



## 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@santacruzcountyca.gov  
www.sccmmhc.org

### Notice of Public Meeting and Agenda

DATE: Thursday, January 18, 2024

TIME: 9:30 AM to 11:00 AM

LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

**\*\*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 *November 16, 2023 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. New Business/Action Items:
  - 4.1. Consider 2022-2023 Biennial Report
  - 4.2. Timing of Special Rent Adjustments and General Rent Adjustments - Brocklebank
5. County Supervisor Report
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 3 (*Walker*)
  - 6.3. District 4 (*Valdez*)
  - 6.4. District 5 (*Halterman*)
  - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
  - 6.6. Western Manufactured Housing Communities (*Garza*)
  - 6.7. District 2 (*Cleveland*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, March 21, 2024**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: January 18, 2024

LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)

PRESENT: Jean Brocklebank (*1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Garza (*Vice Chair - WMA*)

EXCUSED: None

ABSENT: Carol Lerno (*GSMOL*),

STAFF: Kaite McGrew (*Commissions Manager*)

GUESTS: 8 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:30 AM.
2. Approve *November 16, 2023 Meeting Minutes*  
Minutes amended to clarify attendance.  
**Motion to approve November 16, 2023 Meeting Minutes as amended.**  
Motion/Second: Brocklebank/Halterman  
**Motion passed unanimously.**
3. Public Comment:  
1 member of the public provided public comment.
4. New Business/Action Items:
  - 4.1. Consider 2022-2023 Biennial Report  
Commission reviewed a draft of their 2022-2023 Biennial Report and revised it as follows:  
Eliminated redundant language, clarified rail corridor encroachment, and added reports from Supervisor Koenig's office.  
**Motion to approve the 2022-2023 Biennial Report as amended.**  
Motion/Second: Brocklebank/Garza  
**Motion passed unanimously.**
  - 4.2. Timing of Special Rent Adjustments and General Rent Adjustments  
Brocklebank clarified that the timing of special rent adjustments must align with the General Rent Adjustment so that there is only one increase per year. Completed Special Rent Adjustment Petitions must be submitted 90 days prior to the anniversary date of the park. Residents are encouraged to save all rent-related paperwork including postmarked envelopes in perpetuity.

## 5. County Supervisor Report

Staff read an update on several issues impacting mobile home residents that was provided by Supervisor Koenig's office which included the following updates:

- The Board of Supervisors ratified a proclamation of local emergency in the wake of the December 2023 Storms. The proclamation will allow potential recovery funding from State and Federal disaster assistance.
- Board approval of County funding for two affordable housing developments on key mid-county sites including one in Capitola and another at the corner of Thurber Lane and Soquel Drive.
- CSA 9E special ballot distribution to property owners in Soquel, Twin Lakes, Live Oak, and surrounding neighborhoods to provide funding for streetscape maintenance, including trimming street-trees, mowing medians, and repairing sidewalks in County Service Area No. 9E via an increase in their property taxes
- Master Plan for Aging – Age Well Santa Cruz County efforts including the launching of a local survey to collect community feedback on aging in Santa Cruz County.
- An upcoming meeting at Blue and Gold Clubhouse to address concerns and provide information from the RTC on rail corridor encroachment issues

## 6. Commissioner Reports

### 6.1. District One (Brocklebank)

Brocklebank reported communicating with 8 MHPs a variety of matters among which included Old Mill MHP, Blue and Gold MHP, Castle Mobile Estates, and Pinto Lake Mobile Estates.

### 6.2. District Three (Walker):

Walker reported that the City of Santa Cruz is diligently enforcing the oversized vehicle parking ordinance on Delaware. Brocklebank shared some information about Deanza MHP rent increases.

### 6.3. District Four (Valdez):

Valdez reported that he believes Harmony is currently involved in litigation with three MHPs in other counties where they are challenging local rent control ordinances and recently prevailed in a similar case in Fresno. Reportedly, there is a team of only two maintenance people providing maintenance for multiple parks throughout the state.

### 6.4. District Five (Halterman)

Halterman reported that MRLPP program audit is now complete and there are no plans to respond to the audit's recommendations this year, but some legislation may be introduced in 2025.

### 6.5. Golden State Manufactured Homeowners League (Lerno): Not Present

### 6.6. Western Manufactured Housing Communities (Garza):

Garza reported that WMA is rolling out their spring educational seminars for managers and park owners. WMA has added a monthly talk for park managers and invited Santa Cruz County Weights and Measures to give a presentation (similar to the one the Commission heard in November) to WMA membership in April 2024. Garza has encouraged Supervisor Koenig to meet and engage with the park owners to learn about their concerns and perspectives. Regarding the MRLPP, Garza encouraged residents to bring issues to their park management before resorting to the MRLPP.

