

Operations Handbook

**Pismo Beach Mobile
Home Park, Inc.**

**April 2012
Amended June 2013**

Pismo Beach Mobile Home Park, Inc.

Park Operations Committee

Procedures Manual General Information and Guidelines

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PISMO BEACH MOBILE HOME PARK, INC.
Park Operations Committee
Procedural Manual
GENERAL INFORMATION & GUIDELINES

The Board of Directors of the Pismo Beach Mobile Home Park (PBMHP) has established a Park Operations Committee (POC) made up of Directors and shareholders. The Committee is composed of five (5) regular members and up to two (2) alternate members. The Chairperson shall be a sitting member of the Board of Directors (BOD). The Chairperson, vice chairperson, and one (1) alternate will be sitting Board members. The remaining three (3) regular members and one (1) alternate will be shareholders at large. Proposed membership subject to approval by the Board of Directors upon recommendation of the POC Chairperson.

The chairperson or his/her designee will preside over all meetings of the POC and will appoint a vice-chairperson from the Committee to serve in his/her absence. Regular meetings will be held on the first Friday of each month at 10 a.m. In addition to regular monthly meetings, the POC may schedule special meetings to review shareholder project requests or for other purposes such as workshops, training seminars, etc.

The responsibilities of the POC include the following:

- The Chairperson will direct and supervise the daily activities of the Park Maintenance Man and submit a performance review to the Board of Directors annually or as otherwise directed.
- POC members are to become familiar with current federal, state, and local laws governing mobile home parks and PBMHP policies adopted by the Board of Directors.
- Monitor park infrastructure and schedule timely maintenance and/or repairs on all roads, structures, recreational facilities, landscaping, utilities, pumps and other park owned facilities.
- Obtain sealed bids when outside services are necessary and submit recommendations to the Board.
- Review and approve/deny shareholder requests for new mobile homes and accessory structures as well as modification to existing mobile homes and exterior structures and/or landscaping.
- Develop a Site Planning Sheet and Information Guide to assist shareholders in the process of submitting drawings and forms for improvements.
- Oversee the installation and/or construction of approved projects.
- Complete an annual review of its rules and procedures and make recommendations to the Board of Directors for dissemination to the shareholders
- Enforce all rules, procedures and covenants of the park.
- Perform other duties as directed by the Board of Directors.

Shareholders bringing in new mobile homes, as well as exterior work on existing mobile homes and/or accessory structures, requires plans be submitted to the POC for review and approval.

PROCESS TO SUBMIT A REQUEST TO THE POC

- The shareholder will first meet with a member or members of the POC to discuss the proposed project. Having knowledge of applicable rules and regulations POC members can often provide valuable insight regarding potential pitfalls and offer suggestions that will assist the shareholder in avoiding unanticipated delays in project approval. The Park Administrator will provide the shareholder with a Site Planning Worksheet and Information Guide (See Appendix).
- Prior to initiating any exterior work, the shareholder **must** submit a detailed request in the appropriate format to the POC for review and **APPROVAL**.
- Some projects may require a State permit. It is the shareholders responsibility to obtain all required permits for a project and **must** provide copies to the Park Office for inclusion in the Park Office space number file.
- All plans must include a lot drawing that indicates the planned project with all applicable dimensions and the location and distances of all structures adjacent to the planned project, **including** distances to lot lines and distances to structures on adjacent lots. A descriptive list of materials (i.e., redwood decking, thirty year asphalt shingles, cement board siding, etc.) to be used in the project **shall** be included with the plan, as well as the name of the person doing the actual work (i.e., shareholder, contractor, etc.). Refer to the Appendix for further information.
- The plan and worksheet must be submitted to the Park Administrator no later than the Friday preceding a scheduled POC meeting to allow for inclusion on the agenda and allow time to make a site visit to review the planned work.
- The shareholder will be notified of the date and time the project will be reviewed. The shareholder or their representative should be present if at all possible.
- The shareholder will be notified in writing of the decision of the POC and reasons cited when denied.
- Shareholders have the right to appeal any decision made by the POC to the Board of Directors.
- Working hours for contractors doing work on or at a mobile home are 7 am to 5pm Monday through Saturday. Shareholders are not to perform work that generates noise beyond their mobile home between 7 pm and 7 am.

