



## Santa Cruz County Mobile and Manufactured Home Commission

701 Ocean Street, Fifth Floor, Room 510  
Santa Cruz, CA 95060  
(831) 454-2772 Fax (831) 454-2411 TTY/TDD: 711  
commissions@santacruzcounty.us

### Notice of Public Meeting and Agenda

DATE: Thursday, January 17, 2019

TIME: 9:30 AM to 11:00 AM

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

**\*\*As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.\*\***

Call to Order/Roll Call/Agenda Review

1. Approve *September 20, 2018 Meeting Minutes*
2. Approve *November 15, 2018 Meeting Minutes*
3. Public Comment  
*Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission. The Commission will not take action, but may choose to follow up at a subsequent meeting.*
4. New Business/Action Items:
  - 4.1. Approve Bylaws Revisions
  - 4.2. Consider Central Coast Resident-Owned Parks Report as Standing Agenda Item
  - 4.3. SCCC 13.32 "Readiness to Serve" Follow-up
  - 4.4. SCCC 13.34 Market Rate Rental of Sublet Mobile Homes Follow-up
5. Commissioner Reports
6. Legislative Report
7. County Counsel Report
8. County Supervisor Report
9. Staff Report
10. Correspondence/Communications
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, March 21, 2019 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: January 17, 2019  
LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*) Charlene Garza (*WMA*)  
EXCUSED: None  
STAFF: Ryan Thompson (*County Counsel*), Britt Harmssen (*EEO Officer*), Kaite McGrew (*Commissions Coordinator*)  
GUESTS: 3

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:31 AM.  
*Approve September 20, 2018 Meeting Minutes*  
Commission agreed to include case numbers in meeting minutes where appropriate and amended minutes to include Pinto Lake case number.  
Motion to approve with amendment/Second: Brocklebank/Halterman  
Ayes: Brocklebank, Cleveland, Halterman, Garza  
Abstain: Allenbaugh, Lerno  
Motion passed.
2. *Approve November 15, 2018 Meeting Minutes*  
Motion/Second: Lerno/Allenbaugh  
Ayes: Brocklebank, Cleveland, Allenbaugh, Lerno  
Abstain: Halterman, Garza  
Motion passed.
3. Public Comment: None
4. New Business/Action Items
  - 4.1. Approve Bylaws Revisions  
Commission reviewed the revised Bylaws for approval.  
Motion/Second: Brocklebank/Lerno  
Motion passed unanimously.
  - 4.2. Approve *Central Coast Resident-Owned Parks Report* as a Standing Agenda Item  
Commission discussed adding the item after Public Comment on future agendas.  
Motion/Second: Lerno/Garza  
Motion passed unanimously.
  - 4.3. SCCC 13.32 "Readiness-to-Serve"  
Item postponed indefinitely pending further review of SCCC 13.32.030(D)(9).

- 4.4. SCCC 13.34 Market Rate Rental of Sublet Mobile Homes  
Commission discussed the conditions under which a space that is subject to SCCC 13.34 can be sublet. The ordinance was determined not to be in conflict with MRLA.
5. Commissioner Reports
- 5.1. 5<sup>th</sup> District Report  
Halterman reported that HCD is developing support systems for AB3066 implementation. MHP residents should be able to submit claims by 2020.
- 5.2. Western Manufactured Housing Communities Association (WMA) Report  
Garza reported that AB2219 was amended, requiring park owners to accept rent payments from third parties, went into effect in 2019. New reporting requirements for MHPs subject to the Davis-Stirling Act went into effect on January 1, 2019. PG&E filed for bankruptcy which may impact PG&E MHP project completion.
- 5.3. 3<sup>rd</sup> District Report  
Allenbaugh reported that Mark Stone attended a local HOA meeting to answer questions regarding AB3066. Stone will follow up with information on how residents with rental agreements requiring arbitration for disputes will be affected by the new legislation.
- 5.4. 1<sup>st</sup> District Report  
Brocklebank consulted with Mark Failor (Deputy Executive Director at the County of Santa Cruz Housing Authority) regarding subletting requirements for MHP spaces subject to SCCC 13.32. Bell Harbor MHP has five spaces subject to SCCC 13.32 and one was sublet at market rates through the Housing Authority, with \$1700/month being paid to the homeowner. Brocklebank brought the matter to the attention of the Housing Authority and will update the Commission as information becomes available. Thompson will research how SCCC 13.32 addresses space rents for sublet mobile homes.
- 5.5. Golden State Manufactured Homeowner's League (GSMOL) Report  
Lerno reported that GSMOL would like to increase membership and encouraged Commissioners to share the benefits of membership when appropriate. Brocklebank reported that GSMOL has begun holding multiple regional conferences rather than a single annual conference for all regions. Villa Santa Cruz has not yet determined whether they are subject to Davis-Stirling or MRLA governance.
- 5.6. 2<sup>nd</sup> District Report:  
Cleveland shared Mobilehome Earthquake & Tsunami Preparedness information created by HCD for distribution during the California Office of Emergency Services Awareness Month in March. Cleveland reported that some ROPs are disputing HCD's \$10 per space fee because they believe they will not be able to access AB3066 funds or services as ROPs. Garza will follow up with HCD for more information.
6. Legislative Report  
Halterman emphasized the amount of effort and support required to pass AB3066 and encouraged Commissioners to support mobilehome legislation that is being considered in 2019. Cleveland summarized AB173 which was introduced by Assembly Member Chau to address payments, non-payment and late payments of mobile home registration fees.
7. County Counsel Report

