

MOBILE AND MANUFACTURED HOME COMMISSION MEETING

Amended Agenda

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA**

January 19, 2017 9:30 AM

- I. Call to Order/Roll Call/Agenda Review and Approval of Minutes**
- II. Community Input**
- III. Business/Action Items**
 - a. Park List- updating
- IV. Reports**
 - a. Santa Cruz County Mobile/Manufactured Homeowner Association
 - b. Commissioner Reports
 - c. Legislative Report
 - d. County Counsel Report
 - e. County Supervisor Report
 - f. Staff report
 - g. Correspondence/Communications

ADJOURNMENT

The next Mobile and Manufactured Home Commission meeting is currently scheduled for time 9:30 a.m. on March 16, 2017 at the Simpkins Family Swim Center located at 979 17th Avenue, Santa Cruz, CA.

As a courtesy to those persons affected, please attend the meeting smoke and scent free. Please turn off cell phones. Mobilehome Commission By-Laws, Paragraph 7, Agenda states: Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will provide for community input on the items not on the agenda, which are within the subject matter jurisdiction of the Commission, at the end of each regular meeting agenda. Community input must not exceed three (3) minutes in length per person, must be directed to an item not listed on today's Agenda, and must be within the jurisdiction of the Mobile and Manufactured Home Commission. **For further information, please contact the Commission office at 454-2772. Mobilehome Commission Website: <http://sccounty01.co.santa-cruz.ca.us/mhc/index.html>**

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The meeting location is an accessible facility. If you are a person with a disability and require assistance in order to participate in the meeting, please contact Aimee Mangan at least 72 hours in advance of the meeting to make arrangements at 454-2772 or TDD 711 (California Relay Service) to translate your TDD call for the Commission staff. Persons with disabilities may request a copy of the agenda in an alternative format.

**AMENDED MINUTES OF
THE MOBILE AND MANUFACTURED HOME COMMISSION MEETING**

DATE: January 19, 2017
PLACE: Simpkins Swim Center. 979 17th Avenue, Santa Cruz, CA
PRESENT: David Allenbaugh (3rd District), Charlene Garza (Western
Manufactured Home Association), Rick Halterman (5th District),
Jean Brocklebank (1st District), Henry Cleveland (2nd District),
EXCUSED: Briana Del Franco (4th District),
ABSENT: Carol Lerno (Golden State Manufactured Homeowner's League)

Staff: Aimee Mangan (Commissions Coordinator), Sharon Carey-
Stronck (County Counsel)

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
Approved minutes of the meeting on November 17, 2016.
Motion/Second: Brocklebank/ Garza
Passed unanimously.
- II. Community Input: SCCMMHA (Santa Cruz County Mobile Manufactured Home Association) President John Anderson invited audience to their organization's next meeting date (February 11th at 10 am, location Capitola City Hall) and that the guest speaker would be Assemblyman Mark Stone, who serves as chairperson of the Assembly Judiciary Committee, and reviews legislation on a broad range of issues, including civil practices and procedures.
- III. Business/ Action Items
 - a. Park List Updating:
 - 1.) Commissioners have sent in their updates, Staff to complete updating by March meeting.
- IV. Reports
 - a.) Santa Cruz County Mobile/Manufactured Home Association (Anderson):
SCCHMHA had their Board Meeting last night and they are restructuring. Anderson will be liaison between SCCMMHA and our Commission. He provided his resume and who the other Board members are and what their duties entail. Their next meeting will be held on February 11th at Capitola City Hall. He will also update their website soon.
 - b.) Commissioner Reports:
 - 1.) Halterman (5th District) Provided an update on Pinto Lakes Hearing- Kenneth Baar's Expert Report was submitted on January 6, 2017. Commissioner described the current County process to determine rent increases.
Question from the Audience: Has the second Settlement Conference and/ or Hearing for Pinto Lakes been scheduled?
Answer: No, not yet. Commissioner Cleveland described the scheduling process and provided an update on park residents working with Senior Legal Services.
Question from the Audience: Will this case impact other Parks?

Answer: No, this only pertains to Pinto Lakes.

2.) Garza (Western Manufactured Home Association) Update on PG&E upgrade program given: Trailer Haven was the first park that participated. Commissioner described upgrade process when asked by an audience member.

Question: Commissioner Allenbaugh asked how Parks are selected?

Answer: Parks apply to the program. Eventually all Parks will be converted over to PG&E. Property owners should be having an Annual Gas Survey done. Legacy areas are not part of this program.

Question: Commissioner Allenbaugh asked about where information can be found regarding this.

Answer: Multiple websites cited, including:

<http://www.cpuc.ca.gov/mhpupgrade/>

<http://www.wma.org/utilities>

https://www.pge.com/en_US/safety/contractor-construction-business-and-agriculture/mobile-home-park-utility-upgrade/mobile-home-park-utility-upgrade.page

Discussion ensued amongst Commissioners about Annual Information that should be provided to residents (usually available in January) regarding gas leaks and other mandated information. Commissioner Brocklebank encouraged residents to ask their Manager or Assistant Manager if they do not receive it, and to get educated and informed on it.

Multiple questions arose from multiple audience members regarding the capital improvement process.

