

MEMORANDUM



TO: CHARLES BOULARD, COMMUNITY DEVELOP. DIRECTOR
FROM: BRIAN RILEY, CODE COMPLIANCE OFFICER
MARIO GIBBONS, CODE COMPLIANCE OFFICER
SUBJECT: MANUFACTURED HOME PARK AND NEIGHBORHOOD
PROPERTY MAINTENANCE
DATE: JULY 20, 2023

Mayor and Council –

FYI, great work by our Code Compliance team with this proactive program.

- Victor

Manufactured Home Communities

The City of Novi is home to five Mobile Home Communities; these communities serve our residents with a total of 1722 home sites. With the rapid progression of the Fall 2022 neighborhood Property Maintenance program, the Code Compliance team also addressed property maintenance in all the Mobile Home Park properties during the winter months.

Our team established contact with the respective management entities and provided inspection records of each violation by lot. After compiling these lists of deficiencies, we met with management staff to review and explain the path to compliance. This approach was very positively received and led to expedited compliance on many concerns.

Metrics:

Mobile Home Communities Inspected:

- Old Dutch Farms (Napier Road south of 12 Mile, 302 home sites),
- Highland Hills (Seeley Road north of Grand River, 204 home sites),
- Novi Meadows (Napier Road south of 12 Mile, 339 home sites),
- Oakland Glens (13 Mile east of Novi Road, 669 home sites)
- Country Cousins (Haggerty Road south of 12 Mile, 208 home sites)

Typical Deficiencies included but were not limited to:

- Inoperable vehicles
- Damaged and/or missing skirting around base of homes
- Broken windows, damaged screens, and storm doors
- Deteriorated entry steps, porches decks, guards, and handrails
- Debris and trash, branches, and other yard waste
- Damaged and/or deteriorated sheds
- Illegible directional signage.

A total of thirty-two (32) violations were documented. To date, a total of thirty (30), or 94%, of the violations have been corrected. City staff were also able to educate park management staff regarding specific responsibilities for structure spacing, road maintenance, and other requirements within the scope of the State of Michigan Manufactured Housing statutes.

As an added benefit of frequent proactive and upfront communications, our Code Compliance team was able to establish improved and more cooperative working relationships with park management staff, resulting in increased visibility and a positive relationship with residents and management.

Neighborhood Spring/Summer 2023 Program:

Currently, introductions to HOA leadership and initial letters with self-checklist of typical violations have been forwarded to residents within the Simmons Orchard and Liberty Park neighborhoods. Inspections of individual single-family properties within these neighborhoods are now complete. Individual correction notices were sent on 6/26/23, and reinspection is scheduled to begin on 7/31/23.