

FINAL Meeting Minutes

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

Regular Meeting
Tuesday, February 7, 2023
6:00 PM

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

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: Approximately 8 other residents 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. and introduced the televised and Zoom meeting for PAC, the Park Acquisition Corporation of Marin Valley Mobile Country Club. Jay introduced himself and the other Board members. Jay pointed out that Carol-Joy is the Secretary and the Board member who has lived the longest in the Park.

A. APPROVAL OF FINAL AGENDA

John Hansen moved to approve the final agenda. Carol-Joy seconded the motion. The final agenda was approved 5-0.

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

Bill Davis commented on the status of the Rules and Regulations, pointing out that they are quite antiquated. Bill's understanding is that there is a current, updated version that is on the desk of one of the City's managers, Chris Blunk. Bill wondered if we could reach out to him to request that he get the City's review underway so that we are able to finally have up-to-date Rules and Regulations in a timely fashion.

Michele Rodriguez, 9 Fallen Leaf, reported that she had completed the item in last month's minutes related to her volunteering to provide language to the Board on the Bagley-Keene Act, and she did do that. Secondly, we all received a notice about the mobile home residential law changes for 2023. Michele looked at the five laws that modified them, and she probably only has time here to describe a few. Per SB-869 Leyva, by 2025 at least one person in the Park will be required to attend training and receive a certification that they must post. A potential third party will be providing that training on things like rules and regulations. Thereafter, every second year that person will be required to attend two to four hours of training. We may have an opportunity to contribute to the curriculum if we think that is important.

As per AB-2031, any time a park manager is asked in writing by someone within the park to meet with them to discuss certain things, the law was expanded to require that any time the topic of inquiry involves utility billing or charges in the common areas, the manager has 30 days to meet with that person and potentially their designated representative (for example, for language interpretation purposes). Currently, when somebody wants to rent a space, the manager has the right to receive a Consumer Report on that person. The new law states that the manager is no longer entitled to collect a fee from that person for purposes of procuring this report.

Michele added that she would provide details on the other two changes to the mobile home residential law next month, since those are more complex and she needs a bit more time to research and articulate those updates.

C. CONSENT CALENDAR

John moved for approval of the January 3, 2023 meeting minutes, with a second by Steve. Jay called for discussion, there was none, and the motion passed 5-0. John commented that the minutes were excellent, and Jay and Steve concurred.

Ellen Jane Schulz stated that she had sent a message to Carol-Joy thanking Terri for "really covering the bases" in recording the minutes.

D. REPORTS

1. General Manager Report (Matt Greenberg)

Maintenance and Capital Projects:

We had quite a bit of debris cleanup after the storms, and we cleaned out the V-ditches and all of the catch basins as well. Ghilotti Construction came in and swept the streets. There was quite a bit of water intrusion that came out of the basement into the card room and the billiard room. The water came through the concrete stem wall and leaked into those rooms. Matt felt that this must have happened sometime in the past, because he discovered an old, nonworking sump pump in the basement. This is going to be replaced

so that proper drainage can take place. Meanwhile, Matt arranged to have the carpets steamed and treated with enzymes. He also placed dehumidifiers in the impacted areas. They are running 24/7 and are being emptied regularly. The carpets will also be shampooed and steam-cleaned again, as Matt is still detecting a dank odor of mildew.

Matt had the north perimeter boundary below the clubhouse inspected, and there was an old broken barbed wire fence there that has now been replaced, including all new posts and new wire.

Several weeks ago, we finished a large concrete retaining wall on Marin Valley Drive; this is our biggest wall of the year.

Matt hired a crew that has installed a new concrete walkway between the two doors of the gym. He recognized that people were walking in the dirt and mud and tracking it into the gym, and he thinks this will alleviate the constant need to clean the carpets in there. During this investigation, he found that all the catch basins in the front garden were not functioning properly, as several drains and pipes were broken and old. As a result, we have now replaced quite a bit of this system.

The crew is currently removing and replacing all the decomposed granite in the front. There were a lot of trip hazards around the flagstone in front of the bench where people sit and congregate. That will be put back using hardener, and the work will be completed properly. Previously it was just dirt, and there was no compacted gravel under the old granite. The same thing will also be done on the PG&E path, as Matt has been concerned about ruts that could cause a trip hazard.

Jay asked for Matt to comment on the energy usage for residents and the rates being charged by PG&E.

Carol-Joy asked about the street sweeper and whether this would be recurring on a regular basis. Matt stated that currently it is as needed. There really isn't a line item to have the contractor come in on a regular basis. Matt also commented that, once in a while, a large street sweeper comes through. However, nobody, not even the City, seems to know what company or entity arranges for this.

