

City of Yucaipa  
Mobilehome Rent Review Commission Minutes  
Regular Meeting of January 15, 2020

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A Regular meeting of the Mobilehome Rent Review Commission of the City of Yucaipa, California was called to order in the Council Chambers, 34272 Yucaipa Boulevard, Yucaipa, California, on January 15, 2020 at 9:00 AM.

**PRESENT:** Jim Holbrook, Chairperson  
Brandy Gomez, Commissioner  
Caecilia Johns, Commissioner  
William Mecham, Commissioner  
Thomas Powell, Commissioner  
Amy Greyson, Commission Attorney  
Jennifer Crawford, Rent Administrator  
Kimberly Everts, Deputy Rent Administrator

**ABSENT:** None

**CONVENE MOBILEHOME RENT REVIEW COMMISSION**

The meeting was opened with the Pledge of Allegiance led by Chairperson Holbrook.

**PUBLIC COMMENT**

Gary Duperron, Yucaipa, thanked the Commissioners for their heart, service, and open mind, and for viewing residents of mobilehome parks, not as numbers or a percentage, but as individual people. Mr. Duperron expressed his concerns with the safety of Wildwood Mobilehome Park residents exiting the park onto the busy street of Wildwood Canyon Road.

Isaac Tate, Yucaipa, stated his appreciation for the members of the Commission and expressed his concern for mobilehome residents on fixed incomes who struggle with increasing rents.

Suzie Taylor, Yucaipa, thanked the Commission for the opportunity to speak and stated her concerns pertaining to the possibility of the dissolution of rent control.

Ann Quiett, Yucaipa, thanked the Commission and stated her concerns pertaining to complete vacancy decontrol. Ms. Quiett stated that if allowed, vacancy decontrol will take away the homeowner's fair rate of return on their investment.

The public comment was closed.

**CEREMONIAL**

Deputy Rent Administrator Everts administered the Oath of Office to newly appointed member of the Mobilehome Rent Review Commission, Brandy Gomez.

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**COMMISSION BUSINESS**

1. **SUBJECT:** APPROVE COMMISSION MINUTES OF FEBRUARY 21, 2019.

**RECOMMENDATION:** That the Commission approve the Mobilehome Rent Review Commission Minutes of February 21, 2019.

**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER POWELL, CARRIED 4-0-0-1, (COMMISSIONER GOMEZ ABSTAINED) TO APPROVE COMMISSION MINUTES OF FEBRUARY 21, 2019.

**DISCUSSION AND ACTION**

2. **SUBJECT:** BIENNIAL REVIEW OF MOBILEHOME RENT STABILIZATION ORDINANCE AND RESOLUTION

**RECOMMENDATION:** That the City of Yucaipa Mobilehome Rent Review Commission conduct a review of the Mobilehome Rent Stabilization Ordinance (Yucaipa Municipal Code Chapter 15.20) and the Administrative Rules last amended by Resolution No. 2011-52, and direct Staff as appropriate.

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 1 of the Staff report.

1. **SUBJECT:** ANNUAL ADJUSTMENTS

**RECOMMENDATION:** That the Commission consider the following options pertaining to the Annual Adjustment formula:

1. Amend YMC §15.20.080(A) and Administrative Rules §3.0001(B)(3), to provide that the park owner may increase the rent in each regulated space once annually, by 100% of the increase in CPI, or by 4% percent of the current space rent, whichever is less. This revision would allow park owners to increase rent by the full cost of inflation and in time would likely reduce substantial increases resulting from a Special Rent Adjustment Application.
2. Retain the existing language of the Ordinance and Rules – maintain 80% CPI and 4% cap.

**Public Comment**

Tony Slaick, YMRA Chairperson, congratulated Commissioner Gomez on her recent appointment and referenced Page 8 of the Staff Report pertaining to the Hypothetical Rent Control Monthly Space Rent \$300.00 (Attachment A). Mr. Slaick stated that the numbers reflected are low and average space rent is closer to \$350.00, which when compounded over future years demonstrates an even greater disproportion between 80% and 100% CPI. Mr. Slaick stated that years 2012

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through 2019 are post-recession years, which reflect low. Mr. Slaick further stated that capital improvement applications are a huge problem that put what parks owners are earning over and above 100%.

Peter Hertzog, Manufactured Housing Educational Trust (MHET), stated MHET's support of Staff's comments pertaining to 100% CPI adding that 100% CPI will create policies that would remove the need for NOI applications that are burdensome, complicated, and costly. Mr. Hertzog stated that without it, the gap in inflation continues to grow over the years.

Julie Paule, Western Manufactured Housing Communities Association (WMA), thanked Commission Attorney Greyson and Rent Administrator Crawford for the pre-meeting and stated that she has been involved in attempting to achieve 100% CPI for over 10 years. Ms. Paule stated that the MNOI application process makes rents higher and so recommends an amendment to the Ordinance to allow for 100% CPI. Ms. Paule explained that when a park owner is not allowed a fair rate of return, they are forced to endure a long and expensive process in the form of an MNOI, which may allow for an increase in the base rent, causing a high rent spike for those who can afford it least. Ms. Paule recommended an amendment to increase the CPI to the full amount of inflation.

Mick Terry, Yucaipa, thanked the Commission and Staff and stated that he lives at Hidden Valley Mobilehome Park and expressed his concerns with the Valley View MNOI application.

Rent Administrator Crawford and Commission Attorney Greyson addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motions were made:

**ACTION: MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER JOHNS, FAILED 1-4 (COMMISSIONERS GOMEZ, JOHNS, AND POWELL AND CHAIRPERSON HOLBROOK VOTED NOE), TO RECOMMEND AMENDMENTS TO YMC §15.20.080(A) AND ADMINISTRATIVE RULES §3.0001(B)(3), TO PROVIDE THAT THE PARK OWNER MAY INCREASE THE RENT IN EACH REGULATED SPACE ONCE ANNUALLY, BY 100% OF THE INCREASE IN CPI, OR BY 4% OF THE CURRENT SPACE RENT, WHICHEVER IS LESS.**

After additional discussion, the Commission consensus was to retain the existing language of the Ordinance and Rules and maintain 80% CPI and 4% cap, whichever is less.

