

FINAL Meeting Minutes

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

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

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 (absent)
- RECORDING SECRETARY: Susan Windman
- ZOOM HOST: David Tetta
- OTHER: 8 other attendees via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

Matt Greenberg absent.

CALL TO ORDER: 6:00 PM

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 a motion to approve the agenda, seconded by Steve Plocher. Motion opened for discussion. No discussion or 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:

- Carol-Joy Harris indicated the December 12 caroling party is canceled, for safety factors.

- Mary C. provided several comments. (1) Mary suggested Jay introduce PAC Board members at the start of each meeting. (2) Mary wondered about the current Covid situation in the Park. (3) Mary also mentioned seeing something looking like blackish mold on various Park units/buildings. Mary wondered whose responsibility is it to know/respond if there is mold on buildings.
- Ellen Jane Schulz commented about an article by Matt about clogged storm drains. Ellen Jane rakes leaves from the drains in her area, wonders why other residents don't do it and mentioned some drains in the Park don't have covers. Ellen Jane also suggested that people, especially those in leadership or authority positions, acquaint themselves with HIPAA laws (re patient health information protection/privacy).
- Bill Davis thanked Matt for installing self-closing doors at the Clubhouse workout rooms. Bill also mentioned the vision difficulties residents with eye cataracts face from the newer, bright white-light-emitting lights at the Park. These lights are blinding to such residents. Bill indicated softer, amber lights work better. He asked PAC to direct management to use the softer lights when replacing Park lighting. Bill also commented he feels there should be a more aggressive management concerning Covid. He wishes and requests that PAC direct management to do what's appropriate to protect the senior community.
- Anila provided comments about Covid at the Park.

Jay responded to Mary C.'s suggestion about introducing PAC Board members. PAC Board members introduced themselves. Jay also mentioned the Covid topic will be addressed later in the meeting during the MVEST report.

C. CONSENT CALENDAR

1. Approve minutes of November 2, 2021 regular meeting.

Jay called for approval of the November 2, 2021 meeting minutes. Carol-Joy moved to approve the November 2 minutes. Steve seconded the motion. Jay opened motion for discussion. No requested changes or comments. Motion voted on and passed 5-0.

D. REPORTS

1. Maintenance and Capital Projects Report (Matt Greenberg)

No report.

2. PAC Treasurer Report (Steve Plocher)

Steve provided the PAC Treasurer's report. Note that the Humanitarian Fund is no longer under PAC.

PAC bank account balance (PAC petty cash fund) = \$2,725.36

Of the PAC Board annual budget (of \$4000), \$1,332.58 has been spent.

3. MVMCC Finance Committee Report, including current debt service coverage ratio (DSCR) (Steve Plocher)

Steve Plocher provided the Finance Committee report, covering four months ending October 31, 2021.

DSCR calculation:

Net Surplus deficit	\$(307,743)
Add back:	
Loan interest exp	35,962
Capital expenditures	674,296
Sewer adjustment	0
Park Improvement fund	<u>1,413</u>
Adjusted total of Net Revenues	\$403,928

Divided by YTD debt service of \$217,057 = 1.86 DSCR (2.64 with adjustment)

Steve commented about the low-ish DSCR figure. He mentioned tree maintenance and fire abatement charges early in the year occurred over a few months rather than divided out throughout a year. Steve estimates the DSCR to be 2.64 if the excess charges are adjusted, accordingly.

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

4. 2x2 Meetings Report (Carol-Joy Harris, Jay Shelfer)

Next 2x2 meeting scheduled for December 12. Residents should contact Carol-Joy or Jay before December 11 for questions or input.

5. Project Planning Report (John Hansen, Jay Shelfer)

No report.

6. MVEST/Firewise Committee (John Hansen)

MVEST is a standing committee of PAC. MVEST meets every Monday evening at 5 PM, through Zoom (or, in person depending on the Covid situation). The MVEST meeting

agenda is posted on the MVEST website three days before a meeting. To receive MVEST meeting minutes, email Carol-Joy Harris.

