

FINAL Meeting Minutes

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

REGULAR MEETING  
April 6, 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: 12 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. Dave Tetta summarized Zoom conferencing protocol.

A. APPROVAL OF FINAL AGENDA

Jay made a motion to approve the final agenda. Motion seconded by Steve Plocher. Motion opened for discussion. No agenda changes requested. Motion voted on and passed 5-0.

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

Public comments received at the meeting:

- Gary Appleman commented about the proposed Park Rules. A copy of the Rules/Regulations was attached to the meeting agenda. Gary stressed the importance of having the draft reviewed by an attorney specializing in mobile home park law. Gary voiced concern about unintended consequences. He also noted notice requirements for Rules changes.
- Ellen Jane Schulz thanked all the volunteers from the community.

## C. CONSENT CALENDAR

### 1. Approve minutes of February 2, 2021 regular meeting

Carol-Joy requested the following edits/corrections:

- At agenda item B (Public Comments), bullet #1 -- Replace “at the Clubhouse” with “at residences.” The sentence now reads: “Erma Wheatley spoke about the individual tubes at residences for disseminating notices and important papers to each resident.”
- At agenda item B, bullet #2 – Edit the bullet so it reads: “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...”
- At agenda item B, bullet #3 – In the last sentence, change “feeders part in” to “feeders’ part in...” (note the addition of the apostrophe to “feeders”).
- At agenda item B, bullet #4 – The second sentence should read: “Dave mentioned that the Park rules involving home height and related issues, specifically...”
- At agenda item C, bullet #1 – Bullet #1 is a request for a change to the Consent Calendar description for 2/2/2021 and also the associated 1/5/2021 minutes (in its D-5, bullet #3 entry). The item should now read: “\$60K vegetation project – The reimbursement cost is prohibitive right now for the City of Novato. Reimbursement will not be occurring.”
- At agenda item D-8, bullet #2 – The correct spelling is “Rollin’ Root” (not “Rollin’ Roots”).
- At agenda item D-10, paragraph 2 – Sentence two should read: “It consists of PAC Board members Carol-Joy and Steve, and residents Peggy Hill and Janie Crocker.”

Jay called for approval of the 2/2/21 minutes, with corrections. Board members discussed and voted. Motion passed 5-0.

### 2. Approve minutes of March 2, 2021 regular meeting

Carol-Joy requested the following edits/corrections:

- To agenda item C, bullet #2 – At the second paragraph of bullet #2, delete the last sentence so the paragraph ends with “filthy.”
- To agenda item D-10 – At the first paragraph, the second sentence should read: “It consists of PAC Board members Carol-Joy and Steve, and residents Peggy Hill and Janie Crocker.”

Jay called for approval of the 3/2/21 minutes, with corrections. Board members discussed and voted. Motion passed 5-0.

## D. REPORTS

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

Matt provided a short report:

- Several new (security) cameras have been installed – a second license plate reader and a dome camera. Jay wondered if dummy cameras might be a deterrent if placed around the Park, if they are not too expensive. Matt responded that such cameras can be helpful and could be hung in various locations.

Matt responded to questions from Board members and residents:

- Anila wondered when the Clubhouse would open. Matt doesn't know.
- Ellen Jane Schulz wondered about water waste, irrigation and the drought. Ellen is disturbed when she sees water running down street gutters. She wondered if residents pay for all the water used and if a water use moratorium has been called yet. Matt indicated he tracks water meter use, but it is tricky to find the source of leaks. Jay asked Ellen to send Matt email with specifics about the location of water she sees.
- Peggy Hill wondered about the status of gardeners who perform work for Marin Valley. Peggy has been noticing all the grass growing throughout the Park on Park (non-residence) property. Matt described current and upcoming work. Work hasn't yet started on the defensible space or common areas. Work typically starts next month. This Thursday, the gardeners will be coming to do maintenance and clean the PG&E path. Common area drip-beds and sprinklers are examined.

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

Steve Plocher presented the PAC Treasurer's report (see below). No money was spent in January and February. March expenditure was for yard cleaning. John Hansen wondered when the MVEST humanitarian funds would be moved to the Humanitarian fund. Steve suggested waiting for the new budget.

PAC bank account balance (2/28/21)	\$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	\$3,515.43

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

### 3. MVMCC Finance Committee report (2/28/21 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 2.22. Note that if interest is included, the ratio would be 2.32.