PROCESS TO APPEAL TO THE BOD A DECISION MADE BY THE POC

The shareholder is to submit a letter to the Board of Directors outlining the request submitted to the POC and the reasons why they feel the POC decision should be reversed. The letter should also include whether the shareholder or their representative will appear before the Board when the issue is calendared. The letter must be received in the Park Office in sufficient time to be included on the agenda for the next regularly scheduled meeting of the Board of Directors in order to be placed on the agenda.

The Board may consider the issue and make a decision on the appeal at that time, or it may defer the matter for further study and action at a later date.

SETUP PROCEDURES FOR NEW MOBILE HOMES

Disclaimer Statement

Regulations/requirements mentioned herein are referenced to serve as guidelines and information for the POC and shareholder use. They are by no means a complete list of all such regulations/requirements. Additionally, other requirements not listed herein may also apply to any given situation.

The PBMHP Board of Directors has established these rules and regulations to ensure that all shareholders' rights and property are protected and to set standards for the installation of new mobile homes in this Park. The installation of a new mobile home must meet all the laws and requirements of the State of California and PBMHP. PBMHP requirements are contained herein.

The California Department of Housing and Community Development, (951) 782-4420, outlines its requirements in the State Mobile Home Park Act, Title 25, which is available for review in the park office. The most current version of Title 25 is available online at www.hcd.ca.gov/codes/mp/mpRegs.html. Accessory structures added to the home may also require a State building permit and subsequent inspection.

For the purpose of clarity, the following definition applies: A mobile home is a manufactured home which is constructed elsewhere and transported to PBMHP. Only new mobile homes are allowed to be brought into PBMHP.

Shareholders wishing to bring in a new mobile home should meet with the POC early in the process to discuss the size, design, and colors of the new mobile home in relation to the size and shape of their lot, and other issues involving bringing in a new mobile home.

1. The POC will review the plans with the shareholder when a new mobile home is to be brought in. After the plans receive an initial review, they shall be brought before an official meeting of the POC for final approval. Following approval by the POC, the stamped plans shall be dated and signed or initialed by the Chairperson and the shareholder.
 - a. The shareholder will provide the contractor with a copy of the approved plot plan before starting the job. The contractor must adhere to the approved plans. The POC will make periodic inspections of the job and if there are any infractions to the approved plan, the contractor will not be permitted to continue.
 - b. The shareholder shall submit an amended plan to the POC for approval prior to the job continuing no later than the Friday preceding a scheduled POC meeting.
2. All plans shall include the dimensions and layout of decks, storage cabinets, awnings, concrete, etc.
3. A copy of all plans shall be placed in the lot space number file in the Park Office.
4. The POC will oversee the physical move-in of any new mobile home and ensure it is correct to the specifications approved by the POC and permits issued by the State of California.