John presented the following report:

- MVEST will not meet in December, but will start again January 3, 2022. FireSafe Marin and Firewise meetings will be occurring this Friday (12/10/21 at 9 am and 11 am).
- John thanked Kevin Mulvany for his help in protecting the Park (and adjoining communities). Kevin regularly, consistently walks the hills surrounding the Park to look for camping activities, fire and/or other threats to the Park and surrounding communities.
- John spoke about Covid at the Park. Information and instructions on what residents should do are posted on the Clubhouse door. These details come from County of Marin Public Health, which Park Management, Marin Valley and the City of Novato defer to. John recognized the vulnerabilities of the Marin Valley community and stressed the importance of vigilance and caution by residents.

PAC Board members and residents spoke further about Covid safety at the Park. While the Clubhouse is still open, many inside events are being canceled.

Erma Wheatley mentioned a County Covid regulation which discusses ventilation in buildings. Erma has noticed that Clubhouse windows are closed in rooms used for meetings and would like them open.

Mary C. wondered what responsibilities residents have towards one another re Covid. John commented if a resident feels they might be infected, it behooves them to get tested and follow up. Jay commented a problem at the Park is that there isn't a medical officer that could help establish policy and inform people.

Bill Davis commented the PAC Board should direct Management to follow the Covid guidelines, but that the Park needs to go further than just simply the guidelines to protect its especially-vulnerable community. Carol-Joy indicated the PAC Board cannot go ahead now and give Matt such direction because the topic is not on the meeting agenda.

Jay suggested what the Board can do is examine the actions the Board might want to take and put together a plan. There could be a special meeting. Jay also stressed the Park cannot dictate to residents but can ensure residents have sufficient information. Matt can't direct anyone.

Carol-Joy responded the Park could establish guidelines for the Clubhouse and common areas.

Janie Klimes commented she has a lot of information, but she feels there should be someone at the Park for residents to contact for Covid information/questions. Some Park residents find the Covid websites difficult to maneuver.

7. HOL (John Feld)

John Feld indicated all HOL events held indoor at the Clubhouse are cancelled. John also announced an HOL Ad Hoc meeting will be held next few days.

8. MAR VAL

No report.

9. Report from Bicycle Egress/Ingress Ad Hoc Committee investigating additional bicycle egress/ingress to/from the Park (John Hansen, Vicki Waddell)

John mentioned the Committee is waiting for meetings to be scheduled between Matt and City of Novato Public Works, and Matt and adjacent neighborhood.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

1. Consider the possibility of setting up two new owl boxes to help control rodents and vermin in the Park (Carol-Joy Harris)

Carol-Joy mentioned resident Anne Lakota requested the agenda item. At November's HOL meeting, Anne volunteered to look into getting existing Park owl boxes cleaned up. Anne is also investigating the need and location for new owl boxes at the Park.

Anne spoke about the role owls serve in reducing rodent and vermin populations, which bring diseases, destroy property, and chew electrical wires. One owl family per year can eat 1300 rats and several thousand mice and voles.

Owl box cleaning of existing boxes is supposed to occur every year and is now scheduled for January 18, 2022, starting at 9:30 AM. Currently, there are two boxes and they are located at: (1) behind 7 Club View, (2) on the hillside above the RV parking area. Owl box cleaning will be done by the Hungry Owl Project (part of Wildcare).

Anne researched getting more owl boxes installed. Hungry Owl charges \$600 for one new owl box. The cost includes looking over the property, figuring out where at the location to best position the box, price of wood box, metal pole to hold box, installation of metal pole. Hungry Owl also offers consulting services for \$110 first hour (\$60 successive hours) to survey a property for potential owl box locations.

John Feld mentioned that HOL currently takes responsibility for the owl boxes. John Feld feels Park Management should take the task over as it is a pretty expensive operation. John Hansen mentioned the cost would be incidental to the Park maintenance budget. John Hansen proposes Matt/Management take it over.

Board members and residents spoke further about past Park owl boxes and the residents involved with them.

Steve Plocher made a motion: "For the purpose of toxic-free eradication of rodents, we recommend Matt reinvigorate the owl box program and consult with the appropriate professionals to get started." Vicki Waddell seconded the motion (in honor of Dee Schneider). Jay asked for comments. John Hansen indicated he is in favor of motion, but is unsure of motion status since it is a new business item. Carol-Joy affirmed topic is on the agenda. No other comments. Motion put up for vote. Motion passed 5-0.

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

January 4, 2022, 6 PM.
PAC Board Regular Meeting

H. ADJOURNMENT: 7:06 PM