### 6.7. District Two (Cleveland):

Cleveland shared information about the recent MRLPP audit recommendations which included improving better record keeping and eliminating the 10\$ per year fees among other

recommendations. To date, they have agreed to improve record keeping, but retained the annual fee because they are going to be referring unresolved issues to local attorneys. If complaints are not processed properly, residents are encouraged to contact the representative's supervisor. Representation from the HCD also reported issues regarding the complainant not following up with the local attorney post referral. Cleveland will share a template Commissioner letter via email. Cleveland summarized community advocate Jerry Bowles' many contributions to the mobile home community. Mr. Bowles passed away in late 2023.

7. Central Coast Resident-Owned Parks Report:

Cleveland reported that the group's next meeting will be held the first Saturday in February, and the topic will be insurance. Garza reported that SC County is now designated as a fire zone which is impacting insurance premiums across all types of structures regardless of location. California Fair Plan will step in as a last resort, but their premiums are very high. Park owners are being encouraged to pay any expenses that amount to less than \$10K out-of-pocket rather than submitting claims to prevent cancellations for too many claims.

8. Legislative Report:

Halterman reported the deadline for submitting new bills is February 16<sup>th</sup> so he will be able to report on pending legislation at the March meeting.

9. County Counsel Report: Not Present

10. Staff Report

Staff reported that the County is implementing a \$75 stipend for each qualifying Commissioner Commissioners who are not either County employees or are attending on behalf of their employer being otherwise compensated for their attendance will now be entitled to receive a \$75 stipend for each publicly noticed meeting they attend.

11. Correspondence: None

12. Adjournment

Meeting adjourned at 10:50 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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DATE: Thursday, March 21, 2024  
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LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

**\*\*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 18, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. New Business/Action Items:
  - 4.1. Consider Commission Action on California State Legislature AB-2387
  - 4.2. Consider Commission Action on California State Legislature AB-2778
5. County Supervisor Report
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 3 (*Walker*)
  - 6.3. District 4 (*Valdez*)
  - 6.4. District 5 (*Halterman*)
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7. Central Coast Resident-Owned Parks Report
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10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, May 16, 2024**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: March 21, 2024

LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)

PRESENT: Jean Brocklebank (*1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Carol Lerno (*GSMOL*)

EXCUSED: Charlene Garza (*Vice Chair - WMA*)

ABSENT: None

STAFF: Kaite McGrew (*Commissions Manager*)

GUESTS: Manu Koenig (District Supervisor) and 9 members of the public attended.

1. Call to Order/Roll Call/Agenda Review

Meeting convened at 9:30 AM.

Item 5 (County Supervisor's Report) was placed earlier on the agenda to immediately follow public comment.

2. Approve *January 18, 2024 Meeting Minutes*

**Motion to approve *January 18, 2024 Meeting Minutes* as written.**

Motion/Second: Brocklebank/Halterman

**Motion passed unanimously.**

3. Public Comment:

3 members of the public provided public comment.

4. County Supervisor Report

Supervisor Koenig provided updates on several issues impacting mobile home park residents including the impending sale of Soquel Gardens MHP, working with park owners and residents to find alternate housing for two residents whose homes were impacted by storm erosion at Old Mill MHP, the Board of Supervisors' upcoming consideration of the recent environmental impact report on segments 10 and 11 of the Rail/Trail project and potentially seeking necessary funding from the RTC.

5. New Business/Action Items:

5.1. Consider Commission action on AB-2387

Halterman and Constantine provided a summary of the proposed bill exempting fees and requirements for park owners who want to add additional lots and outlined the primary objections to the legislation. Concerns included increased density straining aging infrastructure, overruling local controls, difficulty finding financing and insurance, and several other unintended potential consequences the legislation may have on residents.

**Motion authorizing Chair to send a letter to the Board of Supervisors recommending that they advocate with the State in opposition to the bill as written.**

Motion/Second: Brocklebank/Halterman

**Motion passed unanimously.**

5.2. Consider Commission action on AB-2778

Item pended until proposed language becomes available.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with 5 MHPs a variety of matters among which included Blue and Gold MHP, Castle Mobile Estates, Pinto Lake Mobile Estates, Ocean Breeze Manor, and Voyage West Mobile Estates. Brocklebank advised residents that park owners and managers cannot require residents to disclose the findings of private inspections they've had prepared for the purpose of real estate negotiations. Supervisor Koenig will follow up to see if he can help the situations in both Ocean Breeze and Voyage West.

6.2. District Three (Walker): Walker reported that De Anza MHP had a record sale (\$725K) with very high space rent (\$6180/month).

6.3. District Four (Valdez):

Valdez reported attending a recent city council meeting where it was decided to allow medium sized garbage cans for all mobile home parks. Unfortunately, this results in residents still being given no choice so those with lower usage are now being charged for space they don't need. Cleveland provided additional context to the issue. The solution would be for the language to allow individual choice.

