

FINAL Meeting Minutes

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

Regular Meeting
May 4, 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: 23 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 Carol-Joy Harris. Motion opened for discussion. No changes requested. Motion voted on and passed 5-0.

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

Public comments received at the meeting:

- Peggy Hill commented about the drought and Park water usage. Peggy would love the Board to indicate at each meeting Park water usage figures and usage changes. Peggy wonders how the figures compare with other similar communities.
- Linda Steenman indicated concerns about the home next door to her. The home has not been lived in for several years. A Fire District specialist has recently assessed it. Linda was told the property is a hazard. She wonders what the Park plans to do.
- Ellen Jane Schulz commented about climate change. She mentioned what she is doing to address it, including speaking out about it to others.

C. CONSENT CALENDAR

- 1. Approve minutes of April 6, 2021 regular meeting

Discussion tabled until next month’s meeting.

- 2. Approve minutes of April 19, 2021 regular meeting

Discussion tabled until next month’s meeting.

D. REPORTS

- 1. Maintenance and capital projects (Matt Greenberg)

Matt provided a short report:

- Clubhouse – The Clubhouse is still closed to residents. The library and main hallway are being prepared for painting. The Clubhouse interior is currently being deep-cleaned.

Matt responded to questions from Board members and residents:

- Carol-Joy asked about water usage. Matt can put together a report on total water usage at the Park (not at individual homes) and compare with previous years. Carol-Joy also asked about water reduction mandates. Matt indicated there are no restrictions, yet.

- 2. PAC Treasurer’s report, month ending 3/31/2021 (Steve Plocher)

Steve Plocher presented the PAC Treasurer’s report, month ending 3/31/2021 (see summary below). No money was spent in January and February. March expenditure (\$980) was for yard cleaning.

PAC bank account balance (3/31/21)	\$4,488.57
Humanitarian fund	\$1,107.50
MVEST fund	\$ 466.00
Remaining PAC petty cash fund	\$2,915.07
PAC annual budget (of \$4000) spent so far, current fiscal year	\$3,949.29

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

- 3. MVMCC Finance Committee report (3/31/2021 financial statements)

Steve Plocher presented the report. Jay and Steve met with Chris Blunk (City of Novato) to discuss Park finances and the debt-to-service calculated ratio (DSCR). Chris indicated the calculation figure by the Management Company will no longer be considered. It is not the responsibility of the Management Company to prepare the DSCR. Chris agreed

with Steve regarding calculation of the DSCR. Chris also agreed to add back the Park Improvement Fund.

Steve's calculation for the DSCR for end of March is 2.23 (see below).

To obtain the correct DSCR calculation:

Net Surplus YTD 3/31/21	\$ 712,863
Add back:	
Loan interest exp	89,538
Capital expenditures	192,545
Sewer adjustment	82,688
Park Improvement fund	<u>11,996</u>
Adjusted total of net revenues	\$ 1,089,630

Divided by YTD debt service of \$488,379 = 2.23

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

Resident Judi Purdom wondered how DSCR changes help MVMCC. Steve explained that expenses (such as the Park Improvement Fund) added back to the bottom line causes the DSCR figure to go up. Steve added that the Park's loan agreement with the bank requires the ratio to be over 2. Jay provided additional details.

4. City of Novato (Jay Shelfer)

Jay mentioned the City of Novato, along with Nute Engineering, is currently working on the sewage lift station at the end of Club View. Work should be finished mid-June. Late April, the City approved slope work for sites on Marin Valley Drive and Fallen Leaf Way. Matt is meeting tomorrow with the City engineer to look at the slopes identified as needing updating.

Serena asked Matt if anyone has heard back from PG&E regarding the application for the PG&E program. Matt indicated he has not heard anything.

Joe DeAvila asked about the Park's debt amount, and the balance involved in calculating the DSCR figure. Jay suggested Joe look at the budget, which shows debt and repayment amounts. Jay explained that as the Park pays off the bank loan (in about 8 years from now), it does so with regular equal-amount payments. As the size of the debt becomes smaller, less of each payment goes towards debt and more goes towards interest.

Anila wondered if the Park would need to wait 8 years before higher speed internet could be implemented. Jay mentioned that the internet is basically dealt with by Comcast. The hope is that when PG&E proceeds with infrastructure (gas/electric) work, a fiber network could also be created/installed. There are no specific plans/permissions for this, but Jay feels the Park should push for it when there is opportunity for it.

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

Serena mentioned the next 2x2 meeting is scheduled for June 1. A special meeting was held regarding the Rules & Regulations process (see report by Rules/Regulations Ad Hoc Committee later in agenda).

