

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

REGULAR MEETING
Tuesday, September 1, 2020
6:00 PM

NOTE: PAC Board monthly meetings are currently held online using Zoom phone/video conferencing technology and broadcast on Comcast Cable Channel 26.

ATTENDEES:

- BOARD MEMBERS: John Hansen, Carol Joy Harris, Steve Plocher, Jay Shelfer. (During meeting, the vacant Board member seat was filled. Note that the seat was vacant at start of meeting.)
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST FOR MEETING: David Tetta
- OTHER: 21 residents

CALL TO ORDER: 6:01 PM

Jay Shelfer, PAC Board President, introduced the meeting.

A. APPROVAL OF FINAL AGENDA

Jay called for approval of the final agenda. Motion seconded by Steve Plocher. Carol Joy requested an agenda change. She would like to delete the following from the agenda:

- From Consent Calendar section (agenda item "C") – Delete C-1 (June 2), C-2 (June 16), C-3, July 2, C-4 (July 9) from the agenda. These corrected minutes were approved previously. C-5 (August 1) remains on the agenda.

Members voted on the final agenda motion, with Carol Joy's deletion request included. Motion passed 4-0.

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

Comments received:

- Bill Davis requested a discussion topic for the PAC Board agenda. Bill indicated he was speaking from the point of view of a registered nurse who also participates on the board of directors of the fire district. Bill stressed he doesn't feel there is a City of Novato fire station or property that allows smoking. He spoke about Novato ordinance 1660 that applies to residents, such as those at the Park. He suggested the topic be put on the PAC Board agenda to discuss officially making the Park a "smoke free" environment. Bill also voiced his concern about still-lit cigarette butts on the Park grounds, especially during windy days.
- Barbara Matas wondered if the PAC Board ever considered the Park switching from PG&E to Marin Clean Energy.
- Connie Merelich wondered what happened to the Park rules/regulations. Connie commented the rules/regulations would address Bill Davis' concerns about smoking at the Park. Connie also stressed there needs to be PAC Board member term limits.

Jay asked Bill Davis if he could obtain a copy of the 1660 ordinance and give it to Carol Joy (for distribution to PAC Board members). Bill said he would.

John responded to Barbara Matas' suggestion. The Park is already signed up with Marin Clean Energy, but not with their "Green Energy" plan because it is too expensive. However, the Board can discuss the topic further.

C. CONSENT CALENDAR

(NOTE: Carol Joy requested deletion of Consent Calendar items C-1, C-2, C-3, C-4 during consideration of the meeting's final agenda (agenda item A).)

5. Approve minutes of August 1, 2020 (annual meeting)

John made a motion to approve the August 1 minutes, which were seconded by Steve. Carol Joy requested the following three spelling corrections (of names):

- On the first page next to "Zoom manager," the correct spelling is: "Kim Holscher".
- On page 4, the correct spelling for the City Council representative is: "Amy Peele".
- In the New Business section, Marlene's name is correctly spelled: "Marlene Montalvo".

No further corrections were requested. Jay called for a vote for approval of the August 1, 2020 minutes, with noted corrections. Motion voted on and passed 4-0.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt presented the following monthly update:

- 8 large trees removed.
- 20 different residences had multiple trees pruned, in between or behind or somewhere that was interfering with roofs or were safety hazards.
- Roy's sewer service performed scheduled main sewer pipe cleaning/maintenance.
- Several electrical pedestals needed rebuilding because they were failing.
- First part of the (security) camera installation at the laundry room is complete. Second part to be scheduled soon. Then the system will be up/running.
- Battery replaced at the Generex standby generator that failed. Mobile-Link to then be installed which will allow Matt to remotely monitor the generator systems.
- Three retaining walls have been completed at the Park.
- Matt is evaluating several water main fractures and how best to proceed. Work to start on some of them. There are also deep water leaks throughout the Park that Matt is also evaluating.
- On Scenic Drive, asphalt work to start mid-month.
- On Wild Oak, Marin View, Meadow View, all three swales between the streets and Scenic to be replaced. There are trip hazards and in some spots rebar is showing.
- On Scenic and Marin View, multiple potholes and "alligatored" asphalt to be cut/patched.
- Two of the Scenic cul de sacs to be seal-coated.
- Two storm-drain grates to be replaced so they are now compliant with latest codes and also so bicycle tires do not become trapped.
- In the RV storage area, in the area of it where the asphalt was cut to locate the pipe for the camera system, a new overlay and asphalt will be installed.
- In the pool equipment room, the two UV lights are not working properly and will be changed.
- All palm trees in the Park to be pruned, on September 21.

Peggy Hill voiced fire hazard concerns regarding carport "junk" she observes throughout the Park, and all the dried grass surrounding Park homes. Matt responded he is trying to get residents to clean up their carports. It's a fire hazard but also looks unsightly and could impact potential buyers.

Erma wondered about impact of water leaks on the water usage/bill for each Park home. Matt mentioned an engineer would be needed to track down leaks. Matt can see water usage through examination of data from the water meters, but leaks are difficult to track. The pipes in the ground are old.

Carol Joy spoke about the infrastructure survey done in the past and wondered when infrastructure replacement would occur. Matt responded that the water mains won't yet be replaced unless all are replaced (a major job).

Carol Joy asked about the status of the Park rules/regulations. Matt responded he doesn't think it is currently being worked on. Matt also summarized basic regulatory/legal options of Parks, especially regarding enforcement of concerns such as carports. Enforcement would apply to all carports, for example.

Anila wondered about the sewage pumping station status. Jay responded that he was told by City of Novato staff that a contract has gone out and work is scheduled to start the beginning of Fall.