Commissioner Brocklebank cautioned Commissioners and the audience to be careful and look at each individual case before determining if something is a capital improvement vs. maintenance. Documentation needs to be provided that maintenance has not occurred and that it is important for residents to do this.

Question from the Audience: How should we document?

Answer: Take pictures, record via video, track dates, share the documentation with your Park Owner/ manager so that you have evidence.

Question: Pleasure Point resident inquired about would a new system mean that residents would receive a bill?

Answer: Yes. PG&E is waiving some of their usual requirements for new payers. Commissioner Cleveland provided further background of this program.

3.) Brocklebank (1st District): Described amount of contact and support she generally has with parks (3 -4 parks every two months). With Commissioner Lerno (GSOML representative) being absent, Commissioner urged non-members to join, since they are the best organization in the state for political lobbying and provide residents with a lot of our rights here. She walked audience through how to join and

subscribe so that they receive Legislative updates about things that may impact MMH residents. She clarified that it is not necessary to be a GSOML member to receive updates.

An audience member mentioned that GSOML got AB587 passed this year and that Esperanza Rosa (SCCHMA's new lobbyist) is visiting chapters to get them up to speed. Commissioner Cleveland shared that GSOML information was available at the meeting today.

Commissioner shared that if there is an earthquake and you aren't sure about electricity or gas - do NOT use candles, matches or any type of flame/ spark in case there is a gas leak.

4.) Allenbaugh(3rd District): No report – he has two parks in his district and things are quiet.

5.) Cleveland (2nd District): Nothing to report since Pinto Lakes was discussed previously.

c.) Legislative Report: None.

d.) County Counsel Report:

New County Counsel support to the Commission, Sharon Carey-Stronck was introduced and shared that former Hearing Officer Sal Bastille passed away in December and that the CAOs Office is working on expanding the hearing Officer List currently. Carey-Stronck will continue to attend Commission meetings.

e.) County Supervisor Report: None given.

f.) Staff Report: Individual Rent Dispute received on December 20, 2016 regarding Opal Cliffs MHP and Hearing Officer will be John McSpadden. Pre Settlement Conference date and potential Hearing date to be determined. Space Fee Letters were sent out yesterday. Commissioner Brocklebank provided an overview of Space Fees (it's a pass through - each resident pays \$2.17 a month and this funds the implementation of the Rent Control Ordinance. It's something that benefits all residents. Space Fees only pertain to unincorporated parts of the County, other jurisdictions have their own laws. Space Fees do not pertain to ROPs (Resident Owned Parks).

g.) Correspondence/ Communications:

Opal Cliffs Petition (see Staff Report above) came in.

Commissioner Allenbaugh shared that he will be out of town for the next MMHC Meeting scheduled for March 16, 2017.

Adjournment at... 10:31 am

Submitted: Aimee Mangan, Commissions Coordinator

MOBILE AND MANUFACTURED HOME COMMISSION MEETING

Amended Agenda

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA**

March 16, 2017 9:30 AM

- I. Call to Order/Roll Call/Agenda Review and Approval of Minutes**
- II. Community Input**
- III. Business/Action Items**
 - a. Amend ordinance 13.32.040(f) to use CPI when for projections of expenses
- IV. Reports**
 - a. Santa Cruz County Mobile/Manufactured Homeowner Association
 - b. Commissioner Reports
 - c. Legislative Report
 - d. County Counsel Report
 - e. County Supervisor Report
 - f. Staff report including Park List Update
 - g. Correspondence/Communications

ADJOURNMENT

The next Mobile and Manufactured Home Commission meeting is currently scheduled for 9:30a.m.on May 18, 2017 at the Simpkins Family Swim Center (979 17th Avenue, Santa Cruz, CA).

As a courtesy to those persons affected, please attend the meeting smoke and scent free. Please turn off cell phones. Mobilehome Commission By-Laws, Paragraph 7, Agenda states: Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will provide for community input on the items not on the agenda, which are within the subject matter jurisdiction of the Commission, at the end of each regular meeting agenda. Community input must not exceed three (3) minutes in length per person, must be directed to an item not listed on today's Agenda, and must be within the jurisdiction of the Mobile and Manufactured Home Commission. **For further information, please contact the Commission office at 454-2772. Mobilehome Commission Website: <http://sccounty01.co.santa-cruz.ca.us/mhc/index.html>**

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: March 16, 2017
PLACE: Simpkins Swim Center, 979 17th Avenue, Santa Cruz, CA
PRESENT: Rick Halterman (5th District), Jean Brocklebank (1st District), Henry Cleveland (2nd District), Briana Del Franco (4th District), Carol Lerno (Golden State Manufactured Homeowner's League)
EXCUSED: David Allenbaugh (3rd District), Charlene Garza (Western Manufactured Home Association)
ABSENT: None
Staff: Supervisor John Leopold (1st District), Aimee Mangan (Commissions Coordinator), Sharon Carey-Stronck (County Counsel)

