

# VILLA SANTA CRUZ POLICY AND PROCEDURES FOR NEW HOMES

(This document is aligned to Villa Santa Cruz Rules & Regulations dated February 2010)

## **1. Introduction and Purpose**

The purpose of this policy and procedure document is to inform shareholders/members, brokers, manufactured home dealers, realtors, and contractors of the requirements for installing a new home at Villa Santa Cruz Cooperative, Inc., (Villa Santa Cruz). Open communication, thoughtful consideration, and thorough planning should make the entire project as smooth as possible for everyone concerned: the Shareholder, other Shareholders in the park, the home installation contractor, the Villa Santa Cruz Architectural Review Committee, (the Committee) and the Villa Santa Cruz Board, (the Board).

It's important for the new shareholder, brokers, manufactured home dealers, realtors and the contractors to be aware that the Park is operated by a Board of Directors who are advised by the Committee regarding new homes. The Board approves new coach installations upon the recommendation of the Committee.

Additionally, all work must comply with applicable federal, state, and local laws and codes, and with all provisions of Villa Santa Cruz official documents identified below. The parks governing documents (see Legal Standards below) have precedence over any item in this document (***Villa Santa Cruz Policy and Procedures for New Homes***).

In order to ensure that everyone involved in the new home move-in process is aware of these rules, **this document must be signed by the Shareholder of the home, the Manufacturer's dealer, and the home installation contractor who are involved in the installation process.**

## **2. Legal Standards**

Each Shareholder shall install, alter and maintain their manufactured home and space in compliance with all applicable laws and regulations including, without limitation:

- The Mobile home Parks Act (Title 25, paragraph 1000, et seq. of the California Code of Regulations)
- Davis - Stirling Act
- All applicable sections of Santa Cruz County Zoning Regulations
- A permit approved by the State Department of Housing and Community Development (HCD)
- All provisions of Villa Santa Cruz governing documents
- Mobilehome Residency Law.

Adopted by the Board - 9/18/18  
Revised 2/14/19

### 3. Definitions

- **Common area:** the area within the park not considered to be sites, including, but not limited to: lawns, greenbelt, paths, streets, clubhouse, pool, street lights, gardens, and picnic areas..
- **Footprint:** outline of the exterior of the home including permanent accessory structures, (ie decks, stairs, porches, storage buildings, spas, and carports).
- **Home:** any mobile or manufactured unit placed on a home site.
- **Home site:** (also called “space” “site”, “lot”, and “Plot”): area under the home and around it not considered common ground. All setbacks shall comply with the rules and regulations and state HCD laws.
- **Shareholder/ Member:** Same as owner; person who owns one share of the Villa Santa Cruz Cooperative, Inc.
- **Manufacturer's Representative (dealer) (contractor):** A person or company representing a mobile or manufactured home manufacturer or other prime contractor installing the home that is being sold to a shareholder

### 4. Roles and Responsibilities

#### Villa Santa Cruz Board, Office Manager and the Architectural Review Committee

- The Board must approve all new manufactured/mobile homes and their installation.
- The Committee acts as an advisory body to the Board on all architectural issues.
- The Office Manager and a designated member of the Committee shall act as liaison to the shareholder and contractor throughout the project. The liaison will also be responsible for communicating with the Board and the Committee about timelines and approvals of the new coach.
- The Board and the Office Manager shall keep all required park permits fully up to date.

#### Shareholder/ Member

- The Shareholder is responsible for meeting the requirements set forth in this document, and for requesting any modifications or exceptions to the Villa Santa Cruz procedures.
- The Shareholder shall provide architectural plans and elevations of the new manufactured/mobile home including a dimensioned drawing showing the placement of the home on the home site to Villa Santa Cruz for review by the Committee and for approval by the Board.
- The Shareholder shall be responsible for ensuring that all Rules and Regulations are adhered to including (without limitation) parking restrictions for all contractors and workers invited to the Park by the Shareholder. **There are no exceptions without the approval of the Board.**
- The Shareholder is responsible for any damage to another space or to the Common Area that is caused by acts or omissions of his/her contractor. Additionally, the Shareholder shall be responsible for cleaning up after his/her contractor if the contractor failed to do so.

- Shareholders shall post a \$2,000.00 refundable deposit to Villa Santa Cruz before beginning any work for removal and replacement of the coach. The refundable deposit is to cover possible damage to any real or personal property of Villa Santa Cruz that may result from the move. If there is damage that involves greater cost, the homeowner is responsible for complete payment. If there is no damage, the deposit shall be fully refunded within 30 days of the Committee determining completion.
- All Shareholders shall obtain prior written consent of the Board or the Committee liaison for any exterior change orders or work to be done by contractors or other repair persons in the Park except work pertaining exclusively to changes within the interior of a Shareholder's home.