Carol Joy mentioned she would love to have Matt's presence at the Park/Clubhouse, even if the Clubhouse is not currently open to residents because of the virus. Matt responded that for safety reasons, he works remotely and only comes to the Park for specific reasons/meetings.

2. PAC Treasurer's report

Steve Plocher presented the PAC Treasurer's report.

PAC Bank Account Balance (Aug. 31)	\$4,687.56
Humanitarian Fund	\$1,297.50
MVEST Balance	\$ 466.00
Total Spent Current Fiscal Year	\$1,719.44
Annual PAC budget	\$4,000.00

3. MVMCC Finance Committee report (Steve Plocher)

Steve commented the debt-to-service ratio for the month is low, but what matters is the annual figure. Management company's ratio calculation for the month is 1.82 and Steve's is 1.90. Steve noted his calculation would be 2.23 if the unused utility amount were not included. (NOTE: The debt-to-service ratio needs to be greater than 2.)

Jay mentioned the City is interested in looking at Steve's method of calculation of the debt-to-service ratio.

4. City of Novato (Jay Shelfer)

and

5. 2x2 meetings

Jay indicated it has been difficult contacting the City. He's been trying to establish a 2x2 meeting schedule with the City. Nothing else to report.

(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 – 2x2 – between the PAC and City staff.)

6. Project planning report (Jay Shelfer and John Hansen)

Jay mentioned a spa-cover manufacturer has been found!

Carol Joy asked about the community space (cleared area) below the Clubhouse. Community meetings were supposed to occur regarding usage of that space. Jay responded that suggestions have been provided to the Board. Meetings have been put on hold until a community meeting (not via Zoom) could be held. Erma Wheatley mentioned she would like to name that area so everyone knows what to call it. Jay to put on next month's meeting.

7. MVEST/Firewise Committee (John Hansen)

MVEST is looking at the Covid situation at the Park to see what would be needed. Residents appear to be doing well. Biggest concern currently regards the Clubhouse and the November election – will the Clubhouse be a polling station? MVEST wants to make sure everyone is protected. Matt saw a posting by County of Marin Public Works that all ballots will be mailed out this year and that the Clubhouse may be used for drop off only. Nothing was stated about the Clubhouse being used for polling.

Regarding emergency events, MVEST is not responsible for evacuating residents. Residents are. But MVEST wants to make sure residents have a plan. MVEST is putting on an evacuation drill on October 10.

Serena Fisher voiced concern about the older and/or disabled residents who can't get out during emergencies. John mentioned a plan should be developed for this. Need to look at options. Nancy Bingham asked if there are still block captains? John said "yes" but that with Covid it is difficult to have conversations.

Anila asked about the status of the Clubhouse as an emergency center. Matt indicated that currently it cannot be used as such. Jay commented that discussions to occur with the City about this. Resident Pat Higgins indicated she is a HIPAA expert and is available to answer HIPAA questions.

8. HOL (Janie Crocker)

No report.

9. MAR VAL (Kathleen Dargie)

No report.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Consider candidates and possibly appoint one to fill the PAC Board vacancy.

(NOTE: Several months ago, a PAC Board member resigned their seat. The seat has remained empty. PAC Board members agreed to fill the empty seat after the PAC Board election was held and new/reelected members were seated. Board members also agreed on a process for filling the empty seat that would be for a term shorter than the normal term. This agenda item follows the process Board members discussed and voted on for filling the vacancy.)

Carol Joy volunteered to coordinate the Board process for reviewing interested candidates and possibly appointing one to fill the PAC Board vacancy.

Only one resident – Serena Fisher -- sent the PAC Board requested documentation that indicates their interest in the vacant seat. Requested documentation focused on a submitted resume.

Board members discussed the resident's submitted materials.

Carol Joy made a motion to nominate Serena Fisher for the vacant PAC Board member position. Motion was seconded.

Resident Bill Davis asked for Carol Joy to read the bio submitted by Serena Fisher. Carol Joy read the bio statement. Bill Davis thanked Serena for stepping forward. He supports her efforts.

Jay called for a vote for Serena Fisher to take up the PAC Board seat for the remaining term. Motion passed 4-0.

2. Discuss and possibly take action on the establishment of community-wide clearing days.

PAC Board members discussed issues and funding for helping to keep the Park clean and clear of debris.

Some residents are unable to physically or financially keep up their home area. Peggy Hill wondered if the Humanitarian Fund could help clean up yards. John commented that the fund doesn't have a lot of money but that it is a possibility. Carol Joy asked Matt if a line item could be added to the budget towards a certain number of homes/year. Matt responded "yes" and that it could be proposed to the City Council. Jay commented that the issues need more consideration before going forward and would be good to be discussed at a 2x2.

Erma Wheatley wondered if HOL as a whole should be the group to handle this. Matt said "yes." Jay wondered how to get the information to HOL. Erma indicated she will do it.

3. Discuss and possibly take action on appointing or electing 2x2 members.

PAC Board members discussed which two Board members to appoint to attend 2x2 meetings with the City of Novato. Carol Joy brought forward points about the opportunities of selecting two members who have not yet been involved with the 2x2 meetings. Board members agreed.

John made a motion to appoint Carol Joy Harris and Serena Fisher to represent the PAC Board at the 2x2 meetings. PAC Board members voted on the motion and motion passed 5-0.

G. DETERMINATION OF NEXT PAC BOARD MEETING DATE:

Tuesday, October 6, 6:00 pm.

Carol Joy mentioned that Channel 26 will commit to broadcasting regularly-scheduled PAC Board meetings. PAC Board members indicated future meetings will occur: November 3, December 1. All Board members agreed with the dates.

H. ADJOURNMENT: 8:09 PM

Carol Joy thanked everyone who dialed in.

Note: These minutes were corrected, as approved by the PAC Board, by Carol-Joy Harris, PAC Board Secretary.