5. All exterior improvements [i.e. concrete, decks, awnings, fences, hardscape, painting, etc.] are to have prior approval from the POC. If any infraction occurs, the PBMHP Corporation will not be responsible for the cost of removal and this expense shall be assessed to the shareholder responsible for the work being done.
6. If legal action is required, any attorney fees or court costs shall be passed on to the shareholder. If the expense is not paid by the shareholder, the PBMHP Corporation shall have the right to place a lien against the shareholder's property. Liens will be effective 90 days from notification.
7. All rules shall be strictly enforced by the POC.
8. **Surveyor's Report** – Prior to the installation of a new mobile home, a certified surveyor's report is required and the front and rear lot corners permanently marked. The cost of the survey shall be paid by the shareholder and a copy provided to the Park Office for inclusion in the lot space number file.
9. **Permits** – All required permits are the responsibility of the shareholder. Copies of all permits shall be given to the Park Administrator and placed in the lot space number file.
10. **Home Size and Construction** – All new mobile homes shall be of new construction, single story, and at least twenty [20] feet wide. The maximum width allowed for individual units of a new mobile home is fifteen [15] feet to allow for safe passage through the front gates of the park.
11. **Delivery Dates and Times** – Deliveries of new mobile homes must be pre-scheduled with the Park Administrator and occur between 8:00 am and 2:00 pm, Monday through Friday, excluding holidays. Any damage to Corporation roads, sidewalks, curb, gates, or other structures, including property owned by any shareholder, caused by the delivery of the mobile home will be the responsibility of the shareholder having the mobile home delivered.
12. **Removal of Existing Mobile Homes** – Removal of existing mobile homes must meet the same pre-scheduling requirements as to time and day as outlined in bringing in a new mobile home. Also, any damage to Corporations roads, sidewalks, curbs, gates, or other structures, including property owned by any shareholder, caused by the removal of an existing mobile home will be the responsibility of the owner of the mobile home being removed. If the mobile home has been sold, the shareholder selling the unit should have appropriate bill of sale documentation to establish actual ownership. In addition, contractors or others responsible for moving the mobile home out of the park must provide proof of liability insurance to the Park Office prior to actually removing the unit. This requirement is to ensure that Corporate and shareholder interests are protected in the event damage occurs.
13. **Lot Preparation** – The area to be occupied by the new home must be smooth, free of vegetation and debris, all holes must be filled, and the slope is to drain to the street.
14. **Home Exterior** – The exterior of the new mobile home shall be constructed of vinyl, wood, concrete board, stucco, aluminum, or other materials approved by the State. **Exterior colors must be approved by the POC.**
15. **Lot Coverage Percentage** – The area of a mobile home lot that is structurally covered shall not exceed 75% of the lot. This includes the total square footage of the mobile home including all overhangs, projections, and eaves. Applicable accessory

structures must also be included in the coverage calculations. See Appendix for specific applications.

16. **Placement on the Lot** – New mobile homes shall not be located closer than three [3] feet from any lot line. Projections, overhangs, and eaves shall not intrude into the three [3] feet setback, except on the side facing the street. On the side facing the street, projections, overhangs and eaves shall not extend over the property line. The minimum separation between mobile homes shall be ten [10] feet from side to side; eight [8] feet from side to front or rear; and six [6] feet from rear to rear, front to front, or front to rear. A mobile home must have a ten [10] foot separation from any permanent building. Corner lots may require different regulations.
17. **Driveways and Carports** – Mobile homes must have no less than a ten [10] by forty [40] foot concrete driveway with carport. [See accessory structures in this document for more information].
18. **Gutters and Downspouts** – Mobile homes must have rain gutters on all eaves and carports that shed water, with down spouts that direct the water to the street and away from neighboring lots.
19. **Skirting** – Skirting is required on all sides of the mobile home. If wood, plastic, aluminum, or cement board siding is used, the color on the skirting should compliment that used on the body of the mobile home, and a minimum of one [1] by two [2] inch redwood or pressure treated lumber is required between the skirting and the ground. Any wood bracing used to support the skirting shall also be redwood or pressure treated lumber. Brick, stone, and other masonry products may also be acceptable as skirting.
20. **Moving Utilities** – Utility pedestals, including electric meters, gas meters, sewer hookups and water service, belong to the corporation and may not be moved or modified.
21. **Water Service Line** – The water service line between a mobile home and park service shall be a minimum 5/8 inch copper pipe with a 3/4 inch ball shutoff valve.
22. **Gas Service Line** – The gas service line between a mobile home and the park gas meter must be of approved flexible tubing, no longer than six [6] feet and may not pass through the skirting and/or under the mobile home.
23. **Electric Service** – Electrical supply shall be 100 AMP, pedestal and meter.
24. **Installing Utility Service Lines** – All utility service lines to a mobile home [water, gas, electricity, sewer, telephone, cable, etc.] shall be installed together, running parallel with the sewer line from the service pedestal area to the mobile home through a single hole in the skirting. All mobile home lot utility service equipment shall be accessible by an unobstructed entrance or passageway no less than two [2] feet in width and six and one-half [6 ½] feet high. Sufficient space shall be provided and maintained around all utility services to permit ready and safe operation.
25. **Temporary and Permanent Steps** – Park approved temporary steps may be used for no more than sixty [60] days. Permanent replacement steps will need to be approved by the POC prior to installation. [See accessory structures in this document for more information]
26. **Landscaping Requirement** – New mobile home sites shall be landscaped within sixty [60] days of the homeowner taking occupancy. [See accessory structures in this document for more information]