Ryan Thompson reported that the County received the Pinto Lake appeal (previously *Santa Cruz Superior Court No. 17CV01424*, now *California Sixth District Court of Appeal No. H045757*) and has received an extension to respond by April 15, 2019.

8. County Supervisor Report: None

9. Staff Report

9.1. Staff reported that MHPs have received their 2018-2019 space fee statements and to date the County has collected 18% of all monies invoiced.

9.2. The Forest Glen MHP general rent petition was dismissed by the Hearing Officer on the basis of failure to meet and confer, but park residents are working with park management toward a resolution. Commission discussed the deadlines required by the ordinance and the precedent to waive the meet and confer requirement in cases where it would not be productive.

9.3. A resident from Blue and Gold Star MHP was referred to Senior Legal Services for a consultation related to the calculation of taxes as described in SCCC 13.32.

10. Correspondence/Communications

Commission reviewed correspondence to HCD from a resident of Snug Harbor MHP. Megan Rhodes of Bay Federal Credit Union encouraged Commissioners to support R-MH Title 14 text amendments protecting MHP zoning that will be considered at the next Watsonville City Council meeting on Tuesday, January 22, 2019.

11. Adjournment

Meeting adjourned at 10:39 AM.

Submitted: Kaite McGrew, *Commissions Coordinator*



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### Notice of Public Meeting and Agenda

DATE: Thursday, March 21, 2019

TIME: 9:30 AM to 11:00 AM

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

**\*\*As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.\*\***

1. Call to Order/Roll Call/Agenda Review
2. Approve *January 17, 2019 Meeting Minutes*
3. Public Comment  
*Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. Presentation: Operational Plan Update from County Administrative Office  
(Britt Harmsen, *County Equal Employment Opportunity Officer*)
5. Central Coast Resident-Owned Parks Report
6. New Business/Action Items
7. Commissioner Reports
8. Legislative Report
9. County Counsel Report
10. County Supervisor Report
11. Staff Report
12. Correspondence/Communications
13. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, May 16, 2019 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: March 21, 2019

LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062

PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*) Charlene Garza (*WMA*)

EXCUSED: None

STAFF: Ryan Thompson (*County Counsel*), Britt Harmssen (*EEO Officer*), Kaite McGrew (*Commissions Coordinator*)

GUESTS: 5

1. Call to Order/Roll Call/Agenda Review

Meeting convened at 9:31 AM

2. Approve *January 17, 2019 Meeting Minutes*

Minutes were amended to include more detail on both the 1<sup>st</sup> District and WMA reports.

Motion to approve as amended/Second: Lerno/Halterman

Motion passed, as amended, unanimously.

3. Public Comment:

John Mulhern, President of the Shoreline MHP HOA, commended Cleveland on his Santa Cruz Sentinel letter to the editor in support of AB705 and requested a cost analysis to date on the Pinto Lakes case.

4. Presentation: Operational Plan Update from County Administrative Office

Harmssen presented an update on the County's Operational Plan, including focus areas, goals, strategies and objectives. The plan is the first step in a long-term vision to change the County culture. The Commission expressed particular interest in maintaining the availability of affordable housing in the face of continuous population growth.

5. Central Coast Resident-Owned Parks Report: None

6. New Business/Action Items: None

7. Commissioner Reports

7.1. 5<sup>th</sup> District Report

7.1.1. The Commission is invited to the April 6<sup>th</sup> GSMOL meeting at 10:00 AM in the Capitola City Hall.

7.1.2. HCD is compiling a list of non-profit attorneys and expects to be ready to receive AB3066 cases by 2020.

7.1.3. Halterman reported that an update on the \$40M in unused MPROP funds can be expected after the September HCD meeting.

7.2. Golden State Manufactured Homeowner's League (GSMOL) Report

Lerno encouraged the Commission to attend the April 6<sup>th</sup> GSMOL meeting.

