

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION (PAC) BOARD**

Marin Valley Mobile Country Club  
100 Marin Valley Drive, Novato, CA 94949  
Tuesday, September 5, 2023

**CLOSED SESSION MEETING**

ATTENDEES:

- BOARD MEMBERS: Jay Shelfer (President), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer and Chairman of the Finance Committee), Joan Cervisi (At Large)
- PAC BOARD ATTORNEY: Dana Dean
- OTHER: Approximately 6 other residents in person at the clubhouse and 1 via Zoom teleconferencing

A. CALL TO ORDER

Jay called the meeting to order at approximately 4:10 P.M.

B. APPROVAL OF FINAL AGENDA

The final agenda was approved by motion, second, and 5-0 vote. (Hansen, Harris)

C. PUBLIC COMMENT

None.

D. ADJOURNMENT

The Board and counsel adjourned for the closed session at approximately 4:12 P.M.

**REGULAR MONTHLY MEETING**

ATTENDEES:

- BOARD MEMBERS: Jay Shelfer (President), John Hansen (Vice President), Carol-Joy Harris (Secretary), Steve Plocher (Treasurer and Chairman of the Finance Committee), Joan Cervisi (At Large)
- PAC BOARD ATTORNEY: Dana Dean
- OTHER: Approximately 50 other residents in person at the clubhouse and 22 via Zoom teleconferencing

A. CALL TO ORDER

Jay called the meeting to order at approximately 5:15 P.M.

B. APPROVAL OF FINAL AGENDA

The final agenda was approved by motion, second, and 5-0 vote. (Harris, Hansen)

C. REPORT FROM CLOSED SESSION

No report. Closed session will resume after the regular monthly meeting.

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

Marty Gelman and Paula Capoochi had questions about the ultimate future of the Park.

E. CONSENT CALENDAR

Carol-Joy requested that Item D.1., approval of the minutes of the August 1 meeting, be removed from the Consent Calendar, to be moved to New Business.

The minutes of the August 8 and August 15 meetings were approved as submitted, 5-0. (Harris, Hansen)

F. OLD BUSINESS

None.

G. NEW BUSINESS

Consider action to authorize payment of certain invoices related to the Pump Station #1 project totaling \$450,651.03.

Steve explained that the payment of these invoices must be approved by the PAC Board since they were not in our budget and are therefore deemed extraordinary. It is assumed that the expenses for the whole project will be reimbursed by the City because a few days ago we received reimbursement for the completed project of Pump Station #2, approximately \$1.4 million, plus these invoices for the work so far on Pump Station #1.

Public comment included questions posed by Karin Mortensen, Michele Rodriguez, Juliette MacLam, Janet Shouldis, and Judy Rejebian. It was clarified by the Board and counsel that the \$3 million that was approved by the City for our pump station projects was not from the

City's general fund but was a pass-through of ARPA (federal) funds for projects such as ours. The Board voted 5-0 to approve payment of the invoices. (Harris, Hansen)

Carol-Joy pointed out a typographical error in the August 1 minutes, and the Board voted 5-0 to approve the minutes as corrected.

## H. REPORTS

### 1. Treasurer

Steve reported that the PAC petty cash account balance is about \$2500.

The PAC annual budget line item in the MVMCC budget has been reduced from \$4000 annually to \$2000 for this fiscal year because of the required cuts to our budget. We have spent \$2,341, so we are over budget, largely because of payments for the PAC Board's recording secretary. Carol-Joy added that she has taken over the role of recording secretary, so those expenses will be eliminated going forward.

### 2 Finance Committee

Steve reported that the Debt Service Coverage Ratio (DSCR) is 1.84, but he is not concerned because the budget is carefully designed to meet the annual goal of 2.0. Juliette MacLam had a question about the report.

### 3. Project Planning

The two major maintenance issues are the transfer switch bringing electricity into the Park and repairing the roof on the clubhouse. Jay reported that we continue to communicate the urgency of this work to City staff. We are awaiting the final capital improvement budget and so don't know if these items are included in that. Maggie Siegfried and David Gray had questions. Dana advised a clear and sustained effort in these and all matters.