### **Contractor**

- All contractors involved in removal and replacement of homes in Villa Santa Cruz must be qualified and licensed. Prior to beginning work in Villa Santa Cruz, the contractor must provide to the Villa Santa Cruz Office Manager the following documentation:
  1. Copy of current Contractor's license;
  2. Certificate of Insurance for workers compensation insurance, and
  3. Certificate of Insurance for commercial general liability insurance, naming Villa Santa Cruz as and additional insured.
- The contractor shall work only during the hours of 8:00 am to 5:00 pm. during Pacific Standard Time, and 8:00 am - 7:00 pm during Daylight Savings Time, except in emergency situations.
- The contractor and/or his representatives, as well as the Shareholder, must have the property located by a professional utilities locator to determine the exact underground location of all utilities, before any site preparation. There are a number of phone, TV, and electric cables, as well as water, gas, sewer, and storm drain pipes underground, so any digging, grading, or earth movement on the site must be done with extreme care. Please consult first with the Villa Santa Cruz Office Manager for information. A copy of the final locator map shall be provided to Villa Santa Cruz for the permanent property file.
- The contractor accepts responsibility for immediate repair of any damage to utility lines (wires, cables, pipes, etc.) resulting from their work on the site, especially as these may affect service to others in Villa Santa Cruz. The contractor is responsible for scheduling final connection of all services to the new home
- Contractors shall park in the Shareholder's driveway or unload from the street and then park in guest parking. There are no exceptions without the approval of the Board.
- Contractor shall provide a port-a-potty for the complete construction time. Proposed location of the port-a-potty shall be indicated on the plans submitted for approval and the proposed location shall be discussed at the first meeting between the contractor, Shareholder, and the Committee.

## **5. Architectural and Landscaping Standards.**

Since home sites in the park are varying in size and shape, the footprint of the existing home should serve as the basis for the replacement home. If space allows, changes may be made based on the following standards, with review by the Committee and approval by the Board. There may be situations not covered by the following list. These will be addressed individually.

### **Setbacks/Coverage**

Setbacks are subject to HCD State law, County of Santa Cruz zoning requirements and Villa Santa Cruz governing documents.

- The California Code of Regulations, Title 25, Section 1330 addresses separation and setback requirements of mobile homes, and Section 1428 addresses the location of accessory buildings and structures.
- All structures shall cover no more than seventy-five per cent (75%) of the home site.
- The County of Santa Cruz requires all structures and homes to be set back twenty, (20) feet from Felt Street. This setback area shall be landscaped and continually maintained. Five, (5) foot setbacks are also required at the north side property line (railroad tracks), the west side property line and the property line of the private residences on Felt Street.
- Villa Santa Cruz requires five (5) feet minimum setback from the top of curb closest to the coach body. Home sites less than seventy (70) feet deep, irregularly shaped home sites, and corner home sites may have reduced setbacks when approved in writing by the Board.
- New homes should be oriented in the same direction as the existing unit.

### **Manufactured Home Requirements**

- Architectural plans and elevations shall be submitted to Villa Santa Cruz for review by the Committee and approval by the Board. Plans should also include siding materials, paint colors, skirting, decks, storage buildings, carport slab, patio, walkways.
- All homes will be new, single-story, double-wide, (unless space permits for wider) construction with maximum height of seventeen (17) feet.
- Materials, siding design and colors will be compatible with existing homes. Standard aluminum vertical corrugated siding will not be allowed.
- All houses must have gutters and downspouts. Downspouts should be connected to drains or paved ditches to the street or natural drainage channels, as directed by the Board, through the Committee.

- Electric box must be upgraded to meet current State and County standards. Utilities shall be located on a utility pad and must be accessible. A working space, thirty-six (36) inches wide, centered on the space electrical service equipment, must be maintained when placing the home. Movement of these utilities should be avoided and may only be done with the prior written approval of the Board. Before approval is granted, the Shareholder must submit an engineered estimate of which Park utilities must be turned off and for how long, so that Shareholders may be notified. The Shareholder will bear all costs for movement of utilities including possible damage to other spaces.
- There should be at least one the architectural feature on the side facing the street to add to curb appeal of the house and neighborhood. As an example: single or double windows measuring at least 36 inches by 60 inches.
- All homes must be skirted. Skirting material should match materials and color of house. Skirting shall compliment the exterior of the mobile home and shall be approved by the Board prior to installation. The pressure treated skirting must be flush to the ground to prevent intrusion of pests; i.e., rodents, skunks, etc. Untreated wood shall not be in contact with the soil.

### **Driveways**

- Driveways/carports must be long enough or wide enough to accommodate two, on-site covered parking spaces.
- Any driveway material other than solid concrete must be approved by the Board.

### **Improvements, Additions, and Additional Buildings**

- Plans and designs for all decks, porches, screened rooms, cabanas, sun rooms, storage buildings, carports, awnings, stairs with landings, and fences shall be submitted to the Committee for written approval prior to commencement of any construction or installation and must comply with the California Mobile Home Parks Act. The Shareholder must obtain the appropriate permits and approvals from all regulatory authorities prior to undertaking any additions, alterations or remodeling.
- There may be no more than two storage buildings at any home site, and the total combined size may not exceed 120 sq. ft.

