

**MOBILE HOME PARK ADVISORY COMMITTEE**

**Meeting Minutes  
April 19, 2023, 5:00 p.m.  
Regular Meeting**

**CALL TO ORDER:**

Chair Talley called the Mobile Home Park Advisory Committee meeting to order at 4:09 p.m. on April 19, 2023.

**ROLL CALL:**

**Members Present:** Vickie Talley (Chair), Eileen Cirillo (Vice Chair), Tony Dougher, Leslie Chaney-Eames, Joy Young, Collette McCall Craddolph, and Wendy Leece.

**Members Absent:** Maria Horton

**City Council Liaison Present:** Arlis Reynolds

**Staff Present:** Economic and Development Services Director Jennifer Le, Principal Planner Phayvanh Nanthavongdouangsy Administrative Assistant Anna Partida

Chair Talley asked committee members and staff to go around the table and introduce themselves.

**OLD BUSINESS:**

**1. Approval of minutes from previous meeting**

Discussion ensued on the January 18, 2023 meeting minutes with minor revisions

Council member Arlis Reynolds joined the meeting at 4:13 p.m.

**MOTION:** Vice Chair Cirillo made a motion to approve minutes with corrections from the previous meeting. Seconded by Committee Member Wendy Leece.

The motion carried by the following roll call vote:

Ayes: Vickie Talley, Eileen Cirillo, Tony Dougher, Leslie Chaney-Eames, Joy Young, Wendy Leece

Nays: None

Absent: Maria Horton, Collette McCall Craddolph

Abstained: None

Motion carried: 6-0

Collette McCall Craddolph joined the meeting at 4:20 p.m.

## **2. City Website Update**

Phayvanh Nanthavongdouangsy presented a City website update.

Discussion ensued on a FAQ's listed on the website, resources, map posted, and suggested information to post on the website. Suggestions included the replacement of the "Top 5 FAQ" section with the FAQ compiled by the State. The Committee discussed how to inform the public on the information listed on the website and links to specific information. Add staff's phone number on the contact portion of the website.

### **NEW BUSINESS:**

#### **1. Dispute Resolution Process**

Discussion ensued on the purpose and intent on the proposed dispute resolution form, how the committee would like to review the forms, potentially forming a sub-committee to review the forms, the dispute resolution process, in what languages the forms would be made available, how residents will be informed of this form, and adding a link on the City's website.

Public comment: None.

#### **2. Outreach Strategies to Distribute Information to Mobile Home Residents**

Discussion ensued on preparing a handbook to be available at the onsite manager's office, availability of information for residents that do not have internet access, mass mailers, process to get mass mailers approved, the frequency of new information, mobile home communities' newsletters, information in the Quarterly City's Parks and Recreation Spotlight, Spanish and English options, and sponsorships to cover costs of mailers.

Public comment:

Speaker One stated she had a list of address labels for all the mobile home parks and their residents. She requested a microphone at the next meeting.

Speaker Two requested new information be in the community news booklet that goes out to the communities.

Speaker Three, Wanda Garro, stated that word of mouth is the best way to spread information about upcoming meetings.

Speaker Four asked for the meeting to be available via zoom.

### **3. Discussion of Committee Scope and Goals**

Discussion ensued on the initial intention of the committee when it was originally formed, reason why the committee is one member short, ratio of park owners vs mobile home owners on the committee, whom the open committee member seat should go to, adding one new independent at large citizen, changing the verbiage in committee member titles, term limits, for new members - not having more than one committee member from the same mobile home park, and goals of the committee. Committee agreed to maintain the existing goal as written.

Public comments:

Speaker One asked why there is only eight members and not nine.

#### **PUBLIC COMMENTS – Items not on the Agenda:**

Speaker One, Chuck Eames, stated he drew up new rules for his park, stated that he has not received any response from the lawyers. The rules were sent in pre-pandemic. Stated he thinks that the chair and vice chair should be independent citizen at large to be unbiased.

Speaker Two spoke on the meeting time and the difficulty of attending a meeting starting at 4:00 pm.

Speaker Three stated more members of the communities would like to be a part of the meetings. Asked for zoom capabilities.

Speaker Four stated she was on the first committee and is happy with the new committee members. However, feels that the chair and vice chair should not both be park owners' representatives.

Speaker Five, Barbara Heath, spoke about residents' limited income and how to protect those residents.

#### **COMMITTEE MEMBER COMMENTS:**

Joy Young, stated she was a mobile home park resident owner, echoed the comments about the makeup of the committee and the chair and vice chair being a mix of owners' representatives and residents. She asked for a handbook on committees and what it means to be a member.

Wendy Leece stated she was happy the committee was formed, stated the committee members are not to speak on rent control without council's approval. She stated she would like there to be a section on the next agenda where it talks about when new members will get voted on.

## UNOFFICIAL UNTIL APPROVED

Tony Dougher echoed Joy Young's comment and stated he would like a handbook on committee meetings and how they are run. Asked that the Mobile Home Coalition discussion be added on the next Agenda.

Leslie Chaney-Eames stated she agreed with Tony and Wendy, stated she was happy with the way the committee was going, she was happy to see so many community residents in the audience. She spoke on committee member roles and having a good balance in the committee.

Collette McCall Craddolph stated she was happy to be on the committee.

Eileen Cirillo, stated she was happy to be back in person. She stated that staff is doing a great job providing information. She commented on Joy Young's comments, stated she went through the Brown Act training. She stated that the vote was unanimous for the Chair and Vice Chair position.

Vickie Tally stated that the Chair and Vice Chair positions were voted by the committee and decided on unanimously; and mentioned opportunities to change the Chair and Vice Chair in the future.

Council member Arlis stated that she was happy to be a part of this committee and hear about the needs and concerns of the community. She is interested in receiving committee handbook and procedures manual.

### **Upcoming agenda items:**

Committee agreed on adding Costa Mesa Coalition discussion, minutes, dispute resolution form, website updates and future meeting protocols to the next agenda.

### **ADJOURNMENT:**

The Chair adjourned to the next scheduled meeting.