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
 - a.) Meeting was convened at 9:32 am
 - b.) Approved minutes of the meeting on January 19, 2017 with the following corrections: excuse Carol Lerno, IV.2) amend Legacy, IV.f.) replace fund with funds, IV.f) remove pertain.
Motion/Second: Brocklebank/ Halterman. Passed unanimously.
- II. Community Input
 - a.) Shoreline Mobile Estates will present information regarding its Neighborhood Watch Program in collaboration with the Sheriff's Office on April 1st at 10:30am. Any mobile home park in unincorporated areas can request the Sheriff's Office to provide a similar presentation concerning Neighborhood Watch programs.
 - b.) At 10am on April 15th, Shoreline Mobile Estates Residents' Association will be hosting an event with Supervisor Leopold.
- III. Business/ Action Items
 - a.) Amend ordinance 13.32.040(f) to use CPI when projecting expenses.
 - 1.) History and overview of CPI provided. Discussion amongst Commissioners and Supervisor about maintaining or amending current Ordinance. Decision to place this item on May agenda again.
- IV. Reports
 - a.) Santa Cruz County Mobile/Manufactured Home Association (John Mulhern): SCCHMMHA invited Assemblyman Mark Stone to speak at their February meeting about his support of AB 1269. GSOML is in favor of this legislation which will update California's longstanding Mobilehome Residency Law (MRL) and provide owners and residents with tools and resources to protect their rights. The hearing date for AB 1269 is April 26, 2017, and GSOML members are asked to draft Letters of Support.
 - b.) Commissioner Reports
 - 1.) Halterman (5th District): Provided an update on Pinto Lakes Hearing.
 - 2.) Brocklebank (1st District): Provided updates on multiple parks, including Soquel Gardens and Yacht Harbor.

3.) Lerno (Golden State Manufactured Homeowner's League): Encouraged park residents to join GSOML since it is a useful resource. Shared that Villa Santa Cruz owners who purchased after 1994 recently had their first property tax increase.

4.) Del Franco (4th District): Reported on an electrical problem at a Park that is still being addressed.

5.) Cleveland (2nd District): Commended Commissioner Brocklebank for catching a dead link (HCD – Housing and Community Development) on the Commission webpage.

6.) Discussion amongst Commissioners that multiple credit unions are advertising mobile home loan programs.

c.) Legislative Report

Discussion amongst Commissioners regarding supporting AB 1269. Supervisor Leopold will provide information to the Board.

d.) County Counsel Report

1.) Reminded Commission that the Brown Act allows attendees to choose whether to identify themselves.

2.) Section 2.64.050E (County Code) regarding where Commission meetings are held was discussed. History and context of meeting locations provided by Commissioners. Ideas explored for engaging more residents through outreach and promotion of meetings. Discussion about modifying the Code. Item will be placed on the May Meeting Agenda.

3.) CAO's office has been asked to increase the number of Hearing Officers on the list.

e.) County Supervisor Report

1.) Supervisor Leopold discussed recent Mid-Year Budget Review Session, including the impact of winter weather on county road systems (Measure D) and the potential for reduced funding from the state for IHSS (In Home Support Services).

2.) Updates provided about the development of multiple properties within District 1 and related community meetings.

3.) Supervisor has received several requests from Resident Owned Parks to look into the impact of GreenWaste Recovery and the possible use of smaller trucks. Smaller trucks may cost up to \$21/month per space. County staff is working on an acceptable and workable solution that will be cost effective. Commissioner Cleveland and SCCMMHA will solicit feedback from unincorporated county residents regarding the cost they would be willing to assume. Supervisor asked that community members contact his office with input on this matter soon, since decisions will be made in June.

f.) Staff Report including Park List Update

1.) MMHC website updated with live link to (Housing and Community Development) HCD.

2.) Park List updating – in process.

3.) Recent request for rent ordinance clarity regarding Aptos Pines subdivision conversion shared. Information being gathered currently.

g.) Correspondence/ Communications

City of Watsonville Finance Department Letter re: Permissible rate increases for Mobile Home Parks distributed to Commissioners.

Adjournment at... 11:11 am

Submitted: Aimee Mangan, Commissions Coordinator

MOBILE AND MANUFACTURED HOME COMMISSION MEETING

Agenda

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA**

May 18, 2017 9:30 AM

- I. Call to Order/Roll Call/Agenda Review and Approval of Minutes**
- II. Community Input**
- III. Business/Action Items**
 - a. Election of officers
 - b. Amend ordinance 13.32.040(f) to use CPI when projecting expenses
 - c. Review 2.64.050E (County Code) – holding meetings at mobile home parks
- IV. Reports**
 - a. Santa Cruz County Mobile/Manufactured Homeowner Association
 - b. Commissioner Reports
 - c. Legislative Report
 - d. County Counsel Report
 - e. County Supervisor Report
 - f. Staff report, including Park List Update
 - g. Correspondence/Communications

ADJOURNMENT

The next Mobile and Manufactured Home Commission meeting is currently scheduled for July 20, 2017 at the Simpkins Family Swim Center (979 17th Avenue, Santa Cruz, CA).