6.4. District Five (Halterman): No Report

6.5. Golden State Manufactured Homeowners League (Lerno):

Lerno shared that GSMOL reports indicate ongoing rent control battles across the state and recognized the late Jerry Bowles for his tremendous contributions to the mobile home community.

6.6. Western Manufactured Housing Communities (Garza): Not present

6.7. District Two (Cleveland):

Cleveland encouraged attendees to take a hard copy of the 2024 MRL and reiterated that allowable space rent is determined by the lot, not the tenant so it should not be allowed to increase beyond the amount allowed by 13.32 when a new homeowner takes possession.

7. Central Coast Resident-Owned Parks Report:

Cleveland reported that the group's last meeting featured detailed information on insurance-related matters for mobile homeowners. Reportedly, it is very difficult to obtain insurance for mobile homes and presenters recommended that residents be aware of this if offered a policy and act accordingly. It is unlikely that there will be many policies offered from which to choose. Reportedly, insurance companies have been conducting inspections of mobile home parks and requiring greater fire prevention measures than those required by the fire department. Brocklebank shared that she believes the County's designated wildfire risk rating may account for the insurers' growing reluctance.

8. Legislative Report:

Halterman reported on several new bills related to mobile home parks being considered:

- **AB-2539** which extends the amount of time that park owners are required to notify park residents of a sale and their right of first refusal from 30 to at least 60 days to allow residents ample time to consider purchasing the park and becoming a resident-owned park.
- **AB-2022** requires park owners to have and implement adequate emergency protection plans and requires that they attest to it under penalty of perjury, or they could lose their permit to operate.
- **AB-2373** clarifies that park owners who have lost their permit to operate cannot evict their tenants.
- **AB-1052** could significantly weaken the MRLP program and potentially endanger its sustainability by eliminating the annual MRLPP fee which is the source of its funding.

9. County Counsel Report: Not Present

10. Staff Report

Staff reported that the scheduled reduction of services hearing between Old Mill MHP and its residents was canceled when a settlement was agreed upon between the parties at a pre-hearing settlement conference. Staff also read aloud a report from Jamie Sehorn (*District 1 Analyst*) on upcoming roadwork and traffic delays and interruptions that could impact travelers on Hwy 1 and some surface streets.

11. Correspondence: None

12. Adjournment

Meeting adjourned at 10:54 AM.

Submitted by: Kaite McGrew, *Commissions Manager*





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1. Call to Order/Roll Call/Agenda Review
2. Approve *March 21, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. County Supervisor Report
5. New Business/Action Items:
  - 5.1. Election of Commission Chair and Vice Chair
  - 5.2. Consider 2025 Commission Schedule
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 3 (*Walker*)
  - 6.3. District 4 (*Valdez*)
  - 6.4. District 5 (*Halterman*)
  - 6.5. Golden State Manufactured Homeowners League (*Lerno*)
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10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, July 18, 2024**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: May 16, 2024

LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)

PRESENT: Jean Brocklebank (*1<sup>st</sup> District*), Henry Cleveland (*Chair - 2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Solyman (*Vice Chair - WMA*)

EXCUSED: None

ABSENT: Carol Lerno (*GSMOL*)

STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)

GUESTS: Shane McKeithen (*District Supervisor Analyst*) and 10 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:30 AM.
2. Approve *March 21, 2024 Meeting Minutes*  
**Motion to approve *March 21, 2024 Meeting Minutes* as written.**  
Motion/Second: Brocklebank/Halterman  
**Motion passed unanimously.**
3. Public Comment:  
3 members of the public provided public comment.

Walker arrived.

4. County Supervisor Report  
McKeithen provided updates on several issues impacting mobile home park residents including an upcoming RTC meeting with additional information about the Rail Trail Segment 10 impact on residents in the Blue and Gold MHP and Castle MHP, a potential PG&E shutoff for lack of payment from park owners at the Soquel Gardens MHP, updates on homeowner fire insurance rates for County MHPs and resources to seek assistance if homeowners are having difficulty securing fire insurance.
5. New Business/Action Items:
  - 5.1. Election of Chair and Vice Chair  
**Motion to elect Commissioner Brocklebank for the office of Commission Chair**  
Motion/Second: Cleveland/Brocklebank  
Ayes: Brocklebank, Cleveland, Walker, Valdez, Solyman  
Nays: Halterman  
**Motion Passed.**  
  
**Motion to re-elect Commissioner Solyman for the office of Commission Vice Chair**  
Motion/Second: Cleveland/Brocklebank  
**Motion passed unanimously.**

5.2. Consider 2025 Commission Schedule

**Motion to approve the 2025 Commission Schedule**

Motion/Second: Brocklebank/Valdez

**Motion passed unanimously.**

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with 3 MHPs a variety of matters among which included Alimur MHP, Shoreline MHP, Soquel Gardens MHP, Pinto Lake Mobile Estates, Ocean Breeze MHP, Blue and Gold MHP and Castle MHP. Solyman will look into an issue at Voyage West.

