

FINAL Meeting Minutes

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

Regular Meeting
Tuesday, June 7, 2022
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: Terri Beausejour (attended via Zoom audio)
- OTHER: 5 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. He introduced the monthly PAC Board meeting for MVMCC and welcomed residents and interested bystanders.

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. With no discussion, the final agenda was approved, 5-0.

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

Ellen Jane Schultz stated she has a concern regarding a neighbor related safety issue, but that she wasn't sure if this is the right forum in which to address it, so the issue was tabled.

C. CONSENT CALENDAR

1. Jay called for approval of the May minutes. John Hansen moved for approval and Vicki seconded the motion. Carol-Joy commented that there were some corrections to address first. The Recording Secretary had made a global correction of Ellen Jane's name and somehow, rather than it having been replaced, it was instead deleted. Carol-Joy pointed out each place that this had occurred. In addition, on page 6, the word "weeks" had been omitted and on page 7, just before the MARVAL report, the name Erma was misspelled. Carol-Joy moved that the minutes be approved with the specified corrections. The motion was approved 5-0.

D. REPORTS

1. General Manager Report (Matt Greenberg)

We have started our defensible space work. We have the majority of the interior common areas cut and cleaned of all dry material, along with the entrance to the club from the front pillars, all the way in on both sides of the street. We generally get about 30' of clearance back there and they have done a good job. Tomorrow they will be starting down below Club View and we will get about 100' out there. After that it will continue to the perimeter, up against the fences. We are removing all poison oak and dry material. Matt is glad we got a little bit of rain, but the goats came early this year, so he still needs to determine how far back the grass still needs to be cut, because some of the grass has already grown back.

Jay asked whether after the cutting on Club View, the cut grass will be picked up or whether it will remain in place. Matt confirmed it will be picked up if directly behind residents' homes and behind the fences, but that beyond this, it will remain in place as it dries up fairly quickly. He stated it is a pretty big job to pick it all up. John stated that the hazard of the dry grass is the flame height and that the flame height is a function of the fuel height, so when the fuel height is under 4", then the flame height is also very low, so the standard practice is to cut the grass and leave it in place, given that, once cut, the grass height is very low.

Matt has started with some building maintenance on the clubhouse. The woodpeckers have been active, therefore, we are both repairing and repainting where there is faded paint. The east side of the building has holes in the siding, for example. We will be repainting the entrance to the ballroom. The peeling doors and the railing above the stairway that leads down to the billiard room is going to be cleaned and painted as well.

We are doing prep today for the electrical maintenance that will happen tomorrow. Matt has notified everyone and has made several robocalls to alert everyone that the power will be shut down while the transformers and main switch station are having quite a bit of work done. There are 2 companies that will address certain issues at the same time. One is specifically for electrical oil service. The other will be replacing the majority of all of

the ground rods, ground wire, bolts, plugs, etc. so we can prepare to provide reliable power throughout the summer in case of brown-outs in Lucas Valley and such.

Matt had a meeting today with Wilhelm Tree Service who he will be hiring to do 100' defensible space. We will have enough money for 2 separate areas this year. All downed material and poison oak will be addressed. They will leave some small stands of brush in order to support quail, turkeys and other birds and wildlife. All limbs of tress will be raised to 13' above grade. There are literally hundreds of downed limbs from oak trees. It is a big outfit and they will have several 12 hand teams working at the same time. It will start around the 20th of this month or possibly the 1st of July depending on schedules. John asked Matt to ensure that at least a couple of the bare snags up on the hill are left for the owls. Matt concurred.

It is the beginning of the season where he gets a lot of work done. He did fix a water leak. It was something that had already been scheduled, as had been discussed at the last meeting. Our last water reading was on May 19th and was at 37,800 gallons per day. This is still below what it was a year ago, when it was more like 45,000 gallons per day. He attributes the approximately 7,000 gallons less of water usage to the fact that residents using more micro-irrigation as well as that several leaks have been repaired, such that they are no longer running 24 hours per day. There are yet more leaks to address.

John mentioned that the crew that did the clearing along Marin Valley Drive at the park entrance did a stellar job and that it looks excellent. Matt stated that he had asked them to be specifically attentive to this entrance that everyone sees when they first drive in.

Steve commended Matt for his work on the water and that his persistence is appreciated. Matt stated that it will be ongoing, but that a lot of the previously wet gutters are now dry. The leaks are hard to find but we continue working on it.