PROCEDURES FOR ACCESSORY STRUCTURES AND MODIFICATIONS TO EXISTING MOBILE HOMES

NOTE: Some of these procedures are also described in the SETUP PROCEDURES FOR NEW MOBILE HOMES SECTION

The PBMHP Board of Directors has established these rules and regulations to ensure that all shareholders' rights and property are protected and to set standards for the addition of new accessory structures to mobile homes in this park. The installation of new accessory structures must meet all the laws and requirements of the State of California and PBMHP. PBMHP requirements are contained herein.

The California Department of Housing and Community Development, (951) 782-4420, outlines its requirements in the State Mobile Home Park Act, Title 25, which is available for review in the park office. The most current version of Title 25 is available online at www.hcd.ca.gov/codes/mp/mpRegs.html. Accessory structures added to the home may require a state building permit and subsequent inspection.

For the purpose of clarity, the following definition applies: An accessory structure is any component added to the mobile home after it has been installed on the site. Accessory structures include, but are not limited to, awnings, carports, cabanas, ramadas, storage cabinets, storage buildings, fences, windbreaks, porches, steps, concrete, hardscape, rain gutters, flower beds, landscaping and any other building or structure added to a mobile home or mobile home lot.

Shareholders planning to add new accessory structures to a new or existing mobile home should meet with the POC early in the process to discuss the scope, size and potential limitations of the planned accessory structure(s) in relation to all existing structures and property lines, including those on adjacent lots that may have an impact on the proposed project. With knowledge of applicable rules and regulations, POC members can often provide valuable insight regarding potential pitfalls and offer suggestions that will help the shareholder avoid unanticipated delays in project approval. The Park Administrator will provide the shareholder with a Site Planning Worksheet and Information Guide when so requested.
(see Appendix)

In addition to the following points, shareholders should refer to the Appendix on pages 12, 13, and 14, for additional guidelines in submitting requests and plans to the POC.

1. Garages

Garages are not allowed in PBMHP (See Carports and Awnings below)

2. Carports and Awnings

- a. A carport or awning shall not be located closer than three (3) feet from any lot line unless the carport or awning is constructed of state approved materials that do not support combustion. When such fire resistant materials are used, the carport or awning can be placed within eighteen (18) inches of the lot line except on corner lots. On corner lots, the carport or awning shall not be located closer than three (3) feet from all lot lines bordering a street. No part of a carport or awning may project over or beyond the

eighteen (18) inch setback requirement on an interior lot or the three (3) foot setback requirement on a corner lot.

b. Straight or state-approved offset posts are allowed for carport supports if they are placed no closer than eighteen (18) inches from the lot line and if construction on the adjacent lot is located three (3) feet from the property line. (See Offset Carport Support Legs below)

c. A carport or awning, supported in part by the mobile home, shall not exceed twelve (12) feet in width.

d. The minimum clearance height of a carport or awning shall not be less than seven (7) feet.