- 7.3. Western Manufactured Housing Communities Association (WMA) Report  
Garza reported that student MHP residents will be able to apply for Frank J. Evans Charitable Foundation 2019 college scholarships on the WMA website in April.
- 7.4. 1<sup>st</sup> District Report
- 7.4.1. Brocklebank reported on a permitting issue at Soquel Gardens MHP regarding mixed-use buildings located in MHPs. The County has permitting jurisdiction on buildings located in MHPs that are not associated with mobile home use.
- 7.4.2. The issue regarding an increase in readiness-to-serve (RTS) charges at Carriage Acres MHP is ongoing. Garza clarified that public water districts are governed by the CPUC, and therefore parks in public water districts can assess RTS charges.
- 7.4.3. Pinto Lakes has begun a one-year data collection process in preparation for submetering water service.
- 7.4.4. Cruzio has received a national grant to extend highspeed broadband services into under-utilized areas in near proximity to existing services. A list of potential areas for consideration, including several MHPs, is being compiled.
- 7.5. 3<sup>rd</sup> District Report
- 7.5.1. Allenbaugh reported on a Superior Court ruling that set aside the arbitration requirement in an individual lease agreement. An appeal in this case could have statewide ramifications for MHP residents who have arbitration clauses in their leases but wish to use legal services provided by AB3066. Allenbaugh will continue to monitor the case.
- 7.6. 2<sup>nd</sup> District Report:
- 7.6.1. Cleveland reported that Comcast recently notified MHPs that they will no longer be paying right of access fees to the parks.
- 7.6.2. CPUC is beginning a two-day hearing process to consider a plan to provide electricity only, instead of both electricity and natural gas, to MHPs. GSMOL opposes the plan.
- 7.6.3. Cleveland shared Mobilehome Earthquake & Tsunami Preparedness information created by HCD for distribution during the California Office of Emergency Services Awareness Month in March.
8. Legislative Report
- 8.1. Halterman reported that the following bills of interest to the mobilehome community are now being considered by the *State Assembly Committee on Housing and Community Development*:
- *AB11 Community Redevelopment Law of 2019* authorizes the formation of redevelopment agencies.
  - *AB36 Residential Tenancies: Rent Control* has been amended and is being reconsidered.
  - *AB519* offers the park's residential owners associations the right of first refusal (subject to specified conditions) if owners want to sell the park to a third party.
  - *AB705* protects residents from park closures and in the event of a park closure.
9. County Counsel Report:
- 9.1. Thompson reported that the County's response to the Pinto Lakes appeal is due on April 16th.

- 9.2. For clarification, the resolution of the Soquel Gardens issue confirmed County jurisdiction over “stick build” structures that contain both private uses and uses for the MHP.
- 9.3. Upon further review, Thompson confirmed that MRLA does not preempt the SCCC 13.34 as it is not in conflict with it.

10. County Supervisor Report: None

11. Staff Report

- 11.1. Staff reported that MMHC bylaws have been submitted to the Board of Supervisors for the April 16, 2019 meeting consent agenda.
- 11.2. The Blue and Gold Star MHP rent increase issue was resolved satisfactorily, and a revised rent increase notice has been issued.
- 11.3. A second Blue and Gold Star MHP issue involving base rent miscalculation was resolved during a meet and confer between park management and the resident. The resident has received reimbursement for any overcharges.
- 11.4. A resident of Antonelli Park reported an issue regarding authorization of their patio cover modifications. The situation is ongoing and is being monitored by Brocklebank, the Board of Supervisor’s office, and County staff.
- 11.5. To date the County has collected 91% of space fees billed, with nine parks outstanding. Late notices are scheduled to be mailed on March 26<sup>th</sup> advising park management of a thirty-day grace period before a 10% late fee will be assessed.
- 11.6. Annual election of officers for the Commission is scheduled for the May 16<sup>th</sup> meeting.

12. Correspondence/Communications

Commission reviewed correspondence from a resident of Snug Harbor MHP.

13. Adjournment

Meeting adjourned at 10:57 AM.

Submitted: Kaite McGrew, *Commissions Coordinator*





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### Notice of Public Meeting and Agenda

DATE: Thursday, May 16, 2019

TIME: 9:30 AM to 11:00 AM

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

**\*\*As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.\*\***

1. Call to Order/Roll Call/Agenda Review
2. Approve *March 21, 2019 Meeting Minutes*
3. Public Comment:  
*Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. Central Coast Resident-Owned Parks Report
5. New Business/Action Items
  - 5.1. Election of Officers
  - 5.2. 2019 HCD Mobilehome Registration Fee and Tax Waiver Program
6. Commissioner Reports
7. Legislative Report
8. County Counsel Report
9. County Supervisor Report
10. Staff Report
11. Correspondence/Communications
12. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, July 18, 2019 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: May 16, 2019

LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062

PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*), Charlene Garza (*WMA*)

EXCUSED: None

STAFF: Angela Chesnut (*Analyst to Supervisor Leopold*), Ryan Thompson (*County Counsel*), Britt Harmssen (*EEO Officer*), Kaite McGrew (*Commissions Coordinator*)

GUESTS: 5

1. Call to Order/Roll Call/Agenda Review

Meeting was convened at 9:31 AM.

