

**Mobile Home Advisory Board [MHAB]  
Meeting Notes  
July 23, 2012**

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1. **Call to Order:** Dan Kalmick called the July 23, 2012, MHAB meeting to order at 6:00 PM, at Huntington Beach City Hall, 2000 Main Street, Room B-7, Huntington Beach, CA.

2. **Roll Call**

**Members Present:** Elizabeth Alex, Mary Jo Baretich, Michael Cirillo, Sharon Dana, Dan Kalmick, Daniel Kittredge, Ed Pike, and Vickie Talley

**Members Absent:** Steve Gullage

**Staff Present:** Kellee Fritzal and Denise Bazant

3. **Public Comments:** Maria Laurienzo spoke regarding coyotes in Huntington Beach and supports State of Mobile Home Park report. Betsy Crimi, representing Rancho Mobile Home Park HOA Board, was interested in the conference that Talley addressed regarding communication and public awareness that is specific to mobile home issues. Crimi also inquired as to how a citizen could address the board regarding current issues in mobile home parks. Kalmick responded that an item could be agendaized or addressed during public comments before and after meeting. There was discussion regarding the Mobile Home Residency Law and how park residents could meet with owners or owner representatives.

4. **Oath of Office:** Steve Gullage was absent; therefore, oath was not administered.

5. **Approval of the Meeting Notes:**

Motioned by Alex, seconded by Kittredge, to approve meeting notes from the regular meeting of July 23, 2012. The motion passed unanimously.

6. **Old Business:**

- a. **Huntington Shorecliff Update** – No update from staff. Cirillo gave an update regarding settlement agreement with Caltrans as it pertains to drainage ditch at Huntington Shorecliff.
- b. **Atlanta Street Widening Update** – Fritzal reported that the Planning Department is moving forward with the Mitigate Negative Declaration. Planning will be performing surveys, appraisals of the effected sites, and will resubmit relocation plan.

7. **New Business:**

- a. Guest Speaker – Deputy Fire Marshal Bob Culhane reported on the Senior Home Inspection Program (SHIP). Project SHIP was developed by the Fire Department to provide education, outreach and assistance for home safety and earthquake preparedness to approximately 30,000 senior citizens in the community. A FEMA grant and other grant funds were awarded to provide training for volunteers, smoke detectors including batteries and carbon monoxide detectors. Information flyers are sent to mobile home parks once a year and enclosed with water billreceptients.
- b. “State of the City’s Mobile Home Parks” – Kalmick would like to form a subcommittee to produce an annual report to City Council. His vision is to produce and submit a document as a snapshot of past and present state of mobile home parks, detailing what other parks are doing,

detailing the median space rent in the City, interview park owner's regarding their plans for the parks in the next 10-30 years, and future legislation. Baretich stated that she has compiled information regarding data of mobile home parks, specifically rents. Dana mentioned changes in the uniform building code that may be included. Talley suggested that the committee specifically indicate the board's duties. Fritzal stated that the previous annual reports were submitted to the Council via Request for Council Action (RCA); however, last year's report was in memo form submitted to the Intergovernmental Relations Committee. The RCA and Memo included number of meetings held, board members' attendance, staff support and involvement, written complaints, action and activities and expenses.

Talley would like to discuss the Board's vision as a committee. Review by-laws and the policies to get an understanding of the Board's course. Kittridge supports the recommendation of a subcommittee to educate the City Council and residents of the status of mobile homes in the city. Cirillo indicated that he believed the charge of the Board is to create public awareness, report on mobile home living, and the inherent problems in mobile home parks as reported by residents. Talley expressed her desire to have a mobile home park symposium.

Motioned by Baretich, seconded by Dana, to form a subcommittee to discuss scope of work to create a State of the Mobile Home Park similar to the 2002 (not discussing rent), for discussion at next meeting in October. Motion passed 5 yes, 3 no.

Sub-Committee will consist of Baretich, Kalmick, Talley, and Alex.

c. Review By-Laws – A review of the By-Laws were changed as follows:

Section 1. Board Meetings

- (1). Regular meetings shall be held **quarterly** on the fourth (4<sup>th</sup>) Monday of each month at ~~{time} and {place}~~ **City Hall unless otherwise noted.**
- (2). Special Board Meetings may be convened by ~~the Chair or by written request by three (3) or more of the members of the Board.~~ **Written request of a majority of the Board or by City Council Liaisons.**
- (3) **Majority of Board can determine a meeting can be cancelled.**

Section 5. Meeting Procedures

- (1). ~~Minutes (written and audio)~~ **Written minutes** shall be kept of all Board meetings by city staff and approved by the Board.
- (2). **Public Comments shall be heard** ~~the beginning~~ **at each Board meeting.** Each public comments shall be allotted a maximum of five (5) minutes.

Section 6. Representation

No Board member shall act in an official capacity as a representative of the Board unless directed to do so by a majority vote of all members of the Board. ~~Only authorized business cards shall be issued to or used by Board members.~~

Motion by Dana to approve amended By-Laws and submit to City Council for approval. Seconded by Kittredge. Motion passed 8-0-1, Alex left meeting at 7:37pm.

d. Establish a Policy for Special Meetings – Item discussed under Review of By-Laws.

- e. Dispute Resolution Procedure – This item was tabled to the October 22, 2012 meeting, pending review.
- f. Guest Speaker and Location for October 22, 2012 meeting – Board members will contact staff regarding a guest speaker for the upcoming meeting.

**8. Member Comments:**

Kittredge requested that there be an assigned seating arrangement at every meeting.

Talley requested timer for 5-minute public comment purposes.

Dana suggested a question and answer period after each agenda item, when appropriate.

Baretich mentioned the importance of dialogue with public during board discussion.

**9. Next Meeting Agenda Items:** None discussed

**10. Adjournment:** Moved by Dana and seconded by Kittredge to adjourn meeting at 8:15 pm to the next regularly scheduled meeting of January 28, 2013, at 6:00 pm held at City Hall, 2000 Main Street, Room B-8.