

A U T O



T E M P

**Woodland Park Apartments
Euclid Improvement Area
East Palo Alto, CA**

RELOCATION PLAN

DRAFT – January 14, 2022

Prepared for

**Woodland Park Communities
5 Newell Court
East Palo Alto, CA 94303**

by

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EXECUTIVE SUMMARY

Sand Hill Property Company (Sand Hill) acquired the Woodland Park Apartments in February 2016. Over time, Sand Hill recognized the need to ultimately redevelop a small percentage of outdated units due to the high level of deferred maintenance.

Prior to and following the pre-application to the City of East Palo Alto, Sand Hill began meetings with the residents of the Euclid Improvement Area along with community stakeholders. Using the Westside Area Plan and feedback from the residents and stakeholders, the community-centered Core Principles were developed. See Section 2(A) below.

Then, further meetings with the residents and stakeholders led to the development and refining of the Relocation Commitments that guide this Relocation Plan. These commitments included the noticing and replacement unit selection process; moving assistance by a licensed and insured professional mover; the right to return to newly constructed apartments; and the commitment to “**no displacement**”.

The “Optional Tenant Requested Move” program was introduced to the residents in the fall of 2019. It followed the original Relocation Commitments. Twenty-nine households have taken advantage of this program and have moved to “move-in ready” apartments within the Woodland Park Apartments. Pursuant to the original Relocation Commitments, these apartments contain the same number of bedrooms and parking spaces that the household had in their previous apartment. In addition, the household continues to pay the same rent.

Now, this Relocation Plan is being submitted for approval with the entitlements of the Euclid Improvements. The Plan builds upon the original Relocation Commitments. Moreover, the City of East Palo Alto has requested certain additional commitments, which have been added to this Relocation Plan and memorialized in the UPDATED Relocation Commitments. See Section 3(B) and 3(C).

Each household will have the choice to either:

- a.) reserve replacement housing and a right of return but decline relocation payments; or
- b.) choose to move off-site and reserve a right of return but decline relocation payments; or
- c.) choose to move off-site and receive relocation payments (as defined by the City of East Palo Alto Municipal Code) and decline a right of return.

For households choosing option a.) or b.) above, once the newly constructed apartments are completed, households will be given the opportunity to move into newly built apartments, containing the same number of bedrooms and parking spaces. Once again, households will receive the services of the mover to accomplish the move at no cost to the household. The households will continue to pay the same rent as if nothing happened. For households

choosing option c.) above, the household will permanently move out of the Euclid Improvement Area and receive a relocation payment calculated pursuant to the City's Ellis Act payment guidelines.

It is anticipated that this Plan will be approved in early 2022. Following its approval, the relocation process will follow at the appropriate time and phasing as indicated in this Plan.

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Draft

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Attachments

Attachment 1: Original Relocation Commitments

Attachment 2: Original Communications with Affected Tenants

Attachment 3: Sample Draft Communications with Affected Tenants

- Notice of Relocation Plan Approval
- Notice of Termination of Tenancy
- Tenant Choice and Replacement Apartment Notice
- Reminder Notice: Tenant Choice
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Attachment 4: Example Flowchart

I. INTRODUCTION

This Relocation Plan sets forth UPDATED Relocation Commitments from Sand Hill Property Company, in accordance with direction from the City of East Palo Alto, that will apply to any mandatory relocation activities that would be necessary to implement the Euclid Improvements. The Plan also articulates a number of related benefits and processes that will apply to those relocation activities.

This Plan sets forth policies and procedures which would be necessary to relocate households respectfully and efficiently in accordance with input received from the community and to conform to ordinances and policies established by the City of East Palo Alto. No mandatory relocation activities will take place prior to the required reviews and approval of this Plan.

A. The Project

The proposed Project area, the Euclid Improvement Area, currently consists of 161 residential units. Sand Hill Property Company (the “Developer”) proposes the demolition of the existing residential structures and their replacement with a unit mix as shown in the following table.

UNIT MIX

TYPE	CURRENT*	MIX	PROPOSED	MIX	AVG. AREA
STUDIO	53	33%	228	38%	405 sf
1 BR.	102	64%	197	33%	650 sf
2 BR.	4	2%	178	29%	960 sf
3-4 BR.	2	<1%	2	<1%	1,825 sf
TOTAL	161		605		

* There are 160 current rent-stabilized units and one 2 BR single-family rental (non-RSO)

With no displacement, the Developer proposes the replacement of aging, outdated structures containing 160 rent-stabilized housing units and one single-family rental dwelling with newly constructed mixed-income buildings containing 605 apartments, 160 of which will be deed restricted rent controlled, replacing the existing units one-for-one as depicted below on the 3.92-acre site.

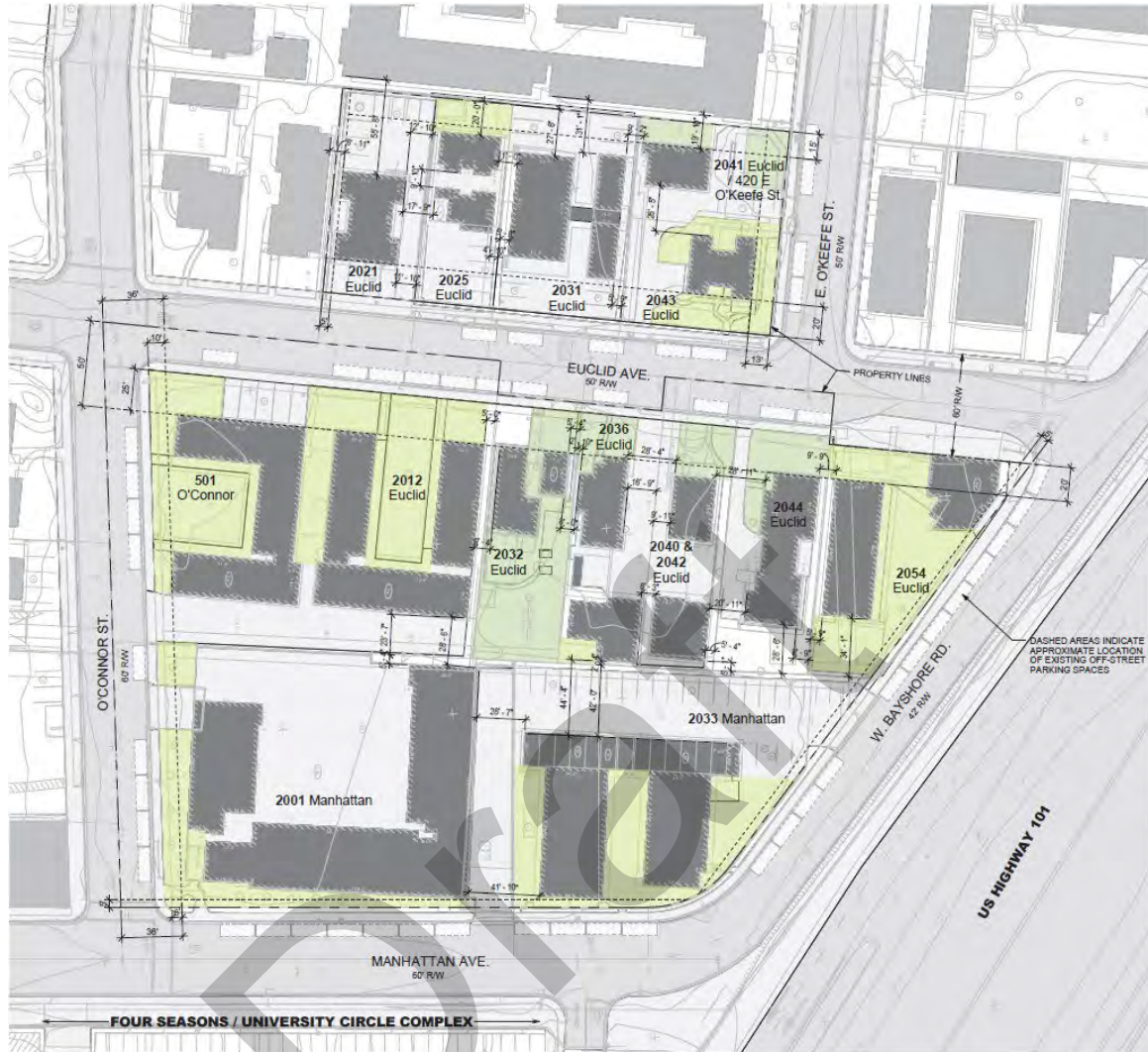




The dwelling units which are the subject of this Relocation Program are located in the City of East Palo Alto and County of San Mateo. The subject properties are shown on the current site plan and table, below.

The proposed improvement area includes the following addresses:

2021 Euclid Ave.	2025 Euclid Ave.	2031 Euclid Ave.
2043 Euclid Ave.	2012 Euclid Ave.	2032 Euclid Ave.
2036 Euclid Ave.	2040 Euclid Ave.	2042 Euclid Ave.
2044 Euclid Ave.	2054 Euclid Ave.	501 O'Connor St.
2041 Euclid Ave. (previously known as 420 E. O'Keefe)		
2001 Manhattan Ave.	2033 Manhattan Ave.	



As a result of the Project, up to 63 existing households in the Euclid Improvement Area will be transferred to other Woodland Park units or choose to move offsite, to allow the demolition and reconstruction to occur in an orderly and safe manner. It should be noted that an additional 29 households participated in an early move program (the “Optional Tenant Requested Move” or “OTRM” program), having already relocated to other units within Woodland Park, with a Right to Return. Three of those households subsequently left Woodland Park.

B. The Developer

Sand Hill Property Company was founded in 1988. Today, the Company is recognized as one of the most reputable and successful real estate investment and development companies in the Silicon Valley. Over the past three decades, the company has developed numerous real estate projects.

The Company’s portfolio includes apartments, shopping centers, mixed-use communities,

office complexes, and hotels. Sand Hill handles all aspects of the investment and development process, including acquisition/disposition, financing, planning/government entitlement, design, construction, leasing, and property management.

Sand Hill Property Company's accomplishment is attributed to its corporate philosophy that honesty and integrity are indispensable traits of a successful business. The Company has been responsible for significant development in many of Silicon Valley's communities and has earned the trust of the region's municipal governments, as well as its tenants.

Woodland Park Communities, an affiliate of Sand Hill Property Company, previously acquired over 1,800 units of multifamily apartments in East Palo Alto and proposes to redevelop a small fraction of the Woodland Park Apartments in the Euclid Improvement Area (the "Project").

C. Relocation Consultant

Autotemp, an experienced acquisition and relocation firm, has been selected to prepare this Relocation Plan ('Plan'), and will provide all support to households and property management in its implementation. Autotemp has significant experience planning and implementing for residential relocation throughout California, including in East Palo Alto. Autotemp regularly works in residential communities comprised of rent-controlled apartments as well as income-restricted affordable housing. Autotemp has bilingual staff.

II. APPLICABLE PRINCIPLES, POLICIES, AND LAW

This Plan has been developed to align with the applicable principles, policies, and law.

A. Community-Centered Core Principles

For over three years, the Developer has worked closely with their tenants, neighbors, community groups, city staff, and local officials to get to know the neighborhood and the community. The knowledge gained from their experiences and interactions, as well as the Westside Area Plan, has led to the establishment of the following five "Core Principles" to guide the development:

1. **No Displacement:** All existing tenants will always be able to stay at Woodland Park, and can return to newly constructed replacement units at their same rent-stabilized rents.
2. **Preserve Housing Affordability and Stability:** Despite state law which says that new buildings cannot have rent control, the Developer will voluntarily deed-restrict 26% of the total units to be rent controlled, replacing all existing rent-controlled units one-

- for-one, to preserve the Rent Stabilization Program, ensure housing stability for future tenants, and lock-in the below market rents of existing tenants.
3. **Community Informed Plans:** The Developer values community input. They create and seek opportunities to engage with their tenants and the community. Prior to submitting a formal application, they had held more than 17 community and tenant meetings regarding this proposal, and many small group and one-on-one conversations. This is a community-informed application, and the Developer will continue to seek and respond to input and feedback.
 4. **Better Parking and Mobility:** Their plans include better parking and mobility options, including significantly more parking and a new bus stop, and improved options for walking, biking, and transit wherever possible. The Developer will have a Transportation Demand Management (TDM) plan.
 5. **Safer, Healthier Buildings:** The buildings at Woodland Park are between 50 and over 100 years old, and many are at the end of their useful lives. They were built inexpensively to old standards, and were not always cared for by previous owners. The Developer will create safer, healthier buildings that meet or exceed modern seismic and other life safety standards.

B. Westside Area Plan Guiding Principles

The Euclid Improvements implement the City's vision for itself. The East Palo Alto General Plan articulates community goals for the Westside, including 14 Guiding Principles. The Developer strongly supports these goals that the City developed through years of community input and analysis. They also recognize their duty as a major housing provider on the Westside to carefully implement the City's objectives. Their proposal and this Plan comply with the Guiding Principles, as described below.

1. **Avoid Displacement:** All existing tenants will always be able to stay at Woodland Park, and can return to newly-constructed replacement units at their same rent-stabilized rents. The Developer has the capacity to re-house affected tenants within the neighborhood and to enable these tenants to return to newly constructed, high-quality housing at their rent-stabilized rents (with City-determined adjustments). This right of return and one-for-one replacement of rent-stabilized units protects existing tenants and maintains a viable Rent Stabilization Program.
2. **Ensure Community Driven Process:** The Developer has established a strong track record of engaging with the community. They will continue to do so to refine their plans and proceed through the City's review process. Plans will be developed with significant input from their tenants and the community at large.

3. On-Going Community Participation: The Developer will maintain and strengthen their dialogue with the community through ongoing community dinners, special events, smaller gatherings, and partnerships with local community groups. Their process will ensure that the community is represented, consulted, and respected in the planning process.

4. Provide Affordable Housing: All rent-stabilized units will be replaced one-for-one in new construction and there will be no net loss of affordable housing or housing in general. The Developer is committed to ensuring replacement housing for current tenants at rent-stabilized rents, and helping maintain a viable Rent Stabilization Program in East Palo Alto.

5. Maintain Diversity: The Westside's greatest assets are its diversity and community. By ensuring tenants can stay in the neighborhood at their rent-stabilized rents, the Developer can help preserve neighborhood diversity and community character. Additionally, to accommodate a diverse range of tenants, the proposal offers a range of unit types, including studios, one-bedroom, two-bedrooms, three-bedrooms, and four-bedrooms.

6. Promote Home Ownership: The Developer provides rental housing, rather than ownership housing, and will continue to do so in the future. They support home ownership, but do not foresee an ownership proposal as part of the Euclid Improvements.

7. Improve Housing Quality: The Developer works hard to improve housing quality through comprehensive maintenance of existing buildings. Some structures, however, are reaching the end of their useful lives. Maintenance activities can no longer effectively or efficiently improve the housing quality. All new buildings constructed will be safer, healthier buildings that meet or exceed modern seismic and other life safety standards. They intend to pursue Leadership in Energy and Environmental Design (LEED) certification or equivalent to create green buildings that are healthier for tenants and more energy efficient to reduce tenants' utility costs.

8. Maintain Diversity of Housing Types and Unit Sizes: Woodland Park is comprised of various unit types and sizes including studio, one, two, three, and four-bedroom units, with some in townhouse and flexible configurations. The Euclid Improvements will maintain a diversity of unit sizes by replacing existing unit types on a one-for-one basis, and providing a diversity of unit sizes in the new additional units.

9. Connect the Westside to the City and Region: The Developer is committed to improving mobility for our tenants by increasing pedestrian, bicycle, and transit access, including to the SamTrans, Caltrain, and VTA systems. Additionally, the Highway 101 pedestrian and bicycle overcrossing anchors into the Woodland Park community. The

Developer intends to make property-level improvements across the neighborhood to improve pedestrian and bicycle experiences and create a welcoming environment.

10. Address Infrastructure Needs: The proposal offers the opportunity to improve the streetscape and upgrade water, sewer, and other utilities systems. The Developer looks forward to future discussions with the City, utility providers, and community stakeholders regarding opportunities to address infrastructure deficiencies.

11. Ensure New Development Pays its Fair Share: The Developer agrees it's important to pay their fair share, and that's why they are ensuring tenant housing stability through the No Displacement commitment. This is the foundation of their commitment to the community. It involves significant expense and far exceeds any other private project in the region. They will also discuss with the City and local stakeholders additional ways to ensure that their proposal contributes positively to East Palo Alto, including substantially increased property taxes, new sales tax from the retail space, and a percentage of gross residential receipts from the Measure O taxes.

12. Provide Diverse Parks, Community Facilities, and Shopping for All Residents: the plans include an open, publicly accessible park on O'Connor Street between Euclid and Manhattan that will be accessible to all for recreation, relaxation, and social events. The proposal also includes amenities like flexspace for neighborhood-serving retail that will offer shopping within walking distance for tenants and neighbors, and create a focal point for the community, adjacent to the new park. This will facilitate a high-quality pedestrian environment.

13. Improve Public Safety: The Developer consistently look for ways to improve public safety and security. The Developer has already improved exterior lighting as a part of their maintenance program. New construction offers the opportunity to integrate state-of-the-art public safety and lighting concepts into building design. New construction also allows seismic and life-safety upgrades not possible with simple renovation alone. Finally, new buildings with stoops and front doors facing the street combine with improved streetscapes to create a safer public realm and safer bicycle and pedestrian networks.

14. Beautify the Westside: The Developer is focused on enhancing the physical environment in the neighborhood. Their high-quality design will include beautiful new buildings, street trees, streetscape, parks, and landscaping that reflects careful attention to the public realm. The design will improve the quality and aesthetic appeal of the site with high quality architecture, materials, and pedestrian-oriented facades, while remaining rooted in the existing community character.

C. Westside Area Plan Policies and Consistency

The City Council has requested that the Relocation Plan demonstrate how it complies with the applicable requirements, including the Westside Area Plan. The following table details the consistency of the Relocation Plan with the Westside Area Plan.

	Policy	Consistency Analysis
5.3	Prerequisites for new development:	
	<ul style="list-style-type: none"> Prevent displacement of existing residents. 	<ul style="list-style-type: none"> The Updated Relocation Commitments prevent the displacement of existing residents by ensuring that all affected tenants can stay in the Westside neighborhood without interruption, paying the same rent as they otherwise would if nothing happened.
	<ul style="list-style-type: none"> Preserves “right of return” for existing residents. 	<ul style="list-style-type: none"> The Updated Relocation Commitments include a right of return to newly built units for affected tenants.
	<ul style="list-style-type: none"> Maintains the City’s Rent Stabilization Program. 	<ul style="list-style-type: none"> The rent-controlled units in the Euclid Improvement Area will be replaced with new rent-controlled units with the same number of bedrooms. This ensures that the overall number of rent-controlled units will remain the same, thereby helping to maintain the City’s Rent Stabilization Program.
5.5	Application information for increased density. Project applicant shall provide detailed information on a Relocation plan for existing tenants that incorporates policies 5.10, 5.11, and 5.12 of this chapter.	<p>This Relocation Plan includes detailed information regarding relocation of existing tenants. The Updated Relocation Commitments are Woodland Park’s commitment to relocate affected tenants in accordance with information gathered during the community-informed process and the City’s policies, including WSAP policies 5.10, 5.11, and 5.12 (discussed below).</p> <p>Woodland Park is seeking City Council approval of this Relocation Plan during the entitlement process.</p>
5.9	First Right of Return. Require that existing tenants displaced by new development or rehabilitation of existing dwelling units be afforded the following rights:	The Updated Relocation Commitments provide affected tenants with the following rights:
	<ul style="list-style-type: none"> The ability to return to a unit at the same level of affordability (measured in monthly rent) as the prior unit. 	<ul style="list-style-type: none"> Affected tenants have the ability to return to a newly-constructed right of return unit at the same monthly rent they would have been paying if nothing had happened. There will be

		no rent increases (except as normally determined by the Rent Board).
	<ul style="list-style-type: none"> The ability to return to a unit of comparable size with the same or greater number of bedrooms. 	<ul style="list-style-type: none"> Affected tenants will be provided a replacement apartment and, if applicable, a newly-constructed right of return apartment with the same number of bedrooms and comparable square footage, in accordance with City Council’s direction. Comparable square footage means within +/-10% of the existing square footage.
	<ul style="list-style-type: none"> The ability to return to replacement housing regardless of immigration status, to the extent that this can occur under current law. If tenants are unable to return due to immigration status, the project sponsor shall find the tenant a comparable unit in terms of size and cost to the original unit. 	<ul style="list-style-type: none"> Affected tenants will have the ability to move into replacement housing and right of return units regardless of immigration status. Immigration status will not be considered during the relocation process.
5.10	<p>Relocation Plan. Prior to project approval, require development projects that are proposing increases in intensity or to demolish RSO units, to prepare, and the City approve, a “relocation plan” that accounts for all tenants displaced by new construction. The tenants shall have housing provided from the moment they are displaced until they are relocated into a replacement unit. The relocation plan must meet the following criteria:</p>	<p>Woodland Park has had Autotemp prepare this Relocation Plan for City approval. This Relocation Plan accounts for all tenants who will be affected by construction. The affected tenants who elect to continue their tenancies will have uninterrupted housing within the Westside neighborhood at all times, from the present day through and until a move into a replacement apartment and a move into a right of return apartment.</p>
	<ul style="list-style-type: none"> Provide temporary housing within East Palo Alto or within 10 miles of the prior home. 	<ul style="list-style-type: none"> The temporary housing in “replacement apartments” will be in the Westside neighborhood of East Palo Alto within the Woodland Park community. In every instance, the replacement apartment will be within 1 mile of the prior home.
	<ul style="list-style-type: none"> Does not require the crossing of the Dumbarton Bridge. 	<ul style="list-style-type: none"> The temporary housing will not require the crossing of the Dumbarton Bridge.
	<ul style="list-style-type: none"> Must not pay more in rent than paying in the prior home. 	<ul style="list-style-type: none"> The affected tenants will pay the same amount of monthly rent that they have been paying for their existing homes, as though nothing had happened. There will be no rent increases (except as normally determined by the Rent Board).