As a courtesy to those persons affected, please attend the meeting smoke and scent free. Please turn off cell phones. Mobile Home Commission By-Laws, Paragraph 7, Agenda states: Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will provide for community input on items not on the agenda, which are within the subject matter jurisdiction of the Commission, at the end of each regular meeting agenda. Community input must not exceed three (3) minutes in length per person, must be directed to an item not listed on today's Agenda, and must be within the jurisdiction of the Mobile and Manufactured Home Commission. **For further information, please contact the Commission office at 454-2772. Mobile Home Commission Website: <http://sccounty01.co.santa-cruz.ca.us/mhc/index.html>**

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: May 18, 2017
PLACE: Simpkins Swim Center, 979 17th Avenue, Santa Cruz, CA
PRESENT: Rick Halterman (5th District), Jean Brocklebank (1st District), Henry Cleveland (2nd District), Carol Lerno (Golden State Manufactured Homeowner's League), David Allenbaugh (3rd District), Charlene Garza (Western Manufactured Home Association)
EXCUSED: Briana Del Franco (4th District),
ABSENT: None
Staff: Supervisor John Leopold (1st District), Aimee Mangan (Commissions Coordinator), Sharon Carey-Stronck (County Counsel)

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
 - a.) Meeting was convened at 9:31 am
 - b.) Approved minutes of the meeting on March 16, 2017Motion/Second: Lerno/ Halterman. Passed unanimously.
- II. Community Input
 - a.) Pinto Lakes Hearing decision determined that a rent adjustment increase was not warranted. Interested parties can leave their contact information with the Commissions Coordinator to receive a copy of the decision.
- III. Business/ Action Items
 - a.) Election of Officers:
 - Brocklebank: Allenbaugh and Brocklebank (2)
 - Cleveland: Halterman, Lerno, Cleveland, Garza (4)
 - Chair 2017 Selected: Cleveland
 - Vice-Chair 2017 Selected: Halterman
 - Ayes: Halterman, Cleveland, Allenbaugh, Lerno, Garza (5)
 - Nays: None (0)
 - Abstain: Brocklebank (1)Brocklebank went on record to indicate that she has served as Commissioner for fourteen years, and she finds it unacceptable and unusual to have the same members successively selected to serve as Chair and Vice-Chair year after year where other commissioners have expressed interest in these positions.
 - b.) Amend ordinance 13.32.040(f) to use CPI when projecting expenses.
No discussion.
 - c.) Review 2.64.050E (County Code) – holding meetings at mobile home parks.
Ask Board of Supervisors to change Code to say that we “shall hold meetings” in mobile home parks “when and where appropriate.”
Motion/ Second: Brocklebank/ Halterman. Passed unanimously.
- IV. Reports
 - a.) Santa Cruz County Mobile/Manufactured Home Association Report (John Mulhern):
No report.

b.) Commissioner Reports

1.) Cleveland (2nd District):

a.) The Pinto Lakes Hearing petition disclosed to residents that they have been erroneously charged with a 6% City of Watsonville utility tax. Residents have received refunds since the Park is within the unincorporated area of the County.

b.) PG& E rebate of \$17.40 should have occurred in April for master sub-metered parks.

c.) A recent regional Resident Owned Parks (ROPs) meeting discussion occurred about co-operative parks receiving their tax bills two to three years late which creates hardships for residents that have bought in. Commissioner Lerno stated it is important to project these costs to residents. Commissioner Cleveland proposed strategies to reduce timeframe and remove Parks from the business of collecting taxes.

2.) Brocklebank (1st District): Will research Parks and their knowledge of base rents.

3.) Allenbaugh (3rd District): No report.

4.) Lerno (Golden State Manufactured Homeowner's League): Continuing to push for parcelization and will follow up with Turner Lane Estates regarding this matter.

5.) Halterman (5th District): No report.

c.) Legislative Report

No updates on AB 1269.

d.) County Counsel Report

1.) County Counsel time is not paid for from space fees. More information will be provided at July meeting.

2.) Senior Legal contract is being reviewed by County Counsel to ensure it is commensurate with services delivered.

e.) County Supervisor Report

1.) Reviewed and discussed recent Pinto Lakes hearing decision. Board of Supervisors is currently not planning to amend the Ordinance.

2.) Discussed approval of CORE Investments at recent Board meeting.

3.) Senate Bill 1 approved and provides various sources of funding for transportation purposes, including roadways.

4.) Discussion about how property taxes in Santa Cruz County compare to other counties.

5.) Supervisors are supportive of Habitat for Humanity property on Harper Street but are requiring a revamped proposal to include guest parking.

6.) Proposed 2017-2018 County Budget is available.

f.) Staff Report including Park List Update

1.) Parties reached an agreement in recent Opal Cliffs Individual Rent Dispute.

- 2.) Overview of recent Senior Legal referrals provided.
- 3.) Updated Parks List information disseminated, and a discussion followed regarding the listing of Conference Centers and Senior Parks.
- 4.) RVs may stay in a Park up to nine months before they fall under Mobile Residency Law.

g.) Correspondence/ Communications
None.