**Chair established the *Ad Hoc RTC Scheduling Subcommittee* and appointed Brocklebank and Halterman.**

6.2. District Three (Walker): Walker reported that De Anza MHP is working with the City of Santa Cruz to address issues related to large vehicle parking on Santa Cruz City streets. The Coastal Commission recommended maintaining the restrictions for 5 years but that did not pass and now they are negotiating for a shorter duration.

6.3. District Four (Valdez):

Valdez reported that the City of Watsonville is unwilling to separate water billing from garbage billing resulting in a continuation of uniform waste can sizes regardless of household size or usage. Fourteen newly installed manufactured homes in Valdez's MHP will not be eligible for rent control for the first 15 years. Cleveland provided additional information regarding the impact of this legislation on residents who are working on this issue with legal counsel provided by GSMOL.

6.4. District Five (Halterman): No Report

6.5. Golden State Manufactured Homeowners League (Lerno): Not Present

6.6. Western Manufactured Housing Communities (Solyman):

WMA continues to develop the education component for the new legislation requiring onsite staff to receive a certain number of hours of additional training. They plan to submit their training to HCD and hope to become one of the primary education providers for those CME credits. Mandated training goes into effect in 2025.

6.7. District Two (Cleveland):

Cleveland reported a change in HCD leadership and described an issue escalation process. HCD released state income guidelines which established the median income for a single person in Santa Cruz County to be \$92K. Pinto Lake Mobile Estates scheduled a meet and confer meeting regarding an upcoming potential Special Rent Adjustment Petition. Yang described the procedures leading up to a potential hearing. Staff reported that a vigorous recruitment process is underway to establish a panel of qualified experts.

7. Central Coast Resident-Owned Parks (ROP) Report:

Cleveland reported that the last meeting featured a presentation on the mandated annual reserve studies to ensure that ROPs have enough available funding to properly maintain the park infrastructure. He outlined various income sources available to ROPs

8. Legislative Report:

Halterman provided updates on the status of several bills related to mobile home parks being considered:

- **(AB-2778) Mobilehome Affordability Act: mobilehome parks: rent caps.** Was re-referred to the Committee on Housing and Community Development and is expected to remain there for the remainder of the year.
- **(AB-2387) Mobilehome parks: additional lots: exemption from additional fees or charges.** (Sponsored by Gail Pellerin) was amended and re-referred to the Appropriations Committee where it remains in a suspense file.

Commission discussed advocacy options.

9. County Counsel Report: No Report

10. Staff Report

Staff provided updates on the following items: a recent request for the Administrative Record for the 2023 Pinto Lake Mobile Estates Hearing, ongoing recruitment efforts to assemble a panel of financial experts to assess Special Rent Adjustment Petitions when they are filed, a recent Freedom of Information Act (FOIA) request for special rent adjustment hearings in the 1980's, and the status of space fees collected so far. Currently all but one park have submitted their space fees.

11. Correspondence:

Commission reviewed email correspondence from McKeithen with an update on Supervisor Koenig's advocacy letter to the State subsequent to the Commission's letter opposing AB-2387.

12. Adjournment

Meeting adjourned at 10:49 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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2. Approve *May 16, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. County Supervisor Report
5. New Business/Continuing Business/Action Items:
  - 5.1. Consider Reasonable Rate of Return on Capital Improvements Recommendation
  - 5.2. Consider Space Fee Recommendation
  - 5.3. Amended County Parking Standards for New Manufactured Home Installations
  - 5.4. CPI Adjustment Letters Update
  - 5.5. Ad Hoc RTC Scheduling Update
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 2 (*Cleveland*)
  - 6.3. District 3 (*Walker*)
  - 6.4. District 4 (*Valdez*)
  - 6.5. District 5 (*Halterman*)
  - 6.6. Golden State Manufactured Homeowners League (*Lerno*)
  - 6.7. Western Manufactured Housing Communities (*Solyman*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
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**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, September 19, 2024**

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PRESENT: Jean Brocklebank (*Chair - 1<sup>st</sup> District*), Henry Cleveland (*2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Solyman (*Vice Chair - WMA*)

EXCUSED: None

ABSENT: Carol Lerno (*GSMOL*)

STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)