Gary Appleman wondered about discussions during the 2x2 meeting regarding the Brown Act and the Rules/Regulations Ad Hoc Committee. Carol-Joy indicated the topic was not discussed. It had been previously removed from the agenda. (Also see later Rules/Regulations Committee report.)

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 at 5 PM. The agenda is posted several days before on the website.

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

- MVEST has been tracking the Pandemic and posting relevant messages (such as “Please wear a mask at the Park”).
- Kevin Mulvany continues to walk the hills surrounding the Park, looking for campers and potential fire hazards.

John spoke about Firewise, which is a part of MVEST. The Firewise Committee is basically the same as the MVEST Committee of PAC. Current activities include:

- Wildfire mitigation specialists came to the Park last week (April 27, 28, 29) to go through every home from the street, take a picture, and send a report/invitations to residents to participate in whole-home fire assessments. Residents can call the Fire District at any time to participate in an assessment.
- Goats to return end of May to help reduce foliage around the Park Perimeter area.
- Matt has applied for a Fire District grant to help with fire mitigation efforts at the Park. Residents can also apply for fire mitigation grants.

FireSafe Marin offers community workshops and monthly webinars. See their website for specifics.

Peggy Hill thanked John for the program(s).

8. HOL (John Feld)

John Feld provided the HOL report:

The Clubhouse breezeway boutique has been moved into Mr. Bill’s shed. HOL is gearing up for their “Bark in the Park” dog celebration, to be held at the end of Sunrise.

Joe DeAvila mentioned the fire retardant called Phos-Chek as an option for fire mitigation. Joe also indicated he signed up for the new SpaceX internet system called “Starlink.”

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. 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 at several homes.

Serena spoke about the Fire District vegetation grant. John mentioned there is also a home (fire) hardening grant.

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

Serena reviewed the process, to date, of updating the Park Rules/Regulations. The goal is to get a legal view of the next steps so the draft can be shared in a public forum. Serena also summarized four opportunities for providing input.

PAC Board members and residents provided comments:

- Jay noted the importance of understanding the legal process, and the impact on it from Pandemic restrictions. Jay doesn’t see the need to rush forward.
- Joe DeVila had participated in the past with a previous Rules/Regulations Ad Hoc Committee. Paper notifications of proposed updates/changes and meeting dates were sent out to all residents.
- New resident Mary Currie wonders if there is something (a document, “red-lined” copy?) that indicates what would be changing.
- Gary Appleman indicated he supports Jay’s comments.
- Gary Appleman had earlier questions about the Brown Act, which Serena addressed.

E. OLD BUSINESS

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

Matt mentioned the City of Novato is not willing to accept any type of electronic payment. Matt feels PAC should table the topic.

2. Possibility of placing the Contractors’ Guide on the MVMCC website

Dave Tetta spoke about placing the Contractors’ Guide on the MVMCC website, under the sponsorship of HOL. He described the features and functionality of the webpage, and its website location. He mentioned that the webpage area would include a terms-of-service document that describes how people should behave and the limits of liability. Included would be a link to the website drive.

Jay indicated concern about the legality of offering such a guide.

Carol-Joy had a question about maintenance of the page. Dave indicated the HOL-sponsored Committee, currently comprised of Dave Tetta and Kim Holscher, would manage the page.

Board members and residents discussed proposal further.

Carol-Joy made a motion to follow what Dave Tetta proposed: to place the Contractors' Guide on the MVMCC website, under the sponsorship of HOL, managed by the HOL-sponsored Committee. Motion was seconded. Jay called for a vote on Carol-Joy's motion. No further discussion by PAC members or residents. Motion passed 5-0.

F. NEW BUSINESS

1. Possibility of shutting down spa (Jay Shelfer)

Jay spoke about shutting down the spa during the cold months or permanently, due to its energy costs (around \$25,000 per year).

Board members and residents discussed pros and cons of continuing the spa. A Board member indicated they don't feel it's acceptable to shut down the spa; install a temporary efficient spa while locating a permanent more-efficient spa. Many residents voiced their support and continued usage of the spa. Several residents indicated the pool and spa are a main reason they moved to MVMCC. A resident stressed that the spa is a feature when people move to MVMCC; don't remove it, but manage it better or find a replacement. A resident voiced that in the midst of widespread climate change concerns, such a spa is a tremendous waste of resources. A Board member wondered about the number of residents who use the gym, the library, etc., activities which all use energy resources.

Jay commented he is not suggesting closing the spa down today. The weather is warm now.

Jay made a motion to table discussion and have Matt look for suitable above-ground spa replacements. Carol-Joy seconded the motion. No further discussion was requested. Jay called for the vote. Motion passed 5-0.

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

Next Regular Meeting, PAC Board:
June 1, 2021 (Tuesday), 6 PM

H. ADJOURNMENT: 8:00 PM