Adjournment at... 10:41 am

Submitted: Aimee Mangan, Commissions Coordinator

MOBILE AND MANUFACTURED HOME COMMISSION MEETING

Agenda

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA**

July 20, 2017 9:30 AM

- I. Call to Order/Roll Call/Agenda Review and Approval of Minutes**
- II. Business/Action Items**
 - a. Amend Commission Bylaws and County Code (2.64.050E) related to Commission meetings regarding time, place and location of meetings
 - b. Fair Rate of Return Review
- III. Reports**
 - a. Santa Cruz County Mobile/Manufactured Homeowner Association
 - b. Commissioner Reports
 - c. Legislative Report
 - d. County Counsel Report
 - e. County Supervisor Report
 - f. Staff Report, including Park List Update
 - g. Correspondence/Communications
- IV. Community Input**
- V. Adjournment**

The next Mobile and Manufactured Home Commission meeting is currently scheduled for September 21, 2017 at the Simpkins Family Swim Center (979 17th Avenue, Santa Cruz, CA).

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: July 20, 2017
PLACE: Simpkins Swim Center, 979 17th Avenue, Santa Cruz, CA
PRESENT: Rick Halterman (5th District), Jean Brocklebank (1st District), Henry Cleveland (2nd District), David Allenbaugh (3rd District), Briana Del Franco (4th District), Charlene Garza (Western Manufactured Home Association)
EXCUSED: Carol Lerno (Golden State Manufactured Homeowner's League)
ABSENT: None
Staff: Aimee Mangan (Commissions Coordinator), Sharon Carey-Stronck (County Counsel), Britt Harmssen (EEO Officer)

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
 - a.) Meeting was convened at 9:32 am
 - b.) Motion to amend May 18, 2017 meeting minutes to state there was no community input.
Motion/Second: Brocklebank/ Allenbaugh.
Ayes: Brocklebank, Allenbaugh (2)
Nays: Cleveland, Garza, Halterman (3)
Abstain: Del Franco (1)
 - c.) Approve May 18, 2017 meeting minutes
Motion/Second: Halterman/ Garza.
Ayes: Halterman, Garza, Cleveland, Allenbaugh (4)
Nays: Brocklebank (1)
Abstain: Del Franco (1)
- II. Community Input
 - a.) Chair Cleveland moved Community Input to second item. Discussion occurred late in the meeting about placing this item early to encourage community participation. Text on Agenda will be edited to not limit participation time and Bylaws will be amended so this item is not limited to appear at the end of the meeting
 - b.) John Mulhern (GSMOL representative and Shoreline Mobile Estates resident) worked with a Meadows Manor resident facing eviction. Resident received assistance from Senior Legal Services. Del Franco will follow up with this resident. Discussion related to the process of evicting tenants ensued.
 - c.) Brocklebank suggested that residents with questions be directed to the Commissioner in their district to receive information about laws and resources.
- III. Business/ Action Items
 - a.) Amend Commission Bylaws and County Code (2.64.050E) related to Commission meetings regarding time, place and location of meetings
 - 1.) Bylaws Amendments were evidently approved by the Commission in November 2013, but there is no record of Commission Minutes for November 2013 or January 2014 meeting online. Cleveland, Brocklebank and Mangan will research the archives of Board of Supervisors' and Commissions' Minutes to see if the Amendments were Board approved.
 - 2.) Formation of sub-committee to review Bylaws and County Code.

Motion/ Second: Cleveland/ Garza. Passed unanimously.

Allenbaugh and Brocklebank will serve on sub-committee.

b.) Fair Rate of Return Review

Motion/ Second: Halterman/ Brocklebank.

Ayes: Halterman, Cleveland, Allenbaugh, Del Franco, Brocklebank (5)

Nays: None (0)

Abstain: Garza (1)

County Counsel requested Letter be updated to reflect Sharon Carey-Stronck as the signer, not Brooke Miller.

IV. Reports

a.) Santa Cruz County Mobile/Manufactured Home Association Report (John

Mulhern):

SCCMMHA will not be meeting next month.

b.) Commissioner Reports

1.) Halterman (5th District):

Reviewed the summons and legal remedy Pinto Lakes Mobile Home Park ownership is seeking. County Counsel input provided regarding the status of the lawsuit filed by Pinto Lakes ownership against the County of Santa Cruz and the Hearing Officer. The park owners are requesting a reversal of decision based on multiple grounds. County Counsel will be responding to the arguments raised in the owner's brief. Commissions Coordinator is currently compiling the administrative record. Residents were not named in the suit, but County Counsel reports that her office will request that the residents be added to the suit as indispensable parties, due to the fact that their interests are being litigated.

Discussion ensued between audience and Commission members related to the hearing and summons.

2.) Garza (Western Manufactured Home Association):

Scholarship fund available to students living in Mobile Home communities received 106 applications this year including one from an Ocean Breeze resident. They are hoping to award scholarships to all applicants.

3.) Del Franco (4th District):

a.) Assessed needs of park residents living in her District including illegal fireworks. Brocklebank will send her information related to permissible fireworks in parks.

b.) Expressed intent to follow up with park on Freedom Boulevard regarding transformer problems.

4.) Brocklebank (1st District):

a.) A rent appeal occurred recently at Soquel Gardens.

b.) Expressed concern that the Commission never holds a meeting at a park. Holding a meeting in Watsonville will be placed on the September Agenda. Commission will invite Supervisor Caputo to attend if they meet in Watsonville.

