

Meeting Minutes

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

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

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Meeting held virtually through Zoom phone/video conferencing

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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 (Absent)
- RECORDING SECRETARY: Terri Beauséjour
- OTHER: Approximately 5 other residents via Zoom.

CALL TO ORDER

Jay Shelfer called the PAC Board meeting to order at 6:00 P.M. and introduced the four other Board members.

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)

Jay reminded the attendees that public comments are limited to three minutes for those items not on tonight's agenda.

Carol-Joy commented that she had received an email from Cable Channel 26 indicating that they would no longer be able to broadcast our meetings. They stated that we could look into instead being broadcast by the public access TV station in San Rafael. Jay thought Dave Tetta may be able to help follow up on this. Carol-Joy agreed to coordinate with Dave.

Carol-Joy suggested that we should say at the beginning of each meeting that these Zoom meetings are being recorded and published to our website. If anyone objects to being depicted via video at our website, which is accessible to anyone, then they should black out their picture and possibly not put their name up if they don't want their name to be available to the general public. We should also publish information letting people know that the video recording will be available on our website approximately two days after the date of the meeting. We are legally required to post the agendas for these meetings at the clubhouse 72 hours in advance of each meeting, and at the same time we also email the agenda to the PAC Board email list, which is on an opt-in basis. If anyone would like to be added to the list, they should contact Carol-Joy. There is also an announcement in each month's *Echo*. We usually also put up a banner in the hope that this gets people's attention as they visit or drive past the clubhouse.

John suggested that we send out a bulk email letting people know that they are able to opt in or opt out of the email list. Carol-Joy reiterated that this announcement is in every month's *Echo* as well. She has the master list, as does John.

Erma Wheatley expressed concern that not everyone may read the *Echo*. She suggested that the notification emails be sent to everyone whose email address is listed in the directory, which list is kept current by Anila Manning, unless they explicitly opt out.

Carol-Joy pointed out that since this discussion is procedural, it is okay that we have exceeded the three-minute limit for discussion of items not on this month's agenda. There being no objections, all agreed that an email stating that the aforementioned points should be sent out along with the next meeting minutes and upcoming agenda mailing.

Erma stated that she would like Matt to know that one of the twins used to come around and turn off all of the exterior clubhouse lights, but it seems that lately, lights are left on almost every night. She also expressed her concern that if lights are on, could doors and windows be not getting closed either? Ellen Jane Schulz also wondered if the heat is left on all night as well. She thought we may now have a security service, but it was confirmed that it is still supposed to be handled by the twins.

Ellen Jane further stated that the striping has still not been taken care of on the parking barriers on the north side of the clubhouse.

#### C. CONSENT CALENDAR

John moved for approval of the February 7, 2023 meeting minutes, with a second by Carol-Joy. Jay called for discussion. There was none, and the motion passed 5-0.

#### D. REPORTS

1. General Manager Report (Matt Greenberg)

Matt was absent, but he had given Jay a series of informative reports. He did not provide a capital maintenance report; however, Jay has seen a member of the City staff going around checking on the slopes and potential damage from the rainfall. Jay spoke with him, and the person said that he had been looking for mudslides to see if any work needed to be done. It appears that the land has withstood the recent rain, so there was a little but not much impact.

As to lights and heat in the clubhouse, we will need to bring that forward to Matt during the month. Matt's report on the electric and gas usage indicated that people were expressing concern about their high bills but that he had investigated and found that PG&E has not raised any rates in the last few months; however, the amount used by residents along with the clubhouse has caused the overall cost to increase. One thing we can do is to ensure that lights and heat are turned off in areas not being occupied.

Erma noticed in the reports listed on the City website that the City is no longer requiring that people be asked if they have vaccinations or boosters and that they wear masks; however, these precautions are still highly recommended at our ballroom and clubhouse events. This is as of April 1<sup>st</sup>. Erma stated that it is up to the event-holder themselves, and Erma wanted to ask Matt what the internal policy would or should be. Jay suggested that Carolyn Corry could perhaps weigh in on this. John pointed out that our average age is higher (55 and older) than that of the overall population of the City, making us more vulnerable. Carol-Joy stated that it is unclear if it is legal for us to have a policy that differs from the policy of the City. Erma also stated that the City advises to continue to stay six feet apart and to ensure that there is proper ventilation. Jay summarized that Covid-19 is still out there, we are still a vulnerable population, and therefore we should continue to be careful.

Ellen Jane turned the discussion back to the PG&E bills and stated that her bill had increased in Tier 1 by 20% from the month before. Jay felt his bill had not increased but stated that he would check on the clubhouse bill.

## 2. PAC Treasurer Report (Steve Plocher)

The PAC petty cash account still has \$2,193. In the PAC annual budget of \$4,000, we have to date spent around \$1,000.