	<ul style="list-style-type: none"> • All costs of relocation must be paid for by the project sponsor. 	<ul style="list-style-type: none"> • Woodland Park will pay for and arrange the moves within East Palo Alto with a licensed and insured mover. The mover will use its own boxes to pack and move all of affected tenants' belongings. Woodland Park will also provide dumpsters in which to discard any furniture or other belongings that are longer needed.
	<ul style="list-style-type: none"> • Moving process between units must occur quickly and efficiently and to minimize the inconvenience of the tenant. 	<ul style="list-style-type: none"> • The moving process will occur quickly and efficiently. Woodland Park anticipates that each household's move will be completed within 1 day to minimize the inconvenience to the affected tenants.
	<ul style="list-style-type: none"> • Replacement housing must be completed within one and a half years to minimize impacts to tenants. 	<ul style="list-style-type: none"> • Woodland Park will work diligently to complete replacement housing as quickly as possible to minimize impacts to tenants. This WSAP policy implicitly requires that the City of East Palo Alto collaborate with Woodland Park to ensure timely and efficient completion of approvals, construction, and inspections to facilitate the completion of replacement housing.
<p>5.11</p>	<p>Relocation benefits. Require that sponsors of new development projects offer tenants the choice between reserving replacement housing or receiving relocation payments as defined by City of East Palo Alto Ordinances.</p>	<p>In accordance with the WSAP's first Guiding Principle to "Avoid Displacement," Woodland Park's first core principle in the Euclid Improvement Area is "No Displacement." Woodland Park intends for all existing tenants of the Euclid Improvement Area to be able to stay in the Westside neighborhood throughout construction of the Euclid Improvements and to have a right of return into the newly constructed apartments.</p> <p>We have heard throughout the community-informed process that many of our tenants deeply value the neighborhood, the community, and their relationships with their neighbors. They want to retain stable housing with their neighbors, in the same neighborhood. We support our tenants' desire to preserve the continuity of their community on the Westside, and more particularly, within the Euclid Improvement Area. To that end, the Relocation Commitments ensure that all affected tenants can stay in the neighborhood and the community without interruption.</p> <p>None of the affected tenants have requested a relocation payment in lieu of replacement and right of return housing. Rather, they are concerned with being able to remain in the neighborhood with as little disruption as possible.</p>

		<p>The Relocation Commitments address our tenants' concerns.</p> <p>Nonetheless, City Council has asked that Woodland Park offer tenants the choice of reserving replacement housing or receiving relocation payments as defined by City of East Palo Alto Ordinances. Woodland Park has agreed to offer tenant this choice. This Relocation Plan includes this choice for the tenants.</p>
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D. Tenant Protection Ordinance

The City Council has requested that the Relocation Plan demonstrate how it complies with the applicable requirements, including the Tenant Protection Ordinance. The following table details the consistency of the Relocation Plan with the Tenant Protection Ordinance.

	Policy	Consistency Analysis
14.02.140	Conditions the issuance of a demolition permit on certain conditions	The Euclid Improvements proposal has been designed to meet all of the applicable conditions precedent.
A.	The application for a demolition permit is accompanied by complete plans for any proposed new construction on the site, in compliance with applicable provisions of the Municipal Code and zoning ordinance, as required for conformance with the definition of "project" under the California Environmental Quality Act Guidelines (Section 15378) and the holding in <i>Orinda Association v. Board of Supervisors</i> (1986) 182 Cal.App.3d 1145, unless the demolition is exempt under subsection E. The application for a demolition permit shall be considered as part of the discretionary applications and shall not be approved until all discretionary permits for the proposed new project on the site have been approved	The Euclid Improvements application for a demolition permit will be accompanied by complete plans for new construction. Indeed, the original application and the entitlements requested include a Conditional Use Permit for the demolition of rent-controlled units in accordance with this requirement and Municipal Code section 18.48.220. The applicant expects that the demolition permit will not be approved until all discretionary permits for the Euclid Improvements have been approved.
B.	In the event that the building to be demolished contains registered rent stabilized units, the tenant notice and relocation requirements of Chapter	The Euclid Improvements contain registered rent stabilized units. This Relocation Plan is being submitted for approval in part to evidence that the applicable tenant notice and relocation

	Policy	Consistency Analysis
	14.08 have been met to the satisfaction of the city;	requirements are being met to the satisfaction of the City. The Relocation process articulated in this Plan includes ongoing communication to the City regarding the status of affected tenancies. This communication enables the City to continuously ensure that the Plan is being implemented and the requirements are being satisfied.
C.	Regardless of the type of rental housing involved, the applicant has offered relocation assistance as required by this chapter and the right of first refusal to occupy any replacement housing to be constructed on the site to tenants displaced by the demolition; provided, however that occupancy of inclusionary units shall be governed by the provisions of Chapter 8.5 of the zoning ordinance.	This Relocation Plan proposes to offer to all affected tenants relocation assistance and the right of first refusal to occupy replacement housing.
D.	For the purposes of this section the term "substantial remodel" is defined as the removal of fifty (50) percent or more of the exterior wall area (which includes walls, doors, and windows), or the removal of fifty (50) percent or more of the supporting members of a structure (e.g., beams, bearing walls, columns, or girders).	Not applicable; Woodland Park is demolishing the affected units rather than undertaking a substantial remodel.
E.	When the building official determines that a building or structure poses an imminent hazard and/or threat to public safety, the requirements of this section shall not apply and such building or structure may be demolished in accordance with procedures otherwise established by law.	To date, the building official has not determined that there is any imminent hazard and/or threat to public safety in the Euclid Improvement Area. This provision would only become applicable if that were to occur.
F.	Accessory buildings of any size, including, but not limited to, garages, carports and sheds, but not including any structure containing a lawfully established dwelling unit, which serves and is located on the same lot as a residential rental use, are exempt from the requirements of this section,	Woodland Park acknowledges that accessory buildings are exempt from this section.

	Policy	Consistency Analysis
	and may be demolished in accordance with established procedures.	
14.02.150	Tenant Relocation assistance when units are to be demolished or removed.	The Euclid Improvements proposal intends to demolish and replace units that are occupied by the affected tenants. The affected tenants will have uninterrupted housing within the Westside neighborhood at all times, from the present day through and until a move into a replacement apartment and a move into a right of return apartment.
A.	The provisions of this section are intended to provide relocation assistance to tenants facing eviction due to demolition or removal of the rental unit and where a notice of intent to terminate the tenancy is given by either the landlord or the tenant as required by Civil Code Section 1946.	<p>Woodland Park does not intend for any affected tenants to face eviction. Woodland Park will provide uninterrupted housing to affected tenants throughout the development process.</p> <p>This section of the Tenant Protection Ordinance articulates what a landlord must do to assist the tenant when the landlord is permanently eliminating the tenant’s housing and the tenant must seek new housing on the open market at current market rates. Here, Woodland Park will not permanently eliminate affected tenants’ housing and the affected tenants need not seek new housing on the open market.</p> <p>Nonetheless, the Updated Relocation Commitments meet or exceed these requirements.</p>
C	<p>A landlord who intends to demolish or relocate a building with rental units subject to this section shall do all of the following:</p> <ol style="list-style-type: none"> 1. Make available to each tenant, at no cost, a reasonably complete and current list of vacant and available rental units which are comparable as to size and amenities to the rental unit occupied by the tenant; and 2. Make a reasonable and good faith effort to assure that tenants without 	<p>The Updated Relocation Commitments outline the process by which Woodland Park will notify tenants of comparable and available rental units in the replacement and right of return housing.</p> <p>Woodland Park has committed to provide tours of replacement and right of return rental units.</p> <p>Woodland Park’s policy and practice is to provide any required reasonable accommodations or modifications requested by any disabled or handicapped tenant. This policy and</p>

	Policy	Consistency Analysis
	cars are driven, at no cost, and tenants with cars are assisted, in order to inspect replacement rental units; and 3. Take reasonable steps to assist any disabled or handicapped tenant with relocation-related activities, including hiring an appropriate vehicle to transport the tenant if needed.	practice extends to the Relocation Plan.
E.	Relocation assistance shall be provided in accordance with the procedures and amounts set forth in Chapter 14.08, except that the notice of intent to terminate tenancy shall function in the manner of the notice of intent to withdraw.	The City Council has asked that Woodland Park offer tenants the choice of reserving replacement housing or receiving relocation payments as defined by City of East Palo Alto Ordinances. Woodland Park has agreed to offer tenant this choice. This Relocation Plan includes this choice for the tenants.

E. Ellis Act

The City Council has requested that the Relocation Plan demonstrate how it complies with the applicable requirements. The following table details the consistency of the Relocation Plan with certain portions of the Ellis Act, although the Ellis Act in general does not apply (see below).

	Policy	Consistency Analysis
14.08	Ellis Act	<p>The Ellis Act regulates the withdrawal of rental units from the housing market. It implements state law that permits residential property owners to go out of the rental housing business. Woodland Park is not withdrawing any units from the housing market and is not going out of the rental housing business. The Ellis Act in general does not apply.</p> <p>However, in response to the City Council's direction, Woodland Park has agreed to provide tenants with the choice of reserving replacement housing or receiving the payments described in the local Ellis ordinance.</p>
14.08.050	Notice requirements	<p>The City has comprehensive notice requirements for an owner who seeks to go out of the rental housing business. Woodland Park is not going out of the rental housing business.</p> <p>Woodland Park believes it would be inaccurate and confusing to send Ellis Act notices to tenants whose rental units are not being withdrawn. Such confusing notices would be contrary to Woodland Park's commitment to clear communication and community engagement.</p> <p>Therefore, this Relocation Plan was designed to follow the City's template and timing for notices under the Ellis Act, but do so in a manner that is accurate, clear, and applies to the Euclid Improvement scenario in which tenants may reserve replacement housing.</p>
	An owner who intends to withdraw an accommodation subject to rent control from rent or lease shall provide the following notices. Notices shall be provided in English and Spanish and any other language necessary to communicate with tenants in order to	<p>Woodland Park has agreed to provide the series of notices as detailed in the Relocation Plan.</p> <p>It is Woodland Park's practice to provide notices to affected tenants in English and Spanish,</p>

	<p>clearly inform them of their rights as required by this chapter. Copies of notices and forms shall be made available if a tenant indicates the items have been misplaced or lost or are otherwise needed. The owner shall determine whether a member of the household of each unit can speak English and seek appropriate assistance in communicating the importance of the contents of the notice to any household whose members cannot speak English.</p>	<p>as evidenced by the copies of all communications that have been provided to date. Copies of these communications are in Attachment 2. Each document is written to be as clear and straightforward as possible and has been translated into Spanish. Future correspondence, when finalized, will also be translated into Spanish.</p> <p>Copies of notices and forms will be available in the Property Management offices and with Autotemp. The Relocation Plan and all the draft correspondence provides contact information for affected tenants to use if they have questions.</p> <p>Woodland Park regularly works with households whose members cannot speak English on important issues. Woodland Park will seek appropriate assistance in communicating with households whose members cannot speak English. In addition, the Autotemp representative is bilingual.</p>
(1)	<p>No less than one hundred twenty (120) days prior to the date upon which the accommodation is to be withdrawn, the owner shall provide written notice to each tenant on the property of the owner's intent to withdraw said accommodation. The notice shall be on forms approved by the city or its designated agency. The notice shall contain a statement that the accommodation is withdrawn, that all of the accommodations on the parcel are being withdrawn, the date upon which the accommodation is to be withdrawn, that the owner has paid all fees due the city or its designated agency pursuant to Section 14.08.090, and a statement that all tenants are entitled to a relocation payment and the amount thereof pursuant to Section 14.08.060. The notice also shall include information on additional relocation payments available to those who are "qualified tenants" as defined in</p>	<p>Woodland Park will provide at least one (1) year written notice to every affected household on the property of the approval of the relocation plan, the Updated Relocation Commitments, and the intent to terminate the tenancy in the event that tenant does not select one of the tenant choices.</p> <p>Woodland Park is submitting copies of draft forms with this Relocation Plan for the City's approval. The Relocation Plan draft forms contain statements that the accommodations will be demolished and replaced, the date that the tenancy would terminate, and that tenants may choose a relocation payment and how that payment would be</p>

	<p>Section 14.08.030. The notice shall include the owner's offer to rent or lease any available residential unit that he or she owns, pursuant to Section 14.08.070. The notice shall be served on each tenant by either personal service or certified mail, return receipt requested. It shall advise the tenant of the tenant's rights to regain possession of the premises and to damages as set forth in Section 14.08.040. A copy of this notice shall be filed with the city or its designated agency. The notice shall be accompanied by easy to complete forms, postage prepaid, addressed to the owner and the city or its designated agency by which the tenant can represent whether he or she qualifies for additional relocation assistance as a "qualified tenant." A notice stating the owner's intent to withdraw the accommodation from rent or lease shall not be valid unless the tenants of all of the units on the property are also served with notice that each of their units is to be withdrawn from rent or lease and unless all fees due the city or its designated agency pursuant to Section 14.08.090 have been paid.</p>	<p>calculated. The Relocation Plan and draft forms contain information on additional relocation payments available to those who are "qualified tenants" as defined in Section 14.08.030. The Relocation Plan and draft forms contain Woodland Park's offer to provide available residential units as replacement housing. The draft forms indicate that they would be served on each tenant by BOTH hand delivery AND registered mail. The draft forms advise the tenant of the tenant's right to return under the Relocation Plan. Woodland Park would provide a copy of the notices to the City of East Palo Alto's Rent Stabilization Program in accordance with the Rent Stabilization Ordinance.</p> <p>When each affected tenant is provided with the Tenant Choice and Replacement Apartment Notice during the phased Tenant Choice process, the notice is accompanied by easy to complete forms and clear directions about how to return the forms to the management office. Woodland Park's experience is that tenants prefer to hand-deliver important documents and receive a copy or receipt back. The Tenant Choice forms include a place for a household selecting the relocation payment option to represent whether anyone in the household qualifies for additional relocation assistance as a "qualified tenant."</p> <p>The Notice of Relocation Plan Approval would be sent concurrently to all affected households on each of the affected properties</p>
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<p>(2)</p>	<p>A notice of termination of tenancy having an effective date no earlier than one hundred twenty (120) days after the date of service shall also be served on each tenant at the same time the notice stating the intent to withdraw the premises from rent or lease is served on the tenant</p>	<p>A notice of termination of tenancy having an effective date no earlier than one (1) year after the date of service shall be served on each tenant at the same time as the Notice of Relocation Plan Approval.</p> <p>It is important to note that Woodland Park does not intend for any affected tenants to face eviction. Woodland Park will provide uninterrupted housing to affected tenants who so choose throughout the development process. Woodland Park is providing the notices specified herein in response to the City Council's direction to provide such notices and to offer relocation payments.</p>
<p>(3)</p>	<p>Not less than one hundred twenty (120) days prior to the date upon which the accommodations are to be withdrawn, the owner shall notify the city or its designated agency of the intention to withdraw those accommodations from rent or lease. The notice shall be on a form approved by the city or its designated agency, and shall contain statements, under penalty of perjury, providing information on the number of accommodations, the address or location of those accommodations, the name(s) of the tenant(s) of the accommodations and the rent applicable to each residential unit. The notice required to be filed by this subsection shall be maintained by the city or its designated agency in files other than those maintained pursuant to the Rent Stabilization and Just Cause for Eviction Ordinance. The information contained in the notice required by this subsection respecting the name(s) of the tenant(s), the rent applicable to any unit, or the total number of units, is confidential and shall be treated as confidential information for the purposes of the Information Practices Act of 1977, as contained in Chapter 1 (commencing with Section 1798) of Title 1.8 of Part 4 of Division 3 of the Civil Code. The city or its designated agency shall, to the extent</p>	<p>Woodland Park has already notified the City of its intent to demolish the affected units and construct the Euclid Improvements. Woodland Park has also notified the City of all other relevant information through the submission of Vacancy Registration forms and rent increase notices.</p>

	<p>required by the preceding sentence, be considered an "agency" as defined by subdivision (b) of Section 1798.3 of the Civil Code. However, nothing in this subsection shall be construed as making any information maintained by the rent stabilization board, pursuant to any rent stabilization ordinance, confidential.</p>	
(4)	<p>At the time the notice specified in subsection 3 above is filed with the city or its designated agency the owner shall record with the county recorder a memorandum of the required notice, summarizing its provisions, other than the confidential provisions, on a form approved by the city or its designated agency.</p> <p>The owner shall also file and record a certificate, on a form approved by the city or its designated agency, that actions have been initiated as required by this chapter and other applicable law to terminate any existing tenancies. If the owner has satisfied the requirements of this section, the date upon which the accommodations are withdrawn from rent or lease for the purposes of this chapter is one hundred twenty (120) days from the date of delivery in person or by first-class mail of notice to the city or its designated agency. If the notice has not been given and recorded as specified herein, the date upon which the accommodations are withdrawn shall be one hundred twenty (120) days after the memorandum summarizing the notice is recorded with the county recorder.</p>	<p>The development agreement for the Euclid Improvements will be recorded with the County Recorder, providing record notice of the development requirements, including this Relocation Plan.</p>
(5)	<p>At the time notice is given to the city or its designated agency as required, the owner shall notify any tenant to be displaced that the city or its designated agency has been so notified, that the notice specified the name of the tenant and the current amount of rent paid by the tenant as an occupant of the accommodation and the current amount of rent the owner specified, including any discounts provided or separate fees charged, in the notice to the city or its designated agency. The notice shall also contain a statement of the tenant's rights to regain possession and to damages, in the event the</p>	<p>Woodland Park would provide a copy of the notices to the City of East Palo Alto's Rent Stabilization Program in accordance with the Rent Stabilization Ordinance. Woodland Park has also notified the City of all other relevant information through the submission of Vacancy Registration forms and rent increase notices.</p> <p>The Notice of Plan Approval includes information about each</p>

	<p>accommodation is again offered for rent or lease, as set forth in Section 14.08.040. A copy of the notice shall be filed with the city or its designated agency with proof of service upon each tenant.</p>	<p>tenant's choices and their ability to choose a right of return.</p>
(6)	<p>Not less than one hundred twenty (120) days prior to the date upon which the accommodations are to be withdrawn, the owner shall provide to the tenant two (2) copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one (1) year prior to having been notified that I am to be evicted from this unit under the City of East Palo Alto's Ellis Ordinance (EPA Ellis Act, et al.). I further assert that I am a disabled person under the meaning of California Government Code Section 12955.3, or a non-minor dependent or terminally ill person as defined in East Palo Alto Municipal Code Section 14.08.030. It is my understanding that I am entitled to one (1) year's notice prior to surrendering this unit to its owner." With this notice, the tenant shall be enabled by the owner to assert to both the owner and the city that she or he is disabled, a non-minor dependent or terminally ill.</p>	<p>All affected tenants will be given at least one (1) year notice of termination of tenancy, regardless of tenure in the property, disability status, dependency, or illness.</p>
(7)	<p>Not less than one hundred twenty (120) days prior to the date upon which the accommodations are to be withdrawn, the owner shall provide to the tenant two (2) copies of a notice containing language substantially identical to the following: "I assert that I have lived in this unit at least one (1) year prior to having been notified that I am to be evicted from this unit under the City of East Palo Alto's Ellis Ordinance (EPA Ellis Act, et al.). I further assert that I am sixty-two (62) years or older. It is my understanding that I am entitled to one (1) year's notice prior to surrendering this unit to its owner." With this notice, the tenant shall be enabled by the owner to assert to both the owner and the city that she or he is sixty-two (62) years or older.</p>	<p>All affected tenants will be given at least one (1) year notice of termination of tenancy, regardless of age.</p>
(8)	<p>If the tenant or lessee is at least sixty-two (62) years of age, disabled, a non-minor dependent or terminally ill, and has lived in his or her accommodations for at least one (1) year prior to the date of delivery of</p>	<p>All affected tenants will be given at least one (1) year notice of termination of tenancy, regardless of household characteristics.</p>

	<p>the notice of intent to withdraw to the city, then the date of withdrawal of the accommodations of that tenant or lessee shall be extended to one (1) year after the date of delivery of the notice to the city, provided that the tenant or lessee gives written notice of his or her entitlement to an extension to the owner within sixty (60) days of the date of delivery to the city of the notice of intent to withdraw. The tenancy shall be continued on the same terms and conditions as existed on the date of delivery to the city of the notice of intent to withdraw, subject to the rent control provisions and to any obligations under the lease or rental agreement. If the tenant notifies the owner of an entitlement to an extension, within thirty (30) days of the notification by the tenant, the owner shall give written notice to the city of the claim that the tenant is entitled to stay in the accommodation for one (1) year after the date of delivery to the city of the notice of intent to withdraw.</p>	
<p>14.08.060(A)</p>	<p>1. Each tenant, as defined in Section 14.08.030, of any residential rental unit who is required to move as a result of the owner's withdrawal of the accommodation from rent or lease shall be entitled to a relocation payment from the owner. Only adults and emancipated minors occupying the rental unit at the time of service on the tenants of the notice of intent to withdraw the units from rent or lease shall be entitled to a relocation payment.</p> <p>Residing on property for less than two (2) years\$7,500.00*</p> <p>Residing on property for two (2) years or longer\$10,000.00*</p> <p>2. A tenant who, at the time of the notice of intent to withdraw rental units is filed with the city, is a "qualified tenant" as defined in Section 14.08.030 shall be entitled to receive an additional payment of two thousand five hundred dollars (\$2,500.00)*. If more than one additional payment category applies, the owner shall provide payment for each category.</p>	<p>Woodland Park has agreed to provide tenants who are required to move as a result of the Euclid Improvements project with the choice of either reserving replacement housing or receiving relocation payments as defined in this Municipal Code section. In accordance with local law, these payments will be provided to the tenants who are adults and emancipated minors occupying the unit at the time of the "Tenant Choice and Replacement Apartment Notice".</p>

	<p>* as adjusted for CPI under Section 14.08.060(A)(5)</p>	
	<p>3. At the time of filing the notice of intent specified in Section 14.08.050, the owner shall deposit the relocation payments specified in this section into escrow with the city. The city or its designated agent shall distribute these funds to the tenants upon request</p>	<p>Pursuant to the Westside Area Plan, Tenant Protection Ordinance, and City Council direction, this Relocation Plan provides tenants with a choice between 3 options, only one of which includes a relocation payment. Woodland Park has designed the Euclid Improvements as a “no displacement” project. All existing tenants of the Euclid Improvement Area are able to stay in the Westside neighborhood throughout construction of the Euclid Improvements and to have a right of return into the newly constructed apartments.</p> <p>We have heard throughout the community-informed process that many of our tenants deeply value the neighborhood, the community, and their relationships with their neighbors. They want to retain stable housing with their neighbors, in the same neighborhood. We support our tenants’ desire to preserve the continuity of their community on the Westside, and more particularly, within the Euclid Improvement Area. To that end, the Relocation Commitments ensure that all affected tenants can stay in the neighborhood and the community without interruption.</p> <p>Until affected households make their choice, it will not be possible to calculate the amount of relocation payments that will be payable.</p> <p>This Relocation Plan provides that copies of the relocation payments would be provided to the City so that the City can ensure that tenants have received their payments.</p>

	<p>4. In order to claim entitlement to the additional two thousand five hundred (\$2,500.00)* relocation payment, a tenant must mail or hand-deliver the forms provided under Section 14.08.050 as required by that section. The owner shall deposit the additional relocation payment in escrow in trust for any tenants who claim to qualify for additional relocation assistance within ten (10) days after such form is mailed or delivered. Thereafter, the city or its designated agent shall distribute amounts held in escrow as follows:</p> <p>a. If no written challenge is made to the tenant's claim of entitlement to additional relocation assistance within ten (10) days after the form provided is mailed or delivered, the city shall release the relocation assistance to the tenant upon request.</p> <p>b. If the city receives conflicting information or assertions which indicate that there is a dispute or uncertainty concerning the tenant's qualification for additional relocation assistance, the city shall continue to retain the disputed relocation assistance funds in escrow. The city then shall release the relocation assistance funds to either the tenant or the owner upon receipt of either a written agreement by both the owner and the affected tenant or an order of a court of competent jurisdiction.</p> <p>* as adjusted for CPI under Section 14.08.060(A)(5)</p>	<p>This Relocation Plan provides for additional payments for “qualified tenants.” The Tenant Choice Form for relocation payments requests that tenants provide information regarding their qualification for additional payments.</p>
	<p>5. Commencing April 1, 2012 the relocation payments specified in Section 14.08.060 shall increase annually at the rate of increase in the Consumer Price Index (CPI) for All Items for All Urban Consumers for the San Francisco-Oakland-San Jose Area for the preceding calendar year, as that data is made available by the United States Department of Labor.</p>	<p>No updated relocation payment amounts were available at the time of submission. Woodland Park will comply with the City's then current requirements with the Notice of Relocation Plan Approval is sent.</p>
	<p>The owner may rescind the notice of intent to withdraw the accommodation</p>	<p>The Euclid Improvements would not be withdrawing any</p>

