

Resolution No. RRB24-001

A Resolution of the Ventura County Mobile Home Park Rent Review Board  
Establishing Administrative Rules Governing Rent Increase Applications  
and Supporting Documents or Evidence Submitted  
Pursuant to the Mobile Home Park Rent Control Ordinance, Section 81005

WHEREAS, the Board of Supervisors of the County of Ventura has adopted a Mobile Home Park Rent Control Ordinance (hereafter "Ordinance") establishing a mobile home park rent regulation system in the County of Ventura; and

WHEREAS, the Ordinance established a Mobile Home Park Rent Review Board (hereafter sometimes "Board") with powers to adopt, promulgate, amend, and rescind administrative rules relating to mobile home park rent regulation set forth in said Ordinance; and

WHEREAS, administrative experience has shown the need for adopting administrative rules governing the nature and content of rent increase applications and supporting documents and evidence to Board staff; and

WHEREAS, the Board desires to establish such administrative requirements pertaining to ministerial rent increase applications pursuant to Ordinance section 81005;

WHEREAS, the Board previously adopted "Resolution of the Ventura County Mobile Home Park Rent Review Board Establishing Administrative Rules Governing Rent Increase Applications and Supporting Documents or Evidence Submitted Pursuant to the Mobile Home Park Rent Control Ordinance, Section 6" on May 18, 1993, Rent Review Board Resolution Number RRB-220; and

WHEREAS, subsequent revisions to the Ordinance and various mobile home park rent review matters coming before Board staff have necessitated the revision of RRB-220 in order to ensure the continued orderly and legally sufficient rent review procedures for Section 81005 ministerial annual rent increases; and

WHEREAS, the Board intends to repeal RRB-220 and approve RRB24-001; and

WHEREAS, the conclusions and findings of staff of Section 81005 ministerial annual rent increases and all other decisions by the Board shall be final and there shall be no right of appeal to the Board of Supervisors;

NOW, THEREFORE, BE IT RESOLVED that the Mobile Home Park Rent Review Board of the County of Ventura does resolve as follows:

The following requirements are established in order to enable Board staff to more efficiently review requests by mobile home park owners (hereafter sometimes “owner” or “landlord”) for rent increases under Ordinance section 81005:

Sec. 1:           Documentation and Evidence

All appended application forms and attached schedule of existing and proposed rents and proof of service will become public records. Documents and records submitted to Board staff must be legible and reproducible.

Sec. 2:           Invalid Applications

In the event that an application lacks required information or there are errors in the mathematical computations showing the individual rent increases, Board staff shall return the application to the landlord with an explanation as to why the application cannot be accepted within 30 calendar days of receipt.

If the application is returned by Board staff because of an error or missing documents, the landlord may resubmit the application without an additional filing fee after correcting the error or attaching the necessary documents. A tenant may refuse to pay any increase in rent which is in violation of the Ordinance, provided that Board staff has either not reached its decision or has found the increase violates the provisions of the Ordinance.

Sec. 3:           Timing

The landlord shall file the schedule of existing and proposed rents and other documents no less than forty-five (45) days prior to the effective date of increase. In the event that the application is incomplete and/or requires corrections, the landlord is responsible for resubmitting a timely application. In the event the landlord does not submit a complete and/or corrected application until after the original effective date of the increase, the new effective date of the increase shall be the date staff approves the application and the landlord shall be responsible for prorating new space rents accordingly.

Sec. 4:           Severability

If any provision or clause of this Resolution or the application thereof to any person or circumstances is held to be unconstitutional or to be otherwise invalid by a final judgement of any court of competent jurisdiction, such invalidity shall not affect other provisions or clauses or applications thereof which can be implemented without the invalid provision or clause or application, and to this end, the provisions and clauses of this Resolution are declared to be severable. These guidelines shall be liberally construed to achieve the purpose of these Guidelines and to preserve their validity.

Passed and adopted this 29th day of May 2024, by the following vote:

AYES: 4  
NOES: 0  
ABSENT: 1

  
\_\_\_\_\_  
RRB Chair  
Ventura County Mobile Home Park  
Rent Review Board

5-29-2024  
Date

Attest:   
\_\_\_\_\_  
Dillan Murray  
RRB Staff Administrator

5/29/24  
Date