Matt has asked Public Works to come out after the storms, because there was a lot of gravel and mud on Scenic, but they didn't have the time, so they recommended a company for Matt to call. Unfortunately, the day the contractor started, his machine broke, and it took eight or nine days for him to come back. As for scheduling, unless we add a line item and create something in the budget for this, if the Board feels that we should enlist him to come out regularly, it is going to be when the Park "looks like it needs it." Carol-Joy clarified that the Board could decide to put in a line item for budgeting purposes, even if we only call the contractor to come out as needed. Matt stated, yes, but we could also just increase the general repairs line item slightly and use that. Matt stated that he has never received a bill in the past from the City, but

apparently, even Chris Blunk doesn't know who randomly does come in and sweep from time to time.

Ellen Jane asked about wire fences and certain youngsters coming onto the property and whether they are climbing fences and whether we should tell them to leave. Matt stated that, yes, youngsters do come onto the property, and we don't want them near the pool, as there is no lifeguard, etc. We do not want them to come, but they do come. Ellen Jane recalled an incident where young boys were coming into the breezeway and claimed that they had an aunt who lives in the Park. Carol-Joy pointed out that technically, even though there are signs that say "private property," MVMCC is in reality public property. Steve agreed, stating that, in fact, the open space is especially, technically, public property.

Matt gave a water report:

The last reading for water was January 18th. We had a total of 28,300 gallons of use per day for the month. The same time last year our total usage was just under 32,000 gallons per day. When one does the math, it looks like we are using 2- 3,000 less this year. Matt pointed out that at least part of this reduced usage is due to some of the leaks having been repaired. Previously, there had been certain slow leaks that had been running 24 hours a day.

The concerns from a lot of residents are that the monthly gas and electric bills at this time of year are more expensive than at other times of the year. Matt went through all the bills today and found that some folks have the same average bills and others have \$200-\$300 gas bills and very similar electric bills. He went back and looked at temperatures, high and low, from December 9th – January 10th, when we the meters were read. The average daily low was 41 degrees, and the average daily high was 56 degrees throughout that month. But many of the nights were in the 30s and often in the low 30s. Matt feels that the rates are similar to what they had been in past years, but he feels that the usage is increasing.

Perhaps insulation value is very low in some homes. Over the course of 40 years, the majority of the insulation in the walls actually sinks, and the insulation value becomes very low. It may be only six to eight inches above the floor, while in the area above that there is zero insulation; there is ¼" wood paneling, 2" of air space, and then just metal or plastic siding. Some residents have double-pane windows, which helps a lot. Matt's assessment is that any increase can be attributed to the amount of usage, not in rate changes. Matt stated that when any resident or homeowner uses PG&E, there are rate tiers 1 – 4. It is an encouragement for people to reduce usage. Rates do increase when your use exceeds your baseline.

John asked if we are on Marin Clean Energy (MCE), and Matt clarified that we are, but the billing still goes through PG&E. MCE does add an extra charge that is related to their use. Matt stated that it is actually very complicated, that when you look into it, there is complex jargon, and although it is good that we are using cleaner and renewable energy,

it is difficult to understand to what extent the rates could be compared. Jay clarified that PG&E is acting as a distributor of MCE and billing accordingly. John stated that we are not using the “cleanest” form; we are at around 70% clean energy usage. John feels it is possible to use 100% clean energy, but it is more costly. He pointed out that the Board had predicted that it would be too expensive for some residents, and the Board did not feel it would be appropriate to impose the higher costs on all residents.

Ellen Jane stated that she had done the math and found that gas had gone up around 20%. She mentioned this month’s charge as 2.446 cents per therm and proposed that if anyone wanted to learn how to save energy, she could “give lessons.”

2. PAC Treasurer Report (Steve Plocher)

The PAC petty cash account has \$2,193. We rarely spend that money. In the Park budget, the PAC annual budget of \$4,000, we have, to date, spent \$1,005. If we have an election, that can run around \$700 or \$800.

3. MVMCC Finance Committee Report (Steve Plocher)

According to the loan agreement, we only need to count \$25,000 of the over \$300,000 in owner expense that was charged to us by the City, as pertains to applying those expenses to the debt service coverage ratio (DSCR). Adjusting for that it is currently around 1.75. Steve pointed out that this number “isn’t great” but that he is not worried about it because, as he has pointed out in the past, we front-load a lot of maintenance expenses toward the beginning of the year, such that by the time we get to the end of the year, the DSCR should be as expected. At the end of the year, Jay, Matt, Chris Blunk, and Steve get together and make appropriate adjustments, and Steve believes we will be fine in this regard by the end of the year.

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

Jay asked Carol-Joy to report on the 2x2 meeting. There was no 2x2 meeting since the last PAC Board meeting, but Carol-Joy wanted to point out that there had been a meeting during the prior week with Mark Milberg, who is the City Councilmember who represents the district that includes Hamilton and Marin Valley. This meeting occurred a week prior and included Carol-Joy, Jay, and Mark Milberg, who is also currently the Mayor Pro Tem (so he will be Mayor next year). He had been to Marin Valley in the past but had never been to the clubhouse. “We gave him a tour of the grounds and facilities, and he was very attentive. He listened very well.” Carol-Joy feels that he now has a much better idea of who we are and of our various issues. Jay agreed.

