



FINAL Meeting Minutes

PARK ACQUISITION CORPORATION (PAC) BOARD

Marin Valley Mobile Country Club
100 Marin Valley Drive, Novato, CA 94949
and via Zoom Teleconferencing
Tuesday, September 1, 2026

ATTENDEES:

BOARD MEMBERS: Brad Witherspoon (President), Greg Smyth (Vice President), Meg Jordan (Vice President), Steve Plocher (Treasurer), Carol-Joy Harris (Secretary)
OTHER: 24 other residents in person in the ballroom and 19 on Zoom

CALL TO ORDER, ROLL CALL

Brad called the meeting to order at 5:00 P.M., and roll call of the Board was taken.

APPROVAL OF FINAL AGENDA

The agenda was approved 5-0. (Smyth, Jordan)

PUBLIC COMMENT

Public comments were given by Ellen Jane Schulz, Amy Castagna, and Pat Higgins.

CONSENT CALENDAR

The minutes of the August 4 monthly meeting and the August 18 closed session meeting were approved as submitted, 5-0. (Witherspoon, Plocher)

REPORTS

Jay Shelfer reported on behalf of Management. Two retaining walls have been completed, and three more are in process. There have been 476 trees pruned on the property, the cutback of grasses and shrubs in the perimeter is complete, and hedge trimming is in process. A contractor has been hired to fix the storm drain next to 118 Marin Valley Drive, but the timeline is not known.

There was no report from the Communications Committee.

There was no report on the status of discussions with the City.

Steve reported as Board Treasurer that the current debt service coverage ratio (DSCR) is about 3.67, but that is only for one month, and it is virtually meaningless since some line items were not billed for that month because they are billed less frequently. PAC's petty cash account, which has a balance of

\$63, has become superfluous because reimbursement for these small-ticket items, such as paper, goes through a different process. The Board voted 5-0 to close this account. (Harris, Witherspoon)

Regarding funds for legal counsel and other costs related to resident ownership of the Park, Steve reported that we have successfully covered our expenses so far and there are no outstanding invoices. As efforts toward resident ownership continue, we will still need residents to donate to the PAC Legal Fund.

Trish Brady of the Finance Committee reported on the current state of the Park's finances. The report may be found under Park Documents on the marinvalley.net website. The balance of operating accounts is over \$1.3 million, and of the reserve accounts, over \$6.4 million. The Bank of Marin loan balance, for which the last payment will be December 21, 1027, is about \$800,000. David King, Chair of the committee, added to the report, especially thanking resident Sheri Smyth for working with the Novato City staff regarding our insurance policies. Julie Manson made a public comment.

Bill Davis, Chair of the MVEST/Firewise Committee, thanked Kevin Mulvany for his monthly walks in the hills surrounding the Park to search for camping activity that may endanger the Park, as well as working with the Novato Police Department and the Novato Fire District in this regard. John Hansen of the committee added that Fire Safe Marin will henceforth be focusing more on Firewise.

John Feld, Chair of the Home Owners League (HOL), reported that the owl section of the Park library is now operational and the electric recliner in the library has been repaired. The library's PC is being repaired, and the audio/visual system in the clubhouse has also been repaired. The next craft fair/yard sale will be in the ballroom on September 12. The collection of recyclable bottles and cans continues, and the money collected thereby goes to Extra Food. Henceforth, teachers and attendees of classes such as strength training and taiji will need to fill out waivers. The next dump run will be in October. David Gray added a public comment.

Carol-Joy reported for Mar Val President Carolyn Corry that the Labor Day party will be September 7, and it will include a sing-along of songs about work.

From John Hansen of the PAC Board Emeritus Committee, there was no report.

From Meg of the *ad hoc* PAC Committee Restructuring Committee, there was no report except that there will be a workshop, possibly in October, to explain all of the Park's committees and volunteer opportunities.

OLD BUSINESS

Meg requested that the discussion and possible action regarding the PAC committee structure be tabled until after the workshop mentioned above.

Regarding compliance with the Americans with Disabilities Act, Brad reported that architectural plans have been completed for the \$2.3 million proposed project, but there is no timeline for the work. Matt Greenberg is researching the costs for the work if it were to be undertaken without the City of Novato's involvement. John Hansen added a public comment.

NEW BUSINESS

The Board discussed forming an acquisition committee, but no action was taken.

The Board discussed the revision and updating of Parkwide systems of reporting and management. Research for this multi-faceted project is underway. John Feld made a public comment.

The Board discussed residents' personal communications with Novato City Councilmembers and with all residents via the tubes attached to mailboxes. It was suggested that if residents don't want to receive communications from anyone, they should contact that person or persons directly and tell them as much. Public comments were given by John Hansen, Gayle Atkinson, Trish Brady, David Gray, Tom Weeden, Kevin Mulvany, David King, and Bill Davis.

NEXT PAC BOARD MEETING

Tuesday, October 6, 5:00 P.M.

Special PAC Board meeting/s may be called in the interim.

ADJOURNMENT

The meeting was adjourned at 7:10 P.M.

Respectfully submitted,

Carol-Joy Harris
Secretary