**2. SUBJECT: RENT ADJUSTMENTS UPON VACANCY**

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**RECOMMENDATION:** That the Commission consider the following options pertaining to rent adjustments upon vacancy:

1. Upon a vacancy resulting in:
  - Vacant pad - defined as a space that was never occupied or mobilehome is completely removed (voluntarily relocated elsewhere, destroyed by fire, flood, or repossessed) and past tenant does not remain in the park, or<sup>1</sup>
  - Resident abandons his/her coach and the park owner gains title and sells the coach to a new resident.
  - Option #1 would not include in-place transfers or evictions.

(#1A) Upon vacancy the park owner may increase rents based on the average of the three highest rent-controlled spaces in the park. This option would not impact existing residents; only *new* residents moving into the park (*Option presented in YMRA submittal pertaining to vacant pad not abandonment.*); or

(#1B) Upon vacancy the park owner may increase the last rent based on the combined average of rent controlled spaces in the park plus 10% or \$35, whichever is less. This option would not impact existing residents, only *new* residents moving into the park (*Option recommended by Staff.*)

2. Allow the park owner to increase rents to market rent upon a vacancy resulting from an in-place transfer (as defined), then space is placed immediately back under rent control and only subject to the permissible annual increase. (*Option recommended in WMA and MHET submittals.*)
3. Retain the existing language of the Ordinance and Rules (*Option recommended by YMRA.*)

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 2 of the Staff report.

**Public Comment**

Tony Slaick, YMRA Chairperson, requested that the Commission vote to retain the existing language of the Ordinance and Rules (Option No. 3). Mr. Slaick stated his concerns with the erosion of home values and that every \$10 increase received by the mobilehome park owners means a \$1,000 decrease in a mobilehome owner's home value. Mr. Slaick stated his strong opposition to Option No. 2 and asserted

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that there are other more reasonable compromises in front of the Commission for consideration.

Peter Hertzog, MHET, stated his support for Option No. 2 and his concern with the concept raised concerning the MNOI applications. Mr. Hertzog stated that now that 100% CPI has failed, more MNOI applications are guaranteed to come forward. Mr. Hertzog further stated that people should have the freedom to decide what rent they can afford, live with it, and then exist within the rules of the rent control ordinance.

Julie Paule, WMA, stated that with full vacancy decontrol park owners will never have to file an MNOI application with the City. Ms. Paule provided clarification to the GSMOL survey and stated that park owners do not evict tenants, judges evict tenants and only after it has been demonstrated to be appropriate. Finally, Ms. Paule stated that full vacancy decontrol works and would be a good start to making some good changes in Yucaipa.

Suzanne Taylor, Executive Director of Augusta Communities, stated that, from an operational standpoint, vacancies can become a financial burden to park owners that are left to remove abandoned homes in order to open a vacant space. Ms. Taylor stated that this cost (between \$2,000-\$10,000) increases the overall operational cost of the park, which places a burden on occupied spaces to offset that cost.

Rent Administrator Crawford addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION: MOTION BY COMMISSIONER JOHNS, SECOND BY COMMISSIONER POWELL, FAILED 2-3 (COMMISSIONERS GOMEZ AND POWELL AND CHAIRPERSON HOLBROOK VOTED NOE), TO RECOMMEND RETAINING THE EXISING LANGUAGE OF THE ORDINANCE AND RULES.**

**ACTION: MOTION BY COMMISSIONER GOMEZ, SECOND BY COMMISSIONER MECHAM, CARRIED 4-1 (COMMISSIONER JOHNS VOTED NOE), TO RECOMMEND THAT UPON A VACANCY RESULTING IN A VACANT PAD DEFINED AS A SPACE THAT WAS NEVER OCCUPIED OR MOBILEHOME IS COMPLETELY REMOVED (VOLUNTARILY RELOCATED ELSEWHERE, DESTROYED BY FIRE, FLOOD, OR REPOSSESSED) AND PAST TENANT DOES NOT REMAIN IN THE PARK, OR A RESIDENT ABANDONING HIS/HER COACH AND THE PARK OWNER GAINS TITLE AND SELLS THE COACH TO A NEW RESIDENT, AND EXCLUDES IN-PLACE TRANSFERS OR EVICTIONS, THE PARK OWNER MAY INCREASE THE LAST RENT BASED ON THE**

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**COMBINED AVERAGE OF RENT CONTROLLED SPACES IN THE PARK PLUS 10% OR \$35, WHICHEVER IS LESS (THIS OPTION WOULD NOT IMPACT EXISTING RESIDENTS, ONLY NEW RESIDENTS MOVING INTO THE PARK).**

3. **SUBJECT:** ADDITIONAL PARK OWNER REQUIREMENTS FOR DISCLOSURE OF CITY-APPROVED RENT ADJUSTMENTS

**RECOMMENDATION:** That the Commission consider amendments to the Administrative Rules §3.0001(C) as recommended by Staff:

“C. Notice of Adjustment to Resident. The park owner shall notify the residents affected by the Annual Adjustment in accordance with State law. *The rent statement or invoice issued to the resident shall include the City approved annual CPI adjustment percentage and the dollar amount of the Annual Adjustment to be implemented on the subject space.* A Park owner shall not notice an Annual Adjustment prior to approval by the RA *and park management shall concurrently post the City notice in the clubhouse, park office and one other location accessible to the residents at the same time as the rent increase notice is issued to the affected resident(s).*”

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 3 of the Staff report.

**Public Comment**

Tony Slaick, YMRA Chairperson, stated that it's a good idea to require more information on the notice of increase but that including the dollar amount would be problematic as each space would increase differently.

