasurer's report:

PAC bank account balance (month ending 10/31/20)	\$5,093.57
Humanitarian fund	\$1,712.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$2,647.71

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

No comments were made by PAC Board members or meeting attendees.

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

Steve Plocher presented the report. Park finances for October appear normal. Management company's debt-to-service ratio calculation for the month is 2.23. Using Steve's correct calculation method, the ratio is 2.19.

To obtain the correct ratio calculation:

Net Surplus YTD 10/31/20	\$ 326,170
Add back:	
Loan interest exp	41,051
Capital expenditures	<u>107,652</u>
Adjusted net surplus	\$ 474,873

Divide by YTD debt service of \$217,057 = 2.19

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

Carol-Joy wondered when the City of Novato will be changing the way it calculates the ratio. Steve will be preparing a lengthy report, and a presentation with Jay, for Chris Blunk that addresses how to prepare the ratio and why, and that indicates why a rent increase would be unnecessary. Steve to work on the report/presentation over December/January.

John noted that the Park's debt is diminishing substantially and long term savings increasing substantially. Steve added there's about \$900,000-\$1,000,000 per year in growing equity, with half going towards debt reduction and the other half towards growth in the reserves.

Carol-Joy reminded Board members that soon \$1.5 million of the reserves will be used for the sump pump project. Steve responded that even if some of the reserve funds are taken out, the amount will still be increasing. Jay reflected that around \$300,000 to \$400,000 is being put in to the reserves each year, and also that the Park takes in more funds than what is spent out.

Steve asked if a Reserves study is currently in process, regarding the Park infrastructure. Matt is unsure if it is currently being updated. Chris Blunk (City of Novato) appears focused on the pump station. Jay indicated he had a conversation during the month with the City. The City expects the infrastructure report to be updated.

4. City of Novato

Jay indicated the City of Novato (owner of the Park) has been approached by PG&E about a conversion project. PG&E would come in to the Park and redo the infrastructure involving the gas/electric. PG&E would then take on the responsibility of billing gas/electric charges to Park residents. Residents would not have to spend the millions of dollars to update the gas/electric infrastructure.

PG&E has notified the City of Novato (and the PUC has also contacted the City) to inquire if Park residents want to join in on the program. Chris Blunk is currently preparing an application and when finished will notify the PUC and the PAC Board, which could occur soon. PG&E will decide, January 1, which Parks will be accepted into their program.

Serena asked about the downside of participating in the PG&E program. Jay mentioned the downside might be that the meters at the Park would then be linked to PG&E and read once a month electronically.

Serena to indicate, at next week's 2x2 meeting, that the Park would like the City of Novato to tell the PUC the Park wants to be included in updates about the PG&E program.

Anila noted that if the PG&E program involves new pedestals at Park homes, it could also be a good time to replace the flexlines (line from the pedestal to the gas line, many of which are getting old and corroded) at each home.

Jay added that when the street is opened up during the infrastructure work, it could also be a good time for a fiber network to be installed.

5. 2x2 Meetings

Serena Fisher reviewed the list of 2x2 discussion topics:

- Park Rules and Regulations
- City administrative charges to Park
- Rent deferral program
- V-ditch cleanout
- Grant search for Clubhouse rooftop solar, RV parking covers with solar, EV charging station

- Roof replacement (scheduled for 2022-23)
- Sustainability Coordinator is gathering information on solar and EV rebates
- Overview of capital projects and capital expenditures
- Utility Masterplan Draft/Capital Project is being reviewed by Chris Blunk, with estimated report issuance by end of the year

Most of the topics brought forward to the City by the Park have been looked at. If there is anything else that needs to be followed up with, contact Serena and/or Carol-Joy.

A 2x2 is scheduled for next week. Topics to be discussed include:

- Hello Housing update and qualifications for rental deferral
- Utility Masterplan (Chris Blunk)
- PG&E conversion program
- Administrative and capital staff time charges by the City of Novato to the Park (Kate Whan)
- Pump Station II (Chris Blunk)
- Draft Rules/Regulations at the Park

2x2 meetings are scheduled for March 1 and June 7.