### 4. MVEST

John reported that MVEST has had a hiatus but will be meeting on September 18. He reminded residents that the Marin Wildfire Prevention Authority (MWPA) has started its 60-mile shaded fuel break in Novato and has cleared much timber and brush near the entrance to the Park. Meg Jordan, Ellen Jane Schulz, Kevin Mulvany, Paula Capoochi, and Bill Davis had comments and questions. Kevin thanked Bill for having in hand in the fact that the MWPA work started at MVMCC. Bill advised that if someone has had an inspection by the Novato Fire District that specifies a tree as a fire hazard, the resident should present that documentation to Matt Greenberg, who will prioritize that work. Carol-Joy volunteered to speak to Matt about the air conditioning in the clubhouse.

## 5. HOL

John Feld reported that the free food program has been reorganized, and the plan is to bring boxes of food to housebound individuals who may need it. A new Art in the Park exhibit is planned for this month. There will be a presentation on Nonviolent Communication on September 11 at 2:00 P.M. Janie Crocker and Janet Shouldis are starting a line dancing class on Mondays at 4:00 P.M. The Tiny Billy Bobs, a local ukulele group, will perform here in November. There will soon be an expert coming to talk about hearing aid problems and possibly fix them. HopMonk Tavern's monthly lecture series recently featured a speaker who does research on healthy aging, and he has agreed to give his presentation at MVMCC. Ed Collins added that the next dump run will be in October.

## 6. Mar Val

Joan reported on behalf of Carolyn Corry, Mar Val President. Oktoberfest will be celebrated on September 29. It will feature brats and brews. As a Pub event, you only need to make a reservation if you plan to eat, and the price is \$10. Cherrie Dougherty reminded the residents about the upcoming Black Cat, which includes bakery sales and is the fundraiser for Mar Val's liquor license.

## 7. Communication, Outreach, and Legal Liaison (COLL) Committee

Carol-Joy reported that the committee continues to send information to residents via Constant Contact. Individual committee members have sent expressions of thanks to the community organizations and media personnel who have supported us. Mary Currie, Chair of the committee, is absent but sent her gratitude to the residents.

Carol-Joy reported on several community events that might be of interest to residents as we continue to reach out for information and support. The first is the Marin Senior Fair on September 7 from 9:00 to 3:00 in the Marin Center Exhibit Hall. On September 8 at 10:00 a.m. the hearing conference regarding Los Robles' rent increase, or assessments, will be held at Novato City Council Chambers. On September 14 there will be a panel discussion called Building Bridges for Marin Housing Solutions at Dominican University's Guzman Lecture Hall. The free event is from 3:00 to 5:00 P.M., and registration can be done online.

## 8. Document Brigade

John reported that documents are still being gathered and sorted and scanned and forwarded to our legal team. He asked for a volunteer to write a history of the Park. Carol-Joy asked if this would be a legal history or more of a storyline, and John and Dana clarified that it would be the latter. Julie Manson asked about the whereabouts of binders that hold historical MVMCC documents, and John Feld commented that all of the

information has been scanned and is stored on the Macintosh computer in the MVMCC library.

9. Resident Ownership Discovery (ROD) Committee

Michele Rodrigues reported that the committee, which was formed by the PAC Board on August 1, has met with many experts and organizations in the field and is ready to make a presentation to the Board regarding different models of ownership and all the ramifications of each. Meg Jordan, Karin Mortensen, Tom Weeden, and Ellen Jane Schulz added comments and questions.

10. Political Action League (PAL)

John reported that the committee is awaiting direction for our next action, such as appearing at a City Council meeting.

I. DETERMINATION OF NEXT PAC BOARD MEETING

After a discussion, it was decided that there will be a special PAC Board meeting Monday, September 11, with a closed session at 3:00 P.M. and the open session at 4:00 P.M.

J. ADJOURNMENT

The meeting was adjourned at approximately 7:00 P.M. so that the PAC Board could resume their closed session meeting with counsel.

Respectfully submitted,

Carol-Joy Harris  
Secretary