

FINAL Meeting Minutes

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

Regular Meeting  
Tuesday, November 1, 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: Jay Shelfer (President), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer and Chairman of the Finance Committee), Vicki Waddell (At Large)
- PARK GENERAL MANAGER: Matt Greenberg
- RECORDING SECRETARY: Terri Beauséjour
- OTHER: 1 resident via Zoom. Additional attendees through Comcast Cable Channel 26 (live broadcast)

CALL TO ORDER

Jay Shelfer called the PAC Board meeting to order at 6:00 P.M. He introduced the monthly PAC Board meeting for MVMCC and welcomed residents and interested bystanders. Jay then introduced the PAC Board members and also noted that Vicki Waddell is not only our Member At Large, but that she is also our playwright.

A. APPROVAL OF FINAL AGENDA

Jay called for approval of the final agenda, and Carol-Joy so moved. The motion was seconded by John Hansen, and the floor was opened for comments.

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

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

Jay explained that this portion of the meeting is devoted to public comments; therefore, if any resident or even the general public would like to make a comment, three minutes are allowed for their voices to be heard. Any information or any important factors will help determine whether the item or issue would be included on a future agenda or what actions might be undertaken in the future.

Ellen Jane offered the following comments:

1. She stated that she presumed that the Recording Secretary, Terri Beauséjour, was not on the call, but assumed that she would hear her comments on the video, as relates to the recording of the minutes. She stated that she “wants to give an extreme thank you to her because I have never seen my comments recorded so accurately and with the whole flavor of the way I spoke. So a tremendous thank you. I mean, historically, that has not been the case. So wow!”
2. The last couple of times she went into the clubhouse, both thermostats were set below 70 degrees in the Fireside Room and the library and were turned off completely in the ballroom. “So hooray, somebody is getting the message. So thank you!”

## C. CONSENT CALENDAR

Jay called for approval of the minutes of the October 4<sup>th</sup> meeting. Carol-Joy moved to approve the minutes of the October 4<sup>th</sup> meeting as submitted. John seconded the motion.

Jay called for comments. Seeing none, he called for a vote. Approved 5-0.

## D. REPORTS

### 1. General Manager Report (Matt Greenberg)

Jay stated that Matt is out on medical leave for the moment. He had a medical procedure and is recovering as expected. We are hopeful that he will be able to return soon to Marin Valley Mobile Country Club. He is working from home and answering phone calls, texts, and emails. So if there is any emergency, please contact Matt via his email. He will also receive messages through the switchboard.

Jay conveyed that Matt did point out a few notable items:

1. The contractors have finished one of the retaining walls.
2. Currently the staff is working on trimming all of the bushes in the Park, in the gutters and around the street signs.
3. In preparation for winter, they are working on cleaning out all of the ditches and the storm drains. Hopefully, when it rains, the water will end up in the field down behind Club View rather than in our homes.

Jay called for questions and comments. John asked if there is any update on the pump station. Jay stated that we had heard from Chris Blunk that what they were hoping to do was to get an auxiliary pump alongside the pump station so that in the event of a failure, this second pump would be able to pick up the load. Once all the materials are on hand and when the weather permits, overall work would begin on the existing pump station. The auxiliary pump will remain in place until the new pump is fully installed. They do not want to start digging and removing equipment if it is muddy and not very stable. The procedure on the first pump station was that they put in an auxiliary pump to function while they pulled out the old one and put in the new one. Evidently, in this case they are planning to put in that auxiliary pump earlier, before they actually start the work. This will give us a backup to that pump station. When that will start, Jay is not sure. He has calls in to Chris Blunk and the staff that oversee this area, and he is expecting a reply and stated that he would let the Board know as soon as that occurs.

John stated that it is his understanding that they have had quite a problem over the last while in receiving parts and getting their materials together. There still may be a scramble in that respect as well.

Jay stated that he believes one of the major factors right now, according to the engineering staff, is that they don't really want to start until the rainy season ends. In the meantime, they want to provide assurance by way of installing that auxiliary pump first, and then tackle the existing pump once the weather is clear.

Carol-Joy interjected a question as to whether that would increase the projected costs and noted that we did have a grant from the federal government for that project. Is the auxiliary pump installation going to increase that? Jay replied that part of the contract would be to put that auxiliary pump in place while the work is being done because they have to have that auxiliary pump actually functioning while they take out the old pump station and install the new one. So it is essentially the same thing as they did on the first pump station, but they are beginning it early by putting in that auxiliary pump first. Therefore, in Jay's view, that should be covered by the federal grant.

