



## **Aptos Knoll Mobilehome Owners Association**

### **Home Removal and Replacement Procedures**

## **1. Introduction and purpose**

Aptos Knoll Mobilehome Owners Association, Inc. (AKMOA) owns fee simple title to all of the real property known as Aptos Knoll Mobilehome Park, located at 600 Trout Gulch Road, Aptos, California, 95003. Members own a share in the Association and are allowed to place their home in a specific numbered space within the park. The following procedures for removal of an existing home and replacing it with another are intended to maintain the peace, health, comfort, safety and general welfare of the Members.

In addition, these procedures are designed to clarify and unify the requirements stated within AKMOA Bylaws and its Rules and Regulations. The park is over 40 years old and has many unique lot shapes and sizes which limit the size and other attributes of replacement homes. Due to a history of varying rules and multiple park owners, not all existing sites and structures conform to the current standards. Replacement of an existing home provides an opportunity to upgrade the site to meet these newer standards.

All work must comply with applicable federal, state, and local laws and codes, and with all provisions of AKMOA's official documents.

## **2. Definitions**

2.1 Common area: the area within the park not considered to be sites, including, but not limited to, lawns, paths, streets, clubhouse and pool.

2.2 Footprint: outline of the existing home including permanent accessory structures.

2.3 Home: livable unit placed on a homesite.

2.4 Homesite (also called "site" and "lot"): area under the home and around it not considered common ground. Usually this includes the space between the street and the home, space on each side up to that of a neighbor, and up to 7 feet of landscaping area at the end of the home facing the common area or the perimeter.

## **3. Roles and responsibilities**

Any move of this type requires close communication, from beginning to end, among the homeowner, the home installation contractor, and AKMOA.

### **3.1 AKMOA Board, Manager and Architectural Committee**

3.1.1 It is the responsibility of AKMOA management and the Board to keep all required park permits, including the HCD Alternate Approval Foundation Plan, fully up to date.

3.1.2 The Park Manager and a designated member of the Architectural Committee will stay in close contact with the homeowner and contractor throughout the project. They will also be responsible for communicating with the Board about timelines and approvals.

### **3.2 Member / Homeowner**

3.2.1 AKMOA requires a \$2,000 refundable deposit from the homeowner before beginning any work for removal and replacement. This is to cover possible damage to real or personal property that may result from the move. If there is damage that involves greater cost, the homeowner is responsible for complete payment.

3.2.2 The homeowner is responsible for meeting the requirements set forth in this document, and for requesting any modifications or exceptions to AKMOA procedures.

### **3.3 Contractor**

3.3.1 All contractors involved in removal and replacement of homes in Aptos Knoll must be qualified and licensed. Before beginning work in Aptos Knoll, the contractor must provide to AKMOA (1) Certificate of Insurance for workers compensation insurance, and (2) Certificate of Insurance for commercial general liability insurance, naming AKMOA as an additional insured.

3.3.2 The contractor shall work only during the hours of 8:00 am to 6:00 pm.

3.3.3 The contractor and/or his representatives, as well as the homeowner, must 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 AKMOA representative; we will make available any information we have.

3.3.4 The home installation 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 Aptos Knoll. The contractor is responsible for scheduling final connection of all services to the new home.

## **4. Requirements**

There may be situations not covered by the following list. These will be addressed individually. Open communication, thoughtful consideration, and thorough planning should make the entire project as smooth as possible for everyone concerned: the homeowner, other homeowners in the park, the home installation contractor, and AKMOA management.

### **4.1 Setbacks**

Since homesites 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 approval by the Architectural Committee and the AKMOA Board.

Setbacks are subject to state law and AKMOA regulation, and must include all roof overhangs and any extensions such as bay windows.

4.1.1 New houses must be set back a minimum of 4 ft. from the street (at the closest point of the house to the street).

4.1.2 New houses must have a minimum of 3 ft. from the outside edge of the driveway to the property line, or no closer than the existing house.

4.1.3 New houses must be a minimum of 6 ft. from the property line on the non-driveway side of the property, or no closer than the existing house. This space may include a sidewalk to the entrance.

4.1.4 New houses should be oriented in the same direction as the existing unit. Most currently face the common area, with exceptions on Trailwood and lower Knollwood.

## **4.2 Home**

4.2.1 Replacement houses must be new, double-wide (unless space permits for wider), and one story high. Maximum height may not exceed 14 feet from the finished floor to roof ridge.

4.2.2 Most homes in Aptos Knoll are sub-set in order to maintain as low a profile as possible. Finished floor of the new unit shall be placed as low as permitted by State of California regulations and site conditions.

4.2.3 The contractor shall consult with the Park Manager to establish site lines and grades.

4.2.4 Materials, siding design, and colors must be compatible with existing homes. Exterior siding for new houses may not be aluminum.

4.2.5 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 AKMOA Board, through its Architectural Committee.