5.) Allenbaugh (3rd District):

A people's gate that has been approved by the City of Santa Cruz at De

Anza Park may need to be moved according to the California Coastal Commission. If the gate location is changed, it would impact a carport that is used by a family with a disabled child. There are some proposals in the works currently.

6.) Cleveland (2nd District):

- a.) There was an increase in the landscaping budget at Aptos Pines Park due to inclement weather this year.
- b.) Discussion about Civil Code Section 798.74A (purchasing law) occurred between the Commission and audience regarding park requirements. Mulhern will provide Brocklebank with relevant information. Garza stated that her property management company has a set policy in compliance with fair housing laws.

c.) Legislative Report

- 1.) Mulhern provided an update on AB 1269 Mobilehome Residents and Senior Protection Act. It passed the House and will go to the Senate on August 21st.
- 2.) Question about status of past legislation related to frivolous lawsuits posed. Halterman stated it failed twice.

d.) County Counsel Report

- 1.) Fair Rate of Return Letter must be updated to remove CAO signature line. Dana McRae will sign the letter.
- 2.) County Counsel Legal Fees: The Space Fees fund was depleted, so legal service charges were suspended temporarily in recent years. Charges are again being assessed.
- 3.) Received some inquiries regarding her office's oversight of the Senior Legal Services contract. County Counsel reviews legal billing and assists with the execution of the contract, but she does not determine which provider the County will contract with. County Counsel likewise will not evaluate the quality of performance under the contract. Current contract is up for renewal at this time.
Cleveland requested that a copy of the contract with Senior Legal Services be made available to the Commission for the next meeting and that Senior Legal Contract be added to the September Agenda.

e.) County Supervisor Report

None.

f.) Staff Report including Park List Update

- 1.) Producing administrative record for Pinto Lakes suit.
- 2.) Overview of recent Senior Legal referrals and drop-in visitors provided.
- 3.) Recent Soquel Gardens Meet and Confer occurred and parties are working on an agreement.
- 4.) Space Fees will be on the September Agenda, and the budget will be provided.
- 5.) CPI rate will be on the September Agenda.
- 6.) Coordinator invited Commissioners to send any updates related to the

Parks List to her so that the online Park List can be kept current.

g.) Correspondence/ Communications
None.

V. Adjournment at 11:16 am

Submitted: Aimee Mangan, Commissions Coordinator

MOBILE AND MANUFACTURED HOME COMMISSION MEETING AGENDA

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA**

September 21, 2017 9:30 AM

As a courtesy to those persons affected, please attend the meeting smoke and scent free.

I. Call to Order/Roll Call/Agenda Review and Approval of Minutes

II. Community Input

III. Business/Action Items

- a. Amend Commission Bylaws
- b. 2017 CPI Calculation/ 2018 Rent Adjustment Letter
- c. Space Fee Review
- d. Commission meeting in Watsonville
- e. Senior Legal Contract

IV. Reports

- a. Santa Cruz County Mobile/Manufactured Homeowner Association
- b. Commissioner Reports
- c. Legislative Report
- d. County Counsel Report
- e. County Supervisor Report
- f. Staff Report
- g. Correspondence/Communications

V. Adjournment

The next Mobile and Manufactured Home Commission meeting is currently scheduled for November 16, 2017 at the Simpkins Family Swim Center (979 17th Avenue, Santa Cruz, CA).

Mobile Home Commission By-Laws, Paragraph 7, Agenda states: Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the end of each regular meeting agenda. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

For further information, please contact the Commission office at 831-454-2772 (TDD: 711), or go online to the Mobile Home Commission Website: <http://sccounty01.co.santa-cruz.ca.us/mhc/index.html>

The County of Santa Cruz does not discriminate on the basis of disability, and no person shall, by reason of a disability, be denied the benefits of its services, programs or activities. The meeting location is an accessible facility. If you are a person with a disability and require assistance in order to participate in the meeting, please contact Aimee Mangan at least 72 hours in advance of the meeting to make arrangements at 831-454-2772 or TDD 711 (California Relay Service) to translate your TDD call for the Commission staff. Persons with disabilities may request a copy of the agenda in an alternative format.

MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: September 21, 2017
PLACE: Simpkins Swim Center, 979 17th Avenue, Santa Cruz, CA
PRESENT: Rick Halterman (5th District), Jean Brocklebank (1st District), Henry Cleveland (2nd District), David Allenbaugh (3rd District), Charlene Garza (Western Manufactured Home Association)
EXCUSED: Carol Lerno (Golden State Manufactured Homeowner's League)
ABSENT: Briana Del Franco (4th District)
STAFF: Aimee Mangan (Commissions Coordinator), Sharon Carey-Stronck (County Counsel), Angela Chesnut (Analyst, Supervisor Leopold)