Rent Administrator Crawford and Commission Attorney Greyson addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER GOMEZ, CARRIED 5-0, TO RECOMMEND AMENDMENTS TO THE ADMINISTRATIVE RULES §3.0001(C) AS FOLLOWS (ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “C. NOTICE OF ADJUSTMENT TO RESIDENT. THE PARK OWNER SHALL NOTIFY THE RESIDENTS AFFECTED BY THE ANNUAL ADJUSTMENT IN ACCORDANCE WITH STATE LAW. *THE RENT STATEMENT OR INVOICE ISSUED TO THE RESIDENT SHALL INCLUDE THE CITY APPROVED ANNUAL CPI ADJUSTMENT PERCENTAGE AND THE DOLLAR AMOUNT OF THE ANNUAL*

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**ADJUSTMENT TO BE IMPLEMENTED ON THE SUBJECT SPACE. A PARK OWNER SHALL NOT NOTICE AN ANNUAL ADJUSTMENT PRIOR TO APPROVAL BY THE RA AND PARK MANAGEMENT SHALL CONCURRENTLY POST THE CITY NOTICE IN THE CLUBHOUSE, PARK OFFICE AND ONE OTHER LOCATION ACCESSIBLE TO THE RESIDENTS AT THE SAME TIME AS THE RENT INCREASE NOTICE IS ISSUED TO THE AFFECTED RESIDENT(S)."**

4. **SUBJECT:** RESIDENT REPRESENTATIVES

**RECOMMENDATION:** That the Commission consider the amendments to the Ordinance §15.20.060 as recommended by Staff.

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 4 of the Staff report.

**Public Comment**

Jo Sutt, Yucaipa, expressed her gratitude and appreciation to the Commissioners and distributed a handout with her recommendation that the annual vote not be required if a resident representative is in place and is not challenged.

Tony Slaick, YMRA Chairperson, stated his support of Staff recommendation and proposed that once a resident representative is established, the resident representative should be able to retain the position until resignation, voted out or termed out.

Rent Administrator Crawford addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION: MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER JOHNS, CARRIED 5-0, TO RECOMMEND AMENDMENTS TO THE ORDINANCE §15.20.060 AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - "A. THE RESIDENTS OF EACH MOBILEHOME PARK IN THE CITY SHALL ANNUALLY ELECT BY MAJORITY VOTE, WITH ONE VOTE PER REGULATED SPACE, A RESIDENT REPRESENTATIVE.....JANUARY 31<sup>ST</sup> OF EACH YEAR AND SHALL PROMPTLY NOTIFY THE RENT ADMINISTRATOR OF ANY CHANGE OF REPRESENTATIVE. *IF A RESIDENT REPRESENTATIVE OR POINT OF CONTACT IS NOT ESTABLISHED, ALL NOTICES REQUIRED BY THIS CHAPTER SHALL BE POSTED, IN THE CLUBHOUSE, PARK OFFICE AND ONE OTHER LOCATION ACCESSIBLE TO THE RESIDENTS."***

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5. **SUBJECT:** MNOI SPECIAL RENT ADJUSTMENTS BASED ON VULUNTARY MEET AND CONFER

**RECOMMENDATION:** That the Commission consider amendments to the Ordinance §15.20.100(G) and Administrative Rules §4.0002(B)(1)(d), §4.0002(B)(2), §4.0002(B)(3), §4.0002(B)(4), §4.0006(A), and §4.0006(G) as recommended by Staff.

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 5 of the Staff Report.

**Public Comment**

Tony Slaick, YMRA Chairperson, questioned whether the Staff can provide a packet containing the necessary documents to fulfill the requirements of the Ordinance. Mr. Slaick proposed that once the residents take a vote and the vote stands, park owner should not be able to call a revote.

Suzanne Taylor, Executive Director of Augusta Communities, stated that she agrees with the recommendation on the Meet & Confer process and thanked everyone involved in their park's Meet & Confer. Ms. Taylor provided a visual of the amount of documentation that is required with the MNOI application.

Rent Administrator Crawford provided clarification and addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER GOMEZ, CARRIED 5-0, TO RECOMMEND AMENDMENTS TO THE ORDINANCE §15.20.100(G) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - "G. ....THE RENT ADMINISTRATOR SHALL HAVE THIRTY (30) DAYS IN WHICH TO DETERMINE WHETHER A MAINTENANCE OF NET OPERATING INCOME (MNOI) RENT ADJUSTMENT, RENT ADJUSTMENT BASED ON A READJUSTED BASE YEAR NOI, OR FAIR RETURN ADJUSTMENT APPLICATION FILED UNDER SUBSECTIONS A, B, AND OR C. OR A SPECIAL RENT ADJUSTMENT BY MEET AND CONFER APPLICATION FILED UNDER SUBSECTION E, IS COMPLETE IN ACCORDANCE WITH SECTION 15.20.105 AND THE ADMINISTRATIVE RULES ESTABLISHED BY RESOLUTION OF THE CITY COUNCIL. HEARINGS ON APPLICATIONS....."

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AMEND ADMINISTRATIVE RULES §4.0002(B)(1)(d) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “d. IN ORDER TO INITIATE FOR AN APPLICATION SUBMITTED FOR A THE PROCEDURE FOR APPROVAL OF A PROPOSED SPECIAL RENT ADJUSTMENT BY VOLUNTARY MEET AND CONFER UNDER YMC SECTION 15.20.100(E), THE PARK OWNER SHALL COMPLY WITH THE PROVISIONS OF AND SECTION 4.0006 OF THESE RULES. TO BE DEEMED COMPLETE, THE APPLICATION SHALL INCLUDE IN ADDITION TO THE REQUIREMENTS OF SUBPARAGRAPHS (A) AND/OR (B), DOCUMENTATION ESTABLISHING EACH REQUIREMENT SET FORTH IN RULE 4.0006 OF THESE ADMINISTRATIVE RULES.”

