

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION (PAC) BOARD**

Marin Valley Mobile Country Club  
100 Marin Valley Drive, Novato, CA 94949  
Tuesday, October 3, 2023

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), Mary Currie (At Large) (via Zoom)
- OTHER: Approximately 20 other residents in person at the clubhouse and 26 via Zoom Teleconferencing

A. CALL TO ORDER

Jay called the meeting to order at approximately 5:00 P.M.

B. APPROVAL OF FINAL AGENDA

The final agenda was approved, 5-0. (Harris, Hansen)

C. PUBLIC COMMENT (for issues not on the agenda)

Michele Rodriguez commented that the California Department of Housing and Community Development (HCD) has just announced that more grant funds have been made available for resident ownership of mobile home parks.

Erma Wheatley reminded residents to confirm their contact information for the Park directory by notating it in the binder on the clubhouse lobby counter.

Alan Gump thanked John Hansen and Bill Davis for their roles in improving the defensible space around the Park.

Bill Davis asked about the status of capital improvements such as the badly needed roof repair, and he also asked the Board to continue to push the City for a response regarding the update of the MVMCC Rules and Regulations.

#### D. CONSENT CALENDAR

The minutes of the September 25 meeting were approved as submitted, 5-0. (Harris, Hansen)

#### E. REPORTS

##### 1. Treasurer

Steve reported that the PAC petty cash account balance is about \$2200.

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 are over budget on that item, largely because of payments for the PAC Board's recording secretary. Since Carol-Joy has taken over that role, those expenses will be eliminated.

##### 2. Finance Committee

Steve reported that the Debt Service Coverage Ratio (DSCR) is 5.14, which is based only on the last two months.

Steve also mentioned that the PAC Board's separate legal fund has raised over \$85,000, but we are expecting further invoices that will require more fundraising from our residents and possibly outside sources. Juliette MacLam, John Feld, and Michele Rodriguez added comments.

##### 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 but have received no response. We cannot proceed on our own because of the \$30,000 cap on capital improvement projects that we can do without the City's involvement, per the PAC's Delegation Agreement with the City. Serena Fisher, Bill Davis, Juliette MacLam, and Connie Marelich added comments.

##### 4. MVEST

John reported that MVEST will be holding a first aid training for residents on Sunday, November 12. There will be refreshments, and first aid kits will be given to participants. John Feld added a comment.

5. HOL

John Feld reported that at tomorrow's monthly meeting, there will be discussions about the Breezeway Boutique renovation and the free food program, among other things.

6. Mar Val

Carol-Joy reported on behalf of Carolyn Corry, Mar Val President, about the upcoming Black Cat on October 28. The event includes dinner, bakery sales, and costume contests and is the fundraiser for Mar Val's liquor license. John Feld added a comment.

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

Mary reported that the committee continues to send information to residents via Constant Contact. Gayle Atkinson, Juliette MacLam, and Sue Meyer added comments.

8. Document Brigade

John reported that documents are still being gathered and forwarded to our legal team. Juliette MacLam and Sue Meyer added comments.

9. Resident Ownership Discovery (ROD) Committee

Michele Rodriguez reported from the committee, stressing the importance of the upcoming resident income survey that will be conducted at no charge to us by a third-party entity, either ROC USA or the California Center for Cooperative Development. Committee members Alan Gump, Serena Fisher, Dave Tetta, and John Hansen added comments. The committee is working on the survey questions with guidance from the two entities mentioned above. There will be a contract that will contain details about methodology and usage of the data. The survey, which will not ask about residents' assets but merely income, is critical for the next phase of MVMCC's existence as we enter into negotiations with the City because no matter what form of ownership will exist in the future, we need to have this data. The committee will hold a workshop with residents in the very near future to explain all the details. John Feld, Sue Meyer, Laura Kradjan, Michale Dancer, John Ewing, and Erma Wheatley added comments.

Jay added that the Helsing Group is drafting a proposal on preparing an engineering survey of the Park, which will be helpful in negotiations regarding the Park's prospects for long-term sustainability.

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.

## F. OLD BUSINESS

None.

## G. NEW BUSINESS

1. The Board voted 4-0 to ratify the appointment of Mary Currie to the At-Large Board position. (Harris, Shelfer) (Currie abstained)
2. Jay provided the update about the recent Novato City Council decision to create an *ad hoc* committee to negotiate with PAC about the future ownership of the Park, among other things. The City Councilmembers of the committee will be Mark Milberg, the representative from our district, and Tim O'Connor. The PAC Board will be represented by Jay and another member to be determined, along with our attorney, Dana Dean. Comments were added by Bill Davis, Sue Meyer, Erma Wheatley, Michele Rodriguez, and Serena Fisher.
3. The Board discussed the Board member who would accompany Jay in these negotiations. It may or may not be the same person at all meetings. No decision was made. Connie Marelich, Bill Davis, Sue Meyer, Gayle Atkinson, Marlene Montalvo, and Serena Fisher added comments.
4. The Board anticipates further work with Dana Dean, including in the negotiations mentioned above and any contracts involved as a result. Bill Davis, Sue Meyer, Michele Rodriguez, Juliette MacLam, and Serena Fisher added comments. Regarding long-term fundraising efforts, Erma Wheatley suggested the possibility of residents including the Park in their wills.

## H. DETERMINATION OF NEXT REGULAR PAC BOARD MEETING

The next regular PAC Board meeting will be Tuesday, November 7; however, there may be a special meeting or meetings in the interim.

## I. ADJOURNMENT

The meeting was adjourned at approximately 7:05 P.M.

Respectfully submitted,

Carol-Joy Harris  
Secretary