2. **Approve *March 21, 2019 Meeting Minutes***

Motion/Second: Lerno/Garza

**Motion passed unanimously.**

3. Public Comment

4. Central Coast Resident-Owned Parks Report

4.1. Cleveland reported that Whitney Barnes presented on County Adult Protective Services at the last meeting. Barnes is available to present at County MHPs upon request.

4.2. Mark Stone confirmed that the *Mobilehome Residency Law Protection Act* (AB-3066) applies all MHPs without exception.

5. New Business/Action Items:

5.1. **Election of Officers**

5.1.1. **Elect Henry Cleveland as Commission Chair**

Motion/Second: Halterman/Lerno

**Motion passed unanimously.**

5.1.2. **Elect Jean Brocklebank as Commission Vice Chair**

Motion/Second: Allenbaugh/Cleveland

**Motion passed unanimously.**

5.2. 2019 HCD Mobilehome Registration Fee and Tax Waiver Program

Cleveland gave an overview of the program which may be extended beyond the current termination date of 12/31/2019. Commission will discuss County support for extending the program at the next meeting.

6. Commissioner Reports

6.1. 5<sup>th</sup> District Report

6.1.1. Halterman reported that the AB-3066 annual fees (\$10/space) are beginning to be charged which may generate questions. County Counsel will research allowable pass-

through timing (once annually, or 12 pro-rated monthly charges).

6.2. Western Manufactured Housing Communities Association (WMA) Report

6.2.1. Garza will share notes from a recent CPUC workshop addressing whether to continue the utilities upgrade program in MHPs. The program was made permanent, although all participants rejected the electrification proposal, and most discussion centered on project cost and cost containment.

6.2.2. WMA is working to amend MRLA language around the space rental application approval process in order to allow park management to better screen applicants.

6.3. 3<sup>rd</sup> District Report

6.3.1. Allenbaugh reported that the 3/5/2019 tentative ruling in the matter of Bernosky v. Equity Lifestyles Properties (ELP) is now a Court Order.

6.4. 1<sup>st</sup> District Report

6.4.1. Brocklebank reported that County Housing Authority has not indicated if they plan to screen current MHP contracts for compliance with allowable mobilehome rental rates. A representative will be invited to attend a Commission meeting to follow-up.

6.4.2. County Counsel will follow up with clarification of how allowable readiness-to-serve (RTS) charges can be passed through to residents.

6.5. Golden State Manufactured Homeowner's League (GSMOL) Report

Lerno reported concerns regarding oversight of plot permitting for new mobilehome spaces to ensure that mobile homes are an appropriate size for the space and that placement meets requirements. New mobilehome permitting could involve transportation agencies, HCD, and the County Planning Department, all of whom need to communicate effectively to ensure compliance. Health and safety issues are reported to the HCD Mobilehome Assistance Center.

6.6. 2<sup>nd</sup> District Report: No report

7. Legislative Report

7.1. Halterman reported on the following bills of interest to the mobilehome community which are now being considered:

- *SB-274*, regarding mobilehome park tenancies, was introduced by Senator Dodd and has passed out of Committee to the Assembly. The bill could expand the number of non-senior residents allowed to live as companions to seniors in senior parks.
- *AB-1482 Statewide Rent Control Bill*: Esperanza Ross (*GSMOL Legislative Advocate*) and Bruce Stanton (*GSMOL Corporate Counsel*) have requested that the authors of the bill exclude MHPs because of existing MHP rent control regulations.
- *AB-3066 Mobilehome Residency Law Protection Act* implementation is ongoing.
- *AB-705 Mobilehome Parks Change of Use*, which would protect residents from park closures, was pulled from committee for lack of sufficient support. SCCC 13.30 is the County ordinance regarding mobilehome park conversion.

8. County Counsel Report:

8.1. Thompson reported that the Pinto Lakes Appellant's deadline to file its Reply Brief was moved from May 6 to June 5 due to a death in Appellant's counsel's family.

8.2. Bernosky v. Equity Lifestyles Properties (ELP) was adopted by the Court ruling that mandatory arbitration in leases may not be enforceable because of circumstances related to affordability.

9. County Supervisor Report:
  - 9.1. Chesnut announced two community meetings in May, hosted by the Soquel Creek Water District regarding *the Pure Water Soquel Project* and protecting mid-county groundwater from seawater contamination.
  - 9.2. The East Cliff Family Health Center is holding a five-year anniversary celebration on Saturday, May 18, 2019.
  - 9.3. Family movie nights will be held this summer on the 1<sup>st</sup> Friday (Heart of Soquel Park) and 3<sup>rd</sup> Friday (Felt Street Park) of each month, starting on June 7, 2019.
10. Staff Report
  - 10.1. MMHC Bylaws were approved by the Board of Supervisors on May 14, 2019.
  - 10.2. A new General Rent Adjustment Petition has been filed by the residents at Pleasure Point MHP regarding whether road repairs were park maintenance or capital improvements, which would allow the expense to be passed through to residents.
  - 10.3. Adult Protective Services staff were referred to the HCD Mobilehome Assistance Center and were assisted successfully with a hoarding concern in De Anza MHP.
  - 10.4. Three resident requests for information, regarding health and safety concerns, and oversight of real estate transactions, were received and referred to the HCD Mobilehome Assistance Center.
  - 10.5. All space fees were collected before the grace period expired.
  - 10.6. The website was updated with current HCD contact information, and a direct, highlighted link to the HCD Mobilehome Registration and Tax Waiver Program page.
  - 10.7. Staff will create a shortened URL for the MMHC website to make it easier to share.
11. Correspondence/Communications: None
12. Adjournment

Meeting was adjourned at 10:50 AM.