AMEND ADMINISTRATIVE RULES §4.0002(B)(2) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “2. NOT LATER THAN THIRTY (30) DAYS AFTER THE APPLICATION IS FILED WITH THE CITY, THE RA SHALL SEND WRITTEN NOTICE TO THE APPLICANT INFORMING HIM/HER WHETHER THE APPLICATION IS COMPLETE PURSUANT TO YMC SECTIONS 15.20.105(B) AND (E). THIS COMPLETENESS DETERMINATION SHALL NOT APPLY TO A PROPOSED SPECIAL RENT ADJUSTMENT BY VOLUNTARY MEET AND CONFER UNDER YMC SECTION 15.20.100(E).”

AMEND ADMINISTRATIVE RULES §4.0002(B)(3) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “3. IF THE RA DETERMINES THAT THE APPLICATION IS COMPLETE, HEARINGS ON RENT ADJUSTMENT APPLICATIONS FILED UNDER YMC SECTIONS 15.20.090 OR 15.20.100(A), (B), OR (C), OR HEARINGS ON APPEALS TO THE COMMISSION FROM A RA DECISION ON AN APPLICATION UNDER YMC SECTION 15.20.085, SHALL BE PROCESSED, HEARD AND DETERMINED IN ACCORDANCE WITH YMC SECTIONS 15.20.105 AND 15.20.110. COMMISSION HEARINGS SHALL BE NOTICED IN ACCORDANCE WITH THE REQUIREMENTS OF THESE RULES AND THE RALPH M. BROWN ACT. A PROPOSED SPECIAL RENT ADJUSTMENT BY VOLUNTARY MEET AND CONFER UNDER YMC SECTION 15.20.100(E) SHALL NOT BE SUBJECT TO THIS SECTION.”

AMEND ADMINISTRATIVE RULES §4.0002(B)(4) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “4. IF THE RA DETERMINES THAT THE APPLICATION IS INCOMPLETE, THE NOTICE SENT BY THE RA TO THE APPLICANT SHALL INCLUDE A LIST OF THE INFORMATION AND DOCUMENTATION REQUIRED UNDER YMC SECTIONS 15.20.085, 15.20.090, OR 15.20.100(A), (B), OR (C) OR (E), AND SECTION 15.20.105 AND CHAPTERS 4, 5 AND/OR 7 OF

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THESE RULES, IN ORDER FOR THE RA TO FIND THAT THE APPLICATION IS COMPLETE. THE APPLICANT SHALL HAVE THIRTY (30) DAYS TO SUBMIT THE ADDITIONAL INFORMATION AND/OR DOCUMENTATION.”

AMEND ADMINISTRATIVE RULES §4.0006(A) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “A. IN ACCORDANCE WITH YMC SECTION 15.20.100(E), ANY PARK OWNER MAY INITIATE A VOLUNTARY MEET AND CONFER PROCESS WITH THE RESIDENTS OF THE PARK’S REGULATED SPACES TO REACH AGREEMENT WITH THOSE RESIDENTS ON A PROPOSED SPECIAL RENT ADJUSTMENT AND APPROVAL BY THE RA IN PLACE OF THE APPLICATION AND NOTICED PUBLIC HEARING PROCESS FOR AN MNOI RENT ADJUSTMENT UNDER YMC SECTION 15.20.100(A) AND SECTION 4.0003 OF THESE RULES, ~~OR~~ AN MNOI RENT ADJUSTMENT BASED ON A READJUSTED BASE YEAR NOI UNDER YMC SECTION 15.20.100(B) AND SECTION 4.0004 OF THESE RULES UNDER THIS CHAPTER, *AND/OR A FAIR RETURN RENT ADJUSTMENT UNDER YMC SECTION 15.20.100(C). THIS PROCEDURE IS NOT REQUIRED, BUT IF THE PARK OWNER DECIDES TO USE THIS PROCESS, A PROPOSED SPECIAL RENT ADJUSTMENT BY VOLUNTARY* THE MEET AND CONFER *PURSUANT TO YMC SECTION 15.20.100(E)* SHALL BE CONDUCTED BY THE PARK OWNER AND PARK RESIDENTS IN ACCORDANCE WITH SUBDIVISION (B) THROUGH (K) OF THIS SECTION.”

AMEND ADMINISTRATIVE RULES §4.0006(C) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “C. INITIATION OF MEET AND CONFER. THE PARK OWNER SHALL INITIATE THE MEET AND CONFER BY SERVICE OF A WRITTEN NOTICE ON ALL RESIDENTS OF THE REGULATED SPACES IN THE PARK *AND RA*, BY PERSONAL DELIVERY OR FIRST-CLASS MAIL, ALONG WITH PROOF OF SERVICE OF THE NOTICE. THE WRITTEN NOTICE SHALL BE CONSISTENT WITH THE FORMS APPROVED BY THE CITY, AND SHALL INCLUDE ALL OF THE FOLLOWING:

1. A REQUEST FOR APPOINTMENT OF NOT MORE THAN THREE (3) PERSONS *RESIDING IN THE REGULATED SPACES* TO REPRESENT THE PARK RESIDENTS AT THE MEET AND CONFER WITH THE PARK OWNER; AND

2. THE AMOUNT OF THE PROPOSED SPECIAL RENT ADJUSTMENT, THE METHOD BY WHICH THE PROPOSED SPECIAL RENT ADJUSTMENT WAS DETERMINED; AND *THAT A COMPLETED MEET AND CONFER APPLICATION AND AN MNOI RENT ADJUSTMENT AND/OR MNOI RENT ADJUSTMENT BASED ON READJUSTED MNOI*

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**APPLICATION, WHICH SHALL COMPLY WITH SECTION 4.0003 AND/OR 4.0004 OF THESE RULES AND YMC SECTION 15.20.100(A) AND (B), ALL INFORMATION AND SUPPORTING DOCUMENTATION SUPPORTING THE PROPOSED SPECIAL RENT ADJUSTMENT IS POSTED IN THE CLUBHOUSE, PARK OFFICE AND ONE OTHER LOCATION ACCESSIBLE TO THE RESIDENTS; AND**

3. THE PROPOSED DATE AND LOCATION FOR THE MEET AND CONFER, WHICH SHALL OCCUR NOT LESS THAN SIXTY (60) DAYS FOLLOWING SERVICE OF THE PARK OWNER'S WRITTEN NOTICE ON THE PARK RESIDENTS. THE MEET AND CONFER SHALL BE SCHEDULED AT A DATE, TIME AND LOCATION MUTUALLY CONVENIENT TO THE PARK OWNER REPRESENTATIVES AND THE PARK RESIDENT REPRESENTATIVES AND SHALL BE SCHEDULED NOT LESS THAN FOURTEEN (14) DAYS AFTER THE PARK OWNER'S SERVICE OF THE NOTICE ON EACH RESIDENT PURSUANT TO THIS SUBDIVISION."