### **Fences**

- Fences between houses may not be taller than 6ft. Fences facing the common area may not exceed 42 inches in height.
- When existing fences and/or retaining walls are replaced, the Committee must verify that space lines have not been altered. Fences installed between spaces shall be a maximum of six (6) feet high and shall be set back from the street one foot for every foot of height. Back fences shall be a maximum of six (6) feet.

## **Landscaping**

- The general landscaping plans for all home sites in Villa Santa Cruz are subject to approval in advance by the Board, subject to review and recommendation by the Committee.
- California native drought-resistant plants are encouraged.
- Street-side setback area should be planted with living green landscaping. Landscaping plants and materials must be approved by the Board, subject to review and recommendation by the Committee.
- Each Shareholder shall ensure that the full front-yard setback area on his/her space and all side yards that are open to a street are planted with living green landscaping. Gravel, fine bark or artificial ground cover of any type will not be permitted except in rear and side yards or as approved by the Board, subject to review and recommendation by the Committee.

## **Patios and Decks**

- Patios or decks shall be made of wood, concrete, stone, paver blocks, or other permeable or semi-permeable materials to lessen run-off effects on nearby creeks and the Monterey Bay.

## **6. Process and Timeline**

- Prior to applying for approval to replace a home, the Shareholder and contractor should have an initial meeting with a Board member and the Committee liaison to discuss the overall project requirements and any specific site limitations or considerations. The Committee and Board meeting schedules will be provided to the Shareholder as well as copies of this document and associated forms which will be distributed and discussed.
- Before the placement of a new home, the Board or the Committee will establish home site boundaries by placing stakes or other markers in the corners and using the existing notches on the street curbs. These corner markers must be agreed upon in writing by the Shareholders of all home sites affected and approved and accepted by the Board. Using the agreed-upon markers, the Shareholder will provide a drawing showing the location of the proposed home and storage areas on the space.

Because home purchases involving tearing out and replacing a home are infrequent events, Villa Santa Cruz will try to work with prospective buyers to keep the approval process under fourteen (14) days, if necessary, to accommodate the purchase schedule. Ideally, plans can be submitted prior to and discussed during the regularly scheduled meeting of the Committee, and during the regular monthly Board meeting. If that is not possible, we will attempt to find a quorum of the Committee, and then a quorum of Board members, to discuss and vote on the plans.

The following is the suggested timeline for the approval process:

Day 1: Preliminary home plans are submitted to the Office Manager to be shared with members of the Committee and the Board.

Day 4: Shareholder to meet with Office Manager, the Committee liaison and a Board member. The purpose of this meeting is to have a preliminary review of the new plans, discuss of the goals of the Shareholder, explain Villa Santa Cruz policies, and answer any questions. After this meeting all contact shall be with the Committee liaison or the Office Manager.

Day 8: The Committee meets to review and discuss the plans. After review by the Committee, the architectural plans, with drawings showing elevation, proposed exterior size, placement and appearance of the new home (along with a drawing of the footprint of the existing structure) shall be submitted (if appropriate) to the Board for final approval.

Day 10: Final drawings submitted to the Office Manager for distribution to the Committee and the Board. These drawings should include an overlay of both the old and new houses on the site.

Day 12: The Board meets to discuss and approve the new home plans.

- At least three days before removal of the existing home, and at least three days before arrival of the new home, office manager must be notified so that proper notice can be given to others in Villa Santa Cruz. Impediment of traffic on the Villa Santa Cruz streets must be kept to a minimum.

# Approval Form – Home Removal and Replacement

This form will be signed and dated at various points in the process of removing and replacing a home. The Park Office Manager will be responsible for seeing that the signatures are obtained. When the process has been completed, the form will remain part of the documentation for the unit, and a copy will be given to the homeowner.

## 1. Initial Meeting

The Shareholder/ Homeowner and Contractor agree to abide by the park's procedures.

\_\_\_\_\_  
Shareholder Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Architectural Committee

\_\_\_\_\_  
Date

## 2. Initial submission of plan

\_\_\_\_\_  
Office Manager

\_\_\_\_\_  
Date

## 3. Architectural Review Committee Approval of plan

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 4. Villa Santa Cruz Board Approval of plan

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\* If plans are not approved for any reason, the homeowner will be given a letter explaining any deficiencies. Once those have been corrected, revised plans must be submitted for approval.

# Approval Form-Home Removal and Replacement

## Receipt for Deposit

Villa Santa Cruz has received the \$2,000 deposit (payable to Villa Santa Cruz).

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Office Manager Signature

Date

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Shareholder Signature

Date

## 5. Home Removal and Replacement-Completion Approval

The Committee has inspected the new home and certified that the project is complete.

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Architectural Review Committee Signature

Removal of old home Date

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Architectural Review Committee Signature

Completion of project Date

If completion was more than 90 days past removal of the old home, assessed penalty is \_

## Deposit Refund

The deposit of \$2,000 is hereby refunded, less any expenses for damages or any penalties.

Amount deducted \_\_\_\_\_

Reason for deduction \_\_\_\_\_

Amount Refunded \_\_\_\_\_

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Office Manager

Date

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Shareholder

Date