Submitted: Kaite McGrew, *Commissions Coordinator*



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1. Call to Order/Roll Call/Agenda Review
2. Approve *May 16, 2019 Meeting Minutes*
3. Public Comment:  
*Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission.*
4. Central Coast Resident-Owned Parks Report
5. New Business/Action Items
  - 5.1. Review Fair Rate of Return Recommendation
  - 5.2. Review CPI Adjustment Letter
  - 5.3. Review Space Fee
  - 5.4. HCD Tax and Fee Waiver Program Extension Support
6. Commissioner Reports
7. Legislative Report
8. County Counsel Report
9. County Supervisor Report
10. Staff Report
11. Correspondence/Communications
12. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, September 19, 2019 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

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DATE: July 18, 2019  
LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*),  
Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*),  
EXCUSED: David Allenbaugh (*3<sup>rd</sup> District*), Charlene Garza (*WMA*)  
STAFF: Ryan Thompson (*County Counsel*), Kaite McGrew (*Commissions Coordinator*)  
GUESTS: 5

1. Call to Order/Roll Call/Agenda Review

Meeting was convened at 9:30 AM. The Commission observed a moment of silence to commemorate the passing of Janell Lund-Mann, the daughter of former Commissioner, Bonnie Lund.

2. **Approve May 16, 2019 Meeting Minutes**

Motion/Second: Lerno/Halterman

Ayes: Cleveland, Halterman, Lerno

Nays: Brocklebank

**Motion passed.**

3. Public Comment

4. Central Coast Resident-Owned Parks Report

4.1. Cleveland reported that a representative from a company installing solar panels in mobile home parks indicated that several parks have begun to provide their own solar power as a means of generating revenue instead of using municipal utilities.

4.2. The next Central Coast Resident-Owned Parks meeting will be held on August 3, 2019.

5. New Business/Action Items:

5.1. **Approve Recommending that the Fair Rate of Return Remain at 12%.**

Motion/Second: Halterman/Lerno

**Motion passed unanimously.**

5.2. Review CPI Adjustment Letters

Commission reviewed CPI adjustment notifications to be sent on July 19, 2019.

5.3. **Approve Recommending that the Space Fee Remain at \$38 per Space per Year.**

Motion/Second: Brocklebank/Lerno

**Motion passed unanimously.**

5.4. 2019 HCD Mobilehome Registration Fee and Tax Waiver Program

Cleveland gave an overview of the program and discussed California Association of County Treasurers and Tax Collectors (CACTTC) letter to the Assembly Appropriations Committee opposing AB-173 unless amended. Brocklebank found some elements of the argument compelling.

6. Commissioner Reports

6.1. 5<sup>th</sup> District Report

6.1.1. Halterman reported that preparations for the implementation of AB-3066 continue. Additional funding has been secured to provide 5-7 new positions to staff the program. Projections indicate the program should receive approximately 7500 complaints per year, with 63% of those complaints being validated and actionable.

6.2. Western Manufactured Housing Communities Association (WMA) Report: No Report

6.3. 3<sup>rd</sup> District Report: No Report

6.4. 1<sup>st</sup> District Report

6.4.1. Brocklebank reported that a Soquel Gardens resident has been referred to Senior Legal Services to address an issue regarding how utilities are being charged.

6.4.2. Carriage Acres residents sent a letter to park management indicating that they believe that MRLA requirements supersede local ordinance requirements. They are disputing the Readiness-to-Serve charges which were not assessed by Soquel Water, and they believe should not be charged by the park.

6.5. Golden State Manufactured Homeowner's League (GSMOL) Report:

Lerno encouraged mobile home park residents to get involved to ensure that mobile home parks retain their legal protections.

6.6. 2<sup>nd</sup> District Report

6.6.1. Cleveland reviewed County Operational Plan objectives and reported that while there are objectives to expand affordable housing stock in Santa Cruz County, there are no objectives to preserve existing affordable housing stock.

6.6.2. Cleveland confirmed that there are no known mobile home parks continuing to pay fees to the Department of Motor Vehicles (DMV).

6.6.3. Cleveland confirmed that a representative from Housing Authority will be invited to the September meeting.

7. Legislative Report

7.1. Halterman reported on the following bills of interest to the mobilehome community which are now being considered:

- *SB-274*, regarding mobilehome park tenancies, has passed out of Committee to the Assembly.
- *AB-1482 Statewide Rent Control Bill* has been amended to exclude MHPs because of existing MHP rent control regulations.

