

FINAL Meeting Minutes

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

Regular Meeting
July 6, 2021 (Tuesday)
6:00 PM

Meeting held through Zoom phone/video conferencing
and Comcast Cable Channel 26 broadcast.

ATTENDEES:

- BOARD MEMBERS: John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer), Jay Shelfer (President), Vickie Waddell (At-Large).
- 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 absent at start of meeting. During Jay's initial absence, PAC Board Vice-President John Hansen took over role as meeting Chair. John called the PAC Board meeting to order at 6:00 PM. John continued as Chair until Jay joined the meeting around 6:22 PM.

A. APPROVAL OF FINAL AGENDA

John Hansen called for approval of the final agenda. Vickie Waddell seconded the motion. Motion opened for discussion. Carol-Joy requested the following corrections:

- Agenda Item C (Consent Calendar) – Delete C-1. The April 6 minutes (with corrections) were previously approved.
- Agenda Item C – Delete C-2. The April 19 minutes (with corrections) were previously approved.
- Agenda Item C – Delete C-4. The May 13 minutes were previously approved.
- Agenda Item E (Old Business) – Delete E-1 (discussion topic: the spa). The topic was discussed and decided on at last month's PAC Board meeting.

Motion to approve the agenda, with requested corrections, voted on and passed 5-0.

Note: PAC Board President Jay Shelfer present for discussion of Final Agenda and present for vote. John Hansen continued as Chair for several additional minutes.

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

Public comments received at the meeting:

- Karin Mortensen – Karin heard an announcement that Pub Night is to begin this week but that there is a change in the event protocol. Residents are not allowed to bring food to the event, but there will be snacks for sale. Karin is not happy with this decision. She would like to know who to talk to about the decision. John mentioned it's a Mar Val issue.
- Ellen Jane Schulz – Ellen Jane is looking for the MVEST minutes. They aren't on the website.

C. CONSENT CALENDAR

1. Approve minutes of May 4, 2021 regular meeting

Steve made a motion to approve the May 4, 2021 minutes. Motion seconded by John and opened for discussion.

Carol-Joy requested the following corrections:

- Agenda item D-7 (Reports: MVEST/Firewise) – At third paragraph, first bullet, correct the start of the sentence as follows: change “specialist” to “specialists”. The sentence now reads “Wildfire mitigation specialists came to the Park...”
- Agenda item D-7 – At third paragraph, second bullet, correct the end of the sentence to read: “...to help reduce foliage around the Park Perimeter area.”
- Agenda item D-8 (Reports: HOL) – Insert the word “Mr.” before “Bill’s shed.” The sentence now reads: “The Clubhouse breezeway boutique has been moved into Mr. Bill’s shed.”
- Agenda item D-8 – Edit the sentence about the “Bark in the Park” event so the sentence ends “... to be held at the end of Sunrise.”

Steve moved to approve the May 4, 2021 minutes, with corrections. Motion seconded by John. Motion voted on and passed 5-0.

(Note: Around 6:22 PM, PAC Board President Jay Shelfer took over the duties of PAC Board meeting chair from Vice President John Hansen.)

2. Approve minutes of June 1, 2021 meeting

Jay made a motion to approve the June 1, 2021 meeting minutes. Motion seconded and opened for discussion.

Carol-Joy moved to table discussion until next month's meeting so the document can be sent out to the community. Motion discussed, voted on and passed 5-0. Discussion tabled until the July 2021 meeting.

3. Approve minutes of June 5, 2021 annual meeting

Jay made a motion to approve the June 5, 2021 annual meeting minutes. Motion seconded and opened for discussion.

Carol-Joy moved to table discussion until next month's meeting so the document can be sent out to the community. Motion discussed, voted on and passed 5-0. Discussion tabled until the July 2021 meeting.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt summarized status of projects:

- Work over the last month has focused on the shaded fuel breaks/defensible spaces. Seven workers have been active, five days each week, along with 320 goats hired for the month. Work is almost complete.
- Juniper removal – Two large and two small stands have been removed from four residences.
- Sewer pump – New sewer pump (City project) should be on line on July 8.
- It's July and Matt will be starting on various building projects as the defensible space work winds down.

Water report – Carol-Joy wondered if Matt could provide a Park water report. Matt indicated water usage is up by 20% since last period. Matt did some calculating and found the Park is generating around 140 gallons per day per household, which is about average. His group is continually helping residents re-set irrigation timers and instructing about micro-irrigation techniques, watering when it's cool outside (early morning, late night).

Use of goats – John observed the goats didn't seem to get the poison oak. Matt responded it is difficult to get rid of it. Additionally, there have been difficulties communicating with the goat owners and scheduling the goats, and managing the goats once at the Park. John applauded the residents who participated in getting rid of the juniper. Board members discussed use of the goats for next year. Jay wondered if maybe John Hansen could assist Matt with the goats and owners. Matt liked the idea and will introduce John to the owners.

