

# **Mobile Home Park Management Plan**

## **Center Park Manufactured Housing Community**

### **Introduction**

The project is 99 manufactured, single-family detached homes on a 12.87-acre property located at 3444 Center Street in the City of Riverside.

Riverside Municipal Code section 19.210.050 states:

*Management.* Every mobile home park community shall be properly managed to ensure maintenance of common facilities and to ensure individual home sites are developed and maintained in accordance with recorded rules and regulations for the park. A Management Plan shall be included in the conditional use permit application submittal. All mobile home park communities shall participate in the City's Crime Free Multi Housing Program, or its successor equivalent.

### **HCD and Mobile Home Park/Manufactured Housing Community Regulations and Oversight**

The California Department of Housing and Community Development (HCD) licenses and regulates mobile home parks and manufactured housing communities. All mobile home parks and manufactured housing communities must obtain a Permit to Operate from HCD and renew it on an annual basis.

Once the City has approved the required discretionary permits, HCD is responsible for inspecting the construction of the Park including buildings, improvements, and infrastructure. Upon completion of construction, HCD will issue a Permit to Operate and will be responsible for conducting periodic inspections of the Park and the individual home sites. The Permit to Operate is renewed annually.

When the Park construction is completed and the Permit to Operate has been issued, HCD will issue the permits for the installation of the manufactured homes on the individual sites and provide the oversight of inspecting the installation. Once installed any alterations, additions or modifications to the home or structures on the site will need to be approved by both the Park Management/Ownership and a permit issued by HCD.

### **Management of the Park**

An on-site manager will oversee the management of the Park under the direction of the Park Owner. The on-site manager is required to reside on the property and will be assisted by other personnel including an assistant manager and maintenance staff. The Park Owner's contact information will be posted along with 24-hour Park emergency numbers. The property management team will interact directly with the residents of the community and will enforce

## **Exhibit 7 - Project Description**

the Park's Rules and Regulations as well as assure the Park's facilities and grounds are well maintained.

Management of a Manufactured Housing Community requires considerable interaction and effective communication with the residents. Programs such as Neighborhood Watch and the City of Riverside's Crime Free Multi-Housing Program are excellent ways to bring communities together and will be implemented and supported by the Park Owner and Management.

**Implementation of Riverside Crime Free Multi-Housing Program (CFMH) and Neighborhood Watch**

The park will implement and participate in the City of Riverside Crime Free Multi-housing program. The Park Owner understands that the Riverside CFMH Program is designed to help residents, owners, managers and anyone else associated with rental property create an environment to keep drugs and other illegal activity out of their Community.

The Park Management will work with the residents of the Park to implement the CFMH three phase approach outlined in the program.

- **Phase 1:** An eight-hour seminar presented by the Police Department and other City agencies for the management and residents of the Park.
- **Phase 2:** Certify the property has met the minimum security requirements for the residents' safety. Best known as a CPTED Inspection. The property inspection form will be taken into consideration when the Park is under construction and will utilize recommendations included in the CFMH Program and titled Crime Prevention Through Environmental Design – **Attachment I**
- **Phase 3:** Tenant/Neighborhood Watch/Crime Prevention meeting conducted for full certification into the Program. The Park will work with the police department and other appropriate agencies to establish and participate in a Neighborhood Watch Program.

Upon completion of the program, the Park will be able to use the CFMH signs and logo in the Park and in promotional materials. The CFMH brochure will be provided to residents in the Park - **Attachment II**

**Management Guidelines and Procedures – Rules and Regulations**

Prospective residents will be asked to complete an Application for Residency. Once approved for residency, the new resident will sign a Rental or Lease Agreement and receive a detailed package of information on the Park including the following:

1. ***Rental or Lease Agreement***

This comprehensive contract includes specifics such as the amount of the rent, term of the agreement, annual rent increases, information on the Park Owner Responsibilities and the Resident Responsibilities, Utilities, Guest charges, Parking, Landscaping, Lot Maintenance, Insurance information, Fees and Taxes, Renting and Subletting, Termination of Tenancy, Sale of Manufactured Home, and Compliance with the Park Rules and Regulations.

2. ***Park Rules and Regulations***

The Owner of the Park will establish management policies and procedures and Community Rules and Regulations that are specific to this community. Every resident will receive copies of the Park's Rules and Regulations and the on-site management team will be responsible for enforcing them.