4.2.6 Electric box must be upgraded to meet current standards.

4.2.7 All new homes shall have Earthquake Bracing installed.

4.2.8 There should be at least one 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.

4.2.9 All homes must be skirted. Skirting material should match materials and color of house.

## **4.3 Driveways, steps, and access paths**

4.3.1 Driveways must be long enough or wide enough to accommodate two cars.

4.3.2 Replacement sidewalks should be a minimum of 3 feet wide.

#### **4.4 Additional buildings: Sun rooms and storage buildings**

4.4.1 Buildings attached to the house should be made of the same siding material as the house, and should be the same color scheme. They should not be any higher than the eaves.

4.4.2 Any storage building not attached to the house, and set within 3 feet of a fence, must be made of non-flammable material.

4.4.3 There may be no more than two storage buildings at any homesite, and the total combined size may not exceed 120 sq. ft.

#### **4.5 Fences**

4.5.1 Fences between houses may not be taller than 6 ft. Fences facing the common area may not exceed 42 inches in height.

4.5.2 Fences should not extend beyond the ends of the home.

#### **4.6 Patios and decks**

4.6.1 We recommend that patios or decks be made of wood, stone, paver blocks, or other permeable or semi-permeable materials to lessen run-off effects on nearby creeks and the Monterey Bay.

#### **4.7 Landscaping**

4.7.1 The general landscaping plans for all homesites in Aptos Knoll are subject to approval in advance by AKMOA.

4.7.2 Street-side setback area should be planted with living green landscaping. Landscaping plants and materials must be approved by the Landscape Committee.

### **5. Process**

5.1 Prior to applying for approval to replace a home, the homeowner and contractor should have a meeting with the Park Manager and Architectural Committee representative to discuss the overall project requirements and any specific site limitations or considerations. Architectural Committee and Board meeting schedules will be provided. Copies of this document and associated forms will be distributed and discussed.

5.2 Application for project approval will be done in four phases:

- I. At least three days before the Architectural Committee meeting, the homeowner submits drawings showing proposed size, placement and appearance of the new home (along with a drawing of the footprint of the existing structure), to the Park Manager, for distribution to the Architectural Committee. Plans should also include siding materials, paint colors, skirting, decks, storage buildings, carport slab, patio, walkways.
- II. Homeowner and Park Manager will meet with the Architectural Committee to discuss the new plans and seek committee approval.

- III. Once approved by the Committee, the Park Manager will submit the plans, with drawings showing elevation, to the AKMOA Board for approval.
- IV. Plans must have final approval by AKMOA before any removal, demolition, or construction may begin.

5.3 At least three days before removal of the existing home, and at least three days before arrival of the new home, AKMOA must be notified so that proper notice can be given to others in Aptos Knoll. Impediment of traffic on the Park's streets should be kept to a minimum.

5.4 The Park Manager will assess completion of the project. Every detail in the plans may not be finished, but the project can be considered complete at the manager's discretion.

## **6. Timeline**

6.1 Because home purchases involving tearing out and replacing a home are infrequent events, AKMOA will try to work with prospective buyers to keep the 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 Architectural Committee, and during the regular monthly Board meeting. If that is not possible, we will attempt to find a quorum of the Architectural Committee, and then a quorum of Board members, to discuss and vote on the plans.

6.2 The following is the suggested timeline for the approval process:

Day 1: New home plans are submitted to the Park Manager to be shared with members of the Architectural Committee.

Day 4: Prospective homeowner to meet with Park Manager and at least one member of the Architectural Committee. The purpose of this meeting is to have a preliminary review of the new plans, discuss of the goals of the homeowner, explain AKMOA policies, and answer any questions.

Day 5: Final drawings are submitted to the Park Manager for distribution to the full Architectural Committee. These drawings should include an overlay of both the old and new houses on the site.

Day 8: Architectural Committee meets to review and discuss the plans. The committee will forward the plans, if approved, to the Board for consideration.

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

6.3 The elapsed time from demolition of the old home to completion of the new one must be no more than 90 days. A \$250 penalty may be assessed for each day beyond 90 that the project remains unfinished.

# 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 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 (refer to Section 5.1)

The homeowner and contractor agree to abide by the park's procedures.

Homeowner \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_ Date \_\_\_\_\_

Park Manager \_\_\_\_\_ Date \_\_\_\_\_

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

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## 2. Initial Plan Submission (refer to Section 5.2.I)

Park Manager \_\_\_\_\_ Date received \_\_\_\_\_

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## 3. Architectural Committee Approval (refer to Section 5.2.II) \*

Park Manager \_\_\_\_\_ Date \_\_\_\_\_

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

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

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## 4. AKMOA Board Approval (refer to Section 5.2.IV) \*

Board Member \_\_\_\_\_ Date \_\_\_\_\_

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\* 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

AKMOA has received the \$2,000 deposit (payable to AKMOA).

Park Manager \_\_\_\_\_ Date \_\_\_\_\_

or

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Homeowner \_\_\_\_\_ Date \_\_\_\_\_

## 5. Home Removal and Replacement—Completion Approval (refer to Section 5.4)

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

Park Manager \_\_\_\_\_ Date of removal of old home \_\_\_\_\_

Date of completion \_\_\_\_\_

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(s) for deduction

Amount to be refunded \_\_\_\_\_

Business Manager \_\_\_\_\_ Date \_\_\_\_\_

Homeowner \_\_\_\_\_ Date received \_\_\_\_\_