

FINAL Meeting Minutes

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

Regular Meeting  
Tuesday, May 3, 2022  
6:00 PM

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

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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: (Absent)
- OTHER: 4 Residents via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast).

CALL TO ORDER: 6:00 PM

Jay Shelfer called the PAC Board meeting to order at 6:00 PM and introduced the monthly PAC Board meeting for MVMCC and asked Board members to introduce themselves.

A. APPROVAL OF FINAL AGENDA

John Hansen made a motion to approve the final agenda. The motion was seconded by Steve Plocher and opened for discussion.

John made a motion that the agenda be amended by changing the time for the next meeting from 12:00 p.m. to 12:30 p.m. and to approve the agenda with that amendment. Steve seconded the motion. Motion passed 5-0.

Jay inquired as to whether it would be more appropriate to conduct the PAC Board meeting on June 4th, rather than having 2 back to back meetings, the annual meeting on June 4th, then the monthly meeting on the regularly scheduled date of June 7th. Carol-Joy suggested that this item be discussed later as part of an appropriate agenda item. All agreed.

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

Steve reminded the attendees about protocol with respect to public comments. The public comments period is a time to speak your piece – “You don’t get to engage us in conversation”. The procedure for that is to contact a Board member directly for a private conversation about the issue, whereby a specific item or issue may be placed on the agenda for the next Board meeting. To summarize, this is a place to make your comments on specific items that are not on the agenda.

Public comments received at the meeting:

- Ellen Jane Schulz addressed traffic calming issues. She is in touch with a part-time city engineer. He stated that he had never heard of MVMCC, but that he would drive through the park and make his recommendations. However, Matt has not heard from him to date. Ellen Jane also expressed concerns about parking on our streets. She spoke to an officer who stated that if there is no signage, they do not enforce it. Ellen Jane is also concerned that there are street signs that are obscured by foliage and agreed to email Matt regarding this issue.

## C. CONSENT CALENDAR

1. Usually the Consent Calendar includes approving the minutes of the previous meeting. However, at this time, the Board has not yet received the minutes of the previous meeting. Carol-Joy recommended that if anyone is concerned about the content of that meeting, they may watch the video on the PAC website. Meanwhile, the Board is still awaiting those minutes and has been promised them “soon”.
2. Jay received an email from Matt with his report:
  - a. The ADA plan is ongoing for the clubhouse area.
  - b. Bids are being scheduled for repair and replacement of the roof and (perhaps) the solar panels and possibilities for the “micro-grid” on the roof, details of which are elaborated in detail in the April, 2022 Board meeting minutes.
  - c. As to tree work on the defensible space – downed trees and ridgeline work are scheduled, with talks ongoing.
  - d. Asphalt repair on city streets will be happening in the next month.
  - e. Cleaning and servicing of all the Park’s transformers is ongoing. This work was elaborated in detail in the April, 2022 Board meeting minutes. Jay recapped the prior outage and stated that by repairing the transformers we will eventually get ahead of this game.
  - f. Usage for the past month was 34,000 gallons; in the previous month, it was 39,000 gallons. So, it is 5,000 gallons less, that is, 11 or 12% less. We are doing a pretty good job watching our water usage here. These are March figures and it is reported on a 2 month cycle.

## D. REPORTS

### 1. PAC Treasurer Report (Steve Plocher)

Steve started by pointing out certain things for the benefit of those who may be new to the finance committee or who don't know our financial situation. First, Steve is not the accountant for MVMCC. Our management company handles the accounting tasks. They have a bookkeeper that posts the financial entries throughout the month and then prepares our financial statements. Steve reviews them after we get them and then gives the Board his comments.

Another issue is that our fiscal year starts on July 1st and ends on June 30th. Therefore, we are not operating on a calendar year. At this moment, after the end of April, we are 10 months into our fiscal year, which will end on June 30th.

The last point was that Steve's reports are always 2 months back due to the time it takes to receive the reports, make all the adjustments and review the payables and receivables and such. It takes a few weeks to perform these reviews, therefore, the best we can do is to report on, for example, at this meeting, the numbers for March, which is a few months back. This is always going to be the case.

The PAC petty cash bank account balance is still at \$2,725, as it had been last month and for several prior months. Steve noted that the PAC Board annual budget is a line item in the overall MVMCC budget. That budget is currently set at \$4,000 per year. Through the end of March, we had spent \$2,224. That is 9 months -  $\frac{3}{4}$  of our year, so we are under budget. We may want to see if there are any needs for which we are able to spend that money.

