

FINAL Meeting Minutes

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

Regular Meeting
January 4, 2022 (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) (absent).
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Susan Windman
- OTHER: 14 other attendees via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

Vicki Waddell absent.

CALL TO ORDER: 6:00 PM

Jay Shelfer called the PAC Board meeting to order at 6:00 PM. Jay asked Board members to introduce themselves. Carol-Joy Harris introduced Vicki Waddell, who was absent.

A. APPROVAL OF FINAL AGENDA

Jay Shelfer called for approval of the final agenda. Carol-Joy Harris moved to approve the final agenda. Motion was then seconded. Jay opened motion for discussion. No discussion or agenda changes requested. Motion voted on and passed 4-0.

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

Public comments received at the meeting:

- John Hansen spoke about the December 7, 2021 PAC Board meeting. A Park resident, not openly identified at the meeting, was said to have contracted Covid.

Some attendees at the December meeting made very hurtful, inappropriate comments. John extended a very large, humble apology to the resident for having received these openly-humiliating comments at a time the resident should have instead been thanked for being honest and offering the alert. Jay provided thanks, as well.

- Ellen Jane Schulz thanked John Hansen for his words and apology. She indicated she spoke with Kate Whan, City of Novato. Ellen Jane also thanked Jay and Steve.
- Joe DeAvila asked how to get a topic on the PAC Board meeting agenda. Jay provided a brief overview. Send topic requests in writing to Jay or Carol-Joy 4-5 days before a meeting. Agenda topics are those that affect the Park community and that PAC can handle.

C. CONSENT CALENDAR

1. Approve minutes of December 7, 2021 regular meeting.

Jay called for approval of the December 7, 2021 meeting minutes. Carol-Joy indicated the following correction:

- Agenda item B (Public Comments), 3rd bullet, 2nd sentence – Fix spelling so word is spelled “rakes” (not “racks”).

No other requests were made. Carol-Joy moved to approve the December 7, 2021 minutes, with noted correction. Motion seconded. Motion voted on and passed 4-0.

D. REPORTS

1. Maintenance and Capital Projects Report (Matt Greenberg)

Matt provided a water usage report:

- A water meter reading was done on November 19, 2021. From the reading, current Park water usage is approximated to be about 35,214 gallons per day. Matt looked at the reading done a year ago (November 20, 2020). Water usage in 2020 was about 48,588 gallons per day. Water usage in 2021 appears to be 10,000 gallons per day less than in 2020.

Maintenance and Capital Projects Report:

- Clubhouse – The old furnace in the Fireside Room, out of repair for several months, was fixed.
- Pumphouse 1 (Marin Valley Drive) – Both pumps at Pumphouse #1 failed to prime early in the morning on December 23, 2021. The autocall system also failed. When the failure events became known, the pumps were attended to and reset. Matt had ServPro come, the day after the failure events, to sanitize the area.

Matt alerted the City of Novato. Matt indicated the equipment is 18 years past its prime and needs to be replaced. Matt is hoping the City will hire a contractor this Spring to remove/replace the antiquated system.

- Laundry room – One of the washing machines broke, causing flooding in the room. The problem is being attended to.

Ellen Jane Schulz wondered about the heating regulation system in the Clubhouse, including during times few or no residents are in the building. Matt indicated Brightstar Security is supposed to check. Ellen Jane also mentioned seeing lights in the men's room left on and windows left open during after-hour times. Ellen Jane wondered if tree maintenance has finished. Matt mentioned the tree budget has been used up. No more tree maintenance to occur until July.

Susan Meyer asked about water leaks. Matt replied they are difficult to address during the winter because of all the water around. Also, water leaks are difficult to locate because water lines are deep in the ground.

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), \$1,665.00 has been spent.

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

Steve Plocher provided the Finance Committee report, for the five months ending November 30, 2021.

DSCR calculation:

Net Surplus deficit	\$ (819,421)
Add back:	
Loan interest exp	44,827
Capital expenditures	1,004,217
Sewer adjustment	324,135
Park Improvement fund	<u>5,996</u>
Adjusted total of Net Revenues	\$559,754

Divided by YTD debt service of \$217,322 = 2.06 DSCR (2.61 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 2.61 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 January 13, 2022. Jay will make sure to add Pumpstation #1 as an item of discussion. Jay confirmed to Ellen Jane Schulz that storm sewer guards is on the list of topics to discuss.

Residents should contact Carol-Joy or Jay for questions or input.

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

Jay mentioned that HOL and Matt are currently working with Wildcare's Hungry Owl group to review and update owl boxes at the Park. Owls can help mitigate the expansive population of rodents at the Park.

6. MVEST/Firewise Committee (John Hansen)

MVEST didn't meet in December, but a special meeting was held December 13 about Covid and the Park. John indicated Covid information and recommendations reflect those from Marin County's Health/Human Services (see their website).

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.

7. HOL (John Feld)

John Feld commented that HOL is following Matt's guidelines regarding masking in the Clubhouse, but that residents should try to avoid the Clubhouse, if possible.

HOL sponsors the Marin Valley Directory. A new Directory will be coming out soon.

8. MAR VAL

Matt indicated that masks are required in indoor public places. It is a Marin County mandate. To enter the Clubhouse, residents need to have received two vaccinations and the booster.

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

Matt mentioned there is nothing new to report. He is hoping the topic can be discussed at the next 2x2 meeting. John requested the agenda item be moved to a 2x2 topic.

E. OLD BUSINESS

No old business.

F. NEW BUSINESS

No new business.

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

February 1, 2022, 6 PM.
PAC Board Regular Meeting

H. ADJOURNMENT: 6:44 PM