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
 - a.) Meeting was convened at 9:31 am
 - b.) Approve July 20, 2017 meeting minutes
Motion/Second: Brocklebank/Halterman. Passed unanimously.
- II. Community Input
None.
- III. Business/ Action Items
 - a.) Amend Commission Bylaws
 - 1.) Cleveland thanked Brocklebank for updating the Commission Bylaws.
 - 2.) Approve Amendments to Bylaws.
Motion/ Second: Halterman/ Brocklebank. Passed unanimously.
 - 3.) Amendments to County Code (approved in May) and Bylaws will be submitted to the Board of Supervisors.
 - b.) 2017 CPI Calculation/ 2018 Rent Adjustment Letter
 - 1.) Letters were sent to Park Owners in August.
 - 2.) Brocklebank is available to provide assistance with applying the formula.
 - c.) Space Fee Review
 - 1.) Discussion about current and potential litigation expenses.
 - 2.) After review, the Commission proposed a \$12 increase in space fees from \$26/year to \$38/year.
Motion/ Second: Brocklebank/ Garza. Passed unanimously.
 - d.) Commission meeting in Watsonville
 - 1.) Request to move this item to November Agenda and discuss it when District 4 representative is in attendance.
 - e.) Senior Legal Contract
 - 1.) County Counsel described the services that Senior Legal provides and the current contract provisions.
 - 2.) Comparable organizations that could provide legal representation and related expenses were discussed.
 - 3.) Brocklebank reported that she met with Halterman and Supervisor Leopold regarding legal representation.
 - 4.) County Counsel advised that Will Constantine is willing to assist Senior Legal in representing Pinto Lake at no charge. He has grant funding that will pay for his services.
 - 5.) Pinto Lake residents expressed satisfaction with the representation they

received at the end of the hearing.

IV. Reports

a.) Santa Cruz County Mobile/Manufactured Home Association Report:

- 1.) Recent meeting in August was lightly attended and informal.

b.) Commissioner Reports

1.) Halterman (5th District):

- a.) Provided an update on a mobile home park in Sunnyvale that is in the process of closing.
- b.) Received a call about a park owner in Watsonville who wanted to create a multi-year agreement with residents. Halterman urged meeting attendees not to enter into agreements exceeding 12 months in order to retain their right to representation.
- c.) Brocklebank encouraged Commissioners to connect residents to the Commissioner who represents their district.

2.) Garza (Western Manufactured Home Association):

- a.) WMA's owners convention is scheduled for October. She will provide updates on HCD regulations and new laws for 2018 at the November Commission meeting.

3.) Brocklebank (1st District):

- a.) Praised Cleveland for the written report he provides to his Supervisor after each Commission meeting. She encouraged other Commissioners to contact and update their Supervisor after meetings.

4.) Allenbaugh (3rd District):

- a.) An agreeable proposal regarding the people's gate at De Anza Park and a family with a child with disabilities has been reached.

c.) Legislative Report

- 1.) The California State Legislature passed AB 1269 Mobilehome Residents and Senior Protection Act, and it has been sent to the Governor. The GSOML website is a valuable resource for information about the bill and opportunities for advocacy. Additionally, emails of support can be transmitted through the Governor's website.

d.) County Counsel Report

- 1.) An overview of the recently filed Pinto Lake demurrer was provided.
- 2.) A case management conference is scheduled for November 20, 2017 at 8:30am in Department 10. The conference will be open to the public.
- 3.) Appreciation for the time and effort the Commissions Coordinator spent preparing a thorough administrative record and comparing the Pinto Lake hearing transcript to the audio recording was requested to be included in the minutes.

e.) County Supervisor Report

None.

f.) Staff Report

- 1.) Administrative record for Pinto Lake case was completed.
- 2.) Park List has been updated and is available online.
- 3.) Parties reached an agreement in Soquel Gardens general rent adjustment dispute that became effective on September 1, 2017.

g.) Correspondence/ Communications

None.

V. Adjournment at 11:01 am

Submitted: Aimee Mangan, Commissions Coordinator

MOBILE AND MANUFACTURED HOME COMMISSION MEETING AGENDA

**Simpkins Family Swim Center
979 17th Avenue, Santa Cruz, CA 95062**

November 16, 2017 9:30 AM

As a courtesy to those persons affected, please attend the meeting smoke and scent free.

I. Call to Order/Roll Call/Agenda Review and Approval of Minutes

II. Community Input

III. Business/Action Items

- a. Commission meeting in Watsonville
- b. Future Goals

IV. Reports

- a. Santa Cruz County Mobile/Manufactured Homeowner Association
- b. Commissioner Reports
- c. Legislative Report
- d. County Counsel Report
- e. County Supervisor Report
- f. Staff Report
- g. Correspondence/Communications

V. Adjournment

The next Mobile and Manufactured Home Commission meeting is currently scheduled for January 18, 2018 at the Simpkins Family Swim Center (979 17th Avenue, Santa Cruz, CA 95062).

Mobile Home Commission By-Laws, Paragraph 7, Agenda states: Public participation in Commission meetings shall be allowed as follows: An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item. In addition, the agenda will provide for community oral communications on items not on the agenda which are within the subject matter jurisdiction of the Commission at the end of each regular meeting agenda. The Chairperson of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Commission may vote to allot time in the agenda of the following meeting.