AMEND ADMINISTRATIVE RULES §4.0006(G) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - "G. CONFIDENTIAL RESIDENT VOTE. IF NO AGREEMENT IS REACHED AT THE MEET AND CONFER BETWEEN THE PARK OWNER REPRESENTATIVES AND PARK RESIDENT REPRESENTATIVES REGARDING A PROPOSED SPECIAL RENT ADJUSTMENT, THEN ALL FURTHER PROCEEDINGS UNDER THIS SECTION SHALL CEASE. IF AGREEMENT IS REACHED AT THE MEET AND CONFER BETWEEN THE PARK OWNER REPRESENTATIVES AND THE PARK RESIDENT REPRESENTATIVES REGARDING A PROPOSED SPECIAL RENT ADJUSTMENT, THEN A RESIDENT VOTE BY CONFIDENTIAL BALLOT SHALL TAKE PLACE IN ACCORDANCE WITH THE FOLLOWING PROVISIONS:

**1. FINALIZATION OF BALLOT DOCUMENTS. DURING THE MEET AND CONFER, UPON AGREEMENT TO A PROPOSED SPECIAL RENT ADJUSTMENT, THE PARK OWNER REPRESENTATIVES AND THE PARK RESIDENT REPRESENTATIVES SHALL EACH SIGN THE FOLLOWING DOCUMENTS:**

**a. THE CONFIDENTIAL BALLOT CONTAINING THE AGREED-UPON PROPOSED SPECIAL RENT ADJUSTMENT TO BE VOTED UPON BY THE RESIDENTS OF THE REGULATED SPACES IN THE PARK;**

**b. THE AGREED-UPON NOTICE OF RESULTS OF MEET AND CONFER FORM; AND**

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c. THE AGREED-UPON PROOF OF SERVICE. THE PARK OWNER REPRESENTATIVES SHALL PROVIDE THE PARK RESIDENT REPRESENTATIVES WITH THE ORIGINALS OF THESE AGREED-UPON SIGNED DOCUMENTS, ALONG WITH COPIES OF EACH AGREED-UPON SIGNED DOCUMENT IN A NUMBER EQUAL TO AT LEAST THE TOTAL NUMBER OF REGULATED SPACES IN THE PARK.

~~12. NOTICE TO RESIDENTS OF RESULTS OF MEET AND CONFER AND CIRCULATION OF BALLOTS.~~ NOT LATER THAN FIVE (5) DAYS FOLLOWING THE CONCLUSION OF THE MEET AND CONFER, THE PARK RESIDENT REPRESENTATIVES SHALL SERVE A COPY OF THE AGREED-UPON WRITTEN NOTICE OF RESULTS OF MEET AND CONFER, CONFIDENTIAL BALLOT AND ENVELOPES, AND A PROOF OF SERVICE ON ALL RESIDENTS OF THE REGULATED SPACES ON CITY-APPROVED FORMS. THE NOTICE DOCUMENTS SHALL BE SERVED ON EACH RESIDENT BY THE PARK RESIDENT REPRESENTATIVES BY PERSONAL DELIVERY OR BY FIRST CLASS MAIL, POSTAGE PREPAID, AND SHALL CONTAIN ALL OF THE FOLLOWING INFORMATION AND DOCUMENTATION:

a. THE NOTICE SHALL BE ON THE CITY-APPROVED FORM AND SHALL CONTAIN ALL OF THE FOLLOWING INFORMATION:

(i) THE DATE(S) AND TIME(S) WHEN THE MEET AND CONFER WAS CONDUCTED, AND THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF THE REPRESENTATIVES OF THE PARK OWNER AND PARK RESIDENTS AT THE MEET AND CONFER; AND

~~b.(ii) THE RESULTS OF THE MEET AND CONFER, INCLUDING WHETHER THE PARK OWNER REPRESENTATIVE(S) AND THE PARK RESIDENT REPRESENTATIVE(S) REACHED AGREEMENT ON THE AGREED UPON PROPOSED SPECIAL RENT ADJUSTMENT; THE METHOD BY WHICH THE PROPOSED SPECIAL RENT ADJUSTMENT WOULD BE DETERMINED; AND THAT ALL DOCUMENTATION UPON WHICH THE PROPOSED SPECIAL RENT ADJUSTMENT MAY BE INSPECTED BY THE RESIDENTS AT THE PARK CLUBHOUSE, PARK OFFICE AND A THIRD LOCATION AS DETERMINED BY THE PARK RESIDENT REPRESENTATIVES AND SPECIFIED IN THE NOTICE; AND~~

~~c.(iii) THE RIGHT OF THE RESIDENTS FROM EACH REGULATED SPACE TO VOTE BY CONFIDENTIAL BALLOT ON WHETHER OR NOT TO CONSENT TO THE PROPOSED SPECIAL RENT ADJUSTMENT (BASED ON A VOTE BY ONE ADULT RESIDENT~~

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PER SPACE), BY SUBMITTAL OF A CONFIDENTIAL BALLOT TO THE RENT ADMINISTRATOR NOT LATER THAN FIFTEEN (15) DAYS FOLLOWING SERVICE OF THE NOTICE UPON THE RESIDENT BY THE PARK RESIDENT REPRESENTATIVE, AND INSERTION OF THE SPECIFIC DEADLINE DATE BY WHICH THE CONFIDENTIAL BALLOT MUST BE FILED WITH THE RENT ADMINISTRATOR; AND