	<p>from rent or lease and the notice of termination of tenancy prior to any release of relocation payment to the tenants by serving written notice stating such rescission on the tenants. In such instance, the relocation payment shall be released to the owner. Subsequent to the release of any relocation payment to a tenant, the owner may rescind the notice of intent to withdraw the accommodation from rent or lease and the notice of termination of tenancy only upon the written agreement of the tenants to remain in possession of the rental unit. If the tenants remain in possession of the rental units after service of an owner's written notice of rescission of the eviction, the tenants shall provide an accounting to the owner of the amount of the relocation payment expended, return to the owner that portion of the relocation payment not expended, and assign to the owner all rights to recover the amount of relocation payment paid to third parties.</p>	<p>accommodations from rent or lease, so this provision would not be applicable.</p>
	<p>7. Where an owner has served a notice of intent to withdraw an accommodation from rent or lease on a tenant prior to July 1, 2011 and withdrawal of the accommodation has not been completed, the owner shall give notice as specified in Section 14.08.050 to all tenants, including any tenants who have already vacated their rental units, that all tenants qualify for relocation assistance and that elderly, disabled and terminally ill tenants and those with dependents qualify for additional relocation assistance. The owner shall deposit the full relocation payment in escrow in trust for all tenants and for the elderly, disabled and terminally ill tenants and those with dependents who return the forms provided under Section 14.08.050 as required by that section. The owner shall also increase the amount of the relocation assistance deposited into escrow for each tenant to the amount specified in Section 14.08.060.</p>	<p>The Euclid Improvements post-date this requirement and would not be withdrawing any accommodations from rent or lease, so this provision would not be applicable.</p>

	<p>8. If a relocation payment is in dispute for any reason, the owner shall place the disputed payment in an escrow account with the city until the dispute is resolved. Failure of the owner to make any payment specified herein shall be a defense to any action to recover possession of a rental unit based upon the owner's intent to withdraw the accommodation from rent or lease. In addition, if tenants of a rental unit who qualify for relocation assistance have vacated the unit as a result of a notice of intent to withdraw the accommodation from rent or lease, and the owner fails to make any payment specified herein, the owner shall be liable to the tenants for three times the amount of the payment as well as reasonable attorney fees.</p>	<p>If a dispute arises, Woodland Park would place the disputed amount in an escrow account with the City until the dispute is resolved.</p>
	<p>B. Extension of Occupancy to Avoid Disruption to School Year. Any accommodation subject to rent control in which there are dependent minor children enrolled in school shall not be required to be vacated during the course of the school year. Not less than sixty (60) days prior to the date upon which the accommodations are to be withdrawn, the owner shall provide to the tenant two (2) copies of a notice and response forms containing language substantially identical to the following: "I assert that I have one or more minor children attending school. It is my understanding that I am entitled to remain in this unit during the school year. The school(s) being attended is/are _____."</p> <p>With this notice and forms, the tenant shall be enabled by the owner to assert to both the owner and the city that there are dependent minor children residing in the accommodation. If the tenant notifies the owner of the entitlement to an extension on this basis, within thirty (30) days of the notification by the tenant, the owner shall give written notice to the city of the claim that the tenant is entitled to stay in the accommodation during the school year. Tenants receiving such an extension are required to vacate within twenty-one (21)</p>	<p>All affected tenants will be given at least one (1) year notice of termination of tenancy, regardless of household characteristics. This ensures that any household with dependent minor children would not be required to vacate during the course of the school year.</p>

	<p>days following the last day of school.</p>	
	<p>C. Displacement Plan.</p> <p>1. For each accommodation subject to rent control from which tenants are displaced due to withdrawal of the accommodation from rent or lease, prior to service of a notice to terminate tenancy, the owner shall prepare a displacement plan which must be approved by the rent stabilization program prior to service of a notice to terminate tenancy. The displacement plan shall identify the special needs of the displaced tenants, identify the types of assistance that will be provided and include a commitment to pay for any such assistance. At the time of submitting the displacement plan to the city for review and approval, the owner shall pay a fee to the city for such review and approval, as set forth in the master fee schedule.</p> <p>2. In lieu of the displacement plan required, an owner may pay a counseling assistance fee to the city in the amount of five hundred dollars (\$500.00) for each withdrawn accommodation, to be used by the city to pay for counseling or other assistance required by displaced tenants as a result of withdrawal. The amount of the counseling assistance fee is subject to annual adjustment as set forth with regard to relocation payments.</p>	<p>This Relocation Plan is being submitted for approval by the City Council. It specifies the process for relocating households subject to rent stabilization. Woodland Park has hired Autotemp to prepare this Relocation Plan and to provide ongoing relocation services and assistance to all affected households throughout the process.</p>
	<p>D. Moving Costs. For each accommodation subject to rent control from which tenants are displaced due to withdrawal of the accommodation from rent or lease, the owner shall pay actual moving costs up to the amount of two thousand five hundred dollars (\$2,500.00) upon the provision of receipts. In lieu of actual moving costs, the owner and tenant may agree that the owner will pay to the tenant one thousand five-hundred dollars (\$1,500.00) prior to the move. The amount of the moving cost payment is subject to annual adjustment as set forth with regard to relocation payments.</p>	<p>Woodland Park commits to pay for and arrange affected households' moves within East Palo Alto. The services of a licensed mover will be provided at no cost to affected tenants. The licensed mover will be insured and will use its own boxes to pack and move all tenant belongings. Woodland Park will also provide dumpsters in which to discard any furniture or other belongings that a household no longer needs.</p>

F. SB 330

The City Council has requested an analysis of relocation requirements pursuant to “SB 330.” SB 330 does not apply to the Euclid Improvement Project. Even if the project was not exempt, the relocation requirements of that state law would not apply. By the plain terms of the statute, relocation requirements apply when “affordable residential rental units” are being replaced. The requirements do not apply when, as here, rent-controlled units are being replaced.

III. Updated Relocation Commitments and Plan

Understanding that No Displacement and relocation planning would be of central importance to the affected tenants and the community, Woodland Park began planning for relocation and housing stability very early. Woodland Park met with the affected tenants, the broader community, and local organizations to develop, discuss, and revise the original Relocation Commitments. These were finalized before the application was even submitted. The Developer anticipated that these original Relocation Commitments would form the “term sheet” for a more detailed Relocation Plan.

This Relocation Plan includes updated Relocation Commitments that build upon that original “term sheet.” Over the years, the Developer also made presentations to, answered questions from, and received feedback from tenants, the City of East Palo Alto’s Planning Commission, Rent Stabilization Board, and City Council on the commitments.

A. Original Relocation Commitments

Prior to submitting its development application, the Developer made certain Relocation Commitments to the Euclid Improvement Area tenants. These Relocation Commitments were developed over a 12-month process in collaboration with affected tenant and community stakeholders. It represented Woodland Park’s original relocation promises to affected tenants. Woodland Park circulated the Relocation Commitments in English and Spanish. A copy of this document is included as Attachment 1.

The following table summarizes what Woodland Park heard and what they changed or did in response to what they learned from the community through the community-informed process.

	What We Heard	What We Changed in Response
1.	Requests to “reflect back” what we have heard and indicate what we have changed in response.	This table reflects back the comments we received from the community and summarizes the changes that were made in the Relocation Commitments in response to that feedback.

2.	Requests that the Relocation Commitments be in writing.	We circulated the Draft Relocation Commitments in writing and distributed them by hand delivery and mail to affected residents, as well as in person at meetings, information booths, and community meetings. The final Relocation Commitments were also distributed in writing.
3.	Requests that the Relocation Commitments be signed.	The Relocation Commitments are signed by Mike Kramer, the authorized signatory for Woodland Park.
4.	There were too many separate requirements.	We streamlined the requirements to be clearer and more straightforward.
5.	Concern that tenants have an opportunity to fix any problems with their tenancies so that they can exercise their right of return	<p>We added our expectation that all affected tenants will be eligible for a right of return and re-articulated our goal of No Displacement.</p> <p>We added a commitment to collaborate with affected tenants and other community stakeholders toward achieving this goal of No Displacement.</p> <p>We also added a commitment to give tenants an opportunity to fix any problems so that they can exercise their right of return.</p>
6.	Some affected tenants want to move as soon as possible and other community stakeholders are concerned about the early move process	<p>We know that the Euclid Improvements will require approval from the City and we have added this information to the Relocation Commitments. We expect a robust public entitlement process and commit to working collaboratively with the community.</p> <p>We also understand certain affected tenants' desire to move sooner rather than later and will accommodate that desire. No one will be required to move into a replacement apartment before the City has approved the Euclid Improvements.</p> <p>We added information about the early move process being optional and at affected tenants' discretion. We also extended the early move timing to create additional flexibility for affected tenants.</p>
7.	Affected tenants may need more time to select a replacement or right of return apartment.	We doubled the amount of time for affected tenants to select apartments.
8.	Confusion about the condition of the replacement apartments	We clarified that the replacement apartments will be existing apartments in move-in condition and we clarified that right of return apartments will be newly constructed apartments in brand-new condition.

	and right of return apartments.	
9.	Questions about how long an individual move would take.	We specified that most moves will take no more than one day.
10.	Tenants may want contact information for legal resources.	We work collaboratively with the City of East Palo Alto’s Rent Stabilization Program and community groups, including community groups that provide legal resources. We provide tenants with referrals to local resources.
11.	Delivery of notices needs to be careful and trackable to ensure that tenants receive information.	We commit to mail and deliver notices. We will conduct further research about other best practices that will ensure that affected tenants receive the relevant information.
12.	Requests that we discuss the relocation commitments with tenants outside of the affected area.	We discussed relocation commitments with Woodland Park tenants who live outside of the Euclid Improvement Area, as well as with community members, community groups, the Planning Commission, the Rent Stabilization Board, and the City Council.

B. Updated Relocation Commitments

Since submitting the original application in 2019, the Developer has solicited and received significant feedback on the Euclid Improvement Project, including the Relocation Plan. On November 30, 2021, the City Council held a Study Session focused on the Relocation Plan. The City of East Palo Alto has requested that this formal Plan update the relocation commitments to include certain additional commitments that will apply to mandatory relocation activities. Woodland Park has agreed to update the relocation commitments.

The following table summarizes what Woodland Park heard from the City Council and what they changed or did in response.

	What We Heard	What We Changed in Response
1.	Resubmit a complete relocation plan.	This document builds upon the initial Relocation Commitments and provides a more robust explanation and greater detail about the relocation process.
2.	Unit size. Clarify that units will be comparable in size both in terms of	The Updated Relocation Commitments specify that the units will be comparable in size both in terms of number of bedrooms and in square footage.

	<p>number of bedrooms and in square footage. Description of units should include details regarding parking and storage spaces in Right-of-Return Units and Relocation Units</p>	<p>Comparable square footage means within +/-10% of the existing square footage. They further explain that the replacement apartments and right-of-return apartments (assuming the project is approved as it has been proposed) will contain the same number of parking spaces and any other housing services (like storage) that are specified in the existing lease. If there are other housing services that are not specified in the lease, we commit to make a good faith effort to provide the same housing services with the replacement apartment.</p>
3.	<p>Relocation payment. Include the option of a relocation payment pursuant to Westside Area Plan Policy 5.11 and Municipal Code sections 14.02.140(B), 150(E), and 14.08.060.</p>	<p>We have added that tenants may choose to receive a relocation payment instead of a right to return and we have provided that this will occur in alignment with the applicable WSAP and Municipal Code requirements.</p> <p>Specifically, when tenants receive the “Tenant Choice and Replacement Apartment Notice,” the tenant will elect how to proceed. They can choose to either a.) reserve replacement housing and a right of return and decline relocation payments; or b.) choose to move off-site and reserve a right of return and decline relocation payments; or c.) choose to move off-site and receive relocation payments (as defined by the City of East Palo Alto Municipal Code) and decline a right of return.</p> <p>The Relocation Plan has been developed in response to the City’s General Plan and Municipal Code. These local policies provide clear and generous benefits to tenants.</p>
4.	<p>Remove good standing requirement and continuous occupancy requirement.</p>	<p>We have removed the good standing and continuous occupancy requirements. More particularly, we have added a choice for tenants whereby they may elect to move off-site and reserve their right of return into the new building.</p>
5.	<p>Ellis Act Notice and Relocation Payment Compliance. Demonstrate how the plan will comply with the tenant notice and relocation payment requirements of Municipal Code 14.08.</p>	<p>The Plan specifies how the notice and relocation payment requirements will be met. It includes draft form notices.</p>

6.	Incorporate a comprehensive disclosure process	We agree that community engagement, disclosure, and transparency are very important and we have pursued these goals throughout the relocation planning process. We are providing to the City copies of prior communications that have been sent to Euclid Improvement Area residents. We will continue that work by using the sample notices attached to the Relocation Plan. The Autotemp staff who would implement the Relocation Plan are Spanish/English bilingual.
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The Updated Relocation Commitments are as follows:

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Draft

Euclid Improvements – UPDATED Relocation Commitments
Woodland Park’s Promises to You for Any Mandatory Relocation
January 2022

Introduction

Woodland Park Communities worked with Improvement Area tenants since late 2018 to create written relocation commitments that come from our conversations with tenants, the City’s Westside Area Plan, and other local laws. With feedback from City Council in 2021, these UPDATED Relocation Commitments are included in a detailed Relocation Plan that is going to City Council for approval along with the Euclid Improvements entitlements. These UPDATED Relocation Commitments are the foundation of the plan; they are our promises and guarantees to you during any mandatory relocation activities. They reinforce our commitment to **No Displacement**.

Eligibility

Woodland Park makes these relocation commitments to you, the tenants within the Euclid Improvement Area, who (a) participated in a tenant-requested move and remain a tenant as of the date of the Euclid Improvement Area entitlements or (b) were tenants as of December 2018 and who occupy unit in the Euclid Improvement area as of the date of the Euclid Improvement Area entitlements. All of the commitments apply on a “per apartment” basis.

General Commitments

1.) **Tenant choice:** Your household will have the choice to either a.) reserve replacement housing and a right of return but decline relocation payments; or b.) choose to move off-site and reserve a right of return but decline relocation payments; or c.) choose to move off-site and receive relocation payments (as defined by the City of East Palo Alto Municipal Code) and decline a right of return. This choice is to be made after we deliver the “Tenant Choice and Replacement Apartment Notice”.

Choice	Replacement Apartment?	Right of Return?	Relocation Payment
A	Yes	Yes	No
B	No	Yes	No
C	No	No	Yes

2.) **Rent level:** If you choose replacement housing or a right of return, you will pay the same rent you otherwise would if nothing happened – there will be no rent increases (except as normally determined by the Rent Board). Each tenant will get an apartment with the same number of bedrooms and comparable square feet. Comparable square footage means within +/-10% of the existing square footage. Each tenant’s original security deposit amount will remain the same and be transferred to the new apartment. Everyone currently pays for utilities and will continue to pay for utilities. In the event that a tenant’s utility bill increased substantially due to a change in utility metering, Woodland Park would work with the tenant to reduce the tenant’s overall monthly costs to a similar level they would have been if nothing happened.

3.) **Moving:** If you choose option A or B, Woodland Park will pay for and arrange your moves within East Palo Alto. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings. We will provide dumpsters in which to discard any furniture or other belongings that you no longer need. You will need to transfer any utilities that are in your name and change your address as necessary.

- 4.) Communications: We will continue to hold meetings and invite affected tenants. We will continue to communicate information by hand-delivering notifications to each apartment. If possible, we may also communicate with tenants via mail, text message, phone and/or email. You will need to provide us with up-to-date contact information if you wish to receive text messages, phone messages, or emails.
- 5.) Collaboration: We will continue to work with affected tenants and community stakeholders to make the relocation process as smooth and convenient as possible, and to achieve our goal of no displacement. We are seeking input and approval from City Council about this Relocation Plan.

Replacement Apartment Commitments. These commitments apply when you are moving out of the apartment in the Euclid Improvement Area to an existing, move-in condition Woodland Park apartment.

- 6.) Timing. You have the choice of a tenant-requested move or a move after project approval. We expect that the two processes will be the same.
- a. Tenant-requested moves. Tenant-requested moves are ongoing and optional and are open to any affected tenant who is interested in moving in the near future.
 - b. Moves after project approval. Moves after project approval will occur in phases after the City of East Palo Alto approves the Euclid Improvements, which is anticipated to occur in 2022.

You will decide if you prefer a tenant-requested move or a move after project approval – there is no limit or requirement for a specific number of tenant-requested moves or moves after project approval that we want to achieve or can accommodate.

7.) Replacement apartments: You will receive a replacement apartment with the same number of bedrooms and comparable square footage. Comparable square footage means within +/-10% of the existing square footage. The replacement apartments will be in move-in condition. Replacement apartments will be offered on a first-come, first-served basis throughout the Woodland Park neighborhood. Although we can guarantee an apartment with the same number of bedrooms and comparable square footage, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces and the same housing services associated with the replacement apartment as you currently have under your existing lease. If any other housing services are not specified in your lease, we will make a good faith effort to provide the same housing services with the replacement apartment.

- 8.) Replacement apartment selection steps:
- a. Step 1: Notice. The Management Office delivers a “Tenant Choice and Replacement Apartment Notice” including a preference letter that you will complete and map of the Woodland Park neighborhood.
 - b. Step 2: Submission and Processing. You submit the completed preference letter to the Management Office, signed by all tenants on the lease, following the instructions on the Notice. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Preference letters are processed in the order in which they are received.
 - c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you will be offered two replacement apartment options. Management will attempt to provide two replacement options in the area of your choice, if available.

- d. Step 4: Selection. You have four days after the tour to select the replacement apartment by signing a new lease. If you do not select an apartment by signing a lease, you will be automatically assigned to a replacement apartment at Management’s discretion.
- e. Step 5: Moving. You and Management schedule the move date into the replacement apartment. You are prepared for and move on the scheduled date with the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

Right of Return Commitments. These commitments apply when you are exercising your right of return to the Euclid Improvement Area. You are not required to exercise your right of return; you can permanently stay in your replacement apartment.

9.) Right of return requirements: There are two categories of tenants who have a right of return into the Euclid Improvement Area after the Euclid Improvements are constructed: (i) Tenants who moved into a replacement apartment and who have continued their tenancy in a replacement apartment without interruption; and (ii) Tenants who chose to move off-site during the phased moving process, but who declined a relocation payment. Tenants who chose to receive a relocation payment do not have a right of return. We anticipate that the Euclid Improvements will be complete in 2024. In order to exercise the right of return, you must:

- a. Communication. Complete the letter of interest and submit it to the Management Office, following the instructions in the letter. You must select one of the right of return apartments that is offered to you by signing a new lease-.
- b. Moving. Move on the scheduled move day.

We commit to work with tenants who have not met one or more of these requirements and to give such tenants an opportunity to fix the problem(s) so they can meet the requirements and exercise their right of return.

10.) Right of return apartments: Each tenant with a right of return will be offered a newly-constructed apartment with the same number of bedrooms and comparable square footage. Comparable square footage means within +/-10% of the existing square footage. The new apartments will be in brand-new condition and they will be offered on a first-come, first-served basis within the Euclid Improvement Area. Although we can guarantee an apartment with the same number of bedrooms and comparable square footage, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces and the same housing services associated with the right of return apartment as you currently have under your existing lease. If any other housing services are not specified in your lease, we will make a good faith effort to provide the same housing services with the right of return apartment.

11.) Right of return apartment choice steps:

- a. Step 1: Notice. The Management Office delivers a “Right of Return Notice,” which includes a form letter of interest.
- b. Step 2: Submission and Processing. You submit a completed letter of interest to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Letters of interest are processed in the order in which they are received. The deadline will be listed in the Right of Return Notice. We expect that the deadline will be several months after you receive the Right of Return Notice and will be about 30 days after the estimated date on which the City of East Palo Alto determines that the new buildings are finished.

- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you are offered two right of return apartment options.
- d. Step 4: Selection. You have four days after the tour to select the right of return apartment. You select the right of return apartment by signing a new lease. You and Management schedule the move date into the right of return apartment.
- e. Step 5: Moving. You are prepared for and move on the scheduled date. Within East Palo Alto, we provide the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

Relocation Payment Commitments. These commitments apply when you decline a replacement apartment and decline a right of return but instead choose a relocation payment. You are not required to seek a relocation payment. Instead, you may stay in a Woodland Park apartment.

- 12.) Timing. You have the choice to select a relocation payment and move out of the Woodland Park apartments when you receive the “Tenant Choice and Replacement Apartment Notice.”
- 13.) Relocation Payment Requirements: Tenants who choose to receive a relocation payment must move out of their Woodland Park and they do not have a right of return.
- 14.) Relocation Payments: Woodland Park will calculate relocation payments based on the information in the Tenant’s lease and other relevant and accurate information, including information submitted by the Tenant.
- 15.) Relocation Payment choice steps:
 - a. Step 1: Notice. The Management Office delivers a “Tenant Choice and Replacement Apartment Notice,” which includes a worksheet requesting Tenant information, including the date you plan to vacate your apartment.
 - b. Step 2: Submission and Processing. You submit the completed worksheet to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted worksheet. Worksheets are processed in the order in which they are received. The deadline will be listed in the Tenant Choice and Replacement Apartment Notice.
 - c. Step 3: Notice of Relocation Payment Amount. Management notifies you of the Relocation Payment amount.
 - d. Step 4: Moving. You move out of the Woodland Park apartment on the scheduled date.
 - e. Step 5: Payment. When you return the keys, Woodland Park provides you with the date that the Relocation Payment will be provided.

C. Commitment to Collaboration

The Developer is committed to continuing its policy and practice of robust collaboration with the community during the implementation of the Relocation Plan.

In addition to the numerous meetings that have been held with households and stakeholders, the Developer will ensure the following:

1. Additional resident meetings will be held to promote education and understanding of the relocation program and further refining the Relocation Plan. This will include multiple community meetings to be held both on weekdays and weekends, followed by a staffed information booth on multiple weekend days. This will be followed by additional meetings to be held with each phase grouping, which will also include weekday and weekend meetings and the informational booth.
2. This Plan will be available for households to review in the property management office and online. Additional copies will be available in the property management office. The original Relocation Commitments have been provided to all households in English and Spanish. The Updated Relocation Commitments will also be provided to all households.
3. Full and timely access to documents relevant to the relocation program;
4. Provision of technical assistance necessary to interpret elements of the relocation program and other pertinent materials;
5. Maintaining a feedback program, allowing households to provide on-going feedback of the relocation program. The households that participated in the OTRM early move program have been asked to complete a survey to track participant satisfaction and improve customer service. The survey includes 5 categories: “Unit Selection,” “Moving Company,” “Staff Helpfulness,” “Quality of New Unit,” and “Euclid Improvements Communications” with a goal of achieving satisfactory ratings in all categories. Achieving this goal is important to ensure a positive experience for the Euclid Improvements Area tenants. The results were and continue to be used to improve the relocation process.

