

**NEW COACH MOVE-IN APPLICATION**  
**Policy** (Revised. Approved by the Board of Directors 10/7/13)

The following rules regarding the removal of an old coach and installation of a new one have been designed to assist both the Member/Owner of the new coach and the other members and residents of El Rio Mobile Home Park Co-op (El Rio). While moving in a new coach is exciting, it can be quite disruptive to the residents. These rules are established to follow state codes, acknowledge the difficulties, facilitate the moving process, and respect everyone's home environment.

Note that the term "new coach" in this policy is defined as any of the following: a new or used state Housing and Community Development Department (HCD) registered mobile home/manufactured home or a Department of Motor Vehicles (DMV) registered trailer or park model.

In order to ensure that everyone involved in the new coach move-in process is aware of these rules, this document must be signed by the Member/Owner of the coach and the contractor(s) who are involved in the installation process.

Following all of the rules described in this process offers the best possibility that the coach is installed without delays. The Architectural Review Committee (ARC), the El Rio Board of Directors (Board) and El Rio Management (Management) reserve the right to issue a work stoppage mid-process on any work not in compliance with El Rio Rules & Regulation, and those spelled out in this document. Any costs associated with this stoppage will solely be the responsibility of the Member bringing in the new coach.

The Board approves new coach installations upon the recommendation of the ARC. The installation may also require a permit that is approved by HCD, the state Housing and Community Development department.

ARC meetings are open to the public. If you have any questions or concerns you should come to an ARC meeting and speak to the Committee during the Member Comment time at the beginning of each meeting. ARC generally meets on the third Monday of the month at 6:30 pm in the Rec Room, but check the monthly meeting calendar in the window of the Rec Room for any changes. Written questions can also be submitted through the drop slot at the El Rio Office.

*It is also extremely important for the Member and Contractor to be aware that the Park is operated by a Board of Directors that is required by law to conduct all Park business at its public meetings. The Board meets once a month, in open public session, generally on the first Monday of each month. Your project, which requires Board approval, must be reviewed by ARC before being submitted to the Board for approval – only then can the project be added to the Board's agenda. Plans need to be submitted to the Board at least 10 days before its next regularly scheduled meeting. It is not possible to obtain approval of your project from the Park Manager or an individual member of the Board of Directors or ARC.*

***Application Process HCD Registered Coach:***

To review New Coach HCD Permit Application(s), ARC requires the following:

1. Lot Marker Verification (which must be done by ARC). To request lot marker verification, submit a written request on the ARRF – Architectural Review Request Form (attached and also available at the El Rio Office door or from Park Manager). ARC will then set an appointment and notify all contiguous neighbors that lot lines are being verified. ARC will provide the Member a scale drawing of the lot after lot marker verification.
2. Placement of the new coach on the scale drawing of the lot with all dimensions, door locations and stairs. Set-back measurements must be noted.
3. Coach/Home age, make and model information.
4. A picture or drawing of the coach/home to be installed.
5. HCD Permit Application Form #50 for any planned awnings and/or decks to be constructed with new coach.

Requests for approval of construction of fences, sheds, spas, planter boxes, etc. will require additional ARRF with separate ARC review. Submit original HCD Forms 538 (Plot Plan) and 50 (Permit to Construct) and all required lot drawings to El Rio Office at least one week before next scheduled ARC meeting. ARC must review all HCD forms and drawings before they are sent to the Board for approval. It is suggested you attend the ARC meeting to answer questions or ask them.

**HCD forms are available on-line at:** <https://www.hcd.ca.gov/manufactured-mobile-home/index.shtml>

All required documents and forms must be submitted to the El Rio Office at least one week prior to the regular monthly ARC meeting, which is generally the third Monday of each month at 6:30pm in the El Rio Rec Room.

### **Application Process DMV Registered Coach:**

To review DMV Coach Installation Applications ARC requires the following:

1. Lot Marker Verification done by ARC. To request a lot marker verification submit a written request on the ARRF – Architectural Review Request Form (attached and also available at the El Rio Office door or from Park Manager). ARC will then set an appointment and notify all contiguous neighbors that lot lines and markers are being verified. ARC will provide Member a scale drawing of the lot after measurements are complete.
2. Placement of the new coach on a scale drawing of the lot with all dimensions, door locations and stairs. Set-back measurements must be noted.
3. Coach/Home age, make and model information.
4. A picture or drawing of the coach/home to be installed.
5. HCD Permit Application Form #50 for any planned awnings and/or decks to be constructed with new coach.

Requests for approval of construction of fences, sheds, spas, planter boxes, etc. will require additional ARRF with separate ARC review. Submit original required lot drawings to El Rio Office at least one week before next scheduled ARC meeting. ARC must review all drawings before they are sent to the Board for approval. It is suggested you attend the ARC meeting to answer questions or ask them.

