



San Dimas Housing Authority Agenda Item Staff Report

To: Housing Authority Board
For the Meeting of September 24, 2024

From: Chris Constantin, Executive Director

Prepared by: Lily Flores, Housing Manager

Subject: Consideration and Approval of the Program Guidelines for the Charter Oak Mobile Home Estates Safety Barrier Fence Improvement Program.

SUMMARY

The Charter Oak Mobile Home Estates Safety Barrier Fence Improvement Program will assist low to moderate income residents at 120% or below AMI with a maximum grant of up to \$15,000 for the health and safety improvements to their rear fencing and/or banks or slope hazards.

RECOMMENDATION

Staff recommends the Housing Authority:

1. Approve the Program Guidelines for the Charter Oak Mobile Home Estates Safety Barrier Fence Improvement Program; and
2. Authorize the City Manager or his designee to execute any and all documents necessary to further the Program approved herein, including but not limited to a professional service agreement with Housing Alternatives for the project management of the improvements.

FISCAL IMPACT

There is no fiscal impact for the recommended action. Program funds have been allocated in the FY 2024-25 Housing Authority budget under 113.4120.020.001

BACKGROUND

The Charter Oak Mobile Home Estates ("COMHE") property was purchased by the City of San Dimas Housing Authority in 1998. Effective January 1, 2023, the City contracted with John A. DeFalco Property Management Co., operating as Mobile Modular Development ("Management Company") for the operations and maintenance of the park.

The COMHE is a 55+ community that consists of 184 owner-occupied units and one (1) unit owned by the Housing Authority that is occupied by the onsite property managers. The residents at COMHE own their mobile home unit and lease the lot/space their unit sits on. Per the Park Rules & Regulations, the residents are responsible for the maintenance and appearance of their unit and lot/space.

Homeowners have expressed concerns in regard to safety hazards in their rear lots for several years. Due to the slopes/banks in the park, hazardous conditions have developed, and residents do not feel safe in their own yards. While the maintenance of their lots is the homeowner's responsibility, residents do not have the capacity both physically and financially to maintain their rear lots, thus creating several safety hazards on their lots throughout the park.

DISCUSSION/ANALYSIS

Due to the safety concerns related to the rear lot slopes/banks and the COMHE residents lack of ability to maintain their yards, Staff has created a Charter Oak Mobile Home Estates Safety Barrier Fence Improvement Program ("Program") (Attachment 1) to assist low to moderate income residents in addressing the health and safety violations in regards to fencing and/or banks or slope hazards. On a case-by-case basis, landscaping modifications and/or tree removals may be completed in the rear lots in association with fence or bank/slopes repairs.

Staff has worked with Management to identify the hazards and violations and what is needed to correct slope/banks for each rear lot. (Attachment 2). The repairs will consist of installing a concrete block barrier in the rear, ranging from one (1) to three (3) courses of block, while some will only require fencing. By assisting the homeowners with the safety hazards in their lots, the Program will bring uniformity to the lots as well as eliminating tripping and falling hazards. Assistance will be provided to each individual homeowner in the amount needed to correct their violation and slop/banks hazard, not to exceed \$15,000 per lot.

Staff and Management Company will work together to implement and operate the Program. The program will serve the low to moderate income homeowners at 120% AMI for Los Angeles County (1 person = \$82,500, 2 person = \$94,300).

ALTERNATIVES

There are no alternatives for this action.

ENVIRONMENTAL REVIEW

This item is not subject to environmental review under the California Environmental Quality Act (CEQA). Under CEQA guidelines Section 15378 (b)(5), continued administrative activities and organization activities that will not result in a direct or indirect physical change in the environment are not CEQA projects. Moreover, under CEQA guidelines CEQA guidelines Section 15784 (b)(4), government fiscal activities which do not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment are not CEQA projects.

Respectfully submitted,



Lily Flores
Housing Manager

Attachments:

1. Charter Oak Mobile Home Estates Safety Barrier Fence Improvement Program Guidelines
2. COMHE Plot Plan with block-course identified