D. RELOCATION ASSISTANCE PROGRAM

Bilingual Autotemp staff is available to assist the households with questions regarding relocation and/or assistance in relocating. Relocation staff can be contacted **Toll- free** at **888.202.9195** from 8:30 a.m. to 6:00 p.m., Monday through Friday and also available on-site by appointment. Property Management staff can be reached at

650.566.2000. The Property Management offices are located at 5 Newell Court and 2043 Euclid Avenue.

A comprehensive relocation assistance program, with technical and advisory assistance, will be provided to the households being relocated. Close contact will be maintained with each household. The original relocation commitments and implementation process was distributed to the affected tenants in both English and Spanish for those that took advantage to the early move program. The updated Relocation Commitments and will be distributed again upon this Plan's approval, following additional resident and stakeholder meetings along with any revisions.

Sample letters to be provided to the households can be found as attachments in this Plan.

As noted above, affected households that choose Option A or B will be eligible to receive moving assistance within East Palo Alto. The relocating tenants will receive the services of a licensed, professional mover to perform the move; the Developer will pay for the actual cost of the move. The payment will be made directly to the mover.

E. REPLACEMENT HOUSING RESOURCES

For the purposes of this Plan, the Developer has made the commitment to maintain sufficient vacancies to accommodate the tenancies that remain in the Euclid Improvement Area.

F. PHASING

To provide the households an orderly transition to replacement housing while minimizing stress and recognizing the health and safety concerns that may arise during implementation of this Plan, implementation phasing will occur per the follow sequence.

Phase One: 2012, 2021, 2025, 2031, 2032 2040, 2042, 2044, 2054 Euclid, OTRM participants

Phase Two: 501 O'Connor and 2033 Manhattan

Phase Three: 2001 Manhattan

Although discouraged, households will be able to request a change in their phase, as long as the desired phase has no more than 25 households in that phase and there is no health and safety concern. The request must be received no later than the deadline to respond to the Tenant Choice and Replacement Housing Notice.

G. PROGRAM ASSURANCES AND STANDARDS

All re-housing services will be provided to ensure that displacement does not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, the California Fair Employment & Housing Act, and the Unruh Act, as well as any otherwise arbitrary, or unlawful discrimination.

H. REMEDIES

Affected tenants may ask for review when there is a complaint regarding any of their rights to relocation and relocation assistance, such as a determination as to eligibility or the failure to provide a comparable replacement housing referral. At any time, every household may contact the City of East Palo Alto for the purpose of asking questions or reviewing their rights under applicable City ordinances. The contact information for Property Management, Autotemp, and the Rent Stabilization Program are as follows:

Property Management:

Woodland Park Apartments
5 Newell Court, East Palo Alto
650-566-2000

nodisplacement@wplcommunities.com

Autotemp:

888-202-9195 and on-site by appointment

info@autotempervices.com

East Palo Alto Rent Stabilization Program:

2415 University Avenue, 2nd Floor
East Palo Alto, CA 94303
650-853-3157

rentprogram@cityofepa.org

The Developer will provide all households the choice to either:

- a.) reserve replacement housing and a right of return,
- b.) move out but retain the right of return, or
- c.) receive relocation payments as defined by the City of East Palo Alto Municipal Code, as specified in this Relocation Plan.

In the unlikely event that a tenant is non-responsive, refuses to make a choice, or otherwise refuses to participate in the relocation activities as specified within this Plan, the Developer would have “just cause for eviction” pursuant to the City of East Palo Alto Municipal Code Section 14.04.16 after the expiration of the notice to terminate the tenancy. Affected tenants who have been evicted for just cause shall have no rights under this Relocation Plan. Relocation records must be documented to reflect the specific circumstances surrounding the tenancy and failure to respond, choose, or relocate.

I. PROJECTED DATES OF IMPLEMENTATION

This Plan will go into effect after its approval by the City of East Palo Alto. The Optional Tenant Requested Move program will be available up until the Phase One Tenant Choice and Replacement Apartment Notices are delivered. The actual date of implementation and mandatory moves will be at the Developer’s discretion.

Affected tenants have received notice of the Euclid Improvement application and will continue to receive updates regarding the application and this Relocation Plan. Affected tenants will receive ample notice before making their tenant choice. They will also receive a minimum of one year notice prior to any termination of tenancy. A household may elect to move sooner, including while the Optional Tenant Requested Move program is available.

(Remainder of page intentionally left blank)

TABLE OF ATTACHMENTS

Attachment 1: Original Relocation Commitments

Attachment 2: Original Communications with Affected Tenants

Attachment 3: Sample Draft Communications with Affected Tenants

- Notice of Relocation Plan Approval
- Notice of Termination of Tenancy
- Tenant Choice and Replacement Apartment Notice
- Reminder Notice: Tenant Choice
- Letter to Tenant Regarding Replacement Apartment Selection
- Final Letter to Tenant Assigning Replacement Apartment
- Replacement Apartment Lease Addendum
- Letter to Rent Stabilization Program Regarding Change in Tenancy (Replacement Apartment)
- Letter Regarding Relocation Payment
- Letter to Rent Stabilization Program Regarding Final Relocation Payment
- Notice of Right of Return
- Right of Return Choice Form
- Reminder Notice: Right of Return Choice
- Right of Return Lease Addendum
- Letter to Rent Stabilization Program Regarding Change in Tenancy (Right of Return)

Attachment 4: Example Flowchart

Attachment 1: Original Relocation Commitments

Draft

Euclid Improvements – Relocation Commitments

Woodland Park's Promises to You

August 26, 2019

Introduction

Woodland Park Communities worked with Improvement Area tenants since late 2018 to create written relocation commitments that come from our conversations with tenants, the City's Westside Area Plan, and other local laws. A detailed Relocation Plan will go to City Council for approval along with the proposal for the Euclid Improvements later in the process. These Relocation Commitments will be the foundation of that plan; they are our promises and guarantees to you. They reinforce our commitment to **No Displacement**.

Eligibility

Woodland Park makes these relocation commitments to you, the tenants within the Euclid Improvement Area, who were tenants as of December 2018 and who continue their Woodland Park tenancy without interruption. All of the commitments apply on a "per apartment" basis.

General Commitments

- 1.) **Rent level:** You will pay the same rent you otherwise would if nothing happened – there will be no rent increases (except as normally determined by the Rent Board). Each tenant will get an apartment with the same number of bedrooms. Each tenant's original security deposit amount will remain the same and be transferred to the new apartment. Everyone currently pays for utilities and will continue to pay for utilities. In the event that a tenant's utility bill increased substantially due to a change in utility metering, Woodland Park would work with the tenant to reduce the tenant's overall monthly costs to a similar level they would have been if nothing happened.
- 2.) **Moving:** Woodland Park will pay for and arrange your moves between Woodland Park apartments. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings. We will provide dumpsters in which to discard any furniture or other belongings that you no longer need. You will need to transfer any utilities that are in your name and change your address as necessary.
- 3.) **Communications:** We will continue to hold meetings and invite affected tenants. We will continue to communicate information by hand-delivering notifications to each apartment. If possible, we may also communicate with tenants via mail, text message, phone and/or email. You will need to provide us with up-to-date contact information if you wish to receive text messages, phone messages, or emails.
- 4.) **Collaboration:** We will continue to work with affected tenants and community stakeholders to make the relocation process as smooth and convenient as possible, and to achieve our goal of no displacement. We will seek input and approval from City Council about our relocation plans.

Replacement Apartment Commitments. These commitments apply when you are moving out of the apartment in the Euclid Improvement Area to an existing, move-in condition Woodland Park apartment.

- 5.) **Timing.** You will have the choice of an tenant-requested move or a move after project approval. We expect that the two processes will be the same, except that if you complete an tenant-requested move prior to March 31, 2020, we will waive any past-due charges other than rent that are on your ledger as of May 1, 2019.

- a. Tenant-requested moves. Tenant-requested moves are optional and are open to any affected tenant who is interested in moving in the near future. We will provide you with a notice at least 30 days before the optional tenant-requested move process begins.
- b. Moves after project approval. Moves after project approval will occur as soon as the City of East Palo Alto approves the Euclid Improvements, which is anticipated to occur in 2020.

You will decide if you prefer an tenant-requested move or a move after project approval – there is no limit or requirement for a specific number of tenant-requested moves or moves after project approval that we want to achieve or can accommodate.

6.) Replacement apartments: You will receive a replacement apartment with the same number of bedrooms. The replacement apartments will be in move-in condition. Replacement apartments will be offered on a first-come, first-served basis throughout the Woodland Park neighborhood. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the replacement apartment as you currently have under your existing lease.

7.) Replacement apartment selection steps:

- a. Step 1: Notice. The Management Office delivers a “Replacement Apartment Notice” including a preference letter that you will complete and map of the Woodland Park neighborhood. This is expected to occur in the fall of 2019.
- b. Step 2: Submission and Processing. You submit the completed preference letter to the Management Office, signed by all tenants on the lease, following the instructions on the Notice. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Preference letters are processed in the order in which they are received.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you will be offered two replacement apartment options. Management will attempt to provide two replacement options in the area of your choice, if available.
- d. Step 4: Selection. You have four days after the tour to select the replacement apartment by signing a new lease. If you do not select an apartment by signing a lease, you will be automatically assigned to a replacement apartment at Management’s discretion.
- e. Step 5: Moving. You and Management schedule the move date into the replacement apartment. You are prepared for and move on the scheduled date with the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

Right of Return Commitments. These commitments apply when you are exercising your right of return to the Euclid Improvement Area. You are not required to exercise your right of return; you can permanently stay in your replacement apartment. We anticipate that all of the affected tenants will be eligible for a right of return.

8.) Right of return requirements: Tenants in the Euclid Improvement Area as of December 2018 who have continued their tenancy in a replacement apartment without interruption have a right of return into the Euclid Improvement Area after the Euclid Improvements are constructed. We anticipate that the Euclid Improvements will be complete in 2023. In order to exercise the right of return, you must:

- a. Good standing. Live in the Woodland Park replacement apartment and have fulfilled all of your obligations during the replacement apartment selection and moving process. This includes being in good standing, with no back rent owed, no past-due balances owed, and no open lease violations. It also includes covering any damages (beyond normal wear and tear) to your replacement apartment and replenishing your security deposit to its original amount. We will work with tenants who are not in good standing and provide opportunities to fix issues or correct errors. Our goal is for 100% of our tenants to be in good standing.
- b. Communication. Complete the letter of interest and submit it to the Management Office, following the instructions in the letter. You must select one of the right of return apartments that is offered to you by signing a new lease.
- c. Moving. Move on the scheduled move day with the services of a licensed mover at no cost to you.

We commit to work with tenants who have not met one or more of these requirements and to give such tenants an opportunity to fix the problem(s) so they can meet the requirements and exercise their right of return.

9.) Right of return apartments: Each tenant with a right of return will be offered a newly-constructed apartment with the same number of bedrooms. The new apartments will be in brand-new condition and they will be offered on a first-come, first-served basis within the Euclid Improvement Area. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the right of return apartment as you currently have under your existing lease.

10.) Right of return apartment choice steps:

- a. Step 1: Notice. The Management Office delivers a “Right of Return Notice,” which includes a form letter of interest.
- b. Step 2: Submission and Processing. You submit a completed letter of interest to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Letters of interest are processed in the order in which they are received. The deadline will be listed in the Right of Return Notice. We expect that the deadline will be several months after you receive the Right of Return Notice and will be about 30 days after the estimated date on which the City of East Palo Alto determines that the new buildings are finished.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you are offered two right of return apartment options.
- d. Step 4: Selection. You have four days after the tour to select the right of return apartment. You select the right of return apartment by signing a new lease. You and Management schedule the move date into the right of return apartment.
- e. Step 5: Moving. You are prepared for and move on the scheduled date with the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

In witness whereof, Woodland Park Communities makes the foregoing Relocation Commitments on this 10th day of October, 2019.


Michael Kramer
Woodland Park Communities

CALIFORNIA NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Mateo

On October 10, before me, Marina Padilla de Alba (name of notary), personally appeared Michael Kramer, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of the Notary 



(Seal)

Mejoras de Euclid - Compromisos de Reubicación

Las promesas de Woodland Park para usted

26 de agosto del 2019

Introducción

Woodland Park Communities trabajó con inquilinos en el Área de Mejoras desde finales del 2018 para crear compromisos de reubicación por escrito que surgen de nuestras conversaciones con los inquilinos, el Plan del Área del Westside (Westside Area Plan) de la Ciudad y otras leyes locales. Un Plan de Reubicación detallado se enviará al Concejo Municipal para su aprobación junto con la propuesta para las Mejoras de Euclid más adelante en el proceso. Estos Compromisos de Reubicación serán la base de ese plan; son nuestras promesas y garantías para usted. Refuerzan nuestro compromiso de **No Desplazamiento**.

Elegibilidad

Woodland Park asume estos compromisos de reubicación con ustedes, los inquilinos dentro del Área de Mejoras de Euclid, que fueron inquilinos a partir de diciembre del 2018 y que continúan su permanencia en Woodland Park sin interrupción. Todos los compromisos se aplican en una base "por departamento".

Compromisos Generales

- 1.) **Nivel de alquiler:** Tú pagarás el mismo alquiler como si no sucediera nada, no habrá aumentos de alquiler (excepto como lo ordene normalmente la Junta de Alquileres [también conocida como: Junta de Rentas]). Cada inquilino obtendrá un departamento con el mismo número de dormitorios. El monto del depósito de seguridad original de cada inquilino seguirá siendo el mismo y se transferirá al nuevo departamento. Actualmente, todos pagan por los servicios públicos y continuarán pagando los servicios públicos. En el caso de que la factura de servicios públicos de un inquilino aumentara sustancialmente debido a un cambio en la medición de servicios públicos, Woodland Park trabajaría con el inquilino para reducir los costos mensuales generales del inquilino al mismo nivel en que habrían estado si no hubiera pasado nada.
- 2.) **Mudanzas:** Woodland Park pagará y organizará sus mudanzas entre los departamentos de Woodland Park. Los servicios de una empresa de mudanzas con licencia se brindarán sin costo alguno para ti. La empresa de mudanzas estará asegurada y utilizará sus propias cajas para empacar y mover todas tus pertenencias. Proporcionaremos contenedores para desechar cualquier mueble u otras pertenencias que ya no necesites. Deberás transferir todos los servicios públicos que estén a tu nombre y cambiar tu dirección según sea necesario.
- 3.) **Comunicaciones:** Continuaremos teniendo reuniones e invitaremos a los inquilinos afectados. Continuaremos comunicando información entregando notificaciones directamente a cada departamento. Si es posible, también podemos comunicarnos con los inquilinos por correo, mensaje de texto, teléfono y/o correo electrónico. Deberás proporcionarnos información de contacto actualizada si deseas recibir mensajes de texto, mensajes telefónicos o correos electrónicos.
- 4.) **Colaboración:** Continuaremos trabajando con los inquilinos afectados y las partes interesadas de la comunidad para que el proceso de reubicación sea lo más sencillo y conveniente posible, y para lograr nuestro objetivo de no desplazamiento. Solicitaremos aportes y aprobación del Concejo de la Ciudad sobre nuestros planes de reubicación.

Compromisos de Departamento de Reemplazo. Estos compromisos se aplican cuando te mudas del departamento en el Área de Mejoras de Euclid a un departamento existente en Woodland Park.

- 5.) **Programación.** Tendrás la opción de una mudanza a solicitud del inquilino o a mudarte después de la aprobación del proyecto. Esperamos que los dos procesos sean los mismos, excepto que, si completas una mudanza a solicitud del inquilino antes del 31 de marzo del 2020, no cobraremos ningún cargo vencido que no sea el alquiler que se encuentra en el registro de contabilidad a partir del 1 de mayo del 2019.

- a. Mudanzas a solicitud del inquilino. Las mudanzas a solicitud del inquilino son opcionales y están abiertas a cualquier inquilino afectado que esté interesado en mudarse en el futuro cercano. Te enviaremos un aviso al menos 30 días antes de que comience el proceso opcional de mudanza a solicitud del inquilino.
- b. Mudanzas después de la aprobación del proyecto. Las mudanzas después de la aprobación del proyecto ocurrirán tan pronto como la Ciudad de East Palo Alto apruebe las Mejoras de Euclid, que se prevé que ocurra en el 2020.

Tú decidirás si prefieres una mudanza a solicitud del inquilino o una mudanza después de la aprobación del proyecto: no hay límite o requisito para un número específico de mudanzas a solicitud del inquilino o después de la aprobación del proyecto que queremos lograr o que podamos acomodar.

6.) Departamentos de reemplazo: Recibirás un departamento de reemplazo con el mismo número de dormitorios. Los departamentos de reemplazo estarán listos para recibir una mudanza. Los departamentos de reemplazo se ofrecerán por orden de llegada en todo el vecindario de Woodland Park. Aunque podemos garantizar un departamento con el mismo número de dormitorios, no podemos garantizar la disponibilidad de algún departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

7.) Pasos de selección de departamentos de reemplazo:

- a. Paso 1: Aviso. La Oficina de Administración entrega personalmente un "Aviso de Departamento de Reemplazo" que incluye una carta de preferencia que completarás y un mapa del vecindario de Woodland Park. Se espera que esto ocurra en el otoño del 2019.
- b. Paso 2: Envío y procesamiento. Tú envías la carta de preferencia completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento, siguiendo las instrucciones en el Aviso. Una vez completada, la Oficina de Administración te proporcionará una copia que indique la fecha y la hora de la carta enviada. Las cartas de preferencia se procesan en el orden en que se reciben.
- c. Paso 3: Visita a los departamentos. Tú y la Administración programan una fecha de visita a los departamentos en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana. En la fecha de la visita, se te ofrecerán dos opciones de departamentos de reemplazo. La Administración intentará proporcionar dos opciones de reemplazo en el área de tu elección, si están disponibles.
- d. Paso 4: Selección. Tienes dos días después del recorrido para seleccionar el departamento de reemplazo firmando un nuevo contrato de arrendamiento. Si no seleccionas un departamento al firmar un contrato de arrendamiento, se te asignará automáticamente a un departamento de reemplazo a discreción de la Administración.
- e. Paso 5: Mudanza. Tú y la Administración programan la fecha de mudanza al departamento de reemplazo. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti. La mayoría de las mudanzas no tomarán más de un día.

Compromisos de Derecho de Retorno. Estos compromisos se aplican cuando estás ejerciendo tu derecho de retorno al Área de Mejoras de Euclid. No estás obligado a ejercer tu derecho de retorno; tú puedes quedarte permanentemente en tu departamento de reemplazo. Anticipamos que todos los inquilinos afectados serán elegibles para un derecho de retorno.

8.) Requisitos de derecho de retorno: Los inquilinos en el área de Mejoras de Euclid que han continuado su tenencia en un departamento de reemplazo sin interrupción a partir de diciembre del 2018 tienen derecho a regresar a la zona de Mejoras de Euclid una vez que se hayan construido las Mejoras de Euclid. Anticipamos que las Mejoras de Euclid se completarán en el 2023. Para ejercer el derecho de retorno, tú debes:

- a. Estar en buena posición. Vivir en el departamento de reemplazo de Woodland Park y haber cumplido con todas tus obligaciones durante la selección del departamento de reemplazo y el proceso de mudanza. Esto incluye estar en buena posición, estar al día en tus pagos de renta, sin saldos vencidos adeudados y sin violaciones pendientes del arrendamiento. También incluye cubrir cualquier daño (más allá del desgaste normal) de tu departamento de reemplazo y reponer tu depósito de seguridad a su monto original. Trabajaremos con inquilinos que no están en buena posición (al día en sus pagos) y brindaremos oportunidades para solucionar problemas o corregir errores. Nuestro objetivo es que el 100% de nuestros inquilinos estén en buena posición (al día en sus pagos).
- b. Comunicación. Completa la carta de interés y envíala a la Oficina de Administración, siguiendo las instrucciones de la carta. Debes seleccionar uno de los departamentos con derecho de retorno que se te ofrecen al firmar un nuevo contrato de arrendamiento.
- c. Mudanza. Mudarte en el día programado de mudanzas con los servicios de una empresa de mudanzas con licencia sin costo para ti.

Nos comprometemos a trabajar con los inquilinos que no hayan cumplido uno o más de estos requisitos y a darles la oportunidad de solucionar los problemas para que puedan cumplir con los requisitos y ejercer su derecho de retorno.

9.) Departamentos con derecho de retorno: A cada inquilino con derecho de retorno se le ofrecerá un departamento recién construido, con el mismo número de dormitorios. Los departamentos estarán en condición nueva y se ofrecerán por orden de llegada en el área de Mejoras de Euclid. Aunque podemos garantizar un departamento con el mismo número de dormitorios, no podemos garantizar la disponibilidad de un departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

10.) Pasos para el proceso de elección de departamento con derecho de retorno:

- a. Paso 1: Aviso. La Oficina de Administración entrega personalmente un "Aviso de derecho de retorno", que incluye un formulario de carta de interés.
- b. Paso 2: Envío y procesamiento. Tú envías una carta de interés completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento. Una vez completada, la Oficina de Administración te proporcionará una copia que indique la fecha y la hora de la carta enviada. Las cartas de interés se procesan en el orden en que se reciben. El plazo se indicará en el Aviso de derecho de retorno. Esperamos que la fecha límite sea varios meses después de que recibas el Aviso de Derecho de Retorno y será aproximadamente 30 días después de la fecha estimada en que la Ciudad de East Palo Alto determine que los nuevos edificios están terminados.
- c. Paso 3: Visita a los departamentos. Tú y la Administración programan una fecha de visita a los departamentos en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana. En la fecha de la visita, se te ofrecerán dos opciones de departamentos con derecho de retorno.
- d. Paso 4: Selección. Tienes dos días después del recorrido para seleccionar el departamento con derecho de retorno. Seleccionas el departamento con derecho de retorno firmando un nuevo contrato de arrendamiento. Tú y la Administración programan la fecha de mudanza al departamento con derecho de retorno.
- e. Paso 5: Mudarse. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti. La mayoría de las mudanzas no tomarán más de un día.

In witness whereof, Woodland Park Communities makes the foregoing Relocation Commitments on this 10th day of October, 2019.


Michael Kramer
Woodland Park Communities

CALIFORNIA NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

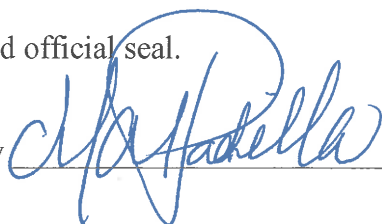
County of San Mateo

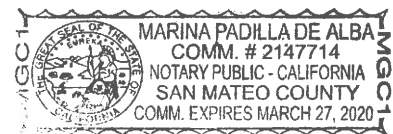
On October 10, before me, Marina Padilla de Alba (name of notary), personally appeared Michael Kramer, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of the Notary





(Seal)

Attachment 2: Original Communications with Affected Tenants

Draft

Woodland Park

— COMMUNITIES —

Dear Tenants:

This letter is to announce a new effort that Woodland Park Communities will be carrying out over the next several years to improve the property. Since our efforts will directly involve certain tenants, we wanted to reach out to you directly.