GUESTS: Shane McKeithen (*District Supervisor Analyst*), Luis Mendez (*RTC Deputy Director*), Stephanie Hansen (*Planning Assistant Director*) and 12 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:30 AM.  
Item 5.5 was reordered to become 5.1 for scheduling purposes.
2. Approve *May 16, 2024 Meeting Minutes*  
Minutes were amended for clarification.  
**Motion to approve *May 16, 2024 Meeting Minutes* as amended.**  
Motion/Second: Halterman/Solyman  
**Motion passed unanimously.**
3. Public Comment:  
1 member of the public provided public comment.
4. County Supervisor Report  
McKeithen reported that the Board of Supervisors is in July recess and staff are dealing primarily with individual constituent issues until the next policy meeting scheduled for the second week of August.
5. New Business/Action Items:
  - 5.1. Ad Hoc RTC Scheduling Update  
Brocklebank read a report from the RTC's Interim Executive Director, Mitch Weiss, regarding the status of their analysis of the on the MHP encroachment issue which will impact two Live Oak MHP. The RTC's real property consultant subcontracted with another consulting firm specifically to provide analysis and recommendations at their fall meeting. Grace Blakeslee (*RTC Senior Planner*) has been invited to the September MMHC meeting to share the findings. Mendez provided additional more current detail on the project and reiterated the RTC's commitment to resolving the issue. Residents will be given an opportunity to provide input to the subcontractor.
  - 5.2. Consider Reasonable Rate of Return on Capital Improvements Recommendation  
Commission discussed the reasonable rate of return for park owners making capital improvements in their parks.

**Motion to retain the Reasonable Rate of Return at 12% and approve the *Reasonable Rate of Return Recommendation Memo* as written.**

Motion/Second: Halterman/Cleveland

**Motion passed unanimously.**

5.3. Consider Space Fee recommendation

Commission reviewed the annual Space Fee Fund report and discussed the potential impact of recent code changes on projected expenses.

**Motion to retain the space fee at \$38 per year per space and approve the *Space Fee Recommendation Memo* as written**

Motion/Second: Halterman/Solyman

**Motion passed unanimously.**

5.4. Amended County Parking Standards for New Manufactured Home Installations

Commission reviewed County documentation describing recent amendments to parking requirements for new manufactured homes being installed in County MHPs. Transportation permits are only being issued for homes that will meet the parking requirements. Hansen clarified that the amendments were part of a larger plan (Sustainability Regulatory and Policy Update) that took a decade to develop and impacted all dwellings, not just mobile and manufactured homes. Solyman indicated that park managers/owners are meeting with local and state authorities to discuss the jurisdictional viability of the County's criteria exceeding that of the HCD on a property that is under the jurisdiction of the HCD.

5.5. CPI Adjustment Letters Update

Staff reported that CPI letters had been sent to all parks with spaces under the rent stabilization ordinance and uploaded to the Commission's website.

6. Commissioner Reports

6.1. District Two (Cleveland):

Cleveland summarized an article in the Sentinel related to mobile home living and reported that Pinto Lake Mobile Estates has converted some guest parking spaces to paid parking for residents. Valdez confirmed that Green Valley MHP is also doing this.

6.2. District Three (Walker): No Report

6.3. District Four (Valdez):

Valdez reported that Meadows Manor has not yet repaired potholes beyond a partial repair that they passed through to residents, but which did not resolve the issue permanently. A very large new mobile home that barely met easement was installed in the park. No reports from other parks.

6.4. District Five (Halterman):

Halterman referred one resident to the MRLPP program.

6.5. Golden State Manufactured Homeowners League (Lerno): Not Present

6.6. Western Manufactured Housing Communities (Solyman):

Solyman reported progress in working with the Shoreline MHP portfolio manager on a list of issues as well as researching an issue related to the Capitola rent control ordinance and changing legislation at the state level that would no longer exempt residents on long-term leases at the Surf and Sand MHP from rent control.

6.7. District One (Brocklebank)

Brocklebank reported communicating with residents on a variety of matters in 5 MHPs including Blue and Gold, Castle, Ocean Breeze, Pinto Lake Mobile Estates, and Soquel Gardens. Brocklebank encouraged public and Commissioner attendance of an RTC-hosted open house at the Live Oak Grange for the community to learn about the Rail Trail project.

7. Central Coast Resident-Owned Parks (ROP) Report:

Cleveland reported that a road maintenance presentation is scheduled for the next ROP meeting.

8. Legislative Report:

Halterman provided updates on the status of several bills related to mobile home parks being considered:

- **(AB-2778) Mobilehome Affordability Act: mobilehome parks: rent caps.** The bill was re-referred to the Committee on Housing and Community Development and is expected to remain there for the remainder of the year. It is confirmed dead now because there is not a fair rate of return provision included.
- **(AB 2539) Mobilehome parks: sale: notice: right of first refusal.** The bill is suspended.
- **(AB-2387) Mobilehome parks: additional lots: exemption from additional fees or charges.** (Gail Pellerin) Although the bill is meant to address affordable housing shortages, it remains problematic in that it would remove all local oversight and could result in many unintended consequences including multifamily multi-story dwellings. It has passed both houses and is scheduled for finance committee review.
- **(AB-2022) Mobilehome Emergency Preparedness Act** The bill is in the Senate awaiting the August return.

