

**RENT STABILIZATION COMMISSION
CITY OF WEST HOLLYWOOD
THURSDAY, MARCH 11, 2021
TELECONFERENCE**

MINUTES

1. **CALL TO ORDER:** Chair Topchian called the meeting to order at 7:01 p.m.
2. **PLEDGE OF ALLEGIANCE:** The Commission said the Pledge of Allegiance.
3. **ROLL CALL:** Rent Stabilization Commission Secretary Roger Vinalon Jr. took roll call.

PRESENT: Commissioner Robert Bergstein, Commissioner Kimberly Copeland, Karen Eyres, Commissioner Josh Kurpies, Commissioner Richard Maggio, Vice Chair Karen O'Keefe, Chair Agassi Topchian

ALSO PRESENT: Acting Rent Stabilization and Housing Manager Jonathan Holub, Legal Counsel to the Commission John Natalizio, Councilmember John Erickson, and Rent Stabilization Commission Secretary Roger Vinalon Jr.

4. **APPROVAL OF AGENDA**

ACTION: Approve the agenda of March 11, 2021. **Motion by Vice Chair O'Keefe to approve the March 11, 2021 agenda, seconded by Commissioner Copeland and approved.** Karen Eyres was included in vote prior to her Oath of Office. Agenda stands approved with her vote excluded.

5. **APPROVAL OF THE MINUTES**

ACTION: Approve the minutes of February 11, 2021 as revised. **Motion by Commissioner Maggio, seconded by Vice Chair O'Keefe and approved.** Karen Eyres abstained from vote prior to her Oath of Office. Minutes stand approved as revised with her abstention excluded.

6. **PUBLIC COMMENT:** None.

7. **MANAGER REPORT:** Acting Rent Stabilization and Housing Manager Jonathan Holub reviewed the look-ahead calendar, briefed the Commission on the Rent Stabilization and Housing Division's affordable housing pilot programs, and mentioned City Council will consider extending the Eviction Moratorium.

Chair Topchian asked if the extension of the Eviction Moratorium would include any changes and how Senate Bill 91 will affect non-rent-stabilized properties. Mr. Holub replied the extension would have no substantive

changes and that Senate Bill 91 fundamentally extends the existing moratorium through June 2021.

8. OATH OF OFFICE: The Oath of Office was administered to Karen Eyres by Councilmember John Erickson.

9. COMMISSION COMMENTS: Commissioner Bergstein welcomed Commissioner Eyres and updated the Commission on the smoke-free housing ordinance, thanking Councilmember Erickson for his support.

Commissioner Copeland welcomed Commissioner Eyres, thanked former Commissioner Charity for his service over the years, and commended Commissioner Bergstein for his work on the smoke-free housing ordinance.

Commissioner Eyres introduced herself and thanked the Commission for welcoming her.

Commissioner Kurpies, Vice Chair O’Keefe, and Chair Topchian welcomed Commissioner Eyres and thanked former Commissioner Charity for his service on the Commission.

Chair Topchian expressed support for the smoke-free housing ordinance but expressed concern about wrongful evictions of long-term tenants. Commissioner Bergstein cited that administrative fines may be assessed under the local ordinance, but violations are not an evictable offense.

10. APPEAL

A. D-4503CD 1009 N. Havenhurst Dr.

Legal Counsel to the Commission provided a case summary and analysis of the appeal as provided in the staff report. Following deliberation, a motion was made by Vice Chair O’Keefe to adopt Resolution RSC 21-588, affirming the Hearing Examiner’s decision. The motion was seconded by Commissioner Maggio and approved with a vote of 7-0.

11. NEW BUSINESS:

A. TEMPORARY RELOCATION ORDINANCE

Mr. Holub presented staff recommendations relating to amendments to Rent Stabilization Ordinance provisions related to landlord obligations to provide relocation benefits to tenants temporarily dispossessed of their dwelling unit due to necessary repairs, government order, termite treatment, or inoperative elevators.

Commissioner Bergstein suggested parking costs be included with hotel accommodations and mentioned the \$35 daily meal allowance might be insufficient. He also suggested setting the laundry allowance at \$10 per week and to specify the services for senior or disabled tenants.

Commissioner Copeland suggested expanding on pet accommodations to prevent separation of tenants from their pets for extended periods.

Commissioner Eyres supported a laundry allowance of \$10 per week and asked how hotel accommodations are applied in roommate situations. Mr. Holub indicated the amount would apply to each individual household lease.

Commissioner Kurpies shared Commissioner Copeland's concerns regarding pet accommodations and asked how rental insurance applies to relocations. Mr. Holub stated the landlord's insurance may cover the expense and any disputes would be resolved between carriers. Commissioner Kurpies asked if the per diem would be adjusted along with U.S. General Services Administration rates. Mr. Holub stated the figures would be adjusted based on the Consumer Price Index (CPI).

Commissioner Maggio agreed the meal allowance might be insufficient and supported keeping tenants with their pets during relocation.

Vice Chair O'Keefe requested clarification on the hotel accommodation locations and rate. Mr. Holub stated landlords may choose the location and the proposed rate is based on a reasonable rate for a local hotel, citing Santa Monica as an equivalent reference. Vice Chair O'Keefe suggested the rate should be variable based on unit size and that the language should not hold master tenants fully responsible for paying subtenant relocation costs. She agreed with specifying a parking allowance and that the meal allowance might be insufficient. She also suggested the language regarding inoperative elevators for senior or disabled tenants be changed to the usability of ingress and egress to cover all mobility challenges.