We have taken a closer look at our buildings, many of which are between 50-100 years old, and determined that some buildings will need to be replaced. The Euclid Improvements project will replace several buildings with brand new, modern buildings that will replace all rent stabilized apartments, add new apartments, provide better parking, and add community spaces and amenities. The proposed project covers only a small portion of the Woodland Park neighborhood (less than 10% of all apartments) and will involve the following addresses:

2021 Euclid Ave.	2043 Euclid Ave.	2040 Euclid Ave.	501 O'Connor St.
2025 Euclid Ave.	2012 Euclid Ave.	2042 Euclid Ave.	2001 Manhattan Ave.
2031 Euclid Ave.	2032 Euclid Ave.	2044 Euclid Ave.	2033 Manhattan Ave.
2041 Euclid Ave.	2036 Euclid Ave.	2054 Euclid Ave.	

First and most importantly, we want to make clear that we are **committed to no displacement**. Every tenant will always be able to stay at Woodland Park. We will provide tenants with relocation in a Woodland Park apartment in the neighborhood a similar size with the same number of bedrooms. When the project is built, tenants will have the “right of return” to move into a new rent-controlled apartment at the same rent-controlled rent (including only City mandated rent adjustments).

The plan for the Euclid Improvements and the accompanying relocation will take several years to finalize. **No changes will be required until then**. In other words, until construction begins (estimated in 2021), tenants can continue to live in their apartments if they choose.

We are **committed to a community-informed process**. Decisions about the future design of the neighborhood and the specifics of a Relocation Plan will involve frequent and diverse opportunities for input and participation. It will be an ongoing conversation; your contributions to it will be deeply valued.

We will soon share this news with the wider Woodland Park and East Palo Alto communities, but we want to meet with you first. Next week we will host two meetings, one for Improvement Area residents on December 17th and one for the broader Woodland Park resident community on December 18th. Please join us at either or both meetings to learn more and to share your initial questions and thoughts:

Monday, December 17 at 6:30 pm-Special Meeting
Willow Oaks School
620 Willow Rd, Menlo Park, 94025

Tuesday, December 18 at 6:30 pm-All Residents
Willow Oaks School
620 Willow Rd, Menlo Park, 94025

The idea of change can bring a mix of emotions, from excitement to anxiety. We want to work with you and other residents to improve the quality of life for residents. We look forward to hearing more from you, answering questions, and addressing your concerns.

If you cannot attend either of these initial meeting and want to share your ideas or learn more, please contact **Teresa Morales** at tmorales@wplcommunities.com or 650-690-6199.

Sincerely,
Mike Kramer
Woodland Park Communities

Estimados/as Residentes:

Esta carta es para anunciarles un nuevo esfuerzo que Woodland Park Communities llevará a cabo durante los próximos años para hacer mejoras a la propiedad. Debido a que estos esfuerzos involucran a algunos inquilinos, queremos dirigirnos a usted directamente.

Hemos estado evaluando nuestros edificios e instalaciones, muchos de los cuales tienen entre 50 y 100 años de antigüedad, y hemos llegado a la conclusión de que algunos edificios necesitarán ser reemplazados. El proyecto "Euclid Improvements" (Mejoramiento Euclid) reemplazará varios de los edificios existentes con edificios nuevos y modernos que reemplazarán todos los apartamentos estabilizados de alquiler, añadirá nuevos apartamentos, proporcionará un mejor estacionamiento y agregará espacios y servicios comunitarios. El proyecto propuesto afecta sólo una pequeña porción del vecindario de Woodland Park (menos del 10% de todos los apartamentos) e involucra a las siguientes direcciones:

2021 Euclid Ave.	2043 Euclid Ave.	2040 Euclid Ave.	501 O'Connor St.
2025 Euclid Ave.	2012 Euclid Ave.	2042 Euclid Ave.	2001 Manhattan Ave.
2031 Euclid Ave.	2032 Euclid Ave.	2044 Euclid Ave.	2033 Manhattan Ave.
2041 Euclid Ave.	2036 Euclid Ave.	2054 Euclid Ave.	

Primero, y lo más importante, es que queremos dejar claro que tenemos un **compromiso con el no desplazamiento**. Todos los inquilinos siempre podrán seguir siendo inquilinos de Woodland Park. Reubicaremos a los inquilinos en un apartamento de Woodland Park en el vecindario de similar tamaño con el mismo número de recámaras. Cuando se haya terminado el proyecto, los inquilinos tendrán el "derecho de regreso" de mudarse a un nuevo apartamento de alquiler controlado con el mismo alquiler controlado (incluyendo sólo los ajustes de alquiler exigidos por la Ciudad).

El plan "Euclid Improvements" y la necesaria reubicación que va a resultar por ello tardará varios años en completarse. **No habrá cambios hasta entonces**. En otras palabras, hasta que comience la construcción (estimada para 2021), los inquilinos pueden continuar viviendo en sus apartamentos si así lo desean.

Estamos **comprometidos con un proceso en que se mantendrá informada a la comunidad**. Las decisiones sobre el futuro diseño del vecindario y los detalles específicos de un Plan de Reubicación significan que habrá oportunidades frecuentes y diversas para aportar ideas y participar. Será una conversación continua y sus contribuciones a este proceso serán muy valiosas.

Pronto compartiremos estas noticias con las comunidades de Woodland Park y East Palo Alto en general, pero queremos reunirnos con ustedes primero. La próxima semana tendremos dos reuniones, una es para los residentes del área de mejoras, y será el 17 de diciembre, y otra para la comunidad de Woodland Park en general, el 18 de diciembre. Por favor, venga a una o ambas reuniones para aprender más y compartir sus preguntas e ideas:

Lunes, 17 de diciembre a 6:30 pm-Reunión Especial
Willow Oaks School
620 Willow Rd, Menlo Park, 94025

Martes, 18 de diciembre a 6:30 pm-Para todos
Willow Oaks School
620 Willow Rd, Menlo Park, 94025

La idea de cambio puede traer una mezcla de emociones, ya sean de alegría o ansiedad. Queremos trabajar con usted y otros residentes para mejorar la calidad de vida de todos los residentes. Esperamos escuchar más de usted, responder a sus preguntas y atender a sus inquietudes.

Si no puede asistir a ninguna de estas reuniones iniciales y desea compartir sus ideas y obtener más información, póngase en contacto con **Teresa Morales** a: tmorales@wplcommunities.com o llame al 650-690-6199.

Atentamente,
Mike Kramer
Woodland Park Communities

Come Participate!

Two meetings will be held.
Please join us for either, or both.

Euclid Improvement Project Area Residents

Euclid Meeting #1

Free! Free Dinner

When? Monday, December 17th

Introduction of the Euclid
Improvements Project

From 6:30 - 8:30pm

Discussion

Where? Willow Oaks School

620 Willow Road

Next Steps

Menlo Park, CA 94025

Woodland Park Residents

Community Meeting #3

Free! Free Dinner

When? Tuesday, December 18th

Takeaways from Community Meeting #2

From 6:30 - 8:30pm

Introduction of the Euclid
Improvements Project

Where? Willow Oaks School

Discussion

620 Willow Road

Next Steps

Menlo Park, CA 94025

From Woodland Park, walk down Euclid Avenue, turn left on E. O'Keefe and continue to Willow Road.

The school is at the corner of E. O'Keefe and Willow. Easy walk!

Questions? Contact **Teresa Morales** at tmorales@wplcommunities.com or 650-690-6199

¡Venga y Participe!

Dos reuniones planeadas. Favor de asistir a una o las dos.

Residentes del Area de Euclid Mejoramiento

Reunión Euclid #1

¡Gratis! Cena Gratis

Introducción del Proyecto de
Mejoramiento Euclid

Conversación

Pasos a Seguir

¿Cuándo? Lunes, 17 de Diciembre

De 6:30 - 8:30pm

¿Dónde? Willow Oaks School

620 Willow Road

Menlo Park, CA 94025

Residentes de Woodland Park

Reunión Comunitaria #3

¡Gratis! Cena Gratis

Puntos de la Reunión Comunitaria
Anterior #2

Introducción del Proyecto de
Mejoramiento Euclid

Conversación

Pasos a Seguir

¿Cuándo? Martes, 18 de Diciembre

De 6:30 - 8:30pm

¿Dónde? Willow Oaks School

620 Willow Road

Menlo Park, CA 94025

La escuela está en la esquina de E. O'Keefe y Willow Road. De Woodland Park, diríjase a Euclid Avenue, volteé a izquierda en E. O'Keefe y continúe hasta Willow Road. ¡Corta caminata!

¿Preguntas? Contáctese a **Teresa Morales** a tmorales@wplcommunities.com o 650-690-6199

Mark Your Calendar

Su	M	T	W	Th	F	Sa
February 17	February 18	February 19	February 20	February 21	February 22	February 23 Euclid Improvements Info. Booth
February 24	February 25 Area Tenants' Meeting	February 26	February 27	February 28	March 1	March 2
March 3	March 4	March 5	March 6	March 7 EPA Community Meeting	March 8	March 9

Improvement Area Tenants' Meeting #2

Who? Euclid Improvement Area Tenants

When? Monday, February 25th
From 6:30 - 8:30pm

What? Free Dinner
Learn more about the Euclid Improvements
Hear Answers to Frequently Asked Questions
Help Create Relocation Commitments

Where? Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Find out the Next Steps of the Community Design Process

East Palo Alto Community Meeting #2

Who? The East Palo Alto Community

When? Thursday, March 7th
From 6:30 - 8:30pm

What? Free Dinner
Learn more about the Euclid Improvements
Meet the Designers
Begin the Community Design Process

Where? Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Euclid Improvements Information Booth

Join Mike and Teresa at a Euclid Improvements Information Booth to answer any of your outstanding questions and review project details. The booth will be set up in front of the Business Office at 2043 Euclid Avenue on February 23rd from 1:00pm to 3:00pm.

D	L	M	M	J	V	S
Febrero 17	Febrero 18	Febrero 19	Febrero 20	Febrero 21	Febrero 22	Febrero 23
						Caseta de Información de las Mejoras de Euclid
Febrero 24	Febrero 25	Febrero 26	Febrero 27	Febrero 28	Marzo 1	Marzo 2
	Reunión de Inquilinos del Área					
Marzo 3	Marzo 4	Marzo 5	Marzo 6	Marzo 7	Marzo 8	Marzo 9
				Reunión Comunitaria de EPA		

Reunión de Inquilinos del Área de Mejoras #2

¿Quién?

Inquilinos del Área de Mejoras Euclid

¿Cuándo?

Lunes, 25 de Febrero
6:30-8:30pm

¿Qué?

Cena Gratis

¿Dónde?

Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Infórmese acerca de Las Mejoras de Euclid

Escuche respuestas a preguntas frecuentes

Ayude a crear los planes de re-ubicación

Infórmese de los próximos pasos en el proceso de diseño comunitario

Reunión Comunitaria de East Palo Alto #2

¿Quién?

Comunidad de East Palo Alto

¿Cuándo?

Jueves, 7 de Marzo
6:30-8:30pm

¿Qué?

Cena Gratis

¿Dónde?

Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Infórmese acerca de las Mejoras de Euclid

Conozca a los diseñadores

Comience el proceso de diseño comunitario

Caseta de Información de las Mejoras de Euclid

Venga y hable con Mike y Teresa en la Caseta de Información de Mejoras de Euclid para respuestas a sus preguntas y revise los detalles del proyecto. La Caseta estará localizada en La Oficina de Negocios en el 2043 Euclid Avenue el 23 de febrero de la 1 a las 3 de la tarde.

Woodland Park COMMUNITIES

SAND HILL PROPERTY COMPANY
5 Newell Court | East Palo Alto, California 94303
www.woodlandparkcommunities.com

Dear Improvement Area Tenants,

We recently met with Improvement Area tenants to gather feedback on the Draft Relocation Commitments. For anyone who was unable to attend the meeting, we are following up by mail with the enclosed information:

- Draft Relocation Commitments
- Draft Relocation Commitments Comment Sheet
- Euclid Improvements Project Handout
- Frequently Asked Questions & Answers
- Question Card

What are Relocation Commitments? Woodland Park is working with Improvement Area tenants to create written relocation commitments that come from our conversations with you, the City's Westside Area Plan, and other local laws. A detailed Relocation Plan will go to City Council for approval along with the design of the Euclid Improvements much later in the process. The Relocation Commitments will be the foundation of that plan; they are our written commitments and guarantees to you. They reinforce our commitment to **No Displacement**.

This packet contains our Draft Relocation Commitments for your review and feedback. The Draft Relocation Commitments are subject to change based on your input. These commitments apply to tenants in the Euclid Improvement Area that will be directly affected by the proposed project. The affected addresses are:

2021 Euclid Ave.	2043 Euclid Ave.	2040 Euclid Ave.	501 O'Connor St.
2025 Euclid Ave.	2012 Euclid Ave.	2042 Euclid Ave.	2001 Manhattan Ave.
2031 Euclid Ave.	2032 Euclid Ave.	2044 Euclid Ave.	2033 Manhattan Ave.
2041 Euclid Ave.	2036 Euclid Ave.	2054 Euclid Ave.	

How Can I Provide Feedback? We want your feedback! Please follow the steps below by **June 15th** so we can consider your input for the final Relocation Commitments. Once we have all feedback, we will host another Improvement Area tenant meeting about the final Relocation Commitments. We will also mail them.

- ✓ **Step 1:** Review this packet, particularly the FAQs and Draft Relocation Commitments
- ✓ **Step 2:** Fill out the Draft Relocation Commitments Comment Sheet
- ✓ **Step 3:** Make a list of questions you have and write them on the Question Card
- ✓ **Step 4:** Submit your Question Card and Comment Sheet to Teresa Morales at Teresa's office at 2041 Euclid Ave. You can also contact Teresa with your questions and comments at tmorales@wlpcommunities.com or 650-690-6199.

Sincerely,



Mike Kramer
Woodland Park Communities

Euclid Improvements – Draft Relocation Commitments

May 10, 2019

Eligibility

Woodland Park makes these relocation commitments to you, the tenants within the Euclid Improvement Area, who were tenants as of December 2018 and who continue their Woodland Park tenancy without interruption. All of the commitments apply on a “per apartment” basis.

General Commitments

- 1.) **Rent level:** You will pay the same rent you otherwise would if nothing happened – there will be no rent increases (except as normally mandated by the Rent Board). Each tenant will get an apartment with the same number of bedrooms. Each tenant’s original security deposit amount will remain the same and be transferred to the new apartment. Everyone currently pays for utilities and will continue to pay for utilities. In the event that a tenant’s utility bill increased substantially due to a change in utility metering, Woodland Park would work with the tenant to reduce the tenant’s overall monthly costs to the same level they would have been if nothing happened.
- 2.) **Moving:** Woodland Park will pay for and arrange your moves between Woodland Park apartments. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings. We will provide dumpsters in which to discard any furniture or other belongings that you no longer need. You will need to transfer any utilities that are in your name and change your address as necessary.
- 3.) **Communications:** We will continue to hold meetings and invite affected tenants. We will continue to communicate information by hand-delivering notifications to each apartment. If possible, we may also communicate with tenants via mail, text message, phone and/or email. You will need to provide us with up-to-date contact information if you wish to receive text messages, phone messages, or emails.

Replacement Apartment Commitments. These commitments apply when you are moving out of the apartment in the Euclid Improvement Area to a new Woodland Park apartment.

- 4.) **Timing.** You will have the choice of an early move or a late move. We expect that the two processes will be the same, except that if you complete an early move prior to December 31, 2019, we will waive any past-due charges other than rent that are on your ledger as of May 1, 2019.
 - a. **Early moves.** Early moves will begin in fall 2019.
 - b. **Late moves.** Late moves will occur as soon as the City of East Palo Alto approves the Euclid Improvements, which is anticipated to occur in 2020.
- 5.) **Replacement apartments:** You will receive a replacement apartment with the same number of bedrooms. The replacement apartments will be in move-in condition. Replacement apartments will be offered on a first-come, first-served basis throughout the Woodland Park neighborhood. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the replacement apartment as you currently have under your existing lease.

6.) Replacement apartment selection process:

- a. The Management Office hand-delivers a “Replacement Apartment Notice” including a preference letter that you will complete and map of the Woodland Park neighborhood.
- b. You submit the completed preference letter to the Management Office, signed by all tenants on the lease, by the deadline specified in the Notice.
- c. The Management Office provides you with a time and date stamped copy of the submitted letter.
- d. Preference letters are processed in the order in which they are received.
- e. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day.
- f. On the tour date, you will be offered two replacement apartment options, one of which will be the recommended apartment. Management will attempt to provide two replacement options in the area of your choice, if available.
- g. You have two days after the tour to select the replacement apartment by signing a new lease. If you do not select an apartment, you will be automatically assigned to the recommended apartment.
- h. You and Management schedule the move date into the replacement apartment.
- i. You are prepared for and move on the scheduled date with the services of a licensed mover at no cost to you.

Right of Return Commitments. These commitments apply when you are exercising your right of return to the Euclid Improvement Area. You are not required to exercise your right of return; you can permanently stay in your replacement apartment.

7.) Right of return requirements: Tenants in the Euclid Improvement Area as of December 2018 who have continued their tenancy in a replacement apartment without interruption have a right of return into the Euclid Improvement Area after the Euclid Improvements are constructed. We anticipate that the Euclid Improvements will be complete in 2023. In order to exercise the right of return, you must:

- a. Live in the Woodland Park replacement apartment and have fulfilled all of your obligations during the replacement apartment selection and moving process;
- b. Be in good standing, with no back rent owed, no past-due balances owed, and no open lease violations;
- c. Cover any damages (beyond normal wear and tear) to your replacement apartment and replenish your security deposit;
- d. Complete the hand-delivered letter of interest and submit it to the Management Office by the deadline specified in the notice. Letters will be processed in the order in which they are received;
- e. Select one of the offered right of return apartments;

- f. Sign a new lease; and
- g. Move on the scheduled move day with the services of a licensed mover at no cost to you.

8.) Right of return apartments: Each tenant with a right of return will be offered an apartment with the same number of bedrooms. The apartments will be in move-in condition and they will be offered on a first-come, first-served basis within the Euclid Improvement Area. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the right of return apartment as you currently have under your existing lease.

9.) Right of return apartment choice process:

- a. The Management Office hand-delivers a "Right of Return Notice," which includes a form letter of interest.
- b. You submit a completed letter of interest to the Management Office, signed by all tenants on the lease.
- c. The Management Office provides you with a time and date stamped copy of the submitted letter.
- d. Letters of interest are processed in the order in which they are received.
- e. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day.
- f. On the tour date, you are offered two right of return apartment options.
- g. You have two days after the tour to select the right of return apartment. You select the right of return apartment by signing a new lease.
- h. You and Management schedule the move date into the right of return apartment.
- i. You are prepared for and move on the scheduled date with the services of a licensed mover at no cost to you.
- j. If you do not submit a completed letter of interest to the management office by the deadline, which is expected to be 30 days from the date that a Certificate of Occupancy has been issued for the Euclid Improvements, your right of return will no longer be valid.

Draft Relocation Commitments Comment Sheet

We want your feedback on the Draft Relocation Commitments. **Please answer the following questions by June 15th** so we can incorporate your input into the final Relocation Commitments. We will follow up later this Summer with another Improvement Area tenant meeting and mailing to review the final Relocation Commitments.

Once you have filled out the Draft Relocation Commitments Comment Sheet, please submit it to Teresa Morales at Teresa's office at 2041 Euclid Ave. You can also contact Teresa with your questions and comments at tmorales@wlpcommunities.com or 650-690-6199.

1. General Reflections:

- How do you feel about the commitments expressed?
- What are things you like about them?
- What are things within the Draft Relocation Commitments that you feel need to be improved?

2. Change of Address Concerns:

- One issue that came in the last meeting was concern around change of address for residents and the challenges that may present, particularly for people waiting for paperwork. Do you think this would be a problem? Why? How can we help?

Woodland Park COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.woodlandparkcommunities.com

Estimados inquilinos del Área de Mejoras:

Hace poco nos reunimos con los inquilinos del Área de Mejoras para obtener opiniones y comentarios sobre la Versión en Borrador de los Compromisos de Reubicación. Para aquellas personas que no pudieron asistir a la reunión, estamos haciendo un seguimiento por correo con la siguiente información:

- Versión en Borrador de los Compromisos de Reubicación
- Borrador de Hoja de Comentarios sobre los Compromisos de Reubicación
- Folleto sobre el Proyecto de Mejoras de Euclid
- Preguntas Frecuentes y Respuestas
- Tarjeta de Preguntas

¿Qué son los Compromisos de Reubicación? Woodland Park está trabajando con los inquilinos del Área de Mejoras para crear compromisos por escrito sobre la reubicación que son el resultado de las conversaciones con ustedes, el Westside Area Plan de la Ciudad, y otras leyes locales. Un Plan de Reubicación detallado será enviado al Concejo de la Ciudad para ser aprobado, además del diseño de las Mejoras de Euclid mucho después en el proceso. Los Compromisos de Reubicación serán la parte fundamental del plan. Son nuestros compromisos por escrito y garantías para ti. Ellos refuerzan nuestro compromiso de que **No habrá Desplazamiento**.

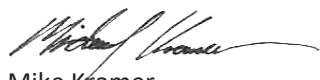
Este paquete contiene nuestra Versión en Borrador de los Compromisos de Reubicación para que la revise y nos des sus comentarios. La Versión en Borrador de los Compromisos de Reubicación está sujeta a cambios basándose en tus opiniones. Estos compromisos aplican a los inquilinos del Área de Mejoras de Euclid que serán afectados directamente por el proyecto propuesto. Las direcciones afectadas son:

2021 Euclid Ave.	2043 Euclid Ave.	2040 Euclid Ave.	501 O'Connor St.
2025 Euclid Ave.	2012 Euclid Ave.	2042 Euclid Ave.	2001 Manhattan Ave.
2031 Euclid Ave.	2032 Euclid Ave.	2044 Euclid Ave.	2033 Manhattan Ave.
2041 Euclid Ave.	2036 Euclid Ave.	2054 Euclid Ave.	

¿Cómo puedo dar mi opinión y comentarios? ¡Queremos tu opinión y comentarios! Por favor, sigue los pasos indicados abajo con fecha límite del **15 de junio** para poder considerar tu opinión y comentarios sobre los Compromisos de Reubicación finales. Una vez que tengamos todas las opiniones y comentarios, tendremos otra reunión de inquilinos que viven en el Área de Mejoras para hablar sobre los Compromisos de Reubicación finales. También los mandaremos por correo.

