

FINAL Meeting Minutes

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

Regular Meeting
September 7, 2021 (Tuesday)
6:00 PM

Meeting held virtually 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), Vicki Waddell (At-Large).
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 8 residents via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

Kate Whan, City of Novato, attended the PAC Board meeting for discussion of Park Rules and Regulations, agenda item E-1 (Ad Hoc Committee on Updated Park Rules and Regulations). During the meeting (see agenda item D-1), PAC Board members approved adjusting the agenda and moving discussion of E-1 immediately after the Maintenance and Capital Projects report, (agenda item D-1).

CALL TO ORDER: 6:00 PM

PAC Board President Jay Shelfer called the PAC Board meeting to order at 6:00 PM.

A. APPROVAL OF FINAL AGENDA

Jay Shelfer called for approval of the final agenda. John Hansen made the motion, seconded by Carol-Joy Harris. Motion opened for discussion. No agenda changes requested. Motion voted on and passed 5-0.

During the meeting, immediately after completion of agenda item D-1, John Hansen made a request to adjust the agenda so E-1 immediately follows agenda item D-1. Board members unanimously concurred.

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

Public comments received at the meeting:

- Peggy Hill commented about the colors used on the exteriors of Park homes. Peggy feels the colors should reflect the colors of nature. She is hoping an architectural review committee would someday address this.
- Ellen Jane Schulz voiced agreement with comments made by Ed Collins last month that residents should be climate stewards, regarding their use of fossil fuels, and related, at the Park.

C. CONSENT CALENDAR

1. Approve minutes of July 6, 2021 regular meeting.

Jay called for approval of the July 6, 2021 meeting minutes. Carol-Joy moved to approve the July 6 minutes. John seconded the motion. Jay opened motion for discussion. No discussion. Jay called for a vote on the motion. Motion passed 5-0.

2. Approve minutes of August 3, 2021 regular meeting.

Jay called for approval of the August 3, 2021 meeting minutes. Carol-Joy moved to approve the August 3 minutes. John seconded the motion. Jay opened motion for discussion. No discussion or changes requested. Jay called for a vote on the motion. Motion passed 5-0.

D. REPORTS

1. Maintenance and capital projects (Matt Greenberg)

Matt provided an update on Park projects:

- Tree service – Third week of tree pruning has been completed. Two pine trees were removed. The Park-wide pruning was to remove any limbs 3-5 feet from resident homes. One more week is scheduled: week of September 20.
- Retaining wall – Seven retaining walls have been completed.
- New access control and security camera systems – First part of access control has been installed, for the gym, changing rooms and swimming pool areas. A security camera has been added out by the swimming pool, for monitoring the area 24 hours/day. If people enter the pool area after hours, the monitoring is set up to contact the security company to come out and verify who has entered the gates.
- Fallen Leaf path – A detailed cleanup of both sides of the path has been completed.
- Purple Air monitor – The monitor has been moved to a new location.

Matt provided a report on Park water usage:

Matt's report covers 56 days of recent Park water usage billing. Park water usage was shown at approximately 46,296 gallons per day, which includes the showers at the gym changing areas, refilling of the pool and pond when needed from evaporation, and all Park and residential irrigation. Usage remains at around 146 gallons per day per household. Matt examined the water meter data at the Park from the same time last year and estimates this year's water usage to be around 4 to 14% more than last year's. Matt previously arranged for Board members to gain access to the water portal data.

Ellen Jane Schulz mentioned she came across a note indicating that residents should contact Matt if a resident suspects water waste. While home, Ellen hears a continuous sound of water running. It sounds like the flowing water is located underground. She has previously reported it. She has heard the sound since March 2020.

Dave Tetta mentioned the San Francisco Chronicle recently published water usage data per Bay Area water district. For the North Marin Water District, the per capita figure was 95 gallons/day, close to Matt's per household estimate at the Park (note that a "household" is comprised of more than one person). Dave examined Park meter data and noted a 14% decrease in usage this year from previous usage.