Chair Topchian supported an adjustable rate based on the CPI and expressed concern about the rate being sufficient for larger households. He suggested reassessing the meal allowance and the distance limit of two-miles from any City border. He strongly urged including a parking allowance or to provide alternative remedies if parking would be affected.

Commissioner Bergstein recommended tenants with off-street parking continue to have off-street parking during relocation and that master tenants be responsible for relocating subtenants.

Commissioner Eyres supported the proposed meal allowance rate as a supplement to the tenants' overall food budget.

Commissioner Kurpies also supported the proposed meal allowance rate and suggested the hotel accommodation rate be based on both the number of bedrooms and total occupancy. He supported setting a distance limit and asked if the hotel accommodation rate is a cap or a proposed standard. Mr. Holub stated the rate is not a maximum allowed.

Vice Chair O’Keefe recommended adding language to set a preference for locations closer to the property and supported the accommodation of pets.

Mr. Holub stated he would incorporate the Commission’s feasible suggestions and present the proposed ordinance amendments to City Council at the April 5, 2021 meeting. Chair Topchian requested a copy of the final report to City Council. Mr. Holub replied staff would provide the report after the item is set as a City Council agenda item.

ACTION: Motion by Commissioner Eyres to Move to recommend to the City Council approval of the proposed amendment to Section 17.52.110 of the Rent Stabilization Ordinance and the attendant Resolution with staff’s consideration of the recommendations made by the Rent Stabilization Commission, seconded by Vice Chair O’Keefe. Alternate motion by Commissioner Bergstein to receive and file, seconded by Commissioner Maggio and approved with a vote of 7-0.

12. PUBLIC COMMENT: None.

13. COMMISSION COMMENTS: Commissioner Maggio welcomed Commissioner Eyres.

Vice Chair O’Keefe motioned to set a future agenda item to discuss the smoke-free housing ordinance and potentially provide additional recommendations, seconded by Commissioner Copeland. Mr. Holub requested clarification on if the motion was to receive a presentation on the ordinance as the City Council’s final vote would be held before the next Rent Stabilization Commission meeting. Vice Chair O’Keefe specified receiving a presentation and an opportunity to recommend changes to the ordinance.

Mr. Holub recommended the Commission hear a presentation and allow the ordinance to be implemented prior to setting an agenda item to propose any changes. Commissioner Kurpies supported hearing a presentation without making it an actionable item at this time. Commissioner Bergstein favored hearing a presentation once staff has produced the educational materials for landlords and tenants and possibly setting a future agenda item if staff experiences issues with implementation.

Vice Chair O’Keefe asked if the ordinance would apply to disabled tenants with mobility issues. Mr. Holub stated he did not believe there was an exception for such tenants.

After further discussion, Vice Chair O’Keefe mentioned she would express her concerns directly to the Councilmembers. The motion was withdrawn. Commissioner Bergstein suggested setting a future agenda item to receive a presentation from staff including details of the ordinance, smoking cessation policies and services available.

Commissioner Copeland commended Mr. Holub and staff for their efforts on the draft relocation ordinance and updating the Rent Stabilization Ordinance in general.

14. **STAFF COMMENTS:** Mr. Holub showed appreciation for Rent Stabilization and Housing staff and the Commission for their efforts in serving the City.
15. **ADJOURNMENT:** The meeting was adjourned at 9:20 p.m. The next meeting of the Rent Stabilization Commission will be held at 7:00 p.m. on March 25, 2021 via Zoom conference.

These minutes were submitted by Roger Vinalon, Commission Secretary, and approved by a motion of the Rent Stabilization Commission on this 25th day of March 2021.

A copy of the audio recording of this meeting can be obtained from the City Clerk's office upon request. You may also view a video of this meeting at <http://www.weho.org/weho-tv/other-city-meetings>.

ATTEST:

DocuSigned by:

AGASSI TOPCHIAN

17E249D0F63B49B...

Agassi Topchian, Chair



Roger Vinalon, Commission Secretary

Certificate Of Completion

Envelope Id: CEF08A23DC194768AA9E48A65B911954	Status: Completed
Subject: Please DocuSign: 3/11/21 RSC minutes (revised)	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	RSH Administration
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	RSHAdministration@weho.org
	IP Address: 75.84.90.87

Record Tracking

Status: Original	Holder: RSH Administration	Location: DocuSign
3/26/2021 10:03:47 AM	RSHAdministration@weho.org	

Signer Events

AGASSI TOPCHIAN
 usagassi@yahoo.com
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 17EC49D0F63B49B...
 Signature Adoption: Pre-selected Style
 Using IP Address: 172.90.230.27
 Signed using mobile

Timestamp

Sent: 3/26/2021 10:11:15 AM
 Viewed: 3/27/2021 5:06:02 PM
 Signed: 3/27/2021 5:08:08 PM

Electronic Record and Signature Disclosure:
 Accepted: 7/13/2020 8:08:51 AM
 ID: d63c3a85-31e9-47f7-9336-52f1b10fffd8

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/26/2021 10:11:15 AM
Certified Delivered	Security Checked	3/27/2021 5:06:02 PM
Signing Complete	Security Checked	3/27/2021 5:08:08 PM
Completed	Security Checked	3/27/2021 5:08:08 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, DocuSign-Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact DocuSign-Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: itsignatures@weho.org

To advise DocuSign-Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at itsignatures@weho.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from DocuSign-Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to itsignatures@weho.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with DocuSign-Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to itsignatures@weho.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify DocuSign-Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by DocuSign-Information Technology during the course of your relationship with DocuSign-Information Technology.