Water usage – Ellen Jane Schulz compared current water usage per residence with the 1970s drought usage requirement of 50 gallons/day/person. Ellen Jane wondered if anything can currently be done. Matt responded that water is included in Park rent. The only way to monitor water use per unit would be to install a water meter system. The Park can continue to encourage conservation of water and explain it to residents. Matt investigates when he sees water in the streets.

Vickie Waddell suggested an article in The Echo with suggestions on how to save water. Matt mentioned that he and a resident will be meeting soon to look over the usage of the nine Park water meters. The resident is knowledgeable about water conservation and will be writing an article for The Echo.

Anila suggested reprinting past articles in The Echo concerning water conservation. Anila also wondered if there is money in the budget to address infrastructure repair, such water leaking under the streets. Matt responded he doesn't know if or where there is water leaking other than when a resident calls and/or a test/repair is done at a water meter. There is money available for such repair.

2. PAC Treasurer's report (Steve Plocher)

Steve Plocher presented the PAC Treasurer's report for month ending 5/31/2021:

PAC bank account balance (5/31/21)	\$5,078.57
Humanitarian fund	\$1,697.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000), for year ending 6/30/21	\$4,333.67

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

3. MVMCC Finance Committee report on 5/31/2021 financial statements (Steve Plocher)

Steve Plocher summarized the Finance Committee report covering the 5/31/2021 financial statements. He noted the City of Novato will no longer be using the Park management company's DSCR (debt-to-service-ratio) calculation method and ratio figure.

To obtain the correct DSCR figure:

Net Surplus YTD 5/31/21	\$ 839,619
Add back:	
Loan interest exp	108,377
Capital expenditures	415,157
Sewer adjustment	32,867
Park Improvement fund	<u>11,996</u>
Adjusted total of net revenues	\$ 1,408,016

Divide by YTD debt service of \$596,908 = 2.36 = DSCR

(Note: DSCR needs to be greater than 2.)

4. City of Novato (Jay Shelfer)

Jay provided the report. The pump station at the end of Club View is waiting for the arrival of several important pieces of equipment, including a generator, needed for the station to be tested and go operational. The plan is for the station to be tested and running by August.

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

No report.

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

No report.

7. MVEST/Firewise Committee (John Hansen)

MVEST is a standing committee of PAC and it meets every Monday evening at 5 PM. The agenda is posted on the MVEST website several days before a meeting. To receive MVEST meeting minutes, email Carol-Joy

Current MVEST issues include: the Covid pandemic and its impact at the Park, fire safety, Park security.

John Hansen provided the MVEST/Firewise report.

- Covid – MVEST will be removing the “Thank you for wearing a mask” signs. Currently, wearing a mask is optional. MVEST hopes un-vaccinated residents wear masks in public and, especially, inside the Clubhouse.
- Fire threats – MVEST is preparing for extreme heat and extreme smoke events. Matt has been focusing on the Park’s defensible space, while many residents have prepared defensible space surrounding their homes. The Fire District is offering \$2500 grants for home hardening work at homes. MVEST will soon be sending out information on what to do if there is a heat event. The Echo has had recent articles on what to do during smoke events.

Upcoming MVEST events:

- Saturday, July 24, 10am-1pm to discuss wildfire evacuation.
- MVEST fair

8. HOL (John Feld)

John Feld indicated an HOL meeting will be held tomorrow (Wednesday, 7/7/2021) at 6pm in the Clubhouse’s Fireside Room.

John provided a report on HOL activities:

- A dump run will be held soon.
- HOL is starting to organize Clubhouse groups. Improv and Yoga may be offered, for example.
- An art opening will be held towards end of July.
- There's a new group for residents 75+.
- The Contractor's Rating Guide is now in the Library (Clubhouse) and at the website. John has been receiving responses/recommendations but is seeking more. Forms are in the Clubhouse breezeway.

9. MAR VAL

John Feld gave a brief report. Pub Night will be held this Friday. There will be no food other than snacks will be sold.

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

Peggy Hill is absent. Carol-Joy Harris was asked to speak on her behalf.

The Yard Maintenance Ad Hoc Committee is part of PAC. It consists of PAC Board members Carol-Joy Harris and Steve Plocher, and residents Peggy Hill and Janie Crocker.

The Committee provides yard maintenance help to Park homes/homeowners in need of help with yard work. The work also helps reduce fire danger. 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.

The program was initiated in April and work has already been performed maintenance at several homes.

Peggy has surveyed the Park again and located homes with dried grasses/bushes in need of help. Peggy is suggesting that Matt send new letters to these residents, reminding them of the importance of fire prevention on home spaces.

Jay wondered which funds would cover the work. Carol-Joy responded that the yard work is supported through donated funds. This topic will be addressed as New Business at next month's (July's) meeting. John Feld added that HOL has also been contributing (donations by HOL) to that fund.

E. OLD BUSINESS

1. Possibility of creating staff position of Communications Manager (John Hansen, Matt Greenberg)

Matt contacted the Helsing Group (Park management company) main office to authorize a part-time or full-time Communications Manager position. Matt continued that if the

position is going to be a regular expenditure, determine a way to get the position into the budget so there are funds to spend from.