Jay commented he has been speaking with the water district. He plans to give a report next month on where Park water is most used. Perhaps the data can help reveal location(s) of water leakage.

NOTE: At this point in the meeting, John requested an adjustment to the evening's agenda. John noted the appearance of Kate Whan, City of Novato. John asked for discussion of agenda item E-1 (Park Rules and Regulations) to be moved forward to be discussed now. Board members agreed, unanimously.

E. OLD BUSINESS

1. Review and discuss the final committee draft of the Ad Hoc Committee on Updated Rules and Regulations, and vote whether the current version is ready to send to City staff, City Attorney, and Management.

(Note: A hard-copy of the draft document is posted at the Clubhouse Breezeway's bulletin board.)

Carol-Joy made a motion to send the final current proposed draft on the updated Rules and Regulations, developed by the Ad Hoc Committee, to City staff, City Attorney, and Management.

Motion seconded by Steve. Jay opened the motion for discussion by the Board.

Carol Joy asked Kate Whan to speak regarding the Rules and Regulations and the motion. Carol Joy explained that Kate Whan can help describe what the procedure is before the Board votes on the motion.

John wondered about sending the updated draft straight from the Committee to the City. John thinks PAC Board approval is needed. He feels the motion should be amended to indicate approval of the motion by the PAC Board and that the final committee draft would be sent on by the PAC Board (not the Committee).

Board members discussed John's proposed amendment to the motion. Steve seconded the amended motion.

Kate Whan mentioned she doesn't feel the City's review should take too long. Various City staff has already looked at it. After City review, the document would come back to the PAC Board for community meetings and input. If additional changes are desired after the community meetings, the Rules/Regulations document would need to be reviewed again by the City. Management (Helsing Group) is the City's agent and as such Kate Whan can forward the documents to them for their review. She can also forward it to the City Attorney. As soon as the Rules/Regulations are published, after a certain number of days they go into effect.

Jay wondered how much the Rules/Regulations are manageable by the Management team. Jay wondered if there are specific Rules/Regulations the City Attorney feels would need to be referred back to the City (managed by the City). Kate Whan doesn't think any of the Rules are managed by the City, other than by the Helsing Group. Regarding enforcement through the City's municipal code, the discussion is different from that involving the Park Rules.

Jay wondered who would enforce the Rules. Feedback from the City Attorney may address this, but the question of what are the consequences of people not following the Rules is important discussion. If there's a Rule that is unenforceable or if there's a City code that has not been broken, the City cannot have a role. The first action would be to speak with the individual and try to work out a solution. Also, residents sign a contract when they move in to the community, in which they agree to follow the Rules.

Kate also mentioned that unless new fees are being established, Park Management has the ability to change the rules, publish them, and give a date when enforcement is updated for the new rule(s). Residents don't have to sign off on changes made this way. However, Kate feels it is important for people to give input and that it's the Park's process. Jay asked Kate for a copy that describes this Management process. Kate to forward it to Jay.

Jay opened discussion for public comments. Bill Davis indicated 95% of people respond to rule breaches they make when they are contacted. Bill thinks PAC needs to move forward on this. Basic updated rules are needed for Matt to do his job. No other public comments were offered.

Jay called for a vote on the amended motion. Amended motion passed 5-0.

Jay thanked Kate Whan for her appearance and input.

PAC Board meeting returned to follow original agenda.

D. REPORTS (continued)

(Note: Agenda item D-1 discussed earlier.)

2. PAC Treasurer's report (Steve Plocher)

Steve provided the PAC Treasurer's report for month ending 7/31/2021. Steve mentioned the Humanitarian Fund has officially been transferred to HOL (as of 7/31/2021).

PAC bank account balance (7/31/21)	\$4,678.57
Humanitarian fund	\$1,763.50
Remaining PAC petty cash fund	\$2,915.07

Of the PAC Board annual budget (of \$4000), \$433.86 has been spent.