- ✓ **Paso 1:** Revisa este paquete, especialmente las Preguntas Frecuentes y la Versión en Borrador de los Compromisos de Reubicación
- ✓ **Paso 2:** Llena el Borrador de Hoja de Comentarios sobre los Compromisos de Reubicación
- ✓ **Paso 3:** Haz una lista de preguntas que tienes y escríbelas en las Tarjetas de Preguntas
- ✓ **Paso 4:** Manda tu Tarjetas de Preguntas y Hoja de Comentarios a Teresa Morales en la oficina de Teresa en 2041 Euclid Ave. También puedes contactar a Teresa con tus preguntas y comentarios por email, a: tmorales@wlpcommunities.com o llamándola al 650-690-6199.

Atentamente,



Mike Kramer

Woodland Park Communities

Borrador de Compromisos de Reubicación **Mejoras de Euclid (Euclid Improvements)**

9 de mayo del 2019

Elegibilidad

Woodland Park asume estos compromisos de reubicación con ustedes, los inquilinos dentro del Área de las Mejoras de Euclid (Euclid Improvement Area), que fueron inquilinos a partir de diciembre del 2018 y que continúan su permanencia en Woodland Park sin interrupción. Todos los compromisos se aplican en base a "por departamento".

Compromisos generales

- 1.) **Nivel de alquiler:** Tú pagarás el mismo alquiler que como si no sucediera nada: no habrá aumentos de alquiler (excepto como lo ordene normalmente la Junta de Alquileres). Cada inquilino obtendrá un departamento con el mismo número de habitaciones. El monto del depósito de seguridad original de cada inquilino seguirá siendo el mismo y se transferirá al nuevo departamento. Actualmente, todos pagan por los servicios públicos y continuarán pagando los servicios públicos. En el caso de que la factura de servicios públicos de un inquilino aumentara sustancialmente debido a un cambio en la medición de servicios públicos, Woodland Park trabajaría con el inquilino para reducir los costos mensuales generales del inquilino al mismo nivel en que habría estado si no hubiera pasado nada.
- 2.) **Mudanzas:** Woodland Park pagará y organizará sus mudanzas entre los apartamentos de Woodland Park. Los servicios de una empresa de mudanzas con licencia se brindarán sin costo alguno para ti. La empresa de mudanzas estará asegurada y utilizará sus propias cajas para empacar y mover todas tus pertenencias. Proporcionaremos contenedores para desechar cualquier mueble u otras pertenencias que ya no necesites. Deberás transferir todos los servicios públicos que estén a tu nombre y cambiar tu dirección según sea necesario.
- 3.) **Comunicaciones:** Continuaremos celebrando reuniones e invitaremos a los inquilinos afectados. Continuaremos comunicando información entregando notificaciones personalmente a cada departamento. Si es posible, también podemos comunicarnos con los inquilinos por correo, mensaje de texto, teléfono y/o correo electrónico. Deberás proporcionarnos información de contacto actualizada si deseas recibir mensajes de texto, mensajes telefónicos o correos electrónicos.

Compromisos de departamento de reemplazo. Estos compromisos se aplican cuando te mudas del departamento en el Área de las Mejoras de Euclid a un nuevo departamento en Woodland Park.

- 4.) **Programación.** Tendrás la opción de una mudanza temprana o tardía. Esperamos que los dos procesos sean los mismos, excepto que, si completas una mudanza anticipada antes del 31 de diciembre del 2019, no cobraremos ningún cargo vencido que no sea el alquiler que se encuentra en tu libro de cuentas a partir del 1 de mayo del 2019.
 - a. **Mudanzas tempranas.** Las mudanzas tempranas comenzarán en el otoño del 2019.
 - b. **Mudanzas tardías.** Las mudanzas tardías ocurrirán tan pronto como la Ciudad de East Palo Alto apruebe las Mejoras de Euclid, que se prevé que ocurrirá en el 2020.
- 5.) **Departamentos de reemplazo:** Recibirás un departamento de reemplazo con el mismo número de habitaciones. Los departamentos de reemplazo estarán en condición de aceptar una mudanza listos para ser

ocupados. Los departamentos de reemplazo se ofrecerán por orden de llegada en todo el vecindario de Woodland Park. Aunque podemos garantizar un departamento con el mismo número de habitaciones, no podemos garantizar la disponibilidad de algún departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

6.) Proceso de selección de departamento de reemplazo:

- a. La Oficina de Administración entrega personalmente un "Aviso de departamento de reemplazo" que incluye una carta de preferencia que completarás y un mapa del vecindario de Woodland Park.
- b. Tú envías la carta de preferencia completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento, en el plazo especificado en el Aviso.
- c. La Oficina de Administración te dará una copia de la carta, con un sello que indique la fecha y hora en que fue recibida.
- d. Las cartas de preferencia se procesan en el orden en que se reciben.
- e. Tú y la Administración programan una fecha de visita en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana.
- f. En la fecha de la visita, se te ofrecerán dos opciones de departamentos de reemplazo, uno de las cuales será el departamento recomendado. La Administración intentará proporcionar dos opciones de reemplazo en el área de tu elección, si está disponible.
- g. Tienes dos días después de la visita para seleccionar el departamento de reemplazo firmando un nuevo contrato de arrendamiento. Si no seleccionas un departamento, se te asignará automáticamente al departamento recomendado.
- h. Tú y la Administración programan la fecha de mudanza al departamento de reemplazo.
- i. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti.

Compromisos de Derecho de Retorno. Estos compromisos se aplican cuando estás ejerciendo tu derecho de retorno al Área de las Mejoras de Euclid. No estás obligado a ejercer tu derecho de retorno; tú puedes quedarte permanentemente en tu departamento de reemplazo.

7.) Requisitos de derecho de retorno: Los inquilinos en el Área de las Mejoras de Euclid que han continuado su tenencia en un departamento de reemplazo sin interrupción a partir de diciembre del 2018 tienen derecho a regresar al Área de las Mejoras de Euclid una vez que se hayan construido las Mejoras de Euclid. Anticipamos que las Mejoras de Euclid se completarán en el 2023. Para ejercer el derecho de retorno, tú debes:

- a. Vivir en el departamento de reemplazo de Woodland Park y haber cumplido con todas tus obligaciones durante la selección del departamento de reemplazo y el proceso de mudanza;
- b. Estar en buena posición, sin alquiler atrasado, sin saldos vencidos adeudados y sin violaciones pendientes del arrendamiento;

- c. Cubrir cualquier daño (más allá del desgaste normal) de tu departamento de reemplazo y reponer tu depósito de seguridad;
- d. Completar la carta de interés entregada personalmente y enviarla a la Oficina de Administración dentro del plazo especificado en el aviso. Las cartas serán procesadas en el orden en que se reciben;
- e. Seleccionar uno de los departamentos con derecho de retorno ofrecidos;
- f. Firmar un nuevo contrato de arrendamiento; y
- g. Mudarte en el día programado de mudanzas con los servicios de una empresa de mudanzas con licencia sin costo para ti.

8.) Departamentos con derecho de retorno: A cada inquilino con derecho de retorno se le ofrecerá un departamento con el mismo número de habitaciones. Los departamentos estarán en condición de aceptar una mudanza listos para ser ocupados y se ofrecerán por orden de llegada en el área de Mejoras de Euclid. Aunque podemos garantizar un departamento con el mismo número de habitaciones, no podemos garantizar la disponibilidad de un departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

9.) Proceso de elección de departamento con derecho de retorno:

- a. La Oficina de Administración entrega personalmente un "Aviso de derecho de retorno", que incluye un formulario de carta de interés.
- b. Tú envías una carta de interés completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento.
- c. La Oficina de Administración te dará una copia de la carta, con un sello que indique la fecha y hora en que fue recibida.
- d. Las cartas de interés se procesan en el orden en que se reciben.
- e. Tú y la Administración programan una fecha de visita en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana.
- f. En la fecha de la visita, se te ofrecerán dos opciones de departamentos con derecho de retorno.
- g. Tienes dos días después de la visita para seleccionar el departamento con derecho de retorno. Seleccionas el departamento con derecho de retorno firmando un nuevo contrato de arrendamiento.
- h. Tú y la Administración programan la fecha de mudanza al departamento con derecho de retorno.
- i. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti.
- j. Si no envías una carta de interés completada a la oficina de administración antes de la fecha límite, que se espera sea de 30 días a partir de la fecha en que se haya emitido un Certificado de Ocupación para las Mejoras de Euclid, tu derecho de retorno ya no será válido.

Borrador de Hoja de Comentarios sobre los Compromisos de Reubicación

Queremos tus opiniones con respecto a la Versión en Borrador de los Compromisos de Reubicación. **Por favor, responde a las siguientes preguntas a más tardar para el 15 de junio** para que podamos incorporar tus opiniones en la Versión Final de los Compromisos de Reubicación. Haremos un seguimiento hacia el final del verano con otra reunión para los inquilinos sobre el Área de Mejoras y mandaremos documentos para tu revisión de la Versión Final de los Compromisos de Reubicación.

Una vez que hayas llenado el Borrador de Hoja de Comentarios sobre los Compromisos de Reubicación, por favor, entrégaselo a Teresa Morales en la oficina de Teresa en 2041 Euclid Ave. También puedes contactar a Teresa con tus preguntas y comentarios por email, a: tmorales@wlpcommunities.com o llamándola al 650-690-6199.

1. Reflexiones en general

- ¿Cómo te sientes acerca de los compromisos expresados?
- ¿Qué es lo que te gusta de ellos?
- ¿Cuáles son las cosas dentro de la Versión en Borrador de los Compromisos de Reubicación que sientes que se pueden mejorar?

2. Preocupaciones sobre el cambio de dirección:

- Uno de los temas que se tocó en la reunión anterior fue cierta preocupación en cuanto al cambio de dirección de los residentes y los problemas que esto podría conllevar, especialmente para las personas que están esperando recibir ciertos documentos importantes. ¿Piensas que esto podría ser un problema? ¿Por qué? ¿Cómo podemos ayudarles?

Project Description: Euclid Improvements

WHY?

Our buildings are between 50 –over 100 years old. We have been making incremental improvements such as the community pop-up park, but ultimately, maintenance and small-scale improvements alone won't be enough to keep up the buildings and our shared spaces at the high quality that you all deserve. After spending two-and-half years understanding the property and having initial discussions with tenants about ways to improve the Westside, it has become clear that the time has come to begin making more significant improvements. Our hope is to do so in a way that improves the quality of life for the improvement area tenants, all Woodland Park tenants, and the wider community.

WHAT?

Core Principles

1. No Displacement
2. Community Informed Plan
3. Better Parking and Mobility
4. Safer, Healthier Buildings

Project Summary

With **no displacement**, we are proposing to replace several aging, outdated structures with new mixed-income buildings that will replace all of the rent-stabilized units with new rent-stabilized units, increase the housing supply, and provide better parking and mobility options. This will affect a small portion of our property – less than 10% of Woodland Park Apartments and less than 4% of the Westside.

WHERE?



WHEN?

Community Engagement process	2018 -> Move in
Application submittal	Summer 2019
City approval	2020
Relocation / Construction begins	2021
Project complete / Move in	2023

Note: Additional milestones and dates are listed in the proposed schedule on Page 4



INITIAL PROPOSAL - DECEMBER 2018

(Subject to change with community input)

WHAT?

Core Principles

(Based on Westside Area Plan and Community Input)

No Displacement

All existing tenants will always be able to stay at Woodland Park, and can return to newly constructed replacement units at their same rent-stabilized rents.

Community Informed Plans

We value community input and create opportunities to engage with our tenants and the community. We will continue to seek input and feedback as we create plans for a project application next year.

Better Parking and Mobility

We often hear about tenants' desire for better parking and more options for getting around. Our plans will include better parking and mobility options, as well as improved options for walking, biking, and transit wherever possible.

Safer, Healthier Buildings

The buildings at Woodland Park are between 50 and over 100 years old, and many are at the end of their useful life. They were built inexpensively to old standards, and were not always cared for by previous owners. We will create safer, healthier buildings that meet or exceed modern seismic and other life safety standards.

Project Proposal

We propose to replace all existing rent stabilized units with new rent stabilized units on a one-for-one basis and ensure that all existing tenants will always be able to stay at Woodland Park. We also propose to increase the overall supply of housing by adding new units, which will be integrated with the rent-stabilized replacement units to create a mixed-income community serving a diverse range of income levels.

During construction, we will provide Improvement Area tenants with relocation in the neighborhood in a similar Woodland Park apartment with the same number of bedrooms. When the project is built, tenants will have the "right of return" to move into a new rent-controlled apartment at the same rent-controlled rent (including only City mandated rent adjustments). The plan for the Euclid Improvements and the accompanying relocation will take several years to finalize. No changes will be required until then.

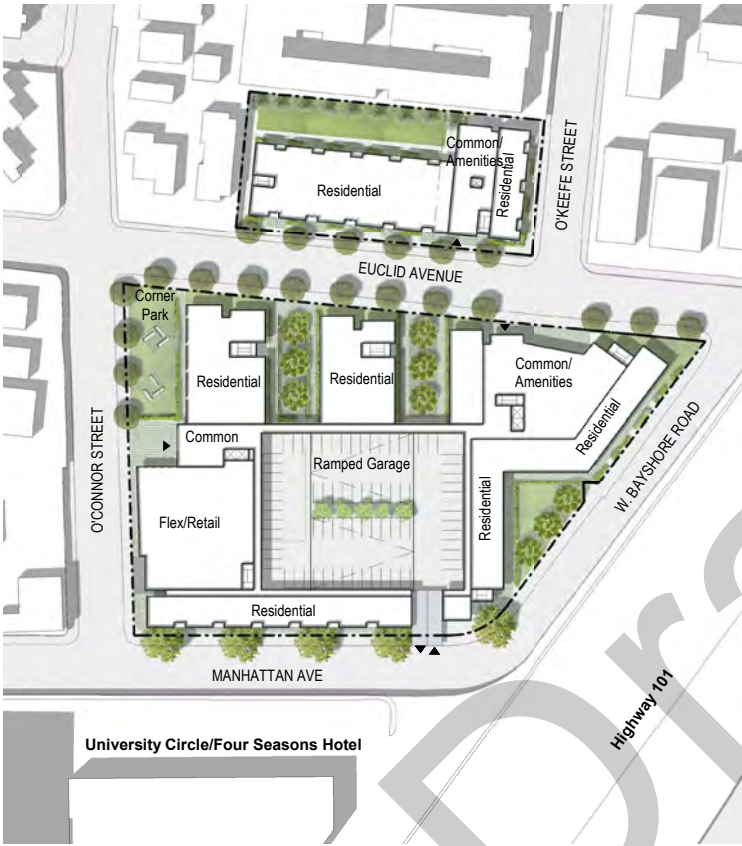
Replacing the old units with new buildings will allow us to provide the safe, high quality housing our tenants deserve. Not only will tenants be able to move into brand new units at their same existing rents, but they - and all Woodland Park tenants - will also be able to take advantage of additional amenities such as a local park, community spaces, and neighborhood serving retail. We believe that the Euclid Improvements will be a great addition to the Westside, and help fulfill the vision of the City of East Palo Alto's Westside Area Plan.

INITIAL PROPOSAL - DECEMBER 2018

(Subject to change with community input)

WHAT?

Project Proposal



Size	Less than 10% of WPC/ Less than 4% of the Westside
Existing Units	160 units
Proposed Units	605 units
Net New Units	445 units
Existing Parking Stalls	155 (off-street)
Proposed Parking Stalls	Approximately 620

WHERE?

Buildings in the Improvement Area

The proposed improvement area includes the following addresses:

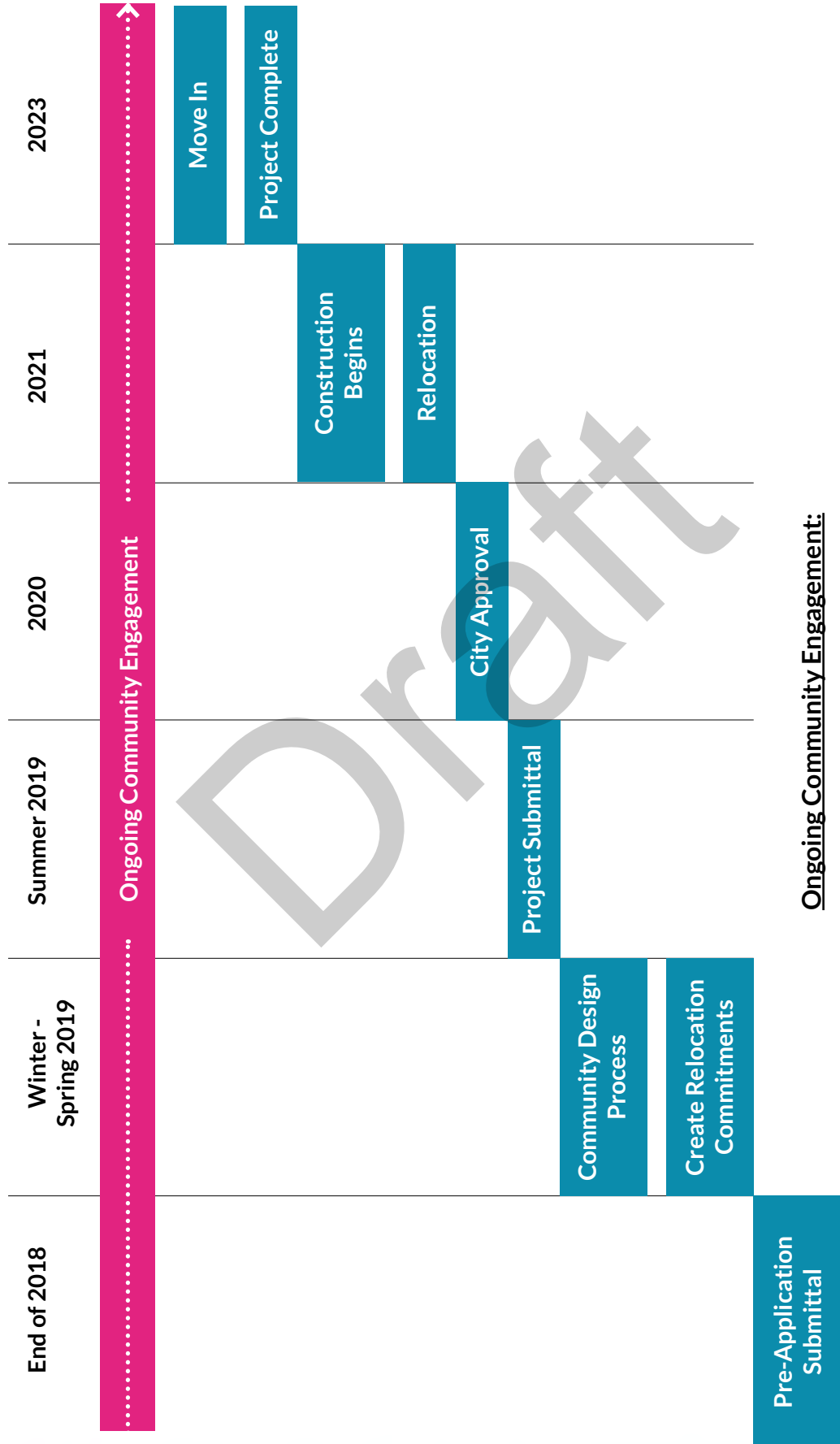
2021 Euclid Ave.	2012 Euclid Ave.	2044 Euclid Ave.
2025 Euclid Ave.	2032 Euclid Ave.	2054 Euclid Ave.
2031 Euclid Ave.	2036 Euclid Ave.	501 O'Connor St.
2041 Euclid Ave.	2040 Euclid Ave.	2001 Manhattan Ave.
2043 Euclid Ave.	2042 Euclid Ave.	2033 Manhattan Ave.

INITIAL PROPOSAL - DECEMBER 2018

(Subject to change with community input)

HOW? + WHEN?

Proposed Schedule



Ongoing Community Engagement:

- Regular Meetings with Euclid Improvement Area tenants
- Community Updates + Feedback (community meetings, newsletters, and events)
- Advisory Committee
- Public Hearings (Planning Commission, Rent Board, City Council)
- Stakeholder Meetings (neighborhood and community groups)

Descripción del Proyecto: Mejoras a Euclid (*Euclid Improvements*)

¿POR QUÉ?

Nuestros edificios tienen entre 50 y más de 100 años de antigüedad. Hemos estado haciendo mejoras poco a poco, como el parque comunitario pop-up, pero en realidad, dar mantenimiento y las mejoras a pequeña escala, por sí solos, no será suficiente para mantener los edificios y nuestros espacios compartidos al nivel de alta calidad que todos ustedes se merecen. Luego de pasar dos años y medio entendiendo la propiedad y de tener conversaciones iniciales con los inquilinos sobre las maneras de mejorar Westside, queda claro que ha llegado el momento de empezar a hacer mejoras más significativas. Esperamos poder hacerlo de una manera que resulte en una mejora en la calidad de vida de los inquilinos afectados, los residentes de Woodland Park y la comunidad en general.

¿QUÉ?

Principios Básicos

1. Sin Desplazamiento
2. Planes Informados de la Comunidad
3. Mejor estacionamiento y movilidad
4. Edificios más seguros y saludables

Descripción del Proyecto

Sin desplazamiento, estamos proponiendo reemplazar varias estructuras anticuadas y obsoletas con nuevos edificios de ingresos mixtos que reemplazarán todas las unidades de renta estabilizada con nuevas unidades de renta estabilizada, aumentar la oferta de vivienda y mejorar las opciones de estacionamiento y movilidad. Esto afectará a una pequeña parte de nuestra propiedad: menos del 10% de los apartamentos de Woodland Park y menos del 4% de Westside.

¿DÓNDE?



¿CUÁNDO?

Proceso de Participación Comunitaria	2018 hasta la Mudarse de vuelta
Presentación de solicitud	Verano 2019
Aprobación de la Ciudad	2020
Reubicación / Inicio de Construcción	2021
Proyecto Terminado / Mudarse de vuelta	2023

PROPUESTA INICIAL - DICIEMBRE 2018

(Sujeto a cambio con participación de la comunidad)

¿QUÉ?

Principios Básicos

(basados en las opiniones de la comunidad)

Sin Desplazamiento

Todos los inquilinos existentes siempre podrán quedarse en Woodland Park, y pueden regresar a las unidades recién construidas que reemplazaron sus viviendas con sus mismas rentas estabilizadas.

Planes Informados de la Comunidad

Valoramos los aportes de la comunidad y creamos oportunidades para involucrarnos con nuestros residentes y la comunidad. Continuaremos buscando opiniones y respondiendo a comentarios y sugerencias a medida que creamos planes para una solicitud de proyecto el próximo año.

Mejor estacionamiento y movilidad

Muchas veces escuchamos que los residentes desearían de tener un mejor estacionamiento y más opciones para movilizarse. Nuestros planes incluirán estacionamiento adecuado y mejores opciones de movilidad, así como mejores opciones para caminar, andar en bicicleta y uso de tránsito donde sea posible.

Edificios más seguros y saludables

Los edificios de Woodland Park tienen entre 50 y más de 100 años de antigüedad, y muchos han llegado al final de su vida útil. Fueron construidos a bajo costo y de acuerdo a los estándares antiguos, y no siempre fueron bien cuidados por los dueños anteriores. Nosotros crearemos edificios más seguros y saludables que cumplirán o superarán las normas y estándares modernos de seguridad sísmica y otras normas de vital seguridad.