(iv) THAT THE RESIDENT OR A REPRESENTATIVE OF A RESIDENT MUST RETURN THE CONFIDENTIAL BALLOT TO THE RENT ADMINISTRATOR BY PERSONAL DELIVERY OR BY MAIL, IN THE PRE-ADDRESSED ENVELOPE TO THE RENT ADMINISTRATOR PROVIDED WITH THE NOTICE BY THE SPECIFIED DEADLINE; AND

(v) THAT THE PROPOSED SPECIAL RENT ADJUSTMENT SHALL NOT BE EFFECTIVE UNLESS CONSENTED TO BY AT LEAST FIFTY-ONE PERCENT (51%) OF THE RESIDENTS OF THE REGULATED SPACES BASED ON THE RESULTS OF THE CONFIDENTIAL BALLOT ELECTION.

d.b. THE PROPOSED CONFIDENTIAL BALLOT, IN THE FORM APPROVED BY THE CITY AND AGREED UPON BETWEEN THE PARK OWNER REPRESENTATIVES AND PARK RESIDENT REPRESENTATIVES AT THE MEET AND CONFER;

c. A STAMPED ENVELOPE PRE-ADDRESSED TO THE RENT ADMINISTRATOR (ONE ENVELOPE PER SPACE) AS PREVIOUSLY PROVIDED BY THE PARK OWNER REPRESENTATIVES TO THE RESIDENT REPRESENTATIVES IN ACCORDANCE WITH SUBDIVISION (G)(2) OF THIS SECTION; AND

e. THAT THE RESIDENTS MUST RETURN THE CONFIDENTIAL BALLOT TO THE RENT ADMINISTRATOR BY PERSONAL DELIVERY OR BY MAIL; ALONG WITH A STAMPED ENVELOPE PRE-ADDRESSED TO THE RENT ADMINISTRATOR; AND

f. THAT THE PROPOSED SPECIAL RENT ADJUSTMENT SHALL NOT BE EFFECTIVE UNLESS CONSENTED TO BY AT LEAST FIFTY-ONE PERCENT (51%) OF THE RESIDENTS OF THE REGULATED SPACES BASED ON THE RESULTS OF THE CONFIDENTIAL BALLOT ELECTION; AND

gd. AT THE AGREED-UPON MEET AND CONFER RESULTS PROOF OF SERVICE, ON THE CITY-APPROVED FORM.

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**23.** EFFECTIVE DATE OF SERVICE ON PARK RESIDENTS. FOR PURPOSES OF DETERMINING THE 15-DAY DEADLINE FOR RESIDENTS TO FILE THEIR CONFIDENTIAL BALLOTS WITH THE RENT ADMINISTRATOR, SERVICE OF THE NOTICE AND CONFIDENTIAL BALLOT FORM UNDER SECTION 4.0006(G)(1) SHALL BE DEEMED EFFECTIVE ON THE DATE OF PERSONAL DELIVERY TO A RESIDENT OR, IF MAILED, UPON DEPOSIT IN THE U.S. MAIL, ~~POSTAGE PRE-PAID~~, TO A RESIDENT. THE PARK RESIDENT REPRESENTATIVES SHALL SERVE ALL NOTICES, ENVELOPES PRE-ADDRESSED TO THE RENT ADMINISTRATOR, AND CONFIDENTIAL BALLOT FORMS AND SUPPORTING DOCUMENTATION REQUIRED BY SUBPARAGRAPH (2) OF THIS SUBDIVISION (G) ON ALL RESIDENTS OF REGULATED SPACES AT THE SAME TIME.

**34.** PARK RESIDENT REPRESENTATIVE SERVICE ON CITY. PRIOR TO OR CONCURRENTLY WITH SERVING THE NOTICE AND ALL REQUIRED DOCUMENTATION ON THE RESIDENTS UNDER SECTION 4.0006(G)(~~1~~2), THE PARK RESIDENT REPRESENTATIVES SHALL SERVE THE FOLLOWING DOCUMENTS ON THE RENT ADMINISTRATOR, USING THE CITY-APPROVED FORMS:

a. ~~A~~ COMPLETE COPYIES OF THE NOTICE, CONFIDENTIAL BALLOT FORM AND ALL *OTHER* REQUIRED DOCUMENTATION SET FORTH IN SUBDIVISION (G)(2); AND

b. A LIST OF THE FULL NAMES, AND ADDRESSES ~~AND TELEPHONE NUMBERS~~ OF THE CURRENT OCCUPANTS OF EACH REGULATED SPACE IN THE PARK; AND

c. A DECLARATION OR AFFIDAVIT, ON THE CITY-APPROVED FORM, AND SIGNED UNDER PENALTY OF PERJURY, VERIFYING THAT THE PARK RESIDENT REPRESENTATIVES PROVIDED THE RESIDENTS OF THE REGULATED SPACES WITH ALL DOCUMENTS AND INFORMATION REQUIRED BY SUBDIVISION (G)(2) OF THIS SECTION.

**45.** PARK OWNER SERVICE ON CITY AND PARK RESIDENT REPRESENTATIVES FOLLOWING MEET AND CONFER. NOT LATER THAN FIVE (5) DAYS FOLLOWING THE CONCLUSION OF THE MEET AND CONFER THE PARK OWNER OR HIS/HER REPRESENTATIVE SHALL COMPLY WITH ALL OF THE FOLLOWING REQUIREMENTS:

a. THE PARK OWNER SHALL FILE WITH THE CITY THE FOLLOWING DOCUMENTS:

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(1) ONE SET OF ADDRESS LABELS ADDRESSED TO THE CURRENT OCCUPANTS OF EACH REGULATED SPACE IN THE PARK;

(2) A DECLARATION OR AFFIDAVIT, ON THE CITY-APPROVED FORM, AND SIGNED UNDER PENALTY OF PERJURY, VERIFYING THAT THE PARK OWNER REPRESENTATIVES PROVIDED THE PARK RESIDENTS WITH ALL INFORMATION AND DOCUMENTATION REQUIRED BY SECTION 4.0006 AND THAT TRUE AND CORRECT COPIES OF ALL INFORMATION AND DOCUMENTATION REQUIRED BY SECTION 4.0006(G) HAS BEEN POSTED AT THE THREE LOCATIONS IN THE PARK AS REQUIRED BY SUBDIVISION (C)(2) OF THIS SECTION.