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

3. MVMCC Finance Committee report on 7/31/2021 financial statements (Steve Plocher)

Steve's Finance Committee report covers the 7/31/2021 financial statements. Steve notes the City of Novato will no longer be using the Park management company's DSCR (debt-to-service-ratio) calculation method and ratio figure.

Steve commented on the low DSCR figure in this month's report. He indicated it is a temporary occurrence, not reflective of anything disturbing, and will balance out during the year. Matt completed an unusually large amount of work on trees, etc., over a short period of time.

Correct DSCR calculation:

Net Surplus YTD 7/31/2021	\$83,164
Add back:	
Loan interest exp	\$9,002
Capital expenditures	0
Sewer adjustment	(\$25,410)
Park Improvement fund	<u>0</u>
Adjusted total of Net Revenues	\$66,756

Divided by YTD debt service of \$54,264 = 1.23 DSCR

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

John would like to see the tree budget expanded for next year. Steve reflected that not all the tree pruning is done each year. Matt agreed that the line item needs to increase. It would be good for the work to be done all at once rather than piecemeal.

Jay suggested that the reserves be used, and the work made part of a capital project – for safety and improvement of Park lands all around. Maybe bring this up at the mid-term budget review. Carol-Joy also suggested bringing the concept to the 2x2.

4. City of Novato (Jay Shelfer)

No report.

5. 2x2 Meetings (Carol-Joy Harris, Jay Shelfer)

Next meet to be held September 20.

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

Jay is working on the water report.

7. MVEST/Firewise Committee (John Hansen)

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

John presented the following summary:

- Block Captain training to occur this Saturday (9/11/21).
- MVEST continues to monitor the Covid situation and provide notices and reminders, as needed.
- MVEST continues to monitor the surrounding hillsides for signs of hazardous activities
- Park emergencies – New sources for emergency resources include:
 - Expanded PG&E responsibilities and offerings -- see MVEST minutes and recent ECHO articles.
 - Marin Center for Independent Living, a nonprofit, has many resources for elderly, such as the “Powered and Prepared” program recently presented during a FIRESafe Marin webinar. There are free backup power supplies available to low-income residents with medical needs.
- New MVEST response protocols cover:
 - Extreme heat events
 - Wildfire smoke events
 - Updated evacuation protocols to keep up with the times, such as “Alert Marin” and “Nixle.” Upcoming trainings to occur.

Anila wondered about the air filtration system at the Clubhouse. Matt indicated better filters have been ordered and should be coming around September 20.

John mentioned they are talking about getting a Purple Air monitor for inside the Clubhouse, in addition to the outside one.

8. HOL (John Feld)

John Feld announced the Park's 50th birthday party will be held October 16. Dinner will occur at 5 PM. There will be a variety show, afterwards. Auditions will be held for performers. John indicated they are looking for people to join the Siegfried Chorus.

9. Mar Val

No report.

10. Receive report from Ad Hoc Committee to investigate an additional bicycle egress/ingress to/from the Park (John Hansen, Vicki Waddell)

Vicki mentioned the path is paved. Jay would like to take the topic to the 2x2 meeting. Matt can get cost figures for a Meadow View gate, but access permissions would be needed before proceeding. Matt feels the first task is to have an open discussion with the City. Matt agrees about taking it to a 2x2. Carol-Joy to ask Kate Whan to add the topic to the 2x2 agenda.

E. OLD BUSINESS

(NOTE: Agenda item E-1 (Park Rules and Regulations) was discussed earlier in the meeting, immediately after agenda item D-1.)

2. Receive recommendation from Ad Hoc Committee on Staffing, and possibly vote on creating a part-time permanent position to assist Park General Manager Matt Greenberg (John Hansen, Carol-Joy Harris)

Carol-Joy moved to table discussion until next month. John seconded the motion. No comments were received. Board members voted. Motion to table discussion passed 5-0.

F. NEW BUSINESS

No new business.

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

October 5, 2021, 6 PM.
PAC Board Regular Meeting

H. ADJOURNMENT: 6:59 PM