Propuesta del Proyecto

Proponemos reemplazar todas las unidades de renta estabilizada por nuevas unidades de renta estabilizada en una base de “una por una” y asegurar que todos los inquilinos existentes siempre puedan quedarse en Woodland Park. También proponemos aumentar la oferta general de viviendas mediante la adición de nuevas unidades, que se integrarán con las unidades de reemplazo de renta estabilizada para crear una comunidad de ingresos mixtos que sirva a una diversa gama de niveles de ingresos.

Durante la construcción, vamos a proveer a los inquilinos del área de mejoras con reubicación en el vecindario, en un apartamento similar de Woodland Park con el mismo número de habitaciones. Cuando el proyecto haya sido construido, los inquilinos tendrán el “derecho de regresar” y mudarse a un apartamento con control de renta, con su misma renta estabilizada (incluyendo solo los ajustes de renta que manda la ciudad). El plan de Mejoras a Euclid (*Euclid Improvements*) y la reubicación resultante tomará varios años para que sea finalizada. No habrá cambios hasta entonces.

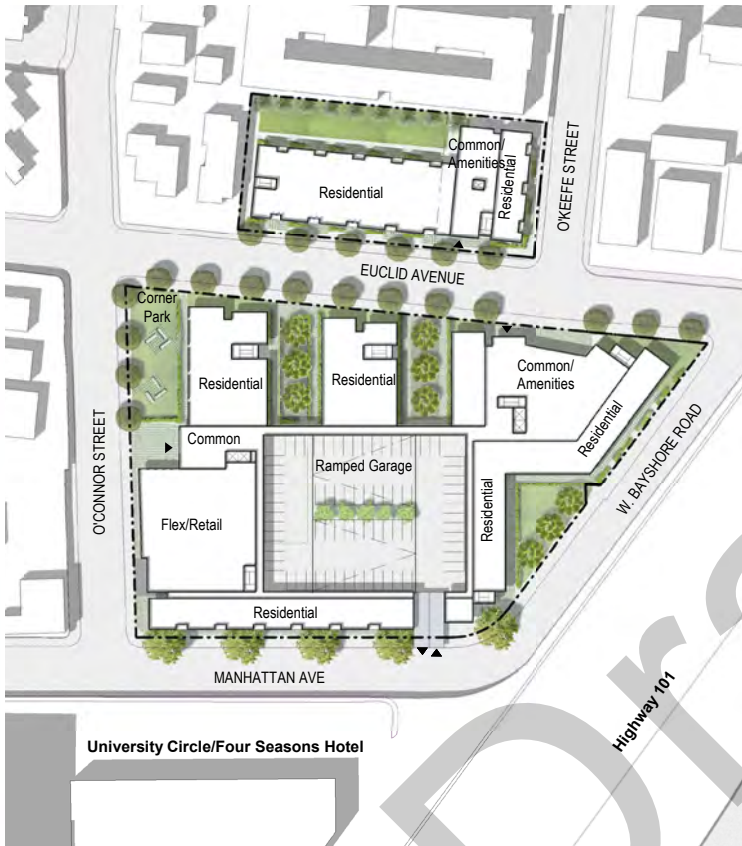
Reemplazar las unidades viejas con nuevos edificios nos permitirá proporcionar la vivienda segura y de alta calidad que nuestros inquilinos se merecen. Los residentes no sólo tendrán la oportunidad de mudarse a nuevas unidades con las mismas rentas que ya tienen, sino que también podrán —al igual que todos los inquilinos de Woodland Park— aprovechar otras comodidades, como un parque local, espacios comunitarios y comercios minoristas que sirven a los vecindarios. Creemos que las mejoras de Mejoras a Euclid (*Euclid Improvements*) podría ser una gran adición al Westside, y ayudará a lograr la visión del “Westside Area Plan” de la Ciudad de East Palo Alto.

PROPUESTA INICIAL - DICIEMBRE 2018

(Sujeto a cambio con participación de la comunidad)

¿QUÉ?

Propuesta del Proyecto



Tamaño	Menos del 10% de WPC / Menos del 4% de Westside
Unidades Existentes	160 unidades
Unidades Propuestas	605 unidades
Total de Unidades Nuevas	445 unidades
Espacios de Estacionamiento Existentes	155 (no en la calle)
Espacios de Estacionamiento Propuestos	Aproximadamente 620

¿DÓNDE?

Edificios en el área de mejoras

El área de mejoras que se ha propuesto incluye las siguientes direcciones:

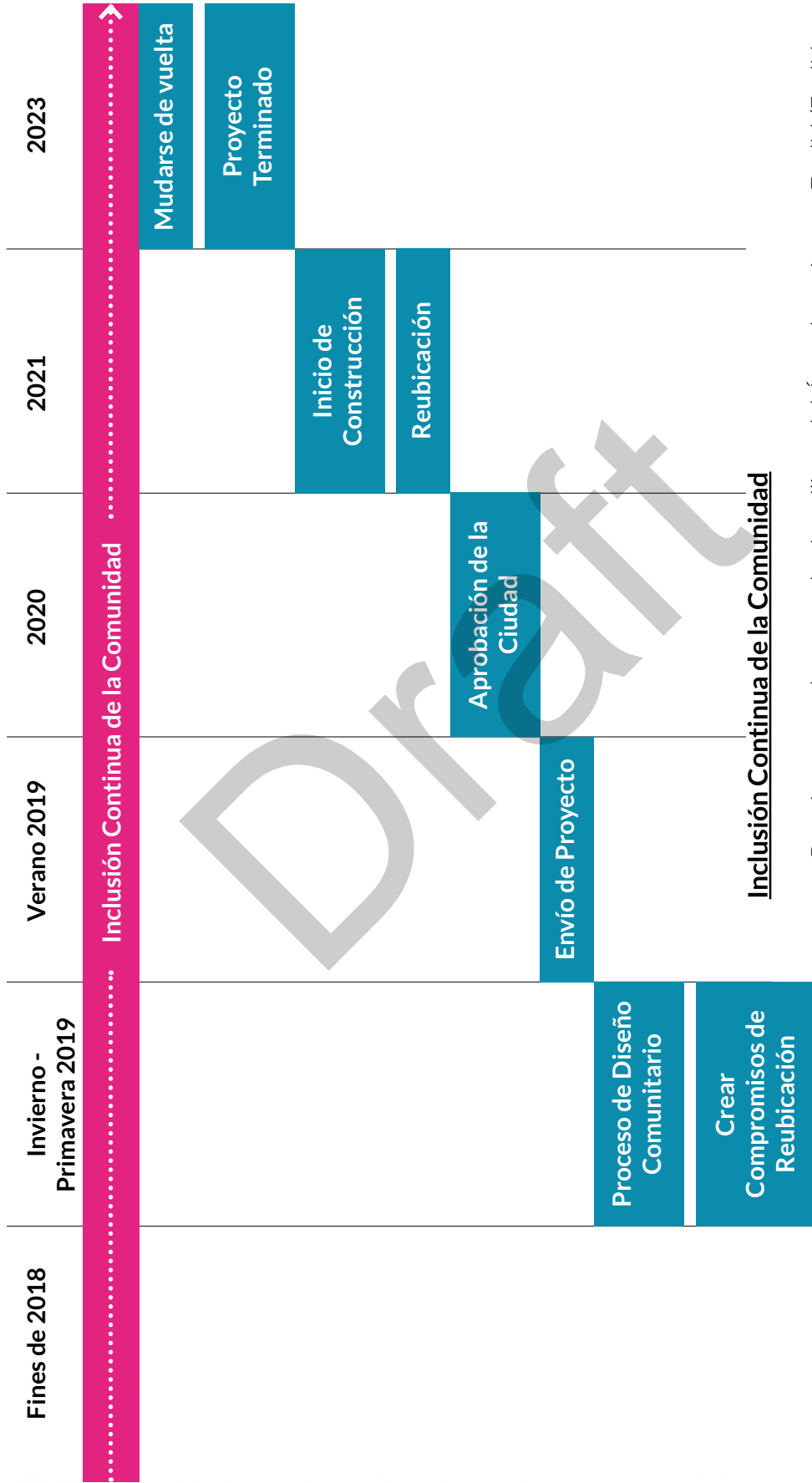
2021 Euclid Ave.	2012 Euclid Ave.	2044 Euclid Ave.
2025 Euclid Ave.	2032 Euclid Ave.	2054 Euclid Ave.
2031 Euclid Ave.	2036 Euclid Ave.	501 O'Connor St.
2041 Euclid Ave.	2040 Euclid Ave.	2001 Manhattan Ave.
2043 Euclid Ave.	2042 Euclid Ave.	2033 Manhattan Ave.

PROPUESTA INICIAL - DICIEMBRE 2018

(Sujeto a cambio con participación de la comunidad)

¿CÓMO? + ¿CUÁNDO?

Cronograma Propuesto



Inclusión Continua de la Comunidad

- Reuniones regulares con los inquilinos del Área de mejoras a Euclid (*Euclid Improvements*)
- Actualizaciones Comunitarias + Comentarios (Reuniones comunitarias, boletines, y eventos)
- Comité de Consejería
- Audiencia Pública (Comisión de Planeamiento, Junta de Control de Rentas, Concejo de la Ciudad)
- Reuniones con las partes involucradas (grupos de vecinos y de la comunidad)

Euclid Improvements Frequently Asked Questions

Improvement Area Questions

- 1. Question:** *Once the new building is built, will we be able to come back at the same rent with the same number of bedrooms?*

Answer: *Yes, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increases (except as normally mandated by the Rent Board). Each returning tenant will get an apartment with the same number of bedrooms as they currently have.*
- 2. Question:** *Will the rent go up after returning to the apartment? For how long will the rent stay the same?*

Answer: *No, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increases (except as normally mandated by the Rent Board); this will continue for as long as you live there.*
- 3. Question:** *Will I have to reapply for a new apartment? And, will I have to sign a new lease?*

Answer: *No, you will not have to reapply for a new apartment. But, because your new apartment will be different, there are certain parts of the lease that will be different (like the address) and you will therefore have to sign a new lease. Signing a new lease will not impact your rent.*
- 4. Question:** *Will I have to pay for my moves?*

Answer: *No, Woodland Park will pay for and arrange your moves between Woodland Park apartments.*
- 5. Question:** *Will we get to choose our new apartment?*

Answer: *Yes, there will be a process to select your new apartment, but we have not yet figured out all the details. We will seek tenant input to help design a process that meets tenants' needs.*
- 6. Question:** *How many parking spaces will I have?*

Answer: *You will have the same number of parking spaces as you currently have under your existing lease. We will also work with the City to improve and increase street parking.*
- 7. Question:** *Will the new apartments have washers and dryers?*

Answer: *We don't know yet. We have not yet designed the details of the apartments or buildings but no matter what we'll have high quality washer / dryer facilities whether they are in-unit or in a common facility. And, we will seek tenant input as we design the building and community amenities.*
- 8. Question:** *What if I'm satisfied with the apartment I'm moved into and don't want to move into the new buildings?*

Answer: *You will have a "right of return", but won't be required to move into the new buildings. Tenants can permanently stay in the apartment they are first moved into, if they want.*

Euclid Improvements Frequently Asked Questions

Improvement Area Questions

9. **Question:** What if I don't want to stay at Woodland Park? Will there be compensation?
- Answer:** No, we are not planning any additional compensation. Our "no displacement" plan is focused on preserving a stable community and making sure our tenants can stay in the neighborhood if they choose. This is why, even after moving into a new apartment, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increase (except as normally mandated by the Rent Board). This is also why we will pay for and arrange both moves for all tenants impacted by the Euclid Improvements.
10. **Question:** Will we get our rights and all these promises in writing?
- Answer:** Yes, we are providing the draft Relocation Commitments in writing and will incorporate feedback before finalizing and distributing the final Relocation Commitments. We also will put in writing any future commitments made as part of this development process. If you need a written copy of any of our plans, please reach out to Teresa Morales at tmorales@wlpcommunities.com or 650-690-6199.
11. **Question:** If we want to move into a bigger apartment, can we?
- Answer:** We are committed to no displacement, and to ensure this, all the Euclid Improvement Area tenants will have a right to return to a new unit with their same key lease terms – same number of bedrooms, same rent-stabilized rent (only as adjusted by the Rent Board), same security deposit, and same number of parking spaces. If at any time, a tenant would like a larger apartment, we can offer you a new lease, with new lease terms, for a larger apartment. This applies to all tenants and is separate and apart from the Relocation Commitments.
12. **Question:** How are you reaching out to the tenants who cannot make it to the meetings?
- Answer:** We are eager to give information and get feedback from all Euclid Improvement Area tenants, even those who cannot make it to the meetings. Our community engagement team will continue to distribute flyers and go door-to-door to invite tenants and answer any initial questions. Mike Kramer and Teresa Morales will continue to hold scheduled "info sessions" in English and Spanish in prominent locations in the improvement area and Teresa is available to answer questions and gather feedback in English and Spanish at the Community Engagement Office at 2041 Euclid (at E. O'Keefe). There is also a drop box at 2041 Euclid to provide written questions or comments. Finally, you can always e-mail or call Teresa at tmorales@wlpcommunities.com or 650-690-6199. We welcome any suggestions for additional outreach.
13. **Question:** If I want another parking spot and storage, can I pay for it in the new building?
- Answer:** We have not yet finalized the design of the new buildings, but hope to have additional parking spots and/or storage available. If we do, we plan to lease them to building tenants, including current Euclid Improvement Area tenants. Separate from the Euclid Improvements, from time to time, we also have premier parking spaces available for lease in certain locations in the Woodland Park neighborhood. If you are interested in renting a premier parking space, please contact the Management Office at 650-566-2000, Option 2.

Euclid Improvements Frequently Asked Questions

General Questions

- Question:** When will construction begin and when will the building be completed?

Answer: We expect construction to begin in 2021 and we expect the building to be completed in 2023.
- Question:** How will the Euclid Improvements affect traffic?

Answer: We will do a full traffic and transportation study, and will implement any mitigation measures that the City requires. In addition to the traffic improvements we will improve mobility and make it easier to get around, by making it easier and safer to walk and ride bikes, adding secure bike parking, and working with regional agencies to improve transit options.
- Question:** If I don't live in the improvement area, can I move into the new building?

Answer: Yes, there will be apartments available for rent in the new building. The tenants who live in the improvement area have a "right of return" into the new building at their same rent levels. Others, including Woodland Park tenants that live outside the improvement area, will be able to apply for an apartment at regular rents, just as new tenants do in Woodland Park today.
- Question:** What will the rents be for the other new apartments

Answer: Consistent with the goals of the General Plan, the building will house people at a diverse range of income levels. The net new apartments will be priced at market rents to help pay for the costs of our "no displacement" commitment and other community benefits, and many will be designed for affordability.

Euclid Improvements Frequently Asked Questions

Improvement Area Questions

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Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas del Area de Mejoras

- Pregunta:** Una vez que se construya el nuevo edificio, ¿podremos volver al mismo alquiler con el mismo número de habitaciones?

Respuesta: Sí, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo ordena la Junta de Alquileres). Cada inquilino que regrese tendrá un apartamento con el mismo número de dormitorios como el que ahora tienen.
- Pregunta:** ¿Subirá el alquiler después de regresar al apartamento? ¿Por cuánto tiempo permanecerá igual el alquiler?

Respuesta: No, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo ordena la Junta de Alquileres); esto continuará mientras viva allí.
- Pregunta:** ¿Tendré que volver a enviar una solicitud para un nuevo apartamento? Y, ¿tendré que firmar un nuevo contrato de arrendamiento?

Respuesta: No, no tendrá que volver a enviar una solicitud para un nuevo apartamento. Pero, debido a que su nuevo apartamento será diferente, hay ciertas partes del contrato de arrendamiento que serán diferentes (como la dirección) y por lo tanto tendrá que firmar un nuevo contrato de arrendamiento. La firma de un nuevo contrato de arrendamiento no afectará su alquiler.
- Pregunta:** ¿Tendré que pagar por mis mudanzas?

Respuesta: No, Woodland Park pagará y organizará sus mudanzas entre los apartamentos de Woodland Park.
- Pregunta:** ¿Podremos elegir nuestro nuevo apartamento?

Respuesta: Sí, habrá un proceso para seleccionar su nuevo apartamento, pero aún no hemos definido todos los detalles. Buscaremos la opinión de los inquilinos para diseñar un proceso que satisfaga sus necesidades.
- Pregunta:** ¿Cuántos espacios de estacionamiento tendré?

Respuesta: Tendrá el mismo número de espacios de estacionamiento que tiene actualmente bajo su contrato de arrendamiento existente. También trabajaremos con la ciudad para mejorar y aumentar el estacionamiento en las calles.
- Pregunta:** ¿Los nuevos apartamentos tendrán lavadoras y secadoras?

Respuesta: Aún no lo sabemos. Aún no hemos diseñado los detalles de los apartamentos o edificios, pero sin importar lo que pase, tendremos instalaciones de alta calidad con lavadoras y secadoras, ya sea en la unidad o en una lavandería pública. Y buscaremos la opinión de los inquilinos mientras diseñamos el edificio y los servicios de la comunidad.
- Pregunta:** ¿Qué pasa si estoy satisfecho con el apartamento al que me mudé y no quiero mudarme de vuelta a los nuevos edificios?

Respuesta: Usted tendrá un “derecho de regreso”, pero no se requerirá que vuelva a mudarse a los nuevos edificios. Los inquilinos pueden quedarse permanentemente en el nuevo apartamento al que se mudaron por primera vez, si así lo desean.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas del Area de Mejoras

9. **Pregunta:** ¿Qué pasa si no quiero quedarme en Woodland Park? ¿Habrá compensación?
- Respuesta:** No, no estamos planeando ninguna compensación adicional. Nuestro plan de “no desplazamiento” está enfocado en preservar una comunidad estable y asegurarnos de que nuestros inquilinos puedan permanecer en el vecindario si así lo desean. Es por eso que, incluso después de mudarse al nuevo apartamento, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo ordena la Junta de Alquileres). Esta es también la razón por la que pagaremos y organizaremos ambas mudanzas para todos los inquilinos afectados por las Mejoras de Euclid.
10. **Pregunta:** ¿Recibiremos nuestros derechos y promesas por escrito?
- Respuesta:** Si, estamos ofreciendo los compromisos de Reubicación por escrito e incorporaremos su retroalimentación antes de finalizar y distribuir los Acuerdos de Reubicación finales. También estamos poniendo por escrito cualquier compromiso o acuerdo futuro realizado como parte de este proceso de desarrollo. Si necesita una copia de cualquiera de nuestros planes favor de ponerse en contacto con Teresa Morales a tmorales@wlpcommunities.com o al 650-690-6199.
11. **Pregunta:** ¿Si queremos cambiarnos a un departamento más grande, ¿podemos?
- Respuesta:** Estamos comprometidos a no desplazamiento, y para asegurar esto, todos los inquilinos del Área de Mejoras Euclid tendrán derecho a retorno a una nueva unidad con los mismos términos claves en su contrato de arrendamiento -- el mismo número de recamaras, la misma renta controlada (solo ajustada por el Consejo de Renta), el mismo depósito de seguro, el mismo número de espacios de estacionamiento. Si en cualquier momento un inquilino desea un apartamento más grande, podremos ofrecerle un nuevo contrato, con nuevos términos de contrato, por un departamento más grande. Esto aplica a todo inquilino y es separado y aparte de los Compromisos de Reubicación.
12. **Pregunta:** ¿Como están comunicándose con los inquilinos que no pueden venir a las reuniones?
- Respuesta:** Estamos listos para dar información y recibir retroalimentación de todos los inquilinos del Área de Mejoras Euclid, aun aquellos que no pueden venir a las reuniones. Nuestro equipo de compromiso comunitario continuará distribuyendo volantes de puerta en puerta para invitar a los inquilinos y responder a preguntas iniciales. Mike Kramer y Teresa Morales continuarán presentando “sesiones de información” en inglés y en español en lugares prominentes dentro del Area de Mejoras. Teresa está disponible para contestar preguntas y recibir sus ideas o retroalimentación en inglés y en español en la oficina de Compromiso Comunitario en el 2041 Euclid Avenue (East O’Keefe). También hay una caja de correo donde puede dejar su información directamente al 2041 Euclid si tiene preguntas por escrito o comentarios. Finalmente, puede siempre enviar un email o llamarle a Teresa a: tmorales@wlpcommunities.com o al 650-690-6199. Sus ideas y sugerencias para alcance comunitario son bienvenidas.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas del Area de Mejoras

13. Pregunta: ¿Si yo quiero otro espacio de estacionamiento y otro espacio para guardar mis pertenencias, ¿podría pagar por esto en el nuevo edificio?

Respuesta: Aun no hemos finalizado el diseño de los nuevos edificios, pero esperamos tener lugares de disponibles de estacionamiento adicionales y lugares para guardar pertenencias. Si así es, planeamos rentarlos a los inquilinos del edificio, incluyendo a los inquilinos de Área de Mejoras Euclid. Separado de las Mejoras Euclid, de vez en cuando, también tenemos espacios de estacionamiento disponibles para rentar en ciertos lugares en la vecindad de Woodland Park. Si está interesado/a en rentar espacios de estacionamiento, favor de llamar a la Oficina de Negocios al 650-566-2000 marcando la opción 2.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas Generales

1. Pregunta: ¿Cuándo comenzará la construcción y cuándo se terminará el edificio?

Respuesta: Esperamos que la construcción comience en 2021 y que el edificio se termine en 2023.

2. Pregunta: ¿Cómo afectarán las Mejoras de Euclid al tráfico?

Respuesta: Haremos un estudio completo de tráfico y transporte, e implementaremos cualquier medida de mitigación que la Ciudad requiera. Además de las mejoras en el tráfico, mejoraremos la movilidad y haremos que sea más fácil desplazarse al hacer que sea más fácil y seguro caminar y andar en bicicleta, añadiendo estacionamiento seguro para bicicletas y trabajaremos con agencias regionales para mejorar las opciones de transporte.

3. Pregunta: ¿Si no vivo en el área donde se harán las mejoras, ¿puedo mudarme al nuevo edificio?

Respuesta: Sí, habrá apartamentos disponibles para alquilar en el nuevo edificio. Los inquilinos que viven en la zona de mejoras tienen un “derecho de regreso” al nuevo edificio con los mismos niveles de alquiler. Otros, incluyendo los inquilinos de Woodland Park que viven fuera del área donde se harán las mejoras, podrán solicitar un apartamento en alquileres regulares, tal como lo hacen los nuevos inquilinos en Woodland Park actualmente.

4. Pregunta: ¿Cuáles serán los alquileres de los otros apartamentos nuevos?

Respuesta: De acuerdo con los objetivos del Plan General, el edificio albergará a personas de diversos niveles de ingresos. Los nuevos apartamentos netos tendrán un precio de acuerdo a los alquileres del mercado para ayudar a pagar los costos de nuestro compromiso de “no desplazamiento” y otros beneficios comunitarios, y muchos de ellos se diseñarán para que sean asequibles.