## 3. MVMCC Finance Committee Report (Steve Plocher)

The DSCR is not looking healthy at this time; however, Chris Blunk of Novato Public Works always works with Steve and Matt to work it out. By Steve's calculations, at the end of January, it was 1.24. Once he massaged it, knowing what happens earlier in the year, he got it up to 1.68. He just got the February numbers, and it has now increased to around 1.9. So he does feel confident that Matt and Chris can bring us up to 2.0 by the end of this year.

John mentioned that we had talked about paying off the loan from our savings and if, in doing so, he wondered if we would still have sufficient funds to take care of our capital needs. Therefore, if we were to pay that off, the DSCR would no longer be an issue. Steve stated that the City is waiting for a capital improvements report, such that, with everything spread out into the future, we could calculate how much we would need for big projects that would require future attention. Jay said that Chris thought he would have gotten to it by the end of last month, but we don't think he has it yet. We need to know how much we need for ordinary expectations in the coming years.

The City is apparently understaffed, and those issues have to be addressed before we can consider paying off the loan. We need to ensure those figures are realistic. Matt has to take a hard look at it before anything is able to be finalized. We need that report from Chris.

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

What kind of information coming from the City is valuable to us? Chris is going to pass on the infrastructure report to Matt soon, and he is also looking at the proposed update of our Rules & Regulations. He is investigating the potential for replacement of the roof this year, not via the normal bid process, but given a consideration that the City's own maintenance department can pull bids for projects under \$200,000 with competitive bidding and can sign on a contractor to do it. Jay and Matt worked on suggesting contractors that they know, in order that they may be directed to submit bids to the City, and the City themselves can also solicit bids. The plan is to have the roof done in the spring or summer once the rains drop off. On top of the roof we should install supports for the proposed solar for water heating of the swimming pool and for the clubhouse.

Carol-Joy added that there will be a 2x2 meeting this month. Also, last month she and Jay reported that they had met with Mark Milberg, who is the City Council member who represents our particular district of the City. It was noted that all five members of the City Council need to be aware of who we are and of our issues. Mark has now visited the property and has been apprised of our particular issues, which was good. There is a brand new member of the City Council, Tim O'Connor, an Irishman who migrated here in 2005 and moved to Novato in 2008. Tim was appointed to take the place of Eric Lucan. He has a lot of experience with the Finance Commission, so Steve Plocher may be working with him in the future. He is familiar with how Novato works. Once he settles into the position, Carol-Joy and Jay will invite him to tour the property and sit down with us so that he may be made aware of all of our various issues pertaining to the City.

John stated there are no tax ramifications for paying off the loan; however, Steve stated that we pay \$7,300 in interest, so that paying it off would be a big savings.

Ellen Jane asked about the Rules & Regulations and the fact that they are not up to date. Carol-Joy stated that they have not been updated for many years and reiterated that all we can do is to wait for Chris to follow through.

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

John reiterated the previous comments about putting solar on the clubhouse. We now have an opportunity to do this subject to the City's approval. Later this year and next year, there is federal money, state money, and local pockets of grant money. Various projects call for alternative forms of electrification in our homes, so with the cost of PG&E and gas going up, using electrified products and services in our homes is looking more appealing. For example, a heat pump water heater or laundry dryer can save a lot of money. However, one would have to install 220-volt circuits. There may be grants for this too. Now is the time to plan for it. Do not wait until your water heater goes out in order to do so.

Jay reported that John, Matt, City staff, and he have been working on solar for the swimming pool and condensers for the existing A/C in the building. The heat pumps we put in to the clubhouse have been very helpful in order to heat and cool the ballroom. If we can sufficiently fortify the roof, the idea would be to put a lot of those heat pumps and the necessary associated material on the roof and around the clubhouse. The solar installation has been approved by the City, but we need to first install the support system so we can then install the solar panels. John stated that we have to replace other HVAC systems with heat pumps in other areas of the property, such as the Fireside Room and the library, as we have done for the ballroom. The amount of solar we would need to maintain those all the time means our costs would be substantially less. He noted that the roof has been leaking and is in need of replacement as well.

6. MVEST/Firewise Committee Report (John Hansen)

John announced the meeting for this month will be held next Monday. MVEST has been working with HOL to assist residents of the Park with landscaping and re-landscaping. There are a number of grants available, and we are looking for more grant funding. Our goal is for the yards to look more cohesive and nicer than they do currently. Things have changed a lot since our landscaping was last addressed. We are looking for firewise and water-wise planting and want to make the Park look very attractive overall.

MVEST is working on a total re-do of the emergency management plans for the Park, broken into 10 or 11 different areas of interest such as domestic fires, wildfires, earthquakes, extreme smoke events, etc. such that we have a plan for all of these areas. We want to ensure that we can "push a button" and activate the plan to facilitate and mitigate or respond to any particular issues that may arise.