Peggy Hill, long-time resident and past PAC Board member, commented that she is wondering about residents' homes where tall grasses and weeds are growing. She estimated that this is probably the case with about 1/5 of the homes. She expressed concern that the yard maintenance fund just can't take care of it all. Is it possible to request that neighbors take responsibility for their own yard maintenance or perhaps impose liens on them because neat and clean homes are more fire-safe? Matt stated that in the case of some of the yards that are in plain sight, that he is aware of, he is going to just have them cut. It really is a resident responsibility, but some of the residents are infirm or very low income. So, Matt will just have his guys come in and clean them up and just call it good. Some of the yards are big or are steep. Although some of the residents probably could do it, it is hard. So certain ones he has in mind will be cleaned soon.

John stated that with labor costs and such, it does fall downward within some people's priorities. Jay asked if there was any liability as to going to lease holders' properties. Matt reassured the Board that all of the companies we use are insured and that we are indemnified and called out as additional insured. He can also give a 14 day notice to

residents on the rental lots that they must clean their respective areas, otherwise, we could have the work done and potentially charge them back for it. But, for most residents that are either infirm or low income, it doesn't make sense to bill them \$100 or so and potentially have to go after them in court and such for such a small amount.

Jay asked if we need to have their permission or can we just go ahead and do it. Matt stated that for most of the people that have yards that need help, he talks with them yearly, but in some cases, they just won't do it for one reason or another, so we can either leave them and not do it, or just do it. Then there are those that are on a street corner, or a large or steep area that is nothing but grass. Matt's feeling is that we have a crew of 5 guys working full time and they can do this quite quickly. John is glad he is doing this because it is his view that there is an existential liability for not doing it. Matt agreed. He stated that there could be a cigarette butt, for example, and the home burns and then burns a house above and such and we could have spent a small amount of money and prevented such a scenario from occurring.

2. PAC Treasurer Report (Steve Plocher)

The PAC petty cash bank account balance is still at \$2,725, as it had been last month and for several prior months. This money is there just in case we need to spend a little money when Matt is not available. He noted that we rarely spend this money.

The PAC Board annual budget is \$4,000 per year, which Matt does manage, and of which we have thus far spent \$2,625. So, it looks like we probably won't spend the entirety of that budget this year, especially since we did not have to spend money for an election.

We are an enterprise entity (he forgets the exact name), but it means that we are a separate account of the city. So, anything we don't spend does not go back to the city. Instead it goes into our reserves. If we don't spend it, we save it, so we don't need to spend the maximum of every line item and he is comfortable with that.

2. MVMCC Finance Committee Report (Steve Plocher):

The DSCR (Debt Service Coverage Ratio) is currently at 1.97, just short of 2.0. Once again, that is because our spending on tree trimming and brush removal was skewed toward the beginning of the year. If we spread that out evenly, our DSCR will be at about 2.06. Furthermore, it is still Steve's understanding that the city will be using our reserves to pay off the bank loan, thus the DSCR will not be a factor in the future, since it is strictly a requirement of the lender.

John asked if there was any indication or calendar objective date for actually paying off the loan. Jay stated that the conversations he has had with the city staff has revealed that after the budget is approved, they will be going on to the process of retiring the current debt. At the last 2x2 meeting they were asked if there would be any pre-payment penalties. We will likely have an answer to this at the June 20th 2x2 meeting. Jay doesn't foresee any problems.

Steve doesn't think there are any problems either, but he has a copy of the loan agreement and will double check to see if there is any pre-payment penalty.

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

Jay stated that he will be attending the 2x2 meeting along with Carol-Joy and Matt on June 20th. If anyone has additional items that need to be discussed, please contact Carol-Joy or himself so that they may be added to the agenda. There are already many items that are to be discussed. Jay reminded us that this is an unrecorded, "free-wheeling" meeting, where both "sides" if you want to view it that way, have a freedom of expression and we can put things out there and they can do so likewise. Please contact Carol-Joy or Jay for any pertinent items you would like to see addressed.

The approval of the budget is going to finally occur, according to a flyer the City of Novato sent to us. The public hearing for the budget will be on June 14th at City Hall and we can attend, either in person or via Zoom. Any additions or changes will finally be approved on June 28th. Jay is assuming they are proposing there will be no rent increase. If any Board member or resident has comments, it would be helpful to present ourselves at those meetings. Jay's feeling is that we have looked at the budget quite extensively and would tend to approve it without a rent increase and also to pay off the bank loan, which will save us quite a bit of money and will hopefully obviate any future needs for rent increases. Jay hopes that at least a few residents or Board members would show up at that meeting to express their points of view.