8. County Counsel Report:

8.1. Thompson reported that no hearing date has been set in the Pinto Lakes matter, but he will inform the Commission when more information becomes available.

8.2. County Counsel confirmed that the allowable pass-through timing (once annually, or 12 pro-rated monthly charges) for the AB-3066 \$10 fee is unclear in the statute. Halterman advised that most parks he is aware of have charged the fee once per year.

9. County Supervisor Report: No Report

10. Staff Report

10.1. The hearing for the General Rent Adjustment Petition filed by residents at Pleasure Point MHP is scheduled for July 30, 2019 from 1:00 -5:00 PM in the Board Chambers.

- 10.2. A referral has been made to Senior Legal Services for the Soquel Gardens resident mentioned by Brocklebank.
- 10.3. A Country Villa resident expressed concern about how taxes are being calculated in the rent adjustment. They have not yet received a referral.
- 10.4. Staff requested that Commissioners bring legal inquiries to meetings and that County Counsel respond to them during meetings whenever possible. For more time-sensitive issues, inquiries should be routed to Staff, who will then route them to County Counsel as appropriate. Members of the public should be encouraged to copy the Commission on correspondence of interest, rather than copying County Counsel. These efforts are requested to better contain costs that deplete the space fee fund.
- 10.5. Staff will add "Space Fee Fund Management" to the September agenda.
- 11. Correspondence  
Commission discussed correspondence review process.
- 12. Adjournment  
Meeting was adjourned at 10:52 AM.

Submitted by: Kaite McGrew, *Commissions Coordinator*





## Santa Cruz County Mobile and Manufactured Home Commission

701 Ocean Street, Fifth Floor, Room 510  
Santa Cruz, CA 95060  
(831) 454-2772 Fax (831) 454-2411 TTY/TDD: 711  
commissions@santacruzcounty.us

### Notice of Public Meeting and Agenda

DATE: Thursday, September 19, 2019

TIME: 9:30 AM to 11:00 AM

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

**\*\*As a courtesy to those who are affected, kindly attend the meeting *scent-free* and *smoke-free*.\*\***

1. Call to Order/Roll Call/Agenda Review
2. Approve *July 18, 2019 Meeting Minutes*
3. Public Comment  
*Any person may address the Commission for a period not to exceed three minutes on an issue within the jurisdiction of the Commission. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. Central Coast Resident-Owned Parks Report
5. New Business
  - 5.1. Santa Cruz County Housing Authority Update – Mark Failor, *Deputy Director*
  - 5.2. Space Fee Fund Management
  - 5.3. Honoring Significant Contributors to the Mobile and Manufactured Home Community
6. Commissioner District Reports
7. Legislative Report
8. County Counsel Report
9. County Supervisor Report
10. Staff Report
11. Correspondence
12. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, November 21, 2019 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

*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 room is accessible for people with disabilities. If you wish to attend this meeting and require accommodation to participate in the meeting, please contact (831) 454-2772 (TTY/TDD:711 ) at least 72 hours in advance of the meeting to make arrangements.*



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www.sccmmhc.org

### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: September 19, 2019  
LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*)  
EXCUSED: Charlene Garza (*WMA*)  
STAFF: Angela Chesnut (*Board Analyst*), Ryan Thompson (*County Counsel*), Kaite McGrew (*Commissions Coordinator*)  
GUESTS: Mark Failor (*Housing Authority Deputy Director*) and 3 community members.

1. Call to Order/Roll Call/Agenda Review  
Meeting was convened at 9:30 AM. *Central Coast Resident Owned Parks Report* was moved to follow *New Business/Action Items*.
2. **Approve July 18, 2019 Meeting Minutes**  
Motion/Second: Brocklebank/Lerno  
**Motion passed unanimously.**
3. Public Comment: Commission heard public comment.
4. New Business/Action Items:
  - 4.1. Santa Cruz County Housing Authority Update  
Mark Failor, *Santa Cruz County Housing Authority Deputy Director*, gave an overview of the voucher program and clarified their process to ensure that subsidized mobile home rents align with State and County rent stabilization requirements.
  - 4.2. Space Fee Fund Management  
Commissioners reviewed high-level summaries of space fee fund expenses and income for the previous seven years. Staff will follow-up with additional detail.
  - 4.3. Honoring Significant Contributors to the Mobile and Manufactured Home Community  
Cleveland proposed presenting an award to individuals and organizations that have made significant contributions to the mobile and manufactured home community. Chesnut will work with Commission to draft award language for the first recipient, former Commissioner Mardi Brick.  
**Approve Mardi Brick as the 2019 MMHC award recipient.**  
Motion/Second: Cleveland/Lerno  
**Motion passed unanimously.**
5. Central Coast Resident-Owned Parks Report  
Cleveland reported that two parks will be replacing their park-wide water and sewer systems at costs estimated to be up to \$1.5 million. County Counsel will clarify SCCC 13.32 capital improvement pass-through limits at the November meeting.