3. Offset Support Posts

a. Offset support posts must be of a state-approved design and require a permit from the state before installation. The California Department of Housing and Community Development which oversees mobile homes can be reached at (951) 782-4420 or online at www.hcd.ca.gov/codes/mp/mpRegs.html.

b. Except on a corner lot, offset support posts shall not be located closer than eighteen (18) inches from the lot line on the carport side. On a corner lot, the offset support posts shall not be located closer than three (3) feet from the lot line on the carport side. No part of the offset post may project over or beyond the eighteen (18) inch setback requirement on an interior lot and three (3) foot setback requirement on a corner lot.

c. Each offset support post must be anchored to a minimum two (2) foot square concrete footing.

4. Carport Enclosures

a. The entrance end of the carport facing the street shall remain open and unobstructed at all times.

b. The side of the carport nearest the side lot line shall be maintained at least fifty (50) percent open and unobstructed at all times. (Per Title 25)

c. Carport enclosures shall not be located closer than three (3) feet from any lot line unless the enclosure is constructed of state-approved material which does not support combustion. Except on a corner lot, when such fire resistant material is used, the carport enclosure can be placed within eighteen (18) inches of the lot line. On a corner lot where the carport is on the street side of the lot, a carport enclosure shall not be located closer than three (3) feet from the lot line. No part of a carport enclosure may project over or extend beyond the eighteen (18) inch setback requirement on an interior lot or the three (3) foot setback requirement on a corner lot.

d. Offset support posts shall not be used as part of a carport enclosure. However, aluminum slats are allowed provided the fifty (50) percent coverage restriction is not exceeded.

5. Awning Enclosures

a. Awning enclosures shall be used only for recreational or outdoor living purposes and shall not be used as carports or store rooms nor shall they be constructed or converted for use as a habitable room or cabana.

b. Awnings may be enclosed or partially enclosed with insect screening or flexible plastic material.

c. Awnings may be enclosed or partially enclosed with rigid, removable, transparent or translucent materials.

- d. Awnings may be partially enclosed with solid panels, providing the solid panels do not exceed fifty (50) percent of the total wall area.
- e. Although some awnings may be located within eighteen (18) inches of a lot line, an awning enclosure shall not be located closer than three (3) feet from any lot line. No part of an awning enclosure may project over or extend beyond the three (3) foot setback requirement.

6. Window Awnings

- a. Window awnings must be fully supported by the exterior wall of the mobile home.
- b. Window awnings shall not project more than forty-two (42) inches from the exterior wall of the mobile home.
- c. No part of the window awning may project over or extend beyond the three (3) foot setback requirement.
- d. Front window awnings may extend into the three (3) foot setback.

7. Storage Cabinets

- a. A storage cabinet shall not be located closer than three (3) feet from any lot line unless the storage cabinet is constructed of materials that do not support combustion. Except on a corner lot, when state approved fire resistant materials are used, the storage cabinet can be located within eighteen (18) inches of the lot line. On a corner lot, the storage cabinet shall not be located closer than three (3) feet from all lot lines bordering a street. When the rear lot line borders a greenbelt or park perimeter fence, the storage cabinet need not be fire resistant and may abut the rear lot line.
- b. No more than two (2) individual storage cabinets may be located or maintained on one mobile home lot.
- c. The combined total floor area of all storage cabinets on a mobile home lot shall not exceed 120 square feet.
- d. The maximum height of a storage cabinet may not exceed eight (8) feet without POC approval.

8. Porches, Decks, Stairs, Ramps and Railings

- a. Permanent stairs and a porch are required at all entrances and exits of a mobile home. Handicap accessible ramps may be used in place of stairs where applicable.
- b. A porch, deck, stairway or ramp shall not be located closer than three (3) feet from any side or rear lot line unless the porch, deck, stairway or ramp is constructed of state approved materials which do not support combustion. Except on a corner lot, when such fire-resistant material is used, the porch, deck, stairway or ramp can be located no closer than eighteen (18) inches from the side or rear lot line. On a corner lot, a porch, deck, stairway or ramp shall not be located closer than three (3) feet from any lot line that is street adjacent. A porch, deck, or ramp shall not be located closer than (3) feet from the front lot line on an interior lot.
- c. Railings shall be provided around the perimeter of porches and decks which are thirty (30) inches or more above grade. Railings shall not be less than *forty-two (42)* inches in height above the floor *in accordance with CRC Section R312.2*. The openings between vertical styles in open-type railings shall not be more than four (4) inches.

d. Stairways having a finished grade of thirty (30) inches or more above grade shall be equipped with handrails and intermediate rails. Stairway handrail heights shall not be less than thirty (30) inches or more than thirty-four (34) inches as measured vertically from the nosing of the stair treads.

e. The width of the stairs and landing between the railing and house at the front entrance shall not be less than thirty-six (36) inches. The width of the stairs and landing between the railing and house at the other entrances and exits shall not be less than the width of the door serviced by the stairs.

9. Fences and Windbreaks

a. A fence or windbreak may be located on a mobile home lot. Based on the location and configuration of the lots the following guidelines have been established.

b. Fences with a maximum height of six (6) feet are allowed on the rear property line, including the greenbelts. Rear fences on a corner lot shall not be closer than three (3) feet from the side street or side property line. Rear fences adjacent to a parking area shall not be closer than three (3) feet from the side street or side property line side street and no taller than four (4) feet within six (6) feet of the side street or side property line..

c. Fences are allowed on the sides between mobile homes. Maximum heights and distances of a side fence between mobile homes are as follows:

1. A six (6) foot fence is allowed only within the rear thirty-two (32) feet of the lot.

2. A five (5) foot fence is allowed only within the rear forty-eight (48) feet of the lot.

3. A four (4) foot fence is allowed the entire depth of the lot, less a requirement of six (6) foot setback from the front street or front property line.

d. Mobile homes where the side and/or front faces a street, fences along the street must not exceed four (4) feet in height and must be at least three (3) feet from the side street or side property line and six (6) feet from the front street or front property line.

e. A fence exceeding forty-two (42) inches in height, parallel to a unit, habitable accessory building or structure, or building component, shall not be located closer than three (3) feet to that unit, habitable accessory building or structure, or building component.

f. Fence materials and colors must be aesthetically pleasing to the park. Fencing constructed of chain link, hog wire, chicken wire, bamboo reeds, etc. are not permitted. Materials and finishes will be reviewed by the POC as part of the submittal process.

10. Cabanas

a. Cabanas are freestanding, livable additions or rooms to the mobile and must meet all setback requirements of a mobile home.

b. A permit is required.

11. Ramadas

a. A ramada is a free standing roof over a portion of the mobile home and must meet the setback requirements of the mobile home.

b. A permit is required.

12. Concrete and Hardscape

a. Flat concrete and other hard surfaces can be placed to the lot line except the rear lot line. No permanent hard surface shall be installed within three (3) feet of the rear lot line as this is an easement area for park utilities.

b. Brick or other hard surface materials may be installed within three (3) feet of the rear lot line provided it is laid on a bed of sand and no cement, mortar or other joint

compound is used under, over, or between the materials. The homeowner must provide the park with a letter agreeing to promptly remove the materials at no cost to the park should the park need to access the utilities located there.

c. All concrete and hard surfaces must be constructed so drain water is directed toward the street and away from neighboring lots.

13. Retaining Walls

a. For any lot that abuts the park's perimeter block wall fence and has a graded surface below the top of the foundation level of the perimeter fence, there must be a retaining wall to protect the foundation of the perimeter fence. Such retaining walls are considered to be a part of the park's perimeter block wall fence, and as such, may not be painted in any manner.

b. The minimum specification for that retaining wall are as follows:

i. A concrete footing six (6) inches wide and twelve (12) inches deep with steel reinforcing bars.

ii. Concrete or masonry blocks that allow for internal rebar and concrete reinforcing.

iii. Vertical steel reinforcing bars spaced every sixteen (16) inches that connects with the steel bars in the footing and extend to the top of the wall.

iv. The first course of blocks above the site grade will have weep holes between each block to allow for drainage of the soil behind the retaining wall.

v. All hollow internal spaces of the retaining wall will be filled with concrete.

vi. The retaining wall height must extend past the perimeter fence foundation throughout the wall's length.

vii. The retaining wall will span the entire width of the lot as determined by the permanent rear markers.

viii. The retaining wall must be a minimum of three (3) feet from the base of the perimeter fence.

ix. Retaining walls higher than twelve (12) inches must have permanent steps leading from the lot to the top of the retaining wall. These steps must be a minimum of two (2) feet wide and have a tread rise of no more than eight (8) inches.

14. Exterior Colors

a. Neutral colors are recommended.

b. The PBMHP Board of Directors reserve the right to protect shareholders against utilizing color schemes that may have a negative impact on the corporation. All exterior color schemes **must be submitted to the POC for approval prior to application.**

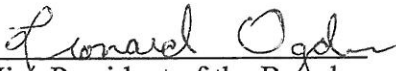
Spray painting is generally prohibited except for small projects by use of a spray paint can. When such are used, it shall be the responsibility of the shareholder to ensure that no spray goes beyond the lot boundary onto any adjoining lot or property. Liability for damage or over spraying caused by such spray painting is the responsibility of the shareholder using or authorizing use of the spray can.

No spray painting of any kind, with or without a compressor or airless spray equipment, shall be used for painting the exterior of a mobile home, carport, skirting, or other such large project.

15. Landscaping

- a. The three (3) foot setback at the front of each mobile home shall be landscaped a minimum of fifty (50) percent of the width of the mobile home. Mobile homes on corner lots shall have landscaping on the side of the home facing the street.
- b. New homes without landscaping shall have landscaping completed within sixty (60) days of occupancy.
- c. Only live plants may be used. Artificial grass may be considered in some applications and must have prior approval by the POC.
- d. Evergreen grasses, ground cover, flowers and small shrubs are generally acceptable.
- e. Odorous fertilizers are prohibited.
- f. Decorative rock with an underlining of plastic or other weed control membrane may be used. Excessive use of rock is discouraged. Bark or other fibrous ground covers may be considered in some applications and must have prior approval by the POC.
- g. Waterfalls, statuary, and other forms of exterior décor may be permitted.
- h. Small vegetable gardens are permissible at the rear of the home site.
- i. All landscaping shall be well maintained. Lawns shall be frequently mowed and trees and shrubs shall be frequently trimmed to prevent blocking of neighbors views, especially when exiting driveways. Landscaping must be contained within the shareholder's lot. Limbs and foliage that extends into the street or onto a neighbor's lot must be removed.
- j. Shareholders shall not plant or trim landscaping located on park property without POC approval.
- k. Shareholders are responsible for the drainage from their home site. Drainage must not be blocked by walls, shrubs, planter boxes, etc., and must not drain onto adjacent lots.
- l. Digging is limited to twelve (12) inches or less due to the location of extensive underground utilities that run just under the surface. Contact the Park Administrator before any digging project.
- m. Dead and/or dying plants shall be removed and replaced with viable plants. Weeds shall be frequently removed.
- n. Trees may not be planted without prior POC approval and shall not be planted within three (3) feet of a lot line.

- This Procedures Manual for the installation of new mobile homes and accessory structures or modifications to existing mobile homes and accessory structures consists of a Table of Contents and fourteen pages with an additional three pages of sample permits.
- **Approved by the Board of Directors of the Pismo Beach Mobile Home Park on April 24, 2012, and amended June 14, 2013, superseding all previous revisions.**


Vice President of the Board

7-1-13
Date

June 2013

APPENDIX

Site Planning Worksheet

New homes to be brought in, as well as exterior work on existing homes, require plans to be submitted to the POC for review and approval.

Plans must be provided to the POC a minimum of seven (7) days prior to the next scheduled POC meeting. Some projects may also require a letter of agreement with adjacent neighbors and may affect the shareholder's time schedule. Copies of any such agreements are to be provided to the Park Administrator for inclusion in the Park Office space number file. Additionally, please include other information you feel will assist management in being able to approve the project.

Any required permits are the responsibility of the shareholder and are to be submitted prior to any work being initiated. The POC acts in an advisory capacity only regarding permits.

Plot Plan

To assist plan approval, it is necessary to prepare a plot plan (as though looking straight down on the lot) to indicate where the existing structures are and where proposed new ones are to be placed. The plot plan should include the following elements:

1. Lot/space number
2. Shareholder name, contact telephone number
3. Size (length/width) and shape of lot
4. Position of mobile home on the lot, including length/width and distances to lot lines
5. Location of utilities, distances to structures
6. Street orientation
7. Driveway location and measurements
8. Proposed structures, position and size measurements
 - a. Include distances from lot lines, utilities, etc.
9. Height of proposed structure
10. Construction materials
11. Name of person doing the work; if contractor, provide name, address and telephone number
12. Specific requirements for certain installations are outlined in detail on previous pages of this handbook and should be referred to when completing plans. If specific requirements are necessary, the plan detail should include those
*measurements reflecting compliance (i.e. page 10 outlines requirements for offset awning support posts. If planning to use such posts, indicate the measurements that will put the posts the proper distance from the lot line.)

13. Copies of any required letters of agreement with adjacent neighbors. Also include any other information you feel will assist management in considering approval of the project.

Percentage of Lot Under Structural Coverage

Because a lot cannot have more than 75% of its surface area under structural cover, the need to show the percentage being covered must be indicated. The following is provided to assist in making this calculation. If the plan does not create additional structural coverage, such as in the case of a proposed fence, this calculation is not required.

The following measurements are needed:

Lot size: width times (x) length equals (=) area of the lot
Structure: width (x) length of mobile home, of awning, of deck, cabinets, etc. If the deck or storage cabinet is or will be under an awning, that area is included in the awning dimensions and does not add to the area of lot covered.

The total of all these areas are then added together and compared to the area of the lot to determine they do not exceed the 75% maximum.

Calculation:

75% of lot area equals (=) how many square feet?

.75 times (x) square feet of lot equals (=) the number of square feet that is 75% of the lot.

This number can then be compared to the total number of square feet actually under cover and a determination made as to whether the proposed construction is over or under what is allowed.

Example:

Lot size: 50' wide (x) 70' length = 3500 square feet
.75 (x) 3500 = 2625 square feet (75% of 3500)
Mobile Home: 24' wide (x) 60' length = 1440 square feet
Awning: 12' wide (x) 60' length = 720 square feet
Deck: 8' wide (x) 16' length = 128 square feet

Add total area of lot covered: 1440 [area covered by mobile home]
720 [area covered by awning]
+ 128 [area covered by deck]
2288 [total square feet covered]

2625 square feet is 75% of the lot area
- 2288 square feet is under cover
377 square feet *under* the maximum allowed

Example:

Using the numbers from the example above, 2288 square feet under cover is what percent (%) of the lot area of 3500 square feet?

2288 divided by 3500 = 0.6537 or 65.37% of the lot area is under cover.

Please review the following examples of plot plans with explanations and measurements. They may assist in planning or provide ideas of what may need to be included.

Remember, if you have questions or need assistance, POC members are available to provide information and guidance. Timely pre-planning can eliminate frustrations and delays frequently encountered with improvement projects. The shareholder or representative should plan to attend the POC meeting when the proposed plan will be considered to allow unanticipated questions or concerns to be addressed.