To obtain the correct calculation:

Net Surplus YTD 1/31/21	\$ 586,744
Add back:	
Loan interest exp	80,900
Capital expenditures	236,773
But deduct Mgmt Srvc Fees	- 46,320
Sewer adjustment	<u>108,097</u>
Adjusted total of net revenues	\$ 965,635

Divide by YTD debt service of \$434,115 = 2.22 = DSCR

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

Steve communicated with the City of Novato regarding the debt-service ratio and its calculation (DSCR). The Park's loan agreement with the bank describes how DSCR should be calculated. Management Company calculation does not follow this and Steve brought this issue to the attention of the City. A meeting is scheduled with the City towards the end of April, but Chris Blunk at the City is currently reviewing materials sent by Steve.

4. City of Novato (Jay Shelfer)

Jay summarized the annual budget process, which involves Matt (Management Company/Helsing), PAC, and the City of Novato. Matt has already provided a proposed budget to the PAC Board. By May, the Management Company needs to submit the proposed budget to the City.

Carol-Joy mentioned she received email from Kate Whan. Novato City Council would like to schedule a meeting May 18 or June 1 to discuss two topics – budget, deferred rent. Jay mentioned a budget meeting for residents should be scheduled before May. Board members scheduled the special PAC meeting date/time to April 15 at 6 PM, but the date/time was later moved to April 19 at 6 PM. Regarding the rent deferral program, Hello Housing is no longer involved in the program as of April 12.

Jay and Steve are meeting with Chris Blunk on April 14 to discuss the DSCR (debt-service ratio calculation).

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

Nothing to report. The next 2x2 meeting will occur in early June. Haven't yet heard the status of the application submitted to PG&E.

6. Project planning report (John Hansen)

Nothing new to report.

7. MVEST/Firewise Committee (John Hansen)

John Hansen provided the MVEST/Firewise report. MVEST meets every Monday evening. Current issues include the pandemic and its impact at the Park, fire safety and Park security.

Webinars and other events are held each month, noted at the website. This month, a webinar will be held on laundry dryer safety. A Zoom webinar will be held April 27 at 3:30 PM about the Novato Response Team program (Novato Police). Additionally, wildfire mitigation specialists are coming to the Park to review the Park and its homes. Residents have an opportunity for specialists to review their own homes/properties.

John mentioned the Novato Fire District has grant funds available to help with fire mitigation at homes.

8. HOL (John Feld)

John Feld provided the HOL report. He noted that the “Dog in the Park” party is coming up.

John also spoke about the “giveaway” bench at the Clubhouse breezeway. The bench has been assessed to be a fire hazard when set out during fire season. Jay wondered if the bench could be placed in a less hazardous location, or if there are other options. The bench is popular with residents. Anila suggested making a shed that is open during the day but locked at night. Board members and residents discussed the topic further.

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

Yard maintenance work has been performed at seven homes. A few of the homes could still use more work. Matt mentioned approximately 20 students will be coming to the Park on April 21 for 4-6 hours, to help with general yard cleaning.

11. Ad Hoc Committee on Rules and Regulations (Serena Fisher, Carol-Joy Harris)

Serena provided an update and indicated two dates for committee input – April 13, April 20 (6-8 PM). Residents with comments should, if possible, send them to the committee in writing. The meetings offer an opportunity for sharing thoughts.

John suggested that every page should be marked with “Draft.”

E. OLD BUSINESS

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

Matt indicated the City of Novato is not willing to accept any type of electronic payment. Matt will continue looking at other options, including using a third party.

This topic to be discussed again next month.

2. Possibility of selling advertising on marinvalley.net (Jay Shelfer)

John Feld mentioned his personal opinion at this point is not to do it. A lot of work would be involved. He suggests the topic be dropped and taken off the agenda.

Board members provided no comments or interest in continuation of the topic. Topic to be removed.

F. NEW BUSINESS

1. Discuss making part of “marinvalley.net” be for residents only (Jay Shelfer)

Board members and residents discussed having a resident-only portion of the website. Dave Tetta provided details about a website that would have a private, log-in-accessible, portion for residents. Carol-Joy voiced concern about maintenance of such a website (with the private area) by more than one person. Jay mentioned the need to look at legal ramifications. John Feld indicated he spoke (via email) with an attorney about such a website and the attorney didn't have concerns.

Discussion to continue next month.

G. DETERMINATION OF NEXT PAC BOARD MEETING DAY(S)

1. Special Meeting in April re Budget
2. Regular Meeting, PAC Board:  
May 4, 2021 (Tuesday), 6 PM

H. ADJOURNMENT: 8:04 PM