### 2. MVMCC Finance Committee Report (Steve Plocher):

The other position Steve holds is as head of the finance committee. One function of the finance committee is to report on the DSCR - Debt Service Coverage Ratio. It is currently at 1.96. The bank wants it to be 2.0 or higher. It is lower because Matt spent heavily on brush clearing and tree trimming earlier in the year. If we were to average those expenses, we would be at 2.10 right now. As we post through the end of the year, it will come up, so we will be fine.

The City will very likely pay off our mortgage. If that takes place, this discussion of the DSCR will go away. The purpose of tracking this number is strictly such that the mortgage bank will see our debt level as being a certain amount, so that they are comfortable with us having borrowed all that money.

Carol-Joy asked whether the remaining money in the PAC budget would roll over to the next fiscal year. Steve stated, no, we would have to "use it or lose it", although whatever money does not get spent on any line item in the MVMCC budget rolls into the reserves. In other words, that money does get saved.

John stated that there is one thing that may require spending of more money and that is the election. It will depend on what happens this year. If it is a “white ballot”, then that would mean the election committee costs will be less expensive.

Bill Davis thanked Steve for his expertise and expressed his appreciation for Steve’s service.

### 3. 2x2 Meetings Report (Carol-Joy Harris, Jay Shelfer)

Jay stated that this is a quarterly meeting between 2 members of the PAC Board and the City, with open discussion pertaining to any issues the MVMCC would wish to bring to the City and vice versa. Jay stated that if anyone would like to request agenda items for this meeting, the protocol is to contact either Carol-Joy or himself. At the next meeting there are a number of issues that will be discussed, so before that meeting, the PAC Board will post any general issues about which they will be talking.

Carol-Joy stated that thus far, there are no new issues that will be discussed in the upcoming meeting, since nobody has contacted her with any new issues. She said, of course, an ongoing concern is about getting clarification of “the rules”. She pointed out that this is something we push for every single time – our desire to “get us those rules”. We are doing as much as we can. Our job at this point is just to “nag”.

Jay stated that the purpose of the meeting is also to discuss various items, such as the work on defensible space around the homes. Considering the worsening fire danger, this is becoming more and more of an issue. We are going to be able to talk with them about our interest in putting solar on the roof or in other areas of the park, so we would be able to rely less on PG&E. We also must make them aware of the fact that the infrastructure work that needs to be done should be done in a timely fashion. We work on an ongoing basis with Matt to bring those issues to the City Council, as and when it is appropriate. We also do so at the meetings the City Council holds on a quarterly basis, and that is what we will continue to do.

Ellen Jane stated that she has an issue that is a “clear and present danger” to her in that the home adjacent to her property is empty and is on the market, but it has “all these weeds” and trees that are up against her home and fence. Matt stated that it is a feature of privacy for the owner of that adjacent home. Ellen Jane expressed concern that the plantings include Acacias, a non-native tree which is already banned in other areas of Marin. Also, Ellen Jane had helped put up the fence, but the prior owner had planted French Broom and other problematic plantings next to it. She feels she is not being heard in the matter of these concerns, in that she is being told that there is nothing that can be done about the other person’s property. She stated she would “just keep harping on it”.

### 4. Project Planning Report (John Hansen, Jay Shelfer)

John referred to Matt’s email pertaining to the fact that we are currently looking at re-roofing. There are various caveats in this regard. There are different approaches to the

HVAC and solar. All these things have an impact on the roof. The project planning for these areas is ongoing.

There is also a project about defensible space. There is a hand crew coming in for weeding, which will happen after the goats come in. Then there will be regular tree work by Marin Tree. There are 2 different tree management groups that will come in. The solar will impact the clubhouse, the main switch and maintenance work on all the other switches in the park. An assessment has shown that many of those switches are in pretty bad shape. They have “fried” spiders, lizards, etc. and cobwebs and dirt. Those switches can be \$50,000 to clean, but it would be \$100,000 if they were to fail and another \$100,000 if a generator were to have to be brought in. Therefore, the City has decided that yes, we should go ahead and do the cleaning and maintenance. With the cleaning and maintenance, that would come with a 2 year warranty, but Steve thinks that might mean, in actuality, that there would be a 5 year cycle on the maintenance.

The resurfacing work on Marin Valley Drive will also have a positive effect, especially given that there are currently some pretty bumpy spots on that road.

Jay stated that as an enterprise of the City of Novato, we are required to meet certain ADA requirements. We are pretty knowledgeable as to what these requirements will entail, and we have been working piecemeal on them. He pointed out that Matt had suggested and we concurred that we have to bring it up at the 2x2 meeting so that the work would be completed in a timely fashion and that we would also be absolved of any litigation that may come down due to people complaining that we are not doing the ADA work, given that we are a public facility. Although we have been on it, we need to be on it more and need to bring it up at the 2x2 and to the City staff when we meet with them.

Jay concluded that his reporting here also covers what was discussed with Matt earlier that day and then called for Board and residents’ comments:

- Carol-Joy asked whether the resurfacing would also include repainting of the places where, for example, the word “Stop” is painted onto the pavement. She pointed out that some of this prior painting work has completely faded and that people can use that as an excuse to disregard such intended directives. Jay responded that the resurfacing is done by a contractor who performs this particular type of work. Repainting may be something that Public Works would do, or MVMCC might be involved in hiring an outside contractor. Jay concluded that this is a good point and this consideration should be mentioned to Matt.
- Jay stated that the stop signs should also be addressed, for example, to clear obstructing bushes.
- Carol-Joy recommended that all this work be considered as part of one overall project - the resurfacing, repainting and getting the signage areas cleaned up.
- Anila Manning brought up that a few years ago there was talk of an elevator for the clubhouse, which would cost around \$100,000 as per ADA requirements. Jay stated we are still looking at it and have planned for it and have funds budgeted for it. This planning is very helpful in the event of a potential lawsuit. Fortunately,

we are not on the radar for such types of people, but John, Matt and Jay are working toward solidifying these plans.

Steve pointed out that there are lawyers around the state that go around looking for “people like us” and find a plaintiff and bring a suit such that they make a lot of attorney fees. Carol-Joy pointed out that as a court reporter, she participated in such cases and stated that they don’t even have to find a plaintiff, they can just sue. This matter is on the agenda for the next 2x2. Carol-Joy stated we have been discussing ADA for years, so the idea is that we must have a definitive plan. Even if it is years out, it allows us to say, “here is our definitive plan”.

- Commented further on the street signs and stop signs and Scenic Drive and Meadow View signs. Coming into the park, they can’t be seen, whereas coming out of the park they can be seen. It would be nice to address these.

#### 5. MVEST/Firewise Committee (John Hansen)

John reported that this committee meets every Monday at 5 p.m. Other sub-committees meet at various times as well.

There is the evacuation drill coming up and there have been 3 announcements in the ECHO pertaining to this drill, with another small article to come out just prior to the event. John referred to the objective being to ensure that in the event of a real evacuation, there is what he refers to as a “zen bugout”, i.e., how we carefully and cautiously leave the park, even under dire circumstances. To this end, the aforementioned event is an opportunity for an evacuation “dress rehearsal”. This will be followed up with a pizza party at the clubhouse. You will go down the hill to the turnaround to get a meal ticket, then go back to the pizza party, just before the annual PAC meeting.

Kevin Mulvany has been going around the park and looking for illegal campers and anything else that may pose a threat toward us in terms of fire safety or anything else.

The committee is also working with Fire Safe Marin and participating in a program called Ember Stomp. This event will be held on May 28th from 11 a.m. – 5 p.m. at the Marin Civic Center. It will be a family oriented and “info-tainment” event. MVEST is working with Fire Safe Marin to put on this event.

A Mobile Home Wildfire Safety segment is on the Fire Safe Marin website and there is a brochure in progress, which will be available at the front counter in 2 or 3 weeks. It is a good read on fire safety and fire safety tips within the home.

The committee is also working with Matt to maintain the park perimeter and to expand that in working with the Fire District over the next few years and the Marin Wildfire Prevention Authority supplies the funding.

With regard to next steps in fire hardening our homes and the upcoming defensible space work, we are working with HOL and the fire district, especially with regard to that 5' perimeter around the homes.

The committee is still working with the assessment which will include the mitigation costs, keeping in mind that such costs can be hugely amplified in the event of a disaster.

#### 6. HOL (John Feld)

John Feld is out of town, but Erma Wheatley commented that Breezeway Market is coming to town next Saturday. Also, the drum circle is coming.

A friend of the park is offering an "Inner Archetype" event. On May 15, from 10 a.m. -12 p.m. there will be an installation of a new gallery, so everyone who wants to participate should let Susie Lahr know or should alternatively bring it by on that day between 10 a.m. and 12 p.m. May 22<sup>nd</sup> will be the "World Premier" of Nightjet Mystery Theatre from 7-9 PM. Don't miss it; there are a lot of residents who have been practicing for weeks and months on this and it should be enlightening.

The Circle of Friends is meeting on the 24<sup>th</sup> of May and "Bark in the Park" will be on the 28<sup>th</sup>, just before everyone leaves from here to go to Ember Stomp at the Civic Center.

Jay offered to pass on an email to John and Erma that he had received from Eric Lucan representing the City Council of Novato and noted that Eric is currently running for Supervisor of the County. Eric had forwarded an email to Jay, which he had received from the California Alliance of Retired Americans (CARA). They are proposing to present a fraud seminar here at MVMCC for fraud that is perpetrated against Senior Citizens. If HOL wanted to follow up on this, it will be an opportunity to see what kind of shenanigans are perpetrated against senior citizens. He appreciates that Eric thought of us and shared CARA's plans for this seminar. Jay will give the information to John and Erma tomorrow.

Erma stated we had something like that last year, but that one was held by the County and the District Attorney had something for us. "The more the merrier", because we are a target group, for sure.

#### 7. MAR VAL

Vicki reported on behalf of Kathleen Darby. Cinco de Mayo will be celebrated this Friday, May 6<sup>th</sup> for a Mexican meal. Reservations are required. Memorial Day celebration is on Monday, May 30<sup>th</sup>. This is a very popular event, as it is our first outdoor event, weather permitting. So please get your reservations in early.

#### 8. ELECTION COMMITTEE (Steve Plocher)

The election schedule is in the ECHO on page 2. The nominations are open between May 8<sup>th</sup> and May 14<sup>th</sup> if someone wishes to run for the PAC Board. Three seats are open and all three members are re-running. If nobody else decides to run, then there will not be an election because those three candidates win on what we call a “white ballot”. Should someone else decide to run and we have four candidates, then we will have an election.

We have an election committee chairman and that will be Timo Navsky, she is on board to perform that function and will be contacting all the election committee members if it is warranted by virtue of other nominees.

A few months ago, Steve touched base with past election committee members and most of them were on board. He is also conferring with Matt. So although there may not be an election, it is necessary to establish the election committee because it would be too tight, timing wise, to wait until we know if there will or will not be an election, in the event that the election committee were not already in place by the time that factor is known.

Carol-Joy wondered if there is something that the three current Board members who are up for re-election need to do in preparation for the election. Steve replied that on the 14th, we will know if there are any additional candidates. If not, there is nothing for the Board members to do. If there are one or more additional candidates, Steve will just need a blurb from each of the candidates about themselves.

#### E. OLD BUSINESS

There is no old business on the agenda.

#### F. NEW BUSINESS

There is no new business on the agenda.

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

The annual meeting time has been changed to 12:30 p.m. The question as to whether we will be holding the regular PAC Board meeting the next Tuesday was revisited as part of this agenda item.

John stated at the annual meeting, we never have a quorum present, although is a meeting for all the residents. PAC always puts on the meeting and a few residents show up. The annual meeting requirement, as to when it must be held, is in the bylaws and that has been established as the first Saturday in June. Carol-Joy stated that we must have an annual meeting on the date associated with the first Saturday in June. In 2021 we had the PAC Board regular meeting on Tuesday, June 1<sup>st</sup> and the annual meeting on Saturday, June 5<sup>th</sup> – four days later. There were only three other MVMCC residents present at the annual meeting, besides the Board. As usual, we conducted our regular business - reports, old business, new business, etc. at the regular monthly meeting, rather than at the annual meeting.



Carol-Joy stated that in prior years the annual meeting would typically be attended by 30 or 40 members. The primary focus of that meeting was to seat the incoming Board members and conduct the election of officers. Therefore, this year, we could seat the Board members on Saturday, June 4<sup>th</sup>. Also noted was that there are those who watch meetings on Cable and may want to do so for the next Tuesday.

Carol-Joy moved that we hold an abbreviated meeting on Saturday, June 4<sup>th</sup> as our annual meeting and that the purpose would be to seat the new Board and to conduct the election of officers, and then that we hold the regular PAC Board meeting the following Tuesday. Steve seconded the motion.

Anila suggested that this may be a good opportunity to explain what the PAC Board is and for the board members and officers to talk about who they are, what they do, have accomplished, etc. because there are many new members who have come in during the pandemic. It was discussed that if it is not a white ballot, this scenario would preempt such an approach. Also, there is the monthly President's report in the ECHO, which explains what PAC does. Finally, the Board members always introduce themselves before each Board meeting. This is a fairly new protocol, therefore, it was suggested that although this was a good idea overall, the intent is already covered elsewhere in our publications and proceedings.

After no further discussion, the motion to finalize the dates of the 2022 annual meeting and the June 2022 regular monthly meeting passed 5-0, and are set as follows:

Saturday, June 4, 2022 at 12:30 p.m.  
PAC Board Annual Meeting

Tuesday June 7, 2022 at 6 p.m.  
PAC Board Regular Board Meeting

#### H. ADJOURNMENT:

The meeting adjourned at 6:57 PM

Respectfully submitted,  
Terri Beausejour  
Recording Secretary