On Monday, we will be looking at the earthquake emergency management plan and the emergency first-aid plan. If you wish to attend, let John know so he can provide you with the Zoom link for the meeting.

John Feld mentioned that the HOL/MVEST collaboration has generated an upcoming *Echo* article outlining what HOL and MVEST intend to do.

## 7. HOL Report (John Feld)

John Feld stated that HOL has a lot coming up. The recycling event pioneered by Ellen Jane will be on the 8<sup>th</sup> of April. We have been asked to submit questions to the presenters, and we encourage everyone to come to this event.

We have a pelvic floor class coming up next week, for both men and women, and it deals with a number of different issues related to the lower back, chest, etc. It will be conducted by a woman who performs therapy in this area. She will be giving us exercises and telling us about the do's and don'ts.

We have a new art class coming with Janet Bogardus. It is going to be based upon acrylic paint. It begins on April 4<sup>th</sup>. There will be six classes, and they will be held in the ballroom.

We are looking to get some literature in the library for wills. It may be literature, or it may be an application on one of the computers. This is still under investigation. We currently have nothing in the library to assist people with their wills. In talking with one of the lawyers in the Park, hiring a lawyer is not necessarily required in order to modify a will, but we need to know what to do and how to do it. HOL would like to provide such documentation for the benefit of residents.

The trash removal project has been delayed due to personal health problems. It will now be on April 22<sup>nd</sup>. We need some help, because all of our current helpers are dealing with various issues with their bodies. We need a couple of strong people to assist with loading up the trailer and off-loading it on the other end. If you have anything that you would like to have removed, please email HOL.

The play is in full swing, thanks in large part to Vicki Waddell. They are doing a lot of work. It is going to have a "cast of thousands," and the rest of us are being encouraged to come. It is open to the general public, not just to our residents. There will be two showings, one on Saturday, May 20, and a matinee on Sunday, May 21.

We also are planning an event for Pauline Hawkins, who has relinquished her responsibility for the front clubhouse garden. With the new pump station coming in, she has given up on caring for the little garden next to it. Furthermore, with her recent hip replacement, she is no longer feeling up for doing this work. We are going to have a celebration to highlight all of the things she has done for the Park over the years. That will be open to the public. We are still in the planning stages, but it should be coming shortly.

John Hansen mentioned that an event sponsored by the Marin Center for Independent Living (MCIL) is going to take place on Sunday, April 14<sup>th</sup>. It will be a tremendous presentation, and it will not be a talk but rather a "conversation." MCIL has a number of services and products that are available for seniors and the Access and Functional Needs

(AFN) community. It will be a very worthwhile program for everyone. John Feld will forward more details to Anila for the *Echo* as soon as they become available.

8. Mar Val Report (Carolyn Corry)

Vicki reported on behalf of Mar Val President Carolyn Corry.

There will be a St. Patrick's Day dinner with corned beef and all of the usual sides on Saturday, March 11<sup>th</sup>. There will be a vegetarian dish, and the drink of the night will be Irish Coffee. The reservation deadline is tomorrow, March 8<sup>th</sup>, so if you want to go, put your name on the list.

Pub is continuing with pizza available every Friday, and the usual snacks for only \$5. Popcorn is free.

Jay asked about mask requirements. Vicki was uncertain about this for events as pertains to the new guidance from the City, but she did express concern about what our policy should be for the play, since the general public and also people from out of town are expected to attend. She wondered if we would be able to check their Covid cards, since they are not Park residents. She clarified that this was a personal comment from her, not an official statement from Mar Val.

9. PAC Board Election Committee (Carol-Joy Harris)

There are two people whose seats will be up for re-election, if they so choose, this year. Steve has indicated that he would run again, and Vicki has indicated that she would *not* wish to run again; therefore, there will be one seat open. Once the new Board is seated, the Board will choose officers, so the newly elected individual may take the At Large position or possibly one of the other four seats.

John has agreed to co-chair with Carol-Joy as the Board members who are overseeing the election committee. The Chair of the Election Committee must be a non-Board person, and Timo Navsky has held this position previously. Carol-Joy will place an announcement in the next *Echo*.

There is one person who has already expressed an interest in serving on the Board. If nobody else expresses an interest, then there will be no need for an election, which would save the Park a little money. The little bit of money that would be saved is not the main issue, however, according to Carol-Joy; it is really about participation.

John Feld made a point to thank Vicki Waddell for her excellent service as the holder of the At Large Board seat, and all concurred.

E. OLD BUSINESS

There was no old business.

F. NEW BUSINESS

There was no new business.

G. DETERMINATION OF NEXT PAC BOARD MEETING

Tuesday, April 4, 2023, at 6:00 P.M.

H. ADJOURNMENT

The meeting was adjourned at approximately 6:58 P.M.

Respectfully submitted,

Terri Beauséjour  
Recording Secretary