6. Commissioner Reports

6.1. 5<sup>th</sup> District Report

Halterman reported that GSMOL Lobbyist Esperanza Ross may be available to speak at a future meeting. Commission will discuss at the November meeting.

6.2. 3<sup>rd</sup> District Report:

Allenbaugh reported that the De Anza HOA is addressing an issue on timeliness of repairs to a retaining wall. Oceanview Park residents continue to protest the proposed retail complex.

6.3. Golden State Manufactured Homeowner's League (GSMOL) Report:

Lerno reported that GSMOL membership has not increased as much as hoped for and encouraged mobile home park residents to get involved to ensure that mobile home parks retain their legal protections.

6.4. 1<sup>st</sup> District Report

6.4.1. Brocklebank reported on the Soquel Gardens MHP management's ongoing search for a utility meter reader.

6.4.2. Pleasure Point MHP Hearing was decided in favor of the park residents.

6.4.3. Commission discussed questions regarding SCCC 13.32's fair rate of return language; specifically, whether management can charge 12% the first year, or 12% per year for ten years. County Counsel will return with additional information.

6.5. Western Manufactured Housing Communities Association (WMA) Report: No Report

6.6. 2<sup>nd</sup> District Report: No Report

7. Legislative Report

Halterman reported that the AB-3066 committee is preparing proposed implementation policies to be posted on the HCD website for public comment.

8. County Counsel Report:

Thompson reported that no appeal hearing date has been set in the Pinto Lakes matter, but he will inform the Commission when more information becomes available.

9. County Supervisor Report:

9.1. Chesnut invited the Commission and community members to Live Oak Elementary School on September 28<sup>th</sup> for a Live Oak community celebration.

9.2. Chesnut announced vacancies on the Elderly and Disabled Transportation Advisory Commission (E&D TAC).

10. Staff Report

10.1. The fair rate of return recommendation was approved and adopted.

10.2. The space fee recommendation will be reviewed at the September 24 Board of Supervisors meeting.

10.3. *California Rural Legal Assistance (CRLA)* and *Senior Citizens Legal Services* contracts were both renewed for an additional year.

10.4. Staff reported that the Country Villa MHP issue did not result in a referral.

10.5. County *EEO Officer* Britt Harmsen has left the County to pursue other opportunities.

11. Correspondence

12. Adjournment

Meeting was adjourned at 10:57 AM.

Submitted by: Kaite McGrew, *Commissions Coordinator*



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### Notice of Public Meeting and Agenda

DATE: Thursday, November 21, 2019

TIME: 9:30 AM to 11:00 AM

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

***\*\*As a courtesy to those who are affected, kindly attend the meeting **scent-free** and **smoke-free**.*\*\***

1. Call to Order/Roll Call/Agenda Review
2. Approve *September 19, 2019 Meeting Minutes*
3. Public Comment  
*Any person may address the Commission for a period not to exceed three minutes on matters within the jurisdiction of the Commission. The Commission will not take action but may choose to follow-up at a subsequent meeting.*
4. *CRLAF - Bay Federal Mobile Home Park Closure Study* - William Constantine, Esq.
5. New Business/Action Items
  - 5.1. Proposed Mobile Home Park Closure Ordinance Review
6. County Supervisor Report
7. Commissioner Reports
8. Central Coast Resident-Owned Parks Report
9. Legislative Report
10. County Counsel Report
11. Staff Report
12. Correspondence
13. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, January 16, 2020 at the Simpkins Family Swim Center, 979 17th Avenue, Santa Cruz, CA 95062**

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## Santa Cruz County Mobile and Manufactured Home Commission

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 21, 2019  
LOCATION: Simpkins Family Swim Center, 979 17<sup>th</sup> Avenue, Santa Cruz, CA 95062  
PRESENT: Jean Brocklebank (*Vice Chair - 1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), David Allenbaugh (*3<sup>rd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Garza (*WMA*)  
EXCUSED: Carol Lerno (*GSMOL*)  
STAFF: Ryan Thompson (*County Counsel*), Kaite McGrew (*Commissions Coordinator*)  
GUESTS: John Leopold (District 1 Supervisor), William Constantine, Esq., and 4 Community Members