(3) A PROOF OF SERVICE ON THE RESIDENT REPRESENTATIVES CONFIRMING THE PARK OWNER'S COMPLIANCE WITH THE SERVICE REQUIREMENTS OF THIS SUBSECTION 45, ~~INON~~ THE CITY-APPROVED FORM, SERVED BY PERSONAL DELIVERY OR BY FIRST CLASS MAIL, POSTAGE PREPAID.

b. THE PARK OWNER SHALL SERVE A COPY OF THE PROOF OF SERVICE ON THE RESIDENT REPRESENTATIVES, ON THE CITY-APPROVED FORM, CONFIRMING THE PARK OWNER'S COMPLIANCE WITH THIS SUBSECTION 45, SERVED ON THE PARK RESIDENT REPRESENTATIVE BY PERSONAL DELIVERY OR BY FIRST CLASS MAIL, POSTAGE PREPAID.

**56. SUBMITTAL OF CONFIDENTIAL BALLOTS. WITHIN FIFTEEN (15) DAYS OF SERVICE....”**

The Commission recessed for ten minutes and reconvened.

6. **SUBJECT:** MNOI SPECIAL RENT ADJUSTMENTS BASED ON VOLUNTARY MEET AND CONFER

**RECOMMENDATION:** That the Commission consider amendments to the Ordinance §15.20.100(E)(3) and §15.20.110, and Administrative Rules §4.0002(B)(3) and §4.0006(J) as recommended by Staff.

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 6 of the Staff report and addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

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**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER GOMEZ, CARRIED 5-0, TO RECOMMEND AMENDMENTS TO THE ORDINANCE §15.20.100(E)(3) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “3. THE DECISION OF THE RENT ADMINISTRATOR ON WHETHER TO APPROVE A SPECIAL RENT ADJUSTMENT PURSUANT TO THIS SUBDIVISION SHALL BE FINAL AND NOT SUBJECT TO ANY PUBLIC HEARING BEFORE OR APPEAL TO THE COMMISSION, OR APPEAL TO THE CITY COUNCIL. THE PROVISIONS OF YMC 15.20.100(G), 15.20.105 AND 15.20.110 SHALL NOT APPLY.”

AMEND THE FIRST PARAGRAPH OF ORDINANCE §15.20.110 AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “HEARINGS ON RENT ADJUSTMENT APPLICATIONS FILED UNDER SECTION 15.20.090 OR 15.20.100(A), (B) AND/OR (C), OR HEARINGS ON APPEALS TO THE COMMISSION FROM A RENT ADMINISTRATOR DECISION ON AN APPLICATION UNDER SECTION 15.20.085, ~~OR A RENT ADMINISTRATOR DETERMINATION ON AN APPLICATION UNDER SECTION 15.20.100(E),~~ SHALL BE PROCESSED, HEARD AND DETERMINED IN ACCORDANCE WITH THIS SECTION.” [CONTINUE AS IN EXISTING YMC §§15.20.110(A), (B) AND (C)]

AMEND ADMINISTRATIVE RULES §4.0002(B)(3) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC TEXT) - “3. IF THE RA DETERMINES THAT THE APPLICATION IS COMPLETE, HEARINGS ON RENT ADJUSTMENT APPLICATIONS FILED UNDER YMC SECTIONS 15.20.090 OR 15.20.100(A), (B), AND/OR (C) OR HEARINGS ON APPEALS TO THE COMMISSION FROM A RA DECISION ON AN APPLICATION UNDER YMC SECTION 15.20.085, SHALL BE PROCESSED, HEARD AND DETERMINED IN ACCORDANCE WITH YMC SECTIONS 15.20.105 AND 15.20.110. COMMISSION HEARINGS SHALL BE NOTICED IN ACCORDANCE WITH THE REQUIREMENTS OF THESE RULES AND THE RALPH M. BROWN ACT.

AMEND ADMINISTRATIVE RULES §4.0006(J) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC TEXT) - “J. FINAL DECISION. THE RA’S DECISION APPROVING OR DENYING A SPECIAL RENT ADJUSTMENT SUBMITTED PURSUANT TO YMC SECTION 15.20.100(E) AND THIS SECTION SHALL BE FINAL AND NOT SUBJECT TO ANY APPEAL TO THE COMMISSION OR CITY COUNCIL.”

7. **SUBJECT:** GENERAL APPLICATION PROCEDURES

**RECOMMENDATION:** That the Commission consider amendments to the Ordinance §15.20.105(A) and Administrative Rules §1.0008(B), §1.0008(C)(2)(a), §1.0008(C)(2)(b), §4.0002(A)(3), and §7.0004(A) as recommended by Staff.

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**DISCUSSION:** Rent Administrator Crawford presented Subject No. 7 of the Staff report.

Public Comment

Mick Terry, Yucaipa, requested that everyone keep in mind that most older people do not have a computer and if they do, they do not know how to use it anyway.