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MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 16, 2017
LOCATION: Simpkins Swim Center, 979 17th Avenue, Santa Cruz, CA 95062
PRESENT: Rick Halterman (5th District), Jean Brocklebank (1st District), Henry Cleveland (2nd District), Carol Lerno (Golden State Manufactured Homeowner's League), Charlene Garza (Western Manufactured Home Association)
EXCUSED: David Allenbaugh (3rd District)
ABSENT: Briana Del Franco (4th District)
STAFF: Supervisor John Leopold (1st District), T. Brooke Miller (County Counsel), Aimee Mangan (Commissions Coordinator)
GUESTS: 13

- I. Call to Order/ Roll Call/ Agenda Review and Approval of Minutes
 - a.) Meeting was convened at 9:30 am
 - b.) Approve September 21, 2017 meeting minutes
Motion/Second: Brocklebank/Garza. Passed unanimously.
- II. Community Input
 - a.) A resident of Antonellis Manor discussed numerous issues at her park. Commissioners provided resources, suggestions and their contact information to the resident.
 - b.) A resident of Pleasure Point Mobile Manor expressed concern that a fellow resident had been informed that there was no rent control in their park. The different types of rental agreements that are available were discussed; it was specifically noted that leases that exceed 12 months are exempt from the rent control ordinance. Commissioner Brocklebank offered to meet with residents at the park to discuss laws and resources.
 - c.) John Mulhern of Shoreline Mobile Estates is serving as the interim HOA President. Strengthening the HOA is a current area of focus, and six residents are interested in joining the HOA.
- III. Business/ Action Items
 - a.) Commission meeting in Watsonville
 - 1.) Request to move this item to January Agenda and discuss it when District 4 representative is in attendance.
 - b.) Future Goals
 - 1.) Approve amendments to Future Goals section of 2016-2017 Biennial Report and implement tracking public attendance.
Motion/ Second: Brocklebank/ Cleveland. Passed unanimously.
- IV. Reports
 - a.) Santa Cruz County Mobile/Manufactured Home Association Report (John Mulhern):
 - 1.) The remaining 2017 SCCMMHA Community Meetings have been tabled. Currently, they are reorganizing and recruiting new members for their Board.
 - b.) Commissioner Reports
 - 1.) Halterman (5th District):

- a.) Most members of SCCMMHA are retiring which will leave less than a quorum. The Commission will monitor this in 2018.
- 2.) Brocklebank (1st District):
 - a.) Alimur Park residents recently submitted a general rent adjustment petition, and she has been in contact with them.
- 3.) Garza (Western Manufactured Home Association):
 - a.) The PG&E upgrade program has been renewed. An overview of the program was given, including the conversion process.
 - b.) Updates on new HCD regulations and laws will be shared with the Commission in January.
- 4.) Carol Lerno (Golden State Manufactured Homeowner's League):
 - a.) Encouraged residents to participate actively and appropriately in Board meetings at their parks.
- 5.) Henry Cleveland (2nd District):
 - a.) Discussed the importance of having up to date and correct names on registration and title documents. Provided information and materials from the HCD about how to obtain or modify registration and title paperwork. He will pass along relevant information to the Commissions Coordinator to distribute.
 - b.) Discussed changes to Section 8 housing funds related to mortgages that went into effect last year. He will invite Jenny Panetta (Executive Director, Housing Authority of the County of Santa Cruz) to present information to the Commission per Supervisor Leopold's suggestion.
 - c.) Pinto Lake litigation overview provided. A case management conference is scheduled for November 20, 2017 at 8:30am in Department 10. The conference is open to the public.
- c.) Legislative Report
 - 1.) The Governor vetoed AB 1269 Mobilehome Residents and Senior Protection Act. Supervisor Leopold will research if the County could collect an additional fee for Fair Housing.
- d.) County Counsel Report
 - 1.) Directed the Chair of the Commission to write a letter to the Board of Supervisors requesting an increase in the amount of Space Fees that are collected. County Counsel is available to review the letter.
 - 2.) Senior Legal Services declined to represent Alimur Park residents. County Counsel is researching additional legal representation options.
 - 3.) Responding to a question from the audience, County Counsel explained why the demurrer requested to have Pinto Lake residents joined.
- e.) County Supervisor Report
 - 1.) Supervisor Leopold encouraged parks to look at plans before signing paperwork related to the PG&E upgrade program.
 - 2.) Provided an update on the 2017 – 2018 County Budget including recent funding for road repairs.
 - 3.) Invited attendees to participate in one of the County's upcoming Strategic

Plan community meetings.

4.) A study is currently underway to look into the viability of merging the Central Fire and Aptos La Selva Fire Districts.

5.) Invitation extended to the community to attend former Supervisor Jan Beautz's Memorial service at 1 pm on November 17th at Twin Lakes Church.

6.) An overview and update of the County's Coastal Rail Trail was provided in response to a question from the audience. The Rail Trail is supported by the County of Santa Cruz, but it is a separate entity.

f.) Staff Report

1.) Alimur Park residents filed a petition for general rent adjustment based on pass-through payments for non-operational lighting.

2.) First quarter billing by County Counsel was \$30,487.50. The bill was larger than usual due to Pinto Lake litigation expenses. Cleveland reminded attendees that the Commission voted unanimously to increase the amount of Space Fees collected at their September meeting from \$26 to \$38 annually to support the rent stabilization ordinance.

g.) Correspondence/ Communications

None.

V. Adjournment at 10:57 am

Submitted: Aimee Mangan, Commissions Coordinator