Euclid Improvement Questions & Comments

You may have questions or comments about the Euclid Improvement project. It's important to us that we keep you informed. Please write down your questions or comments below and we will respond publicly through our newsletters and ongoing community meetings:

Thank you for your questions and comments

Mejoramiento Euclid Preguntas y Comentarios

Usted podría tener preguntas acerca del proyecto de Mejoramiento Euclid. Es importante para nosotros mantenerle informado/a. Por favor escriba sus preguntas y comentarios abajo y responderemos públicamente por medio de nuestro boletín informativo y en las continuas reuniones:

Draft

Gracias por sus preguntas y comentarios

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

October 11, 2019

By Hand Delivery and Registered Mail

RE: Optional Tenant-Requested Move
Replacement Apartment Notice

Dear Improvement Area Tenants,

As you may know from our ongoing community engagement, we are planning the “Euclid Improvements” that are planned for the area in which you live. With no displacement, we are proposing to replace the aging, outdated structures with new mixed-income buildings to replace all of the rent-stabilized units with new rent-stabilized units, increase the housing supply, and provide better parking and mobility options. Our plans reflect community-centered benefits inspired by our residents’ input, including a neighborhood park, new bus stop, community space, and neighborhood-serving retail. We submitted our application to the City of East Palo Alto on September 27th. Over the course of the next year, the project will be moving through the approvals process and we anticipate construction beginning in 2021.

As part of submitting the application, we finalized the Relocation Commitments. These are our written promises to you to ensure that all existing tenants in the Euclid Improvements area can always stay at Woodland Park. We co-created these commitments through our conversations with you, feedback from the community and its leaders, and guidance from the City’s Westside Area Plan and other local laws. They are now signed and notarized, and included in this packet.

We are committing to move all affected tenants, at no cost to the tenants, to a replacement apartment in the same neighborhood at the same rent they would otherwise be paying if nothing had happened. These tenants will have a right of first return into a brand-new unit in the Euclid Improvements when they have been constructed.

During our conversations with Improvement Area Tenants, some tenants asked to move sooner rather than later, in advance of project approval. In response to this request, we are starting the “Optional Tenant-Requested Move” process. This process is completely optional and we will begin accepting preference letters on October 28, 2019.

This letter notifies you that the process is starting, explains how it will work, and includes the following documents:

- Signed Final Relocation Commitments
- Optional Tenant-Requested Move Preference Letter
- FAQs
- Euclid Improvements Information Handout
- Invitation for upcoming Information & Input Booth on October 19 and Tenant Meeting on October 22

The process starting this fall is **optional** and open to any tenant currently living in the Euclid Improvement Area who is interested in moving in the next couple of months. You have a choice of this Optional Tenant-Requested Move or a move after the Euclid Improvements are approved. We expect that the two processes will be the same, except that if you complete an Optional Tenant-Requested move prior to March 31, 2020, we will waive any past-due charges other than rent that were on your ledger as of October 11, 2019.

If you are interested in an Optional Tenant-Requested Move, please complete the enclosed Preference Letter and submit it to the north side management office at 2043 Euclid Avenue. Letters will be accepted starting on **October 28, 2019**. The Optional Tenant-Requested Moves will not begin until November 11, 2019.

If you have any questions, please contact Teresa Morales at tmorales@wlpcommunities.com or 650-690-6199. She is also available in her office, which is located at 2041 Euclid Ave at E. O'Keefe St.

Sincerely,



Mike Kramer
Woodland Park Communities

Euclid Improvements – Optional Tenant-Requested Move
Replacement Apartment Preference Letter

Fall 2019

If you would like to choose an Optional Tenant-Requested Move into a replacement apartment, you may submit this preference letter to the **Management Office at 2043 Euclid Avenue** at any time **starting on October 28, 2019**. This is an optional process. The letters will be processed on a first-come, first-served basis. We will do our best to accommodate your request, but we are limited by the apartments that are currently available. This letter must be signed by all of the tenants on the lease.

1.) Name _____

2.) Current address _____

3.) Who else lives in your apartment? _____

4.) How many bedrooms does your current apartment have? _____

5.) For your replacement apartment:

a. Is there an intersection you would like to live near? _____

b. Do you have a preference between ground floor or upper floors? _____

6.) Do you need any reasonable accommodation? If yes, please explain. _____

7.) Home phone number: _____ Cell # _____

e-mail: _____

8.) What is the best way to reach you? _____

I, _____ understand that the Optional Tenant-Requested Move process is first-come first-served, and Woodland Park cannot guarantee the availability of any particular apartment or location. I further understand the overall replacement housing process as described in the Relocation Commitments. I attest that all of the information provided above is true and correct.

Signature

Date

Signature

Date

For Office Use Only:

Received by: _____ Date: _____ Time: _____

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

11 de octubre de 2019

Entrega en mano y por correo registrado

RE: Mudanza Opcional a Solicitud del Inquilino
Aviso sobre Apartamento de Reemplazo

Estimados inquilinos del Área de Mejoras

Como ya sabrán por nuestro continuo compromiso con la comunidad, estamos planificando las "Mejoras de Euclid" (*Euclid Improvements*) que están previstas para la zona en la que vive. Sin desplazamiento, estamos proponiendo reemplazar las estructuras obsoletas y anticuadas con nuevos edificios a niveles de renta mixta para reemplazar todas las unidades de renta estabilizada con nuevas unidades de renta estabilizada, aumentar la cantidad de viviendas y ofrecer mejores opciones de estacionamiento y movilidad. Nuestros planes reflejan los beneficios centrados en la comunidad y se basan en las sugerencias de nuestros residentes, incluyendo un parque en el vecindario, una nueva parada de autobuses, espacio comunitario y tiendas que sirvan al vecindario. El 27 de septiembre presentamos nuestra solicitud a la ciudad de East Palo Alto. En el transcurso del próximo año, el proyecto pasará por el proceso de aprobación y esperamos que la construcción comience en 2021.

Como parte de la presentación de la solicitud, finalizamos los Compromisos de Reubicación. Estas son nuestras promesas escritas para ustedes, para asegurar que todos los inquilinos existentes en el Área de Mejoras de Euclid siempre puedan quedarse en Woodland Park. Hemos co-creado estos compromisos a través de nuestras conversaciones con ustedes, la información que dio la comunidad y sus líderes, y la orientación del Plan del Área Westside de la Ciudad y otras leyes locales. Ahora están firmados y notariados, y se incluyen en este paquete.

Nos comprometemos a trasladar a todos los inquilinos afectados, sin costo alguno para los inquilinos, a un apartamento de reemplazo en el mismo vecindario y con el mismo alquiler que pagarían si no hubiera ocurrido nada. Estos inquilinos tendrán derecho a regresar a una unidad nueva en el Área de Mejoras de Euclid cuando hayan sido construidas.

Durante nuestras conversaciones con los inquilinos del Área de Mejoras, algunos inquilinos pidieron mudarse lo más pronto posible, antes de la aprobación del proyecto. En respuesta a esta solicitud, estamos iniciando el proceso de "Mudanza Opcional a Solicitud del Inquilino". Este proceso es completamente opcional y comenzaremos a aceptar cartas de preferencia el 28 de octubre de 2019.

Esta carta es para informarles que el proceso está empezando, explica cómo funcionará, e incluye los siguientes documentos:

- Compromisos de Reubicación finales y firmados
- Carta de preferencia sobre Mudanza Opcional a Solicitud del Inquilino
- Preguntas frecuentes
- Folleto de información sobre Mejoras de Euclid
- Invitación a la caseta de información el 19 de octubre y a la reunión con los inquilinos el 21 de octubre

El proceso que comienza este otoño es **opcional** y está abierto a cualquier inquilino que viva actualmente en el Área de Mejoras de Euclid y que esté interesado/a en mudarse en los próximos dos meses. Puede elegir entre esta Mudanza Opcional a Solicitud del Inquilino o una mudanza después de que se aprueben las Mejoras de Euclid. Esperamos que los dos procesos sean los mismos, excepto en que si completa la Mudanza Opcional a Solicitud del Inquilino antes del 31 de marzo de 2020, renunciaremos a cualquier cargo vencido que no sea el alquiler que estaba en el libro de contabilidad al 11 de octubre de 2019.

Si está interesado/a en una Mudanza Opcional a Solicitud del Inquilino, por favor complete la Carta de Preferencia adjunta y envíela a la oficina de administración de la zona norte, en 2043 Euclid Avenue. Las cartas serán aceptadas a partir del **28 de octubre de 2019**. La Mudanza Opcional a Solicitud del Inquilino no comenzará sino hasta el 11 de noviembre de 2019.

Si tiene alguna pregunta, por favor contactar a Teresa Morales en tmorales@wlpcommunities.com o llamando al 650-690-6199. Ella también está disponible en su oficina, localizada en 2041 Euclid Ave esquina con E. O'Keefe St.

Atentamente,



Mike Kramer
Woodland Park Communities

Mejoras de Euclid - Mudanza Opcional a Solicitud del Inquilino

Carta de Preferencia de Apartamento de Reemplazo

Otoño 2019

Si desea elegir una Mudanza Opcional a Solicitud del Inquilino a un apartamento de reemplazo, puede enviar esta carta de preferencia a la **Oficina de Administración** en el **2043 Euclid Avenue** en cualquier momento **a partir del 28 de octubre de 2019**. Este es un proceso opcional. Las cartas se procesarán por orden de llegada. Haremos todo lo posible para satisfacer su solicitud, pero estamos limitados por los apartamentos que están disponibles actualmente. Esta carta debe ser firmada por todos los inquilinos en el contrato de arrendamiento.

1.) Nombre _____

2.) Dirección actual _____

3.) ¿Quién más vive en su apartamento? _____

4.) ¿Cuántas habitaciones tiene su apartamento actual? _____

5.) Para su apartamento de reemplazo:

a. ¿Quisiera vivir cerca de alguna intersección? _____

b. ¿Tiene preferencia entre piso a nivel de la calle o pisos superiores? _____

6.) ¿Necesita alguna acomodación razonable? Si es así, explicar de qué se trata. _____

7.) Número de teléfono de casa: _____ Celular # _____

e-mail: _____

8.) ¿Cuál es la mejor manera de comunicarse con usted? _____

Yo, _____ entiendo que el proceso de Mudanza Opcional a Solicitud del Inquilino es por orden de llegada, y Woodland Park no puede garantizar la disponibilidad de ningún apartamento o lugar en particular. También entiendo el proceso general de reemplazo de vivienda como se describe en los Compromisos de Reubicación. Doy fe de que toda la información proporcionada anteriormente es verdadera y correcta.

Firma

Fecha

Firma

Fecha

For Office Use Only:

Received by: _____ Date: _____ Time: _____

Euclid Improvements – Relocation Commitments

Woodland Park's Promises to You

August 26, 2019

Introduction

Woodland Park Communities worked with Improvement Area tenants since late 2018 to create written relocation commitments that come from our conversations with tenants, the City's Westside Area Plan, and other local laws. A detailed Relocation Plan will go to City Council for approval along with the proposal for the Euclid Improvements later in the process. These Relocation Commitments will be the foundation of that plan; they are our promises and guarantees to you. They reinforce our commitment to **No Displacement**.

Eligibility

Woodland Park makes these relocation commitments to you, the tenants within the Euclid Improvement Area, who were tenants as of December 2018 and who continue their Woodland Park tenancy without interruption. All of the commitments apply on a "per apartment" basis.

General Commitments

- 1.) **Rent level:** You will pay the same rent you otherwise would if nothing happened – there will be no rent increases (except as normally determined by the Rent Board). Each tenant will get an apartment with the same number of bedrooms. Each tenant's original security deposit amount will remain the same and be transferred to the new apartment. Everyone currently pays for utilities and will continue to pay for utilities. In the event that a tenant's utility bill increased substantially due to a change in utility metering, Woodland Park would work with the tenant to reduce the tenant's overall monthly costs to a similar level they would have been if nothing happened.
- 2.) **Moving:** Woodland Park will pay for and arrange your moves between Woodland Park apartments. The services of a licensed mover will be provided at no cost to you. The licensed mover will be insured and will use its own boxes to pack and move all of your belongings. We will provide dumpsters in which to discard any furniture or other belongings that you no longer need. You will need to transfer any utilities that are in your name and change your address as necessary.
- 3.) **Communications:** We will continue to hold meetings and invite affected tenants. We will continue to communicate information by hand-delivering notifications to each apartment. If possible, we may also communicate with tenants via mail, text message, phone and/or email. You will need to provide us with up-to-date contact information if you wish to receive text messages, phone messages, or emails.
- 4.) **Collaboration:** We will continue to work with affected tenants and community stakeholders to make the relocation process as smooth and convenient as possible, and to achieve our goal of no displacement. We will seek input and approval from City Council about our relocation plans.

Replacement Apartment Commitments. These commitments apply when you are moving out of the apartment in the Euclid Improvement Area to an existing, move-in condition Woodland Park apartment.

- 5.) **Timing.** You will have the choice of an tenant-requested move or a move after project approval. We expect that the two processes will be the same, except that if you complete an tenant-requested move prior to March 31, 2020, we will waive any past-due charges other than rent that are on your ledger as of May 1, 2019.

- a. Tenant-requested moves. Tenant-requested moves are optional and are open to any affected tenant who is interested in moving in the near future. We will provide you with a notice at least 30 days before the optional tenant-requested move process begins.
- b. Moves after project approval. Moves after project approval will occur as soon as the City of East Palo Alto approves the Euclid Improvements, which is anticipated to occur in 2020.

You will decide if you prefer an tenant-requested move or a move after project approval – there is no limit or requirement for a specific number of tenant-requested moves or moves after project approval that we want to achieve or can accommodate.

6.) Replacement apartments: You will receive a replacement apartment with the same number of bedrooms. The replacement apartments will be in move-in condition. Replacement apartments will be offered on a first-come, first-served basis throughout the Woodland Park neighborhood. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the replacement apartment as you currently have under your existing lease.

7.) Replacement apartment selection steps:

- a. Step 1: Notice. The Management Office delivers a “Replacement Apartment Notice” including a preference letter that you will complete and map of the Woodland Park neighborhood. This is expected to occur in the fall of 2019.
- b. Step 2: Submission and Processing. You submit the completed preference letter to the Management Office, signed by all tenants on the lease, following the instructions on the Notice. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Preference letters are processed in the order in which they are received.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you will be offered two replacement apartment options. Management will attempt to provide two replacement options in the area of your choice, if available.
- d. Step 4: Selection. You have four days after the tour to select the replacement apartment by signing a new lease. If you do not select an apartment by signing a lease, you will be automatically assigned to a replacement apartment at Management’s discretion.
- e. Step 5: Moving. You and Management schedule the move date into the replacement apartment. You are prepared for and move on the scheduled date with the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

Right of Return Commitments. These commitments apply when you are exercising your right of return to the Euclid Improvement Area. You are not required to exercise your right of return; you can permanently stay in your replacement apartment. We anticipate that all of the affected tenants will be eligible for a right of return.

8.) Right of return requirements: Tenants in the Euclid Improvement Area as of December 2018 who have continued their tenancy in a replacement apartment without interruption have a right of return into the Euclid Improvement Area after the Euclid Improvements are constructed. We anticipate that the Euclid Improvements will be complete in 2023. In order to exercise the right of return, you must:

- a. Good standing. Live in the Woodland Park replacement apartment and have fulfilled all of your obligations during the replacement apartment selection and moving process. This includes being in good standing, with no back rent owed, no past-due balances owed, and no open lease violations. It also includes covering any damages (beyond normal wear and tear) to your replacement apartment and replenishing your security deposit to its original amount. We will work with tenants who are not in good standing and provide opportunities to fix issues or correct errors. Our goal is for 100% of our tenants to be in good standing.
- b. Communication. Complete the letter of interest and submit it to the Management Office, following the instructions in the letter. You must select one of the right of return apartments that is offered to you by signing a new lease.
- c. Moving. Move on the scheduled move day with the services of a licensed mover at no cost to you.

We commit to work with tenants who have not met one or more of these requirements and to give such tenants an opportunity to fix the problem(s) so they can meet the requirements and exercise their right of return.

9.) Right of return apartments: Each tenant with a right of return will be offered a newly-constructed apartment with the same number of bedrooms. The new apartments will be in brand-new condition and they will be offered on a first-come, first-served basis within the Euclid Improvement Area. Although we can guarantee an apartment with the same number of bedrooms, we cannot guarantee the availability of any particular apartment or location. You will have the same number of parking spaces associated with the right of return apartment as you currently have under your existing lease.

10.) Right of return apartment choice steps:

- a. Step 1: Notice. The Management Office delivers a "Right of Return Notice," which includes a form letter of interest.
- b. Step 2: Submission and Processing. You submit a completed letter of interest to the Management Office, signed by all tenants on the lease. Once completed, the Management Office provides you with a time and date stamped copy of the submitted letter. Letters of interest are processed in the order in which they are received. The deadline will be listed in the Right of Return Notice. We expect that the deadline will be several months after you receive the Right of Return Notice and will be about 30 days after the estimated date on which the City of East Palo Alto determines that the new buildings are finished.
- c. Step 3: Touring. You and Management schedule a tour date on a mutually agreeable date, which may include a weekend day. On the tour date, you are offered two right of return apartment options.
- d. Step 4: Selection. You have four days after the tour to select the right of return apartment. You select the right of return apartment by signing a new lease. You and Management schedule the move date into the right of return apartment.
- e. Step 5: Moving. You are prepared for and move on the scheduled date with the services of a licensed mover that we arrange at no cost to you. Most moves will take no more than one day.

In witness whereof, Woodland Park Communities makes the foregoing Relocation Commitments on this 10th day of October, 2019.


Michael Kramer
Woodland Park Communities

CALIFORNIA NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Mateo

On October 10, before me, Marina Padilla de Alba (name of notary), personally appeared Michael Kramer, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of the Notary 



(Seal)

Mejoras de Euclid - Compromisos de Reubicación

Las promesas de Woodland Park para usted

26 de agosto del 2019

Introducción

Woodland Park Communities trabajó con inquilinos en el Área de Mejoras desde finales del 2018 para crear compromisos de reubicación por escrito que surgen de nuestras conversaciones con los inquilinos, el Plan del Área del Westside (Westside Area Plan) de la Ciudad y otras leyes locales. Un Plan de Reubicación detallado se enviará al Concejo Municipal para su aprobación junto con la propuesta para las Mejoras de Euclid más adelante en el proceso. Estos Compromisos de Reubicación serán la base de ese plan; son nuestras promesas y garantías para usted. Refuerzan nuestro compromiso de **No Desplazamiento**.

Elegibilidad

Woodland Park asume estos compromisos de reubicación con ustedes, los inquilinos dentro del Área de Mejoras de Euclid, que fueron inquilinos a partir de diciembre del 2018 y que continúan su permanencia en Woodland Park sin interrupción. Todos los compromisos se aplican en una base "por departamento".

Compromisos Generales

- 1.) **Nivel de alquiler:** Tú pagarás el mismo alquiler como si no sucediera nada, no habrá aumentos de alquiler (excepto como lo ordene normalmente la Junta de Alquileres [también conocida como: Junta de Rentas]). Cada inquilino obtendrá un departamento con el mismo número de dormitorios. El monto del depósito de seguridad original de cada inquilino seguirá siendo el mismo y se transferirá al nuevo departamento. Actualmente, todos pagan por los servicios públicos y continuarán pagando los servicios públicos. En el caso de que la factura de servicios públicos de un inquilino aumentara sustancialmente debido a un cambio en la medición de servicios públicos, Woodland Park trabajaría con el inquilino para reducir los costos mensuales generales del inquilino al mismo nivel en que habrían estado si no hubiera pasado nada.
- 2.) **Mudanzas:** Woodland Park pagará y organizará sus mudanzas entre los departamentos de Woodland Park. Los servicios de una empresa de mudanzas con licencia se brindarán sin costo alguno para ti. La empresa de mudanzas estará asegurada y utilizará sus propias cajas para empacar y mover todas tus pertenencias. Proporcionaremos contenedores para desechar cualquier mueble u otras pertenencias que ya no necesites. Deberás transferir todos los servicios públicos que estén a tu nombre y cambiar tu dirección según sea necesario.
- 3.) **Comunicaciones:** Continuaremos teniendo reuniones e invitaremos a los inquilinos afectados. Continuaremos comunicando información entregando notificaciones directamente a cada departamento. Si es posible, también podemos comunicarnos con los inquilinos por correo, mensaje de texto, teléfono y/o correo electrónico. Deberás proporcionarnos información de contacto actualizada si deseas recibir mensajes de texto, mensajes telefónicos o correos electrónicos.
- 4.) **Colaboración:** Continuaremos trabajando con los inquilinos afectados y las partes interesadas de la comunidad para que el proceso de reubicación sea lo más sencillo y conveniente posible, y para lograr nuestro objetivo de no desplazamiento. Solicitaremos aportes y aprobación del Concejo de la Ciudad sobre nuestros planes de reubicación.

Compromisos de Departamento de Reemplazo. Estos compromisos se aplican cuando te mudas del departamento en el Área de Mejoras de Euclid a un departamento existente en Woodland Park.

- 5.) **Programación.** Tendrás la opción de una mudanza a solicitud del inquilino o a mudarte después de la aprobación del proyecto. Esperamos que los dos procesos sean los mismos, excepto que, si completas una mudanza a solicitud del inquilino antes del 31 de marzo del 2020, no cobraremos ningún cargo vencido que no sea el alquiler que se encuentra en el registro de contabilidad a partir del 1 de mayo del 2019.

- a. Mudanzas a solicitud del inquilino. Las mudanzas a solicitud del inquilino son opcionales y están abiertas a cualquier inquilino afectado que esté interesado en mudarse en el futuro cercano. Te enviaremos un aviso al menos 30 días antes de que comience el proceso opcional de mudanza a solicitud del inquilino.
- b. Mudanzas después de la aprobación del proyecto. Las mudanzas después de la aprobación del proyecto ocurrirán tan pronto como la Ciudad de East Palo Alto apruebe las Mejoras de Euclid, que se prevé que ocurra en el 2020.

Tú decidirás si prefieres una mudanza a solicitud del inquilino o una mudanza después de la aprobación del proyecto: no hay límite o requisito para un número específico de mudanzas a solicitud del inquilino o después de la aprobación del proyecto que queremos lograr o que podamos acomodar.

6.) Departamentos de reemplazo: Recibirás un departamento de reemplazo con el mismo número de dormitorios. Los departamentos de reemplazo estarán listos para recibir una mudanza. Los departamentos de reemplazo se ofrecerán por orden de llegada en todo el vecindario de Woodland Park. Aunque podemos garantizar un departamento con el mismo número de dormitorios, no podemos garantizar la disponibilidad de algún departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

7.) Pasos de selección de departamentos de reemplazo:

- a. Paso 1: Aviso. La Oficina de Administración entrega personalmente un "Aviso de Departamento de Reemplazo" que incluye una carta de preferencia que completarás y un mapa del vecindario de Woodland Park. Se espera que esto ocurra en el otoño del 2019.
- b. Paso 2: Envío y procesamiento. Tú envías la carta de preferencia completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento, siguiendo las instrucciones en el Aviso. Una vez completada, la Oficina de Administración te proporcionará una copia que indique la fecha y la hora