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

John stated that he is concerned about our infrastructure and that things are happening very much faster than our plan has evolved. He is just looking at the trend of things, e.g. global warming, droughts, fire and other things that are risks with vandals and so forth. Some things he has in mind are moving forward on the ADA project, getting those projects behind us and removing those potential liabilities associated with not having proper plans in place.

We need to take a hard look at our electric service. Looking at the future, for example, electric vehicles and electrification of peoples' homes. We are thinking about electric water heaters, etc. John feels that our electrical needs will eventually be about 3 times what they are now. Since electrical costs are not likely to go down, he would like to consider solar for the entire community, not just the clubhouse. Either grid addition solar, or ideally, we could implement a micro-grid. We could do this with our own funding and possibly via grant funding.

Right now there are a number of communities and neighborhoods throughout the county that are doing reach codes, which may move things along in terms of electrification and addressing global warming related issues.

With respect to water, we are basically 2 decades into a drought, with mandates to improve or increase housing dramatically, throughout Marin County, without real plans for increasing our water supply. John would like to investigate the possibility of drilling a well as an emergency water source here. He would also like to look into recycled wastewater for watering yards and lawns – for everything but bathing and drinking. He would also like to look into the prospect of building a community garden. The objective here is future proofing our infrastructure. We will be spending millions, so he wants to be forward looking in the planning and “pay it forward” to future generations.

Jay stated that the appropriate forum for these topics would be at the 2x2 meeting. After we pay off the loan and even with our current rent program, we will save quite a bit of money each year and will have the funds available for these projects. The City and Staff realize is that this is not a for-profit organization and under the laws of California, all funds within an enterprise are to be used for the maintenance and development of that enterprise, thus we have good ammunition, such that we are able to go to them and explain to them what our needs are and how we need to plan to go forward.

The fact that it is a not for profit opens a big doorway. If we were a for profit organization, they would want 10-15% per year profit on their invested capital. However, since this is a non-profit and an enterprise, those funds have been accumulating, which enables us to pay off the loan that we used to purchase the park. Now these funds can be used to further upgrade our infrastructure as well as to do a better job in maintaining it. Also we can take into account all of the events we had not anticipated 5-10 years ago. With respect to the drought, over-population and security risks, all of this needs to be looked at and planned for. We will be bringing this to the City via the 2x2 along with ADA and these various other projects. Please contact John and Jay if interested in participating.

5. MVEST/Firewise Committee (John Hansen)

John wished to say a bit around the issue of ongoing Covid activity, in that there seems to be a significant amount of Covid fatigue and complacency. The main thing is that we are the most vulnerable demographic. People over 65 both get and die from Covid frequently. In the county, Covid infections have somewhat leveled off, but they are still with us and there are new variants coming all the time. This is no time to be complacent. We need to continue our due diligence on protecting ourselves.

The other issue is long-haulers Covid. There is an alarmingly high fraction, around 25%, who get the “long Covid”, which can cause permanent damage to the heart, lungs, kidneys, liver and occasionally some other organs as well. We need to stay on top of this and to avoid it as much as possible. Marin County is not looking toward reinforcing nor reinstating the mandates any time soon; they are looking to the State guidelines. John suggests and strongly encourages everyone to maintain their vigilance. Get your vaccinations, wear your masks in public and maintain your social distance.

Jay asked about under reporting due to home tests, etc. It appears that people are not reporting results, that they are instead hunkering down for a few days, etc. There is a lot of lacking in due diligence by many people. This is not a time to sit idly by. According to Jay, Covid is not going away. New strains are still coming and the virus is mutating. It continues to be a dangerous time due to these mutants. People want to get their lives back, however, this community demographic is at risk. Again, Zoom meetings, masks and social distancing are still important.

John reported that 20% of the park residents participated in the evacuation exercise. Most of those had their go bags and were well prepared. The bad news is that 80% did not participate, either due to being away or for other reasons. John feels that this high percentage of residents who are not prepared is a huge hazard in and of itself. In the event of fire, if we are ready to evacuate and we have our go bag together and we have exercised it, then the biggest risk is the fire or emergency itself. If we don't prepare and the evacuation is not well organized, the evacuation itself becomes a hazard.

There have been some recent evacuations. For example, yesterday in San Rafael, last week in Napa and last year in Marinwood. We are very likely to have an evacuation going forward - if not this year, then in the years to follow. John is a bit put off by those who did not participate, but hopefully we can salvage this situation with the evacuation and keep the park safe.