## 2. PAC Treasurer Report (Steve Plocher)

Steve began by saying a few words for those who might be new to the Park and don't know how everything works. First, Steve is not a treasurer for the Park. That is handled by Matt and the management company and the City of Novato. They do all of the bill paying and money handling and bookkeeping. Steve is simply a commentator, once a month, on where he believes things stand as far as budgets and such. He had training in this area and that is his profession, so that is his role on the PAC Board, but he does not prepare all of the numbers.

The PAC petty cash bank account balance is at \$2,453. We rarely use that, but actually he wrote two checks in September to reimburse Anila Manning for some internet payments that we make. Prior to that, he made a payment a year ago to her for the same thing. These are small payments -- \$120 or so. Not a lot of activity there. Most of the PAC

Board expenses get paid by Matt through the Park accounts. We have a budget of \$4,000 for our fiscal year, which goes from July 1<sup>st</sup> to the next June 30<sup>th</sup>. At this moment, we have spent \$1,000 of our \$4,000 budget, so we are right on track as far as the portion of the year is concerned. Nothing big is going on there.

3. MVMCC Finance Committee Report (Steve Plocher)

Steve explained that he is the Chairman of the Finance Committee and here is where he analyzes the financials for the Park. Most people are concerned with the DSCR (Debt Service Coverage Ratio) calculation, which has to do with our profit as compared to our debt service. The only real time that is important is at the end of our year. Quite often, we spend a lot of money on tree trimming, brush removal and tree removal, especially in the most recent years because of fire prevention and preparing for possible fire. That is true this year as well. We spent a lot of money in June, July, August, and September. This does distort our budget, so our DSCR according to our financials right now is only at 0.91, the way he calculates it. We like it to be over 2.0 by the end of the year, and it very likely will be, because Matt and the City work very carefully to put that budget together to ensure that it will be above 2.0. They follow it throughout the year, and take this factor into consideration whenever making decisions about spending money.

As of this date on brush trimming and fire abatement, we would have spent \$67,000 per the budget. However, we have actually spent \$263,000. That will be moderated throughout the winter months, when we don't spend money on such items for the most part. So that should all come out just fine as we move into the latter part of the fiscal year.

Jay called for questions. John ventured to modify Steve's preamble a bit, in that John expressed that Steve is not just a "fly on the wall with a calculator." Steve has made a significant difference in the past, in helping the City see the "fallacy in their ways" in calculating the DSCR and has probably saved us a rent increase in one or more years. John wished to acknowledge Steve on that and to let people know that Steve is there keeping an eye on things, watching what's happening. It is a very important role.

Vicki added that she thinks it is great that Steve takes the time to explain these things for the benefit of those who are not used to reading such analyses and thanked him for doing so, especially for the new residents. It is much appreciated.

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

Jay reported that Carol-Joy and he had attended the 2x2 meeting with the City. As reported earlier, Chris Blunk is working with us to keep us informed as to what is going on with the new pump station. Jay will keep his eye on it and report further. He stated his hope that we would see some action there before the next meeting.

Carol-Joy added that we did hear back from Chris Blunk about a subject that had been brought up a year ago or so and noted that, yes, these things can take time with respect to

the City. This was regarding the possible use by Park residents to go in and out of the Park where we abut with Bay Vista, which is part of Meadow Park. Chris had said that he would research the possibility. That research did get done. He got back to us stating that there is no easement, so basically, no, we cannot do that. The idea had been that we would be able to go in and out of the Park if people wanted to walk or ride their bikes in an area that is more level. Then we would not have to climb the big hill in and out of the Park at the main entrance/exit. However, the answer is no, we can't, since we don't have an easement.

John followed up with a corollary to this issue, that it is not just about people going in and out of the Park there, but there are issues of maintenance of the roadway and the area there as an emergency or secondary evacuation route. If we don't have an easement through there, then there is apparently nobody available nor supposed to be maintaining that access point. Access roads like that are supposed to be maintained by the Fire District. Therefore, as a next step, we should reach out to the Fire District and ask them about how we are to go about maintaining the vegetation on either side of that road. The big issue, as far as he is concerned, is that at the time of the one big fire we had on September 30, 2016, we were unable to use that as an evacuation route because the fire was sweeping over the road, which is exactly why we need to clear out to at least 10 feet, and usually it is more like 30 feet, along either side of that evacuation route. John committed to getting together with Bill Davis to see how we should approach the Fire District on resolving that. Carol-Joy clarified that her husband, Bill Davis, is on the Board of Directors of the Fire District.