John asked Carol-Joy what the proposal is. Carol-Joy responded that the proposal is “To receive a recommendation from Ad Hoc Committee on Staffing, and possibly vote on creating a part-time permanent position to assist Park Manager Matt Greenberg.” The recommendation would be to authorize the position.

Matt needs a description of the position to send the Helsing Group. Then, PAC would need to determine how to pay for the position. Matt mentioned it would also be good to discuss the position with the City.

Jay suggested John work with Matt on it. John thinks the position should be implemented in two steps, starting with a temporary period lasting a few months. If the position seems to be working out, then speak with the City towards implementing a permanent position.

Steve would like to hear what the person would do, how the position helps Matt, how it helps the Park. Vickie wonders if the position could be offered to someone who lives in the Park.

John Hansen, Carol-Joy and Matt will talk further during the month and come back with a proposal at next month’s meeting.

F. NEW BUSINESS

1. Elect the 2x2 Committee members (Jay Shelfer)

Board members discussed the selection of two PAC Board members for the 2x2 Committee. 2 x 2 meetings occur every few months between the City of Novato staff and PAC Board members. The meetings allow discussion of important topics between the City and PAC Board. To comply with the Brown Act, the meetings occur only with two staff members from the City and two PAC Board members.

Carol-Joy reviewed how PAC members were nominated/voted in, previously. If several Board members are interested in participating, a balloting process would be needed. Carol-Joy would like to continue. John Hansen indicated he is not interested. John nominated Jay Shelfer. Carol-Joy strongly seconded Jay’s nomination. Steve indicated he has no interest in being on the 2x2. Jay responded he would accept the nomination. John mentioned he supports Carol-Joy continuing in the role.

John officially nominated the slate of Jay and Carol-Joy, with Carol-Joy seconding the nomination. No other Board member candidates indicated an interest. Jay asked for discussion of the nomination/motion by the Board and residents/attendees. No further comments were made. Jay called for a vote. Motion passed 5-0.

Carol-Joy and Jay will be representing the PAC Board at 2x2 meetings with the City of Novato.

2. Discuss and direct action of the Ad Hoc Committee on Rules and Regulations (Jay Shelfer, Carol-Joy Harris)

Jay asked for Carol-Joy's feedback about what next to do regarding the draft Park Rules/Regulations. Carol-Joy described the process going forward regarding obtaining comments from City of Novato staff, Attorney and Helsing Group, and from Park residents.

Board members and residents provided comments and concerns. Steve voiced concerns about costs (City staff fees, etc.) and wonders if there is a way of compartmentalizing the process to keep costs from ballooning. Jay voiced concern about how to enforce the Rules/Regulations. If there's no way to enforce the rules, Jay doesn't see a way to move forward. Carol-Joy stressed that the Rules/Regulations badly need updating. Steve mentioned there needs to be an updated Park Rules/Regulations for new and continuing residents.

Dave Tetta feels it would be good business to include resident comments about the draft Rules/Regulations when submitting it to the City. Dave also feels the Rules should include enforcement provisions.

Jay made a motion to table discussion on the topic until after the next 2x2 meeting. Administration/enforcement issues pertaining to the draft Park Rules/Regulations can be then be talked about with City of Novato staff. John seconded motion.

Carol-Joy voiced opposition to the motion. The topic has already been discussed with the City. The City already described the process.

Steve commented he feels it is valid to get the City to indicate how they will enforce the Rules. Vicki agreed and added it is also valid to get them to describe how they will fine. Vicki acknowledged the huge efforts put in so far by Serena and Carol-Joy.

Board members continued discussing the topic, with half the Board members supporting moving forward with sending the draft to the City and the other half interested in first securing a City commitment towards enforcement.

Jay made an adjustment to his motion, which was seconded, to table discussion for one month, during which time he will speak with Chris Blunk (City of Novato) about a commitment towards enforcement.

The adjusted motion was opened for discussion. No discussion so the motion was voted on and passed 5-0.

Topic has been tabled for one month.

3. Possibility of an electric car charging station at the Clubhouse (Jay Shelfer)

Jay mentioned the topic was suggested by a resident who has an electric car. The resident has fears about not being able to drive if the electricity goes out. The resident wants to be

able to connect to a gas generator to charge the car. Jay commented it is a safety issue and a very expensive proposition for the Park to run a high-enough voltage wire from inside the Clubhouse.

The topic of having an electric charging station in front of the Clubhouse has already been discussed at a 2x2 meeting. There is State and Federal funding available. Jay will pass the issue over to Matt. Matt mentioned the Clubhouse emergency generator would not be available.

John feels electric vehicles and recharging stations represent the future. The Parks going to need charging stations. But he feels it would be something more aligned with the infrastructure project rather than a project by itself.

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

August 3, 2021 (Thursday), 6pm
PAC Board Regular Meeting

Steve Plocher announced he will be absent for August 3 meeting.

H. ADJOURNMENT: 8:00 PM