All required documents and forms must be submitted to the El Rio Office at least one week prior to the regular monthly ARC meeting which is generally the third Monday of each month at 6:30pm in the El Rio Rec Room.

### **Additional Requirements for HCD and DMV Coach:**

New coaches are often built larger than manufacturer specifications indicate. This is true for both standard models and models built to customer specification. After you and your agent/contractor have determined the theoretical maximum size of your new coach (based on the lot size and set-back requirements), the Board of Directors **strongly** recommends that the coach be built 6 inches smaller in each dimension (length and width). This includes all eaves, gutters and overhangs. *Important Notice:* The Board will not compromise even one inch on setback requirements if a new coach is larger than was approved by the Board. You, as buyer, are solely responsible for ALL costs associated with correcting coach size and set back errors made by you or your contractors.

It is the member's responsibility to verify all measurements submitted on the application. Board, ARC and Management are not responsible for any problems or costs caused by inaccurate measurements on submitted plans or documents.

An HCD permit application will only be approved by the Board after any and all past due amounts owed to the El Rio Co-Op have been paid in full.

It is the responsibility of the Member to be in full compliance with Title 25 of the California Health and Safety Code including materials, installation and measurements. The contractor who installs the new coach must be familiar with Title 25 requirements. HCD may inspect the installation. El Rio requires that all coaches, whether HCD or DMV registered, meet Title 25 requirements and all El Rio Co-op Rules and Regulations, listed here: <https://elriomobilehomepark.org/>

HCD Title 25 documents are available on-line at:

<https://www.hcd.ca.gov/manufactured-mobile-home/modify-mobilehome/index.shtml>

A new coach may not extend into a roadway, parking area or fire lane any farther than the coach it replaces.

The highest point of a new coach may not be more than 16 feet above the ground on which it is installed.

## Deposit and Approval

1. The Member will provide a \$500 deposit, payable to El Rio Co-op along with a signed New Coach Move-in Application and all additional required documents.
2. Deposit and the approval of New Coach Move-in Application is required by the Board before any work starts. Work includes but is not limited to: lot clearing, demolition of structures, disconnection of utilities, and removal of the old coach, installation of new coach.
3. El Rio Board and/or Park Management will deny delivery to any coach for which the deposit has not been paid and approval to install the new coach has not been recorded.
4. El Rio will refund the \$500 deposit to the member after all of the following occurs:
  - a. ARC reviews installation and determines that the new coach is compliant with Title 25 and all El Rio Rules and Regulations.
  - b. HCD registered coach: ARC receives a copy of the installation permit signed by HCD and a copy of the Certificate of Occupancy.
  - c. DMV registered coach: ARC receives a copy of the DMV registration naming the Member as owner.
  - d. All accessory structures, stairs and details including skirting are Title 25 compliant and installed as approved on application and permits.
5. Any damages to El Rio common property or other member's property resulting from demolitions or installations will be deducted from the deposit. Damage costing above and beyond the \$500 deposit will be billed to the Member.

I have read and understand the above terms \_\_\_\_\_ Member Initials \_\_\_\_\_ Contractor Initials

## Contractor / Sub-Contractor

1. New coaches may only be installed by contactors and sub-contractors who are licensed, bonded, and insured. The Board reserves the right to disapprove any contractor.
2. Utility (Gas/Electric/Water/Sewer) re-location or modification requires the HCD permit application to be submitted to ARC for review and requires Board approval.
3. The Member is responsible for all acts of the contractor, movers and installers, including their compliance with the Rules and Regulations of the Park and regarding the unit being replaced and installed.
4. New coaches cannot be brought in (or old ones removed) through the River Street access gate. This access gate is for emergency vehicles only.
5. Contractor/Workers may park vehicles only in permitted areas for the allowed lengths of time. On-site parking is allowed as long as the vehicles are attended and able to be moved for the conveniences and necessity of Park Members. Illegally parked and unattended vehicles will be towed at the expense of the Owner of the vehicle.
6. Removal of the old coach and/or placement of the new coach may only be conducted between the hours of 8AM and 5PM Monday through Saturday. Coaches may not be moved on Sundays. The removal and/or placement of the coach must be completed no later than 5PM so that the roadway is cleared for the residents of the park.
7. Contractor/Workers must observe quiet hours of the Park and may work on the exterior of the unit only between 8AM and 5PM Monday through Saturday. Interior work may be done if noise cannot be heard outside the unit.
8. Contractor/Workers must keep the area clean, safe and sanitary at all times.
9. Contractor/Workers MAY NOT use the dumpsters of El Rio to dispose of construction debris.
10. The streets and fire lanes may not be obstructed at any time other than during the period of actually transporting the old coach from the Park and the new coach into the Park.