Jay offered another corollary, stating that when Chris Blunk explained the easement issue to us, including the results of the search they performed on the property to ascertain whether there was an easement, there did not seem to be any information uncovered that would preclude the area being used as an emergency exit or for emergency vehicles. It is just that we couldn't use it as a passageway. Jay vowed to mention this consideration and concern the next time we visit with the City.

John reinforced that this aspect really is a Fire District issue. That is where the code is -- probably not within the City. So the City would probably have to go to the Fire District anyway.

Carol-Joy inserted that there are two pathways or roads about which we are talking. One is the fire road; the other one is where people wanted to be able to walk across or somehow get through a "man gate, right where it's level, kind of at the bottom of the Bay Vista property." People were talking about going in and out that way. So to be clear, there are two different things: There is the fire road, and then there is this other type of access where there is a gate, which was locked and then not locked and now is again locked. That is the one where she thinks they are saying "absolutely not." John confirmed, "That's right."

The fire road is a different subject and Carol-Joy just wanted to clarify that. Jay added that the fire road to which Carol-Joy was referring sweeps along the ridgeline there. It is

the same road where people could walk in and out, but now we have been told that it would not be available for that. We are talking about two separate roads, but the road with the gate is an emergency exit and a fire road. Jay thought that there was another fire road that goes along that ridge and asked John to confirm. However, John stated that there is just the one road that goes from Meadow View; there is one gate, and a few feet later there is another gate. That gate “kind of” curls around to Bay Vista, where there is a third gate. John thinks that what Chris said is that we don’t have a right of way through Bay Vista. John feels that it is still questionable as to what the situation is with that little fire road. In an emergency, that trumps everything else anyway, regardless of who owns it or what the right of way is. We need clarification from the Fire District on the maintenance of that. John would prefer that we maintain it ourselves. It is just as easy for us to do it while we are maintaining everything else around the Park.

Carol-Joy opined that the Fire District would never say that if that is their purview, and also, why not let them pay for it? John replied, that, no, they will not do that. It is not their right of way. The code dictates that we have to maintain it, since whosever escape route it is has to maintain it. However, if we do not own the property, nor do we have a right of way over the property, that is a bit of a conflict, so we need some official word from the Fire District in order to resolve that.

John Feld conveyed that the Fire District has that road specifically marked on their map as an escape route for our community. They do note on the map that it is a locked gate.

Ellen Jane asked for clarification. She wanted to understand whether there are not two roads, but just the one road with two gates – the big gate and then another gate – but she is now just learning about a third gate down at the bottom at Bay Vista and thought there “didn’t used to be” a gate there. However, John confirmed that, yes, that gate has “always” been there, and that it is, indeed, a vehicular gate. Ellen Jane further wanted clarification as to whether these gates could be walked through (presumably implying that they could be walked through even though locked as to vehicular access). John further explained that there are three vehicular gates. “The kids climb over one of them; everyone walks around the other two.”

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

We are still awaiting a reckoning from the City as to the amount of reserves that we will need to maintain for their projected appraisal for replacement of the infrastructure of the Park. Once we get a handle on that, then “we will be able to move forward with some of the projects we would like to work on.”

6. MVEST/Firewise Committee Report (John Hansen)

The committee is still essentially doing the same things as they were doing last month. Last month he reported on the progress the committee had made on the emergency

management plan revisions for all of the different kinds of incidents that we would reasonably expect to possibly encounter here.

We have finished the planning for power failure, wildfire, smoke, high heat, and domestic fires. We now have a draft of the medical emergencies -- part one. The first part is based on the assumption that the emergency management system is fully active and accessible. In other words, you call 911 and they are there in a few minutes. Part two is based on the assumption that they are not immediately available. That part has not yet been addressed. Therefore, at the next MVEST meeting we will be discussing the medical emergencies plan.

