

FINAL Meeting Minutes

**PARK ACQUISITION CORPORATION (PAC) BOARD**

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

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)
- OTHER: Approximately 25 other residents in person in the clubhouse ballroom and 20 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. (Currie, Hansen)

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

Erma Wheatley asked for any last-minute changes in the Park directory to be sent to her immediately.

D. CONSENT CALENDAR

The minutes of the November 7 meeting were approved as corrected, 5-0 (Currie, Hansen), and the minutes of the November meeting were approved as submitted (Harris, Currie).

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 are now eliminated.

## 2. Finance Committee

Steve reported that the Debt Service Coverage Ratio (DSCR) is 3.67, far above the loan requirement of 2.0.

Steve also reported on the separate legal fund, which still needs to be replenished. Our initial effort, stopping the sale of the Park to a private developer, was successful. We still don't have an exclusive negotiating agreement (ENA) with the City to prevent a similar scenario from occurring while we negotiate with them, and we require further legal assistance in those efforts, as well as in our further negotiations with the City.

Alan Gump, Juliette MacLam, Judy Rejebian, Jae Tillinghast, Tom Weeden, and Charlotte Weiser offered comments and questions. One suggestion was to add to our negotiating efforts a request to pay our attorney fees from our reserves.

## 3. Project Planning

Jay reported that Park Manager Matt Greenberg has had the Park's streets restriped, the clubhouse curbs painted yellow, and much more lighting installed around the clubhouse. The clubhouse roof has been patched for the winter until the major repair planned for next spring and summer. One last retaining wall has been finished, completing those projects for this year. Pump Station No. 1 is operational, and the finishing touches to that project are being done. Electrical work has been done to the Breezeway Boutique so that a refrigerator can be added for the Extra Food program. Several streetlights and their posts have been repaired or replaced. The fire mitigation crew has now completed their work in the Park for this year.

John Feld and Michale Dancer added comments and questions.

## 4. MVEST

John reported that we have recently received our recertification as a Firewise Community. We have received \$135,000 in grants since our original certification in 2015; all were used in various fire prevention efforts in the Park.

Janet Willett, Bill Davis, John Feld, Michale Dancer, and Karin Mortensen added comments and questions.

## 5. HOL

John Feld reported that the Holiday Faire was successful and that the Extra Food program continues to be very successful. There will soon be a refrigerator as well, making more types of food items available. The Mayflower Chorus's caroling in the breezeway was

enjoyed by all who came. The holiday decorating competition results will be announced soon. There will be an alternative health fair in the clubhouse in late February, and there will be a balance class series starting in early 2024.

6. Mar Val

Carol-Joy reported on behalf of Carolyn Corry, Mar Val President, about the upcoming holiday dinner on December 16 and the New Year's Eve celebration.

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

Mary and Carol-Joy reported that the committee continues to send information to residents via Constant Contact and when warranted, via tube flyers. It was clarified that the best way to address questions or comments to the Board outside of Board meetings about any subject is to email any PAC Board member, who will then relay the question to the appropriate person or committee or to the entire Board.

Karin Mortensen, Erma Wheatley, Lisa Jackler, and Bill Davis added comments.

8. Document Brigade

John reported that historical documents about MVMCC, which are very important, are still being gathered, referred to, and forwarded to our legal team.

9. Resident Ownership Discovery (ROD) Committee

Committee member Dave Tetta reported that about 66 % of our residents have responded to the resident income survey, and about 87 % of those are low income. This data will be critical for any financial assistance we may need as we look at restructuring the governance and/or ownership of the Park, so we need as much participation as possible. There will be a presentation tomorrow at 4:00 P.M. in the ballroom, during which the presenters from national and California nonprofit organizations will appear via Zoom on our big screen, on one type of resident ownership, called a Limited Equity Housing Cooperative. The presentation will be recorded for residents' future reference.

Juliette MacLam, Alan Gump, Lisa Jackler, Erma Wheatley, Bill Davis, and Karin Mortensen added questions and comments.

F. OLD BUSINESS

1. Regarding the issue of residents who are behind in rent payments, Mary has researched this and will prepare a list of local agencies that can help. That list will be given to Matt to provide to those few residents in this situation. There is also financial coaching available through Community Action Marin.

John Feld added a comment.

#### G. NEW BUSINESS

1. Jay and John provided an update about the two meetings so far of the Novato City Council's ad hoc committee created to negotiate with PAC about the future ownership of the Park, among other things. City Councilmembers Mark Milberg and Tim O'Connor have attended, along with City staff members. We have emphasized our long-term goals of security and affordability. The next meeting is expected to be in January, when we anticipate having an ENA in place.
2. Regarding upcoming work with legal counsel, Jay reported that our legal counsel Dana Dean is working with Novato City Attorney Gary Bell to finalize the ENA.

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

The next regular PAC Board meeting will be Tuesday, January 2 at 5:00 P.M., in the clubhouse and on Zoom. However, there may be a special meeting or meetings in the interim.

#### I. ADJOURNMENT

The meeting was adjourned at approximately 6:55 P.M.

Respectfully submitted,

Carol-Joy Harris  
Secretary