9. County Counsel Report: No Report

10. Staff Report

Staff provided an update on the County's ongoing efforts to assemble a panel of financial experts to assess Special Rent Adjustment Petitions when they are filed.

11. Correspondence: None

12. Adjournment

Meeting adjourned at 10:49 AM.

Submitted by: Kaite McGrew, *Commissions Manager*





## 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@santacruzcountyca.gov  
www.sccmmhc.org

### Notice of Public Meeting and Agenda

DATE: Thursday, September 19, 2024

TIME: 9:30 AM to 11:00 AM

LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

**\*\*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, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. County Supervisor Report
5. New Business/Continuing Business/Action Items:
  - 5.1. District One Mobile Home Encroachment Update - Grace Blakeslee (*RTC Senior Planner*)
  - 5.2. Follow-up on Amended County Parking Standards for New Manufactured Home Installations
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 2 (*Cleveland*)
  - 6.3. District 3 (*Walker*)
  - 6.4. District 4 (*Valdez*)
  - 6.5. District 5 (*Halterman*)
  - 6.6. Golden State Manufactured Homeowners League (*Lerno*)
  - 6.7. Western Manufactured Housing Communities (*Solyman*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, November 21, 2024**

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# Santa Cruz County

## Mobile and Manufactured Home Commission

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: September 19, 2024

LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)

PRESENT: Jean Brocklebank (*Chair - 1<sup>st</sup> District*), Henry Cleveland (*2<sup>nd</sup> District*), Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Solyman (*Vice Chair - WMA*), Carol Lerno (*GSMOL*)

EXCUSED: None

ABSENT: None

STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)

GUESTS: Manu Koenig (*District One Supervisor*), Luis Mendez (*RTC Deputy Director*), Grace Blakeslee (*RTC Senior Planner*) and 21 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:29 AM.
2. Approve July 18, 2024 Meeting Minutes  
**Motion to approve July 18, 2024 Meeting Minutes.**  
Motion/Second: Valdez/Halterman  
**Motion passed unanimously.**
3. Public Comment:  
5 members of the public provided public comment.
4. County Supervisor Report  
Supervisor Koenig reported that his office has not worked directly on any MHP-related issues since the last meeting. Live Oak residents should be aware that the movement of several prefabricated units on surface streets this week may cause traffic delays. If any residents have ideas for a small transportation-related projects that could benefit from an RTC \$10K microgrant, they are encouraged to contact Supervisor Koenig's office for an application.
5. New Business/Action Items:
  - 5.1. District One Mobile Home Encroachment Update  
Blakeslee shared findings from the recent consultants' report reviewing the encroachment and offering removal options for homes, sheds, and fences encroaching into the rail right-of-way. She detailed the encroachment issues and optional remedies for specific units in both parks involved. There are several instances where an HCD variance in the 3' setback requirement could resolve the issue at their discretion. Solyman provided information that in some cases, replacing the siding with fire resistant materials could impact whether the HCD would grant a variance because the requirement is a fire safety measure. The current project requires the full use of the right-of-way, so there will be no option for the residents to rent the encroachment space from the RTC. Cleveland shared his understanding that the HCD has different street width requirements in mobile

home parks than the local fire department's requirement. The RTC will consider whether to include passenger rail in the corridor in Spring 2025 but that would not necessarily change encroachment issues and options for remedy.

- 5.2. Follow-up on Amended County Parking Standards for New Manufactured Home Installations  
Item pended to the November meeting for lack of adequate time to discuss.

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with residents on a variety of matters in 5 MHPs including Blue and Gold, Castle, Soquel Gardens, Pinto Lake Mobile Estates, and Ocean Breeze.

6.2. District Two (Cleveland)

Cleveland reported communicating with residents on a variety of matters in 3 MHPs including Pacific Family, Live Oak, and Rancho Cerritos.

6.3. District Three (Walker): No Report

6.4. District Four (Valdez):

Valdez reported attending Watsonville City Council meetings regarding proposed amendments to Title 14 legislation impacting mobile home park conversions. Additionally, Meadows Manor residents have received a new set of park rules which seem to be based on a standard WMA template. A senior was recently evicted and Solyman provided additional information about the lawful eviction and lien sale process.

6.5. District Five (Halterman):

Halterman reported that he has been in touch with Gail Pellerin's office to put them in contact with a Scotts Valley MHP resident on an issue. Additionally, GSMOL has a new President, Ann Anderson.

6.6. Golden State Manufactured Homeowners League (Lerno):

Lerno encouraged residents to visit the GSMOL website. Halterman advised that information about upcoming online town halls can also be found there.