Thereafter, we still have the earthquake emergency management plan to undertake, which is the major one, and then there a few others, including wind, public health emergencies, rain, and crime. Once those are all done, we can “shuffle those together, and distribute our resources and plan our implementations.”

All of this is in response to meetings that MVEST had last June. We decided then that we needed to address the entire management program for MVEST. So that is exactly what we are doing.

#### 7. HOL Report (John Feld)

John Feld reported that the HOL monthly meeting is tomorrow, Wednesday, November 2 and invited everyone to come and participate. Any “hot topics” will be covered at that meeting.

There is a new person who will be handling Just One Hour. Marlene Montalvo has been doing it for several years and has now passed the mantle on to Lisa Jackler. They have already started sharing information, and that transition will be happening possibly tomorrow.

We have a trash collection on Saturday, which is where we can take everything to the dump. You need to inform Ed Collins via text or email, not on the phone. Ed is still looking for a couple of volunteers to help. We are always looking for donors to help us pay for this service as well, since we do have to pay at the other end, when we take it to the dump.

We’ve just had our fundraising drive for the last couple of months. We now have money back in the yard maintenance program because we did a joint fund raising for the HOL and the yard maintenance program. We have now started that up and are looking for additional gardeners. If anyone has suggestions, we would gladly hear them. The person who is organizing this, of course, is Peggy Hill, who is doing a marvelous job.

HOL is organizing another play, a musical this time. It will take place in the spring of next year. It sounds like it is going to be a lot of fun. They are looking for singers and nonsingers. If you are “feeling the need to exhibit yourself,” please contact Janie

Crocker. Of course, Vicki is writing the play. As we have heard, she is the famous playwright, and she will be doing a lot of work between now and then.

HOL has taken on the work of decorating the Christmas trees in the ballroom and in the clubhouse foyer. For medical reasons, Larry Moore cannot do it this year. If anyone is interested in getting involved in the tree decoration project, please get in touch with John Feld.

HOL also will have a -- perhaps their first annual -- winter home decoration competition, to see who can create the best holiday decorations around the house and on the street. It will be judged by some of the HOL Board, and "I believe there will be caroling as part of the announcement of the prize winners, and Carol-Joy is going to be participating in the caroling for that." The deadline for the contest will be December 2<sup>nd</sup>.

In conclusion, please come to the meeting tomorrow in the Fireside Room. It should be fun; they are always fun.

Carol-Joy added that the annual caroling party this year will again be in the Fireside Room and that this event doesn't pertain to the home decorating competition. It is always fun. There will be an announcement in the *Echo*.

#### 8. Mar Val Report (Carolyn Corry)

Vicki reported on behalf of Carolyn Corry as follows:

1. Renovations for the bar are almost complete. There are three new refrigerators delivered, which should be installed this week.
2. Spotify is soon to be added to the ballroom so that music can be played through the current speakers.
3. The bar looks terrific, and we now have nine certified Responsible Beverage Servers, with two more expected to be certified in November.
4. The Black Cat is Mar Val's only fundraiser throughout the year, and it is designed to cover the annual cost of our liquor license. The event was successful, and the cost of Mar Val's liquor license has been covered for the coming year.
5. Thanksgiving dinner will be November 19<sup>th</sup>.
6. The holiday party will be December 17<sup>th</sup>.
7. New Year's Eve is December 31<sup>st</sup>.

Please sign up early for these events!

John added that the renovation of the bar is terrific and that in his view it definitely "raises the bar." Jay opined that John's comment was appreciated and "well thought out."

#### E. OLD BUSINESS

There was no old business.

#### F. NEW BUSINESS

There was no new business.

#### G. DETERMINATION OF NEXT PAC BOARD MEETING

Tuesday, December 6, 2022 at 6:00 P.M.

Jay proposed adjournment of the meeting after establishing the next Board meeting as proposed and asked for any objections to same.

Erma Wheatley raised one final point, by way of explanation for the lateness of the printed *Echo*. The printer needed parts for their printer and ink, and Erma reported that the parts have finally come in. Therefore, the *Echo* is now being printed should soon be here. Both she and Jay reminded residents that it is already available on the Marin Valley website.

#### H. ADJOURNMENT

Carol-Joy moved to adjourn the meeting, and Vicki provided the second.

The meeting was adjourned with a 5-0 vote at approximately 6:36 P.M.

Respectfully submitted,

Terri Beauséjour  
Recording Secretary