Jay has a copy of City administrative charges sent to the Park. The total is \$78,000. Jay and Carol-Joy want the charges broken down to explain what they are for. John agrees that an itemized statement is needed.

Jay also asked Matt to write a letter/memo to the City about work performed in 2017 by the Park for the City of Novato but not yet paid for by the City (Park owed \$60,000).

(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.)

6. Project planning report

Jay presented the report. Project planning updates include:

- Jay is pushing for, with Chris Blunk, an outside bathroom at the swimming pool area that fulfills ADA requirements.
- Jay learned the spa cover he finally located is not for outside use. Matt suggested replacing the current energy-wasting spa with a more energy-efficient (and cost efficient) one that has its own automatic cover. Matt feels the cost could be added to next year’s budget and could come from Park reserves.

7. MVEST/Firewise Committee

John Hansen indicated MVEST meets every Monday night.

This year, MVEST is focused on monitoring potential hazards. MVEST is concerned about the Coronavirus entering the Park. So far, the Park has been free of infections. Kevin Mulvany walks around the Park every month looking for campers and sources of

potential fire. Marin Valley is a model Firewise community. Firewise at MVMCC focuses on emergency issues and preparedness.

John thanked Serena for getting MVEST up and running.

8. HOL

John Feld spoke about work he is doing for HOL involving Contractor's Handbook updates. He would like Matt to send him information about lawyers familiar with mobile homes. Legal advice is needed concerning "terms of service."

Nancy Bingham added that the Handbook needs to be online. Also, there are certain rules that need to be understood and adhered to. Nancy concurs with John that attorney help is needed.

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 welcomes assistance by outside volunteer groups and is supported by the PAC Humanitarian Fund. The Fund currently has \$1,712 and residents can contribute to the Fund. It is a separate fund from the one that helps with rent.

Committee members and Matt discussed sources of gardening help and who best to administer the fund.

Peggy asked Matt if he could attend the next Committee meeting to help iron out the issues. Matt asked Peggy to send him a Zoom invite.

E. OLD BUSINESS

1. Inserts with rent invoices (re Nixle and AlertMarin)

Carol-Joy brought the topic up at the last meeting to ask Matt about Helsing Group policies on alerting residents about emergencies, including how to get residents to sign up for alerts and/or read notices. Not all residents read the Echo. Carol-Joy feels the only way to reach all homeowners in the Park is when they get their rent invoice. An insert could be included that encourages residents to sign up for Nixle and AlertMarin. Matt responded that he doesn't think he could do an insert. He will investigate if a printed note would be acceptable.

F. NEW BUSINESS

1. Discuss possibility of updating the space rent billing/statement system.

John Hansen mentioned that currently residents have to mail in their rent checks, which requires a 55 cent stamp. Some of the Park mailboxes have been broken into in the past. But not all residents have skills, knowledge and/or equipment to interact with an online rent system. One other option would be to have a checking account set up by the bank to pay bills electronically. PAC Board members and meeting attendees discussed additional options.

John suggested researching the topic further. Jay agreed.

2. Discuss possibility of selling advertising on www.mvmcc.net, possibly as a package deal with the Echo.

John Feld feels there are a lot of businesses that would like to advertise at the Park. An alternative source of income for the Park could be to have paid advertising in the Echo and the Park webpages. John Feld spoke with the MVMCC website designer about creating ads for the website and the designer indicated it would not be complicated.

Steve suggested putting together a proposal which indicates what the ads would cost, and includes examples.

Serena asked where the money would go – into the Humanitarian Fund?

Jay asked John Feld to research the topic further.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE

Tuesday, January 5, 2020, at 6:00 pm.

H. ADJOURNMENT: 8:14 PM