6.7. Western Manufactured Housing Communities (Solyman):

Solyman reported that Evans Management continues to pursue HCD approval as MHP manager education providers in accordance with the new continuing education requirements. The Frank J. Evans Foundation awarded 48 \$2K scholarships state-wide to college-bound students living in mobile home parks. Recipients include a student from Ocean Breeze MHP who has received the award five years in a row.

7. Central Coast Resident-Owned Parks (ROP) Report:

Cleveland reported that the last ROP meeting featured a road maintenance including speed bumps.

8. Legislative Report:

Halterman provided updates on the status of several bills related to mobile home parks being considered:

- **(AB-2387) Mobilehome parks: additional lots: exemption from additional fees or charges.** (Gail Pellerin) The bill is passed and is active.
- **(AB-2022) Mobilehome Emergency Preparedness Act** The bill is passed and is active.
- **(AB-2373) Mobilehomes: tenancies** – The bill is passed and is active.

9. County Counsel Report: No Report

10. Staff Report:

Staff provided an update on the Pinto Lake Estates MHP petition hearing process. The County has contracted with a financial expert to review the Special Rent Adjustment Petition, and their review is underway. The pre-hearing settlement conference for the General Rent Adjustment Hearing was held and a tentative agreement was reached. However, because what is being proposed would become a permanent increase rather than following the allowable term for capital improvement pass-throughs, the terms of the agreement will be included in the financial expert's review and the hearings will be combined as provided for in Chapter 13.32.

11. Correspondence: None

12. Adjournment

Meeting adjourned at 11:00 AM.

Submitted by: Kaite McGrew, *Commissions Manager*



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### Notice of Public Meeting and Agenda

DATE: Thursday, November 21, 2024

TIME: 9:30 AM to 11:00 AM

LOCATION: United Way of Santa Cruz County, 4450 Capitola Road, Ste 106, Capitola, CA 95010

**\*\*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, 2024 Meeting Minutes*
3. Public Comment: *Any person may address the Commission for a period not to exceed 3 minutes on matters within the Commission's jurisdiction. The Commission will not take action but may choose to follow up at a subsequent meeting.*
4. County Supervisor Report
5. New Business/Continuing Business/Action Items:
  - 5.1. Follow-up on Amended County Parking Standards for New Manufactured Home Installations
  - 5.2. District One Mobile Home RTC Encroachment Update
  - 5.3. Consider Jan Beutz Award Candidates
6. Commissioner Reports
  - 6.1. District 1 (*Brocklebank*)
  - 6.2. District 2 (*Cleveland*)
  - 6.3. District 3 (*Walker*)
  - 6.4. District 4 (*Valdez*)
  - 6.5. District 5 (*Halterman*)
  - 6.6. Golden State Manufactured Homeowners League (*Lerno*)
  - 6.7. Western Manufactured Housing Communities (*Solyman*)
7. Central Coast Resident-Owned Parks Report
8. Legislative Report
9. Staff Report
10. Correspondence
11. Adjournment

**Next Meeting Scheduled for: 9:30 to 11:00 AM on Thursday, January 16, 2025**

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### MOBILE AND MANUFACTURED HOME COMMISSION MEETING MINUTES

DATE: November 21, 2024  
LOCATION: United Way Community Room, (4450 Capitola Road, Ste 106, Santa Cruz, CA 95010)  
PRESENT: Jean Brocklebank (*Chair - 1<sup>st</sup> District*), Henry Cleveland (*2<sup>nd</sup> District*), Rick Halterman (*5<sup>th</sup> District*), Charlene Solyman (*Vice Chair - WMA*),  
EXCUSED: Candi Walker (*3<sup>rd</sup> District*), Richard Valdez (*4<sup>th</sup> District*)  
ABSENT: Carol Lerno (*GSMOL*)  
STAFF: Kaite McGrew (*Commissions Manager*), Suzanne Yang (*County Counsel*)  
GUESTS: Jamie Sehorn (*District One Analyst*) and 7 members of the public attended.