The Park Rules are very specific on the conduct and responsibilities of the Resident and include such things as site maintenance, occupancy standards, compliance with the Mobilehome Residency Law, roommates, guests, caregivers, fires, fireworks, guns, playing in the streets, signs, outside furniture storage, parking, pets, RV's, use of facilities, no smoking areas, quiet hours, use of pool and spa, and approval to modify the home site with additions to the home or site.

3. ***Arbitration Agreement or Similar Dispute Resolution Agreement***

This outlines specifics in resolving disputes.

4. ***Pet Policies, Guest Parking, Use of Facilities, etc.***

The Park may limit the number and size of pets and will also outline other pet requirements. Additionally, there may be agreements and guidelines for guest parking and use of facilities by residents and guests as well as other important policies.

5. ***Required disclosures*** such as Mobilehome Park Rental Agreement Disclosure Form as required in the Mobilehome Residency Law.

6. ***Copies of applicable laws*** regulating mobile home parks including the Mobilehome Residency Law (Civil Code Sections 798). A complete copy of the very comprehensive Mobilehome Residency Law is ***Attachment III*** and includes information on:

- a. Rental Agreements
- b. Rules and Regulations
- c. Fees and Charges
- d. Utilities

- e. Rent Control and Exemption of New Construction
- f. Homeowner Communications and Meetings
- g. Homeowner Meetings with Management
- h. Transfer of Mobilehome or Mobile home Park
- i. Actions, Procedures and Penalties

### **California Mobile Home Park Laws and Regulations will Govern Park Operations and Management**

The Owner will comply with all applicable laws and regulations governing mobile home park ownership and management including those outlined below.

#### **Laws**

Mobile Home Parks and Manufactured Housing Communities are one of the most regulated housing in the State. California law governing mobilehome parks is entitled the "Mobilehome Parks Act" and may be found in Division 13, Part 2.1 of the California Health and Safety Code, commencing with Section 18200 **Link:**

[http://leginfo.legislature.ca.gov/faces/codes\\_displayexpandedbranch.xhtml?tocCode=HSC&division=13.&title=&part=2.1.&chapter=&article=](http://leginfo.legislature.ca.gov/faces/codes_displayexpandedbranch.xhtml?tocCode=HSC&division=13.&title=&part=2.1.&chapter=&article=)

These laws establish requirements for the permits, fees, and responsibilities of park operators and enforcement agencies, including the Department of Housing and Community Development, and require the Department to develop and enforce both the regulations and the laws.

The rights and obligations of mobilehome park homeowners, tenants and management may be found in the Mobilehome Residency Law. This is a very detailed description of how Parks must be managed. **Link:**

<http://www.hcd.ca.gov/manufactured-mobile-home/mobile-home-ombudsman/docs/MRL.pdf>

**Regulations** The Mobilehome Park regulations are contained in the California Code of Regulations, Title 25, Division I, Chapter 2 commencing with section 1000. **Link:**

[https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=15D9B3380D45311DEB97CF67CD0B99467&originationContext=documenttoc&transitionType=Default&contextData=\(sc.Default\)&bhcp=1](https://govt.westlaw.com/calregs/Browse/Home/California/CaliforniaCodeofRegulations?guid=15D9B3380D45311DEB97CF67CD0B99467&originationContext=documenttoc&transitionType=Default&contextData=(sc.Default)&bhcp=1)

These regulations include specific requirements for park construction, maintenance, use, occupancy, and design. Also included are requirements for items such as lot identification, lighting, roadway width, plans, permits, mobilehome installation, accessory structures and

buildings, earthquake resistant bracing systems, application procedures, fees, enforcement, and appeal procedures.

The Park will comply with all applicable Mobile Home Park laws and regulations.

**City of Riverside Mobile Home Parks Rent Stabilization Does Not Apply to New Construction**

The City of Riverside has adopted Chapter 5.75 of the Riverside Municipal Code governing mobile home park rents within the City. California law preempts this City ordinance regarding the regulation of rents. The relevant section of the California Civil Code/Mobilehome Residency Law is **Article 4.5 – Rent Control - Civil Code Section 798.45 - New Construction Exempt**, which states that new construction shall be exempt from any ordinance, rule, regulation, or initiative measure adopted by any city, county, or city and county, which establishes a maximum amount that a landlord may charge a tenant for rent. *Link:*

<http://www.hcd.ca.gov/manufactured-mobile-home/mobile-home-ombudsman/docs/MRL.pdf>