It is very important to forge a good relationship with Mr. Milberg. The 400+ residents of MVMCC are his constituents, and we vote. Because of our unique status of being an enterprise under the mantle of the City of Novato, there are a lot of issues that interrelate with the City and impact our ability to be managed and do our project planning, etc. It is very beneficial to have been able to give him the tour and to provide him with an

understanding of how we operate. Jay feels that the more he understands us, the more, later on, he may be able to intercede on our behalf with the City staff. It was a very good meeting, and we will try to maintain contact with him.

Jay talked today with Chris Blunk, Novato's Public Works manager, and brought up the urgency of getting the roof of the clubhouse fixed. Although Chris is very busy, he did express his desire to be of help to us, and we are going to continue presenting our issues to him because he is the one who officiates over how the City can help us in getting essential work done that we are required to do concerning the overall maintenance of MVMCC. Although Matt is doing an excellent job at maintaining the Park, there are longterm issues that need to be constantly addressed, such as the electrical distribution and the maintenance of the buildings on the property. It is good for us to keep in the closest contact we can with City staff and with our representative on the City Council.

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

Project planning is very dependent on the availability of funds from the budget. Currently, Chris Blunk has the infrastructure report. Chris stated today that he would not be able to start his analysis of that report until the end of the month. We are encouraging Chris to pass the report on to the Helsing Group, Matt Greenberg, and the PAC Board as well. Jay opined that since "we have our feet on the ground" here, to look at the history and the necessity to maintain things over time doesn't speak directly to what is happening on the ground here and now. We want to ensure that the PAC Board has an overview and input into the generic engineering of the components of MVMCC and its ability to survive, so that when things need to be replaced, they will be, particularly in consideration of the longevity expectation from their manufacturers. For example, New York City still uses wooden pipes that were installed hundreds of years ago to supply water to some parts of that city. So we need to get our hands on that report and are working toward that goal. Again, our project planning is quite dependent upon having available funds. We strive to avoid raising rents, yet we need to maintain the infrastructure and buildings. We really have to "soft pedal" all of this.

6. MVEST/Firewise Committee Report (John Hansen)

John wrote an article on earthquakes for the *Echo*, and Jay stated that he felt it was excellent and wanted to enjoin all residents to read it. John added that he did not anticipate that having written the article would be so timely given the recent earthquake in Syria and Turkey. It does give perspective to have something going on in the world that highlights what could go on here with respect to earthquakes. It also so happens at the next MVEST meeting, coming up on Monday, we will be discussing putting together an earthquake protocol.

John wanted to mention incidences last month related to flooding and heavy rains that had happened all over Marin County. John commended Matt for the work he does all year round: V-ditches, drainage on the hillsides, retaining walls, and French drains. All

this work really paid off this month. We had no major incidents, and John indicated that Matt's stellar work was a big part of this good news.

7. HOL Report (John Feld)

Erma Wheatley reported on behalf of John Feld. Erma commended Pauline Hawkins for her excellent work on the landscaping over the years. Pauline is, however, unable to continue this work, so it will be turned over to MVMCC. HOL is going to have an event in appreciation, to thank Pauline for all that she has contributed over the years.

On March 17th we will have the trash pickup. That's a Friday instead of the usual Saturday.

Art in the Park will take place on April 22nd.

We are going to have a large community gathering in the ballroom on the topic of recycling on Saturday, April 8th from 11:00 a.m. to 1:00 p.m. We will likely have pizza and drinks as well. Erma requested that everyone come join this event.

8. Mar Val Report (Carolyn Corry)

Vicki reported on behalf of Mar Val President Carolyn Corry.

February 18th is Mardi Gras, so don your beads and come celebrate with everybody. We will have red beans and rice, with or without sausage, and toe-tapping music by Virginia Tichenor and Marty Eggers. The sign-up deadline for this event is Feb 15th.

Pub nights will provide Friday finger foods at \$2 for packaged snacks and \$3 for finger foods.

9. PAC Board Election Committee (Steve Plocher)

We are not approaching action dates yet, but we do have a standing Election Committee, with Timo Navsky as the Committee Chairperson, along with Carol-Joy as the PAC Board member in charge of the election, as she is not up for re-election. Carol-Joy asked Steve to confirm who will be up for re-election. Steve stated that Vicki and he himself are up for re-election.

Steve stated he is willing to stay on the Board and pointed out that other people can run against Vicki and him if they so choose. There will be announcements about when it is appropriate to throw one's name in the hat.

E. OLD BUSINESS

There was no old business.

F. NEW BUSINESS

There was no new business.

G. DETERMINATION OF NEXT PAC BOARD MEETING

Tuesday, March 7, 2023, at 6:00 P.M.

Jay commented that the monthly meeting includes the entire PAC Board, but that any two Board members are allowed to talk to one another at other times. Providing that they do not carry any opinions to other Board members, it is certainly allowable under the Brown Act.

H. ADJOURNMENT

The meeting was adjourned at approximately 6:48 P.M.

Respectfully submitted,

Terri Beauséjour
Recording Secretary