1. Call to Order/Roll Call/Agenda Review  
Meeting convened at 9:31 AM.  
Agenda revised to correct the spelling of “Beautz”.
2. Approve *September 19, 2024 Meeting Minutes*  
**Motion to approve *September 19, 2024 Meeting Minutes*.**  
Motion/Second: Garza/Halterman  
**Motion passed unanimously.**
3. Public Comment:  
1 member of the public provided public comment.
4. County Supervisor Report
  - Sehorn reported that the Board voted to allocate CORE funding at Tuesday’s Board of Supervisors. Recipients included Meals on Wheels, (\$300K per year (25% decrease), and Grey Bears, (\$150K per year (a 23% increase)) for senior food services. Supervisor Koenig and Supervisor Cummings moved for more time to analyze awards and ensure that prioritization was given to basic needs, however the majority of the Board wanted to approve the recommended awards. Supervisor Koenig will continue working to reform the CORE process.
  - The RTC has not yet received the report on mobile home relocation costs and Supervisor Koenig is working to determine when this will happen so the MHP community can be informed and provide input.
5. New Business/Action Items:
  - 5.1. Follow-up on Amended County Parking Standards for New Manufactured Home Installations  
Brocklebank gave an overview of how the new County parking requirements for new manufactured home installations may impact residents. The Commission discussed a variety of scenarios, including whether removal of guest parking might qualify as a reduction in services, guests using resident parking spaces, and residents parking in front of their homes in violation of fire lane requirements. Solyman reported that park owners are meeting with State authorities to discuss the County’s ordinances exceeding State requirements. Halterman reported that recent legislation

prohibits local oversight for use permits which may impact the County's ability to deny permits to transport new manufactured homes if parking space are insufficient to meet County requirements. Brocklebank expressed concern that park owners may not be enforcing Title 25 and allowing residents to use guest parking spaces because their carports are being used for storage. This topic may be revisited in 2025.

5.2. District One Mobile Home RTC Encroachment Update

Brocklebank shared developments related to the draft report. So far, draft report has not been presented to the RTC members yet, so presumably no final report available yet. Halterman says there may be one-on-one meetings with homeowners and RTC staff.

5.3. Consider Jan Beautz Award Candidates

Solyman suggested the late HOA President Clay Butler who worked to advance the interests of residents at Alimur Park. Brocklebank seconded the nomination. Although Alimur MHP is a resident-owned park, 42 spaces remain under the jurisdiction of Santa Cruz County Code 13.32. Cleveland will assist with drafting the award letter and Chairs will arrange to present the award.

**Motion to award the 2024 Jan Beautz Award to Clay Butler**

Motion/Second: Solyman/Halterman

**Motion passed unanimously.**

6. Commissioner Reports

6.1. District One (Brocklebank)

Brocklebank reported communicating with residents on a variety of matters in 8 MHPs including Blue and Gold, Castle, Country Villa, Carriage Acres, Old Mill, Ocean Breeze, Shangri-la, and Shoreline. Two issues may be good agenda topics for future meetings including how to calculate property taxes when there are private park-owned residences included in the valuation, and whether an HOA Board is allowed to vote on acceptance of a new residents. Yang will research issues related to Soquel Gardens and provide an update.

6.2. District Two (Cleveland)

Cleveland reported hearing that the expert's financial analysis of the Pinto Lake Estates Special Rent Adjustment Petition has been completed and Staff confirmed.

6.3. District Three (Walker): Not Present

6.4. District Four (Valdez): Not Present

6.5. District Five (Halterman):

Halterman reported that the MRLPP annual report is now available on [www.hcd.ca.gov](http://www.hcd.ca.gov). The report indicated that although \$14.4 M was collected, there was an \$8M surplus resulting in difficulty securing continued funding. To ensure that the program is continued, residents are encouraged to participate in the program if they have need. There is a current lawsuit related to long-term lease eligibility for rent control and a hearing is expected to be held next year.

6.6. Golden State Manufactured Homeowners League (Lerno): Not Present

6.7. Western Manufactured Housing Communities (Solyman):

Solyman reported that Evans Management has been issuing notices about rent increases as they relate long-term leases pending legislative changes. Obtaining affordable insurance continues to be challenging as inspections are being conducted by insurance inspectors unfamiliar with mobile home ownership status and the responsibilities of the park owners in these situations.

7. Central Coast Resident-Owned Parks (ROP) Report:  
Cleveland reported that the last ROP meeting featured representation from the Central Coast Fire Department to speak on fire prevention and safety regulations. Because of AB-2022, all parks would have had to draft new emergency plans with additional requirements in 2025, however, Governor Newsom vetoed it. Recent corporate responsibility legislation could cause problems for small HOAs in resident-owned parks who will now have to provide personally identifying information to the State.
8. Legislative Report:  
Halterman reported that negotiations are underway for new legislation that could be introduced as early as December 2, 2024.
  - **(AB-2022) Mobilehome Emergency Preparedness Act** The bill passed but was vetoed by the Governor.
9. County Counsel Report: No Report
10. Staff Report:  
Staff provided an update on venue scheduling for 2025. Three meetings have scheduling conflicts which would be remedied by starting at 11:30 AM. Staff will schedule all 2025 meetings with a start time of 11:30 pending confirmation from Commissioners not present.
11. Correspondence:  
Commission reviewed correspondence from a resident in Castle Estates MHP.
12. Adjournment  
Meeting adjourned at 10:44 AM.

Submitted by: Kaite McGrew, *Commissions Manager*