Rent Administrator Crawford addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER GOMEZ, CARRIED 5-0, TO RECOMMEND AMENDMENTS TO THE ORDINANCE §15.20.105(A) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - "A. ALL RENT ADJUSTMENT APPLICATIONS AND APPEALS OF DECISIONS OF THE RENT ADMINISTRATOR ON AN APPLICATION, SHALL BE FILED ON AN APPLICATION FORM OR APPEAL FORM PROVIDED BY THE RENT ADMINISTRATOR, OR IN A WRITTEN FORM WHICH PROVIDES ALL INFORMATION AND DOCUMENTATION REQUIRED BY THE CITY-APPROVED FORM AND SHALL BE ACCOMPANIED BY PAYMENT OF FILING FEE, IN ACCORDANCE WITH THE ADMINISTRATIVE RULES ADOPTED BY RESOLUTION OF THE CITY COUNCIL. A TOTAL OF FIVE COPIES AT LEAST ONE COPY OF THE COMPLETED APPLICATION OR APPEAL, A DECLARATION UNDER PENALTY OF PERJURY AND ALL BACK-UP DOCUMENTATION, ALONG WITH AN ELECTRONIC COPY OF THE COMPLETE APPLICATION OR APPEAL, MUST BE PROVIDED....."

AMEND RULES §1.0008(B) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - "B. ALL APPLICATIONS FOR ANY CAPITAL IMPROVEMENT ADJUSTMENTS (PURSUANT TO YMC SECTION 15.20.085), ANY RENT ADJUSTMENT BASED ON DISCONTINUANCE OR REDUCTION IN A SERVICE OR AMENITY (YMC SECTION 15.20.090), OR ANY MNOI, READJUSTMENT TO BASE YEAR NOI, AND/OR FAIR RETURN RENT ADJUSTMENT (YMC SECTION 15.20.100), SHALL BE SUBMITTED TO THE RA IN ACCORDANCE WITH REQUIREMENTS OF CHAPTER 15.20 OF THE YUCAIPA MUNICIPAL CODE (YMC) –RENT STABILIZATION PROGRAM AND THESE ADMINISTRATIVE RULES.

AS USED HEREIN, THE TERM "APPLICATION" SHALL HAVE THE MEANING SET FORTH IN SECTION 4.0002(A)(1)(a) OF THESE RULES. THE APPLICANT SHALL SUBMIT AT LEAST FIVE (5) COPIES

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**ONE COPY OF EACH SUCH APPLICATION TO THE CITY, ALONG WITH AN ELECTRONIC COPY (JPEG OR PDF FORMAT). CONCURRENTLY.....”**

**AMEND RULES §1.0008(C)(2)(a) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC TEXT) - “a. ANY PERSON WISHING TO SUBMIT ANY WRITTEN OPPOSITION TO AN APPLICATION FOR A CAPITAL IMPROVEMENT RENT ADJUSTMENT UNDER YMC SECTION 15.20.085 OR A SPECIAL RENT ADJUSTMENT UNDER YMC SECTION 15.20.100 SHALL SUBMIT AT LEAST ~~FIVE (5) COPIES~~ ONE COPY OF SUCH WRITTEN OPPOSITION, ALONG WITH AN ELECTRONIC COPY (JPEG OR PDF FORMAT), TO THE RA AND ONE COPY TO THE APPLICANT IN ACCORDANCE WITH THE FOLLOWING DEADLINES.....”**

**AMEND RULES §1.0008(C)(2)(b) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC TEXT) - “b. ANY PERSON WISHING TO SUBMIT ANY WRITTEN OPPOSITION TO AN APPLICATION FOR A RENT DECREASE UNDER YMC SECTION 15.20.090 SHALL SUBMIT AT LEAST ~~FIVE (5) COPIES~~ ONE COPY OF SUCH WRITTEN OPPOSITION, ALONG WITH AN ELECTRONIC COPY (JPEG OR PDF FORMAT), TO THE RA AND ONE COPY TO THE APPLICANT, IN ACCORDANCE WITH THE FOLLOWING DEADLINES:”**

**AMEND RULES §4.0002(A)(3) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “3. ANY PERSON WISHING TO SUBMIT ANY WRITTEN OPPOSITION TO RENT ADJUSTMENT APPLICATION OR APPEALS SHALL SUBMIT AT LEAST ~~FIVE (5) COPIES~~ ONE COPY OF SUCH WRITTEN OPPOSITION, ALONG WITH AN ELECTRONIC COPY (JPEG OR PDF FORMAT), TO THE....”**

**AMEND RULES §7.0004(A) AS FOLLOWS (THE ADDITIONS ARE MARKED BY ITALIC/UNDERLINED TEXT) - “A. FORMAT. THE APPLICANT SHALL SUBMIT ~~FIVE (5) COPIES~~ ONE COPY OF THE APPLICATION, ALL SUPPORTING INFORMATION AND DOCUMENTATION, AND THE FILING FEE, ALONG WITH A COPY OF THE APPLICATION IN ELECTRONIC FORMAT (JPEG OR PDF FORMAT). THE APPLICATION AND ALL SUPPORTING INFORMATION AND DOCUMENTATION SHALL BE SUBMITTED IN ACCORDANCE WITH THE CITY-APPROVED FORMS.”**

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8. **SUBJECT:** CITY COUNCIL APPOINTMENT OF MRRC VERSUS AT-LARGE APPOINTMENTS

**RECOMMENDATION:** That the Commission consider changing the selection process from at-large to City Council appointed, during the next term cycle, to ensure that the five positions are filled with qualified candidates.

**DISCUSSION:** Rent Administrator Crawford presented Subject No. 8 of the Staff report and addressed questions raised by Commissioners.

After Mobilehome Rent Review Commission discussion, the following Motion was made:

**ACTION:** MOTION BY COMMISSIONER MECHAM, SECOND BY COMMISSIONER JOHNS, CARRIED 5-0, TO SUPPORT STAFF RECOMMENDATION TO CHANGE THE SELECTION PROCESS FROM AT-LARGE APPOINTMENTS TO INDIVIDUAL COUNCILMEMBER APPOINTMENTS (NOT LIMITED TO VOTING DISTRICTS), DURING THE NEXT TERM CYCLE.

**ADJOURNMENT**

The meeting adjourned.

ATTEST:

  
Jennifer Crawford  
Assistant City Manager/City Clerk

  
Chairperson

APPROVED AT THE MEETING OF:

February 3, 2020