1. Call to Order/Roll Call/Agenda Review  
Meeting was convened at 9:30 AM.
2. **Approve *September 18, 2019 Meeting Minutes***  
Motion/Second: Halterman/Brocklebank  
**Motion passed unanimously.**
3. Public Comment
4. CRLAF – Bay Federal Mobile Home Park Closure Study  
William Constantine, Esq., reported on the results of the study which indicated that California mobile home park owners have been closing parks before filing for development permits in an effort to circumvent conversion requirements that protect affordable housing.
5. New Business/Action Items
  - 5.1. Proposed Mobile Home Park Closure Ordinance Review  
Commission reviewed proposed ordinance designed to protect affordable housing stock and mobile and manufactured homeowners in the event of a park closure. Officers and Staff will draft a letter of recommendation to the Board of Supervisors in support of the proposed ordinance.  
**Motion to authorize a recommendation letter in support of the proposed ordinance**  
Motion/Second: Brocklebank/Halterman  
Ayes: Brocklebank, Cleveland, Allenbaugh and Halterman  
Nays: Garza  
**Motion passed.**
6. County Supervisor Report  
Leopold reported on a new family health care center in Live Oak providing affordable health care for low-income families, including a new Dientes facility.
7. Commissioner Reports  
Brocklebank read the Jan Beautz Award Letter to former Commissioner Mardi Brick commending her for her contributions to the mobile and manufactured home community. The letter and award certificate will be presented to her in her home on November 23, 2019.

- 7.1. 5<sup>th</sup> District Report: No Report
- 7.2. 3<sup>rd</sup> District Report:  
Allenbaugh reported that retaining wall improvements are ongoing, as well as solar panel installation and the addition of drought-resistant landscaping. The proposed development at the corner of Bay Street and Westcliff Drive is still being contested.
- 7.3. Western Manufactured Housing Communities Association (WMA) Report:  
Garza distributed a summary of 2020 industry legislation. Murphy Bank, a new lender for mobile home properties, is working to resolve supplemental property tax issues. WMA continues to work on proposed revisions for the Mobilehome Residency Law (MRLA).
- 7.4. Golden State Manufactured Homeowner's League (GSMOL) Report: No Report
- 7.5. 1<sup>st</sup> District Report  
Brocklebank reported that the Pleasure Point petition hearing was decided in favor of the residents, although there may yet be an appeal.
- 7.6. 2<sup>nd</sup> District Report  
Cleveland suggested that the Commission invite a representative from the *Santa Cruz County Realtors Association* to present on mobile home ownership transfers. The HCD's *Mobile Home Registration Tax and Fee Waiver Program* has been extended through December 2020 and Cleveland is coordinating a mobile registration event in early 2020. Garza reports that there have been changes to the program for 2020, including disallowing park owners from receiving amnesty when they purchase units in their parks.
8. Central Coast Resident-Owned Parks Report  
Cleveland reported that Spring Lake has a project management firm redesigning their water system. The firm also handles reserves and maintenance manuals.
9. Legislative Report  
Halterman reported on the following bills of interest to the mobile home community:
  - *AB-3066* implementation planning of continues. Policies are expected to be available for review on the website in early 2020.
  - *AB-1482 Statewide Rent Control Bill* excludes mobile home parks.
  - *SB-50 "MORE Homes Act"*: Consideration of the two-year zoning bill has been postponed until 2020. The bill addresses the housing crisis by increasing density in cities and counties. The Board of Supervisors will be conducting study session in January to review new housing legislation that has passed committee. An environmental review is in progress and new data is expected. Leopold emphasized that greater density does not always indicate greater availability of affordable housing.
10. County Counsel Report:  
Thompson reported on the following legal queries:
  - *Capital Improvement Pass-through Cost limits (13.32.030(D)(H))*: The aggregate amount of all pass-throughs cannot exceed 10% of the monthly rent unless agreed to by the residents of 50% plus 1 of the mobile home spaces. The cost pass-through of a single capital improvement cannot exceed 5% of the monthly rent unless agreed to by residents of 50% plus 1 of the mobile home spaces.

- *Fair Rate of Return on Capital Improvements:* The code states a 120-month amortization period but uses a 12-month amortization period in the sample calculations. County Counsel indicated that whether the park owner distributes the pass-through cost over a 12-month or a 120-month period, the amount collected by the end of the amortization period should be no more than 12% of the cost that was not passed through to residents. Thompson will review whether past fees charged erroneously can be recouped.

11. County Supervisor Report: No Report

12. Staff Report

Staff reported on the following items:

- The Space Fee recommendation was accepted by the Board of Supervisors.
- Additional detail on space fee fund expenditures will be distributed via email.
- A resident of Old Mill Mobile Home Park was referred to Senior Legal Services regarding a general rent increase which may not be using the correct base rent year.
- New EEO Officer, Mitsuno Baurmeister, started with the County on September 30<sup>th</sup> and will attend the January meeting.
- A new, abbreviated Commission URL ([www.sccmmhc.org](http://www.sccmmhc.org)) was set up and business cards with QR codes were distributed to facilitate community outreach efforts.
- Two Hearing Officers have current contracts and a third is in the process of renewing. Staff is in communication with the CAO's office to address the matter.
- July 2020 meeting will be in a different Simpkins Community Room and the November 2020 meeting will be in a different ADA-accessible facility. The Sheriff's Community Room or the Capitola City Council Chambers are both being considered.

13. Correspondence: None

14. Adjournment

Meeting was adjourned at 10:45 AM.

Submitted by: Kaite McGrew, *Commissions Coordinator*