I have read and understand the above terms \_\_\_\_\_ Member Initials \_\_\_\_\_ Contractor Initials

## Utilities

1. Sewer hook-ups for new coaches must comply with current codes. Members may be required to install a new sewer clean-out at the point where the coach is connected to the main sewer line. El Rio Maintenance Staff may choose to do this in advance of coach move-in. A review of the utility situation may be necessary to make a determination if a vent needs to be installed. Sewer clean-outs must remain intact and easily accessible to El Rio Maintenance staff at all times. The Member must be in communication with ARC and El Rio Maintenance staff concerning any changes to utility infrastructure. The member may be responsible for all costs associated with these utility infrastructure requirements on their lot.
2. ARC review and Board approval of any changes to the electric and water utility infrastructure or hookups or the relocation of these utilities to accommodate a new coach move-in is required. Member must have ARC review and Board approval of the proposed plan and contractor to be used. The Member will be responsible for all associated costs. Please note that El Rio water pressure may be higher than other mobile home parks. El Rio recommends that members install water pressure regulators.

## Notices Prior To Any Work Starting

1. The Member must notify El Rio Management of the work schedule including dates/times of old coach removal/demolition and date/time of the new coach arrival to the Park. The Member must provide updates when days/times change.
2. The Member must notify all neighbors in writing (5 coaches in each direction) **3 days** before work begins on removal or demolition of the old coach.
3. The Member must notify (in writing) the residents of the units on the route between the park entrance and the new coach location at least **5 days** before the move-in day so that they can park their vehicles elsewhere. This notification must be repeated **1 day** before the move-in. The same notice periods apply if an old coach is to be towed out (not demolished). The Member is encouraged to personally contact neighbors who park in critical areas.
4. Failure to abide by these rules may result in either a “stop work” order from the Board of Directors, Management or the Architectural Review Committee or legal action if necessary. The member will be responsible for any legal fees incurred by the Cooperative.

I have read and understand the above terms \_\_\_\_\_ Member Initials \_\_\_\_\_ Contractor Initials

**This Policy** was approved by action of the Board of Directors on May 5 2001; revised by the Board of Directors on October 29, 2003, on June 5, 2006, February 7, 2011 and on October 7, 2013. The URL's were updated 3/12/21

**We have read the above terms and conditions of the El Rio Co-op New Coach Move-In Policy and agree to abide by them:**

---

Member (Sign and Print Name)

Space # Date

---

Contractor (Sign and Print Name)

Date

---

Address

Phone #

---

Business License #

---

Insurer Name

Policy #

---

Additional Contractor (Sign and Print Name)

Date

---

Address

Phone #

---

Business License #

---

Insurer Name

Policy #

---

Additional Contractor (Sign and Print Name)

Date

---

Address

Phone #

---

Business License #

---

Insurer Name

Policy #

# ARRF - Architectural Review Request Form

The ARC is dedicated to helping members improve their space in our community. Because El Rio is governed by California's Department of Housing and Community Development's Title 25, and the El Rio By-laws, Occupancy Agreement, and Rules and Regulations any alterations to your space may require site and plan review by ARC and/or Management; require permits from the state and a lot marker verification. Submission of this form will start El Rio's process of scheduling a visit to your space and review of your plans.

Your request will be added to the ARC meeting agenda if required or requested. The ARC meets on the third Monday of the month and will be glad to take your questions during member comments. Written requests will be placed on the agenda if received by the second Monday of the month.

**To schedule your ARC site visit:**

ARC needs at lead time of at least 15 days to review your plans, HCD form #50, HCD form #415 or Home Inspection Report. ARC policy requires 10 days written notification to you and your neighbors when ARC is verifying lot markers. Please provide at least three options for dates to schedule site visits with a 15 day lead time in mind.

ARC suggests Saturdays at 10am.

Please drop form in Office "Rent Box" slot for processing. Management will be responding to your request.

Dates to Schedule ARC visit: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Today's Date: \_\_\_\_\_

Member Name: \_\_\_\_\_ Space #: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I want to build / I need Info about (check one or more box):

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Deck                 | <input type="checkbox"/> Deck / Awning Enclosure | <input type="checkbox"/> Planter Box       |
| <input type="checkbox"/> Fence                | <input type="checkbox"/> Lot Marker Verification | <input type="checkbox"/> New Coach Move-In |
| <input type="checkbox"/> Intent to Sell Coach | <input type="checkbox"/> HCD Inspection          | <input type="checkbox"/> Cabana            |

Other: \_\_\_\_\_

Intended start date of Project: \_\_\_\_\_

Please describe your project in as much detail as possible:

---

---

---

---

---

---

---

---

The mission of the ARC is to assist the members and the Board in assuring compliance with state health and safety regulations and the covenants of the Cooperative.