There is a planned power outage tomorrow from 8 a.m. -5 p.m. and MVEST has a protocol that we just updated for power-outages. We will exercise that tomorrow. The clubhouse will open at 8 a.m. and we will also be putting out power strips and putting out the message board. Just come to the door and look in to gather the latest information. If the power doesn't come back on by 5 p.m., they will stay open for as long as need be.

Anila Manning commented that another robocall from MVEST could inform people that the clubhouse will be open and such. John stated this is an independent living community, but that people should also do their own due diligence - read the ECHO, listen to the robocalls and be that independent person, to the extent that they have the wherewithal. Anila asked how people would know that the clubhouse is open, for example. This is a public meeting, open to everyone. MVEST meets every Monday. HOL meets every first Wednesday and PAC meets every first Tuesday. Right now, there are around 15 people in this meeting. That is real complacency in the community to have so few residents interested in what is happening in their own back yards.

Vicki Waddell asked if there is anyone who has had an emergency and has lived to tell about it, who has a go bag and such. Her friend was prepared but had a terrible time. Fire Safe Marin's website contains numerous reports by those who were prepared as well as those who were not. These are people from Coffee Park, Paradise and elsewhere that were caught in a blaze. There are many of us, hundreds unfortunately, who are not here to explain what went wrong. Vicki suggested we get some of those reports into our ECHO. John suggested we could put up a summary of those stories. Anila suggested some verbiage "Hey guys, here is some information, you can draw your own conclusions".

Ellen Jane suggested perhaps we don't need another robocall and John stated that one would be surprised how many people will show up at the clubhouse anyway. Matt confirmed he would be there and that the air conditioning will be on and the ice machine will be running, etc.

Joseph DeAvila stated that with power outages, it generally takes about 2 hours before Comcast would go out. He questioned what would be the expected outage for wi-fi or any other communication systems. He is also concerned about CPAP machines, telephone service in case of a needed call to a hospital, etc. John replied that he doesn't think Comcast will be affected by this. This is a park-wide situation, so he doesn't think it would apply to Verizon or Comcast. Joseph stated that if Comcast is remotely online, they are supplying a link to the network via coaxial cable, but he stated the last time the power went out, Comcast went down about 2 hours later. Some residents have a direct AT&T link, but many do not. The clubhouse facility doesn't help a person who falls down and has an emergency response system that is connected to wi-fi, for example. We are all aware we are going to possibly be out from 8 a.m. – 5 p.m.

Vicki suggested she had recently learned that it is better to call (415) 897-4361 for local police help, rather than 911. Joseph feels residents should be better informed about all of this type of information.

John Feld stated that this information has been in the ECHO twice. Carol-Joy asked Joseph what he would like to do about it. He would like some response back from all residents as to whether they have that information, whether they read it in the ECHO, but he stated he did not even get an agenda about this meeting. Erma stated that all the information is already online, but that she would update the particular information about the clubhouse and ice, etc. Joseph is still concerned about telecommunication and emergencies for anyone that doesn't know or can't get to the clubhouse. Ellen Jane suggested one can go to marinvalley.net and see the meeting information and possibly the agenda and the agenda is at the clubhouse as well. Vicki reiterated (415) 897-4361 is our local Novato Police team – it is listed in our directory as local police non-emergency.

7. MAR VAL

No report today.

8. HOL (John Feld)

Several things have happened with HOL. The HOL Secretary has just resigned for health and travel reasons. We have a new Secretary named Anne Lakota and a new Board member, who is Michale Dancer. We were going to have an election because Michale wanted to join, however, Kamala decided to leave at the same time, so we did not need an election. There were no other candidates.

We have had some successful events. Bark in the Park just happened recently. The dump run is going to happen on July 30th and that will be in the ECHO. There is a dump run

every so often. We have also arranged for electronic recycling. They will come to your house and take it to the center in Bel Marin Keys. Otherwise, everything is going smoothly and nothing untoward is happening.

Ellen Jane mentioned that she had picked up one of the flyers in the boutique about the free e-waste pickups on Thursday for Novato residents and generally pointed out that park residents are serviced by Marin Sanitary Service.

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)

Tuesday, July 5, 2022 at 6 p.m.
PAC Board Annual Meeting

H. ADJOURNMENT:

The meeting was adjourned at approximately 6:05 PM

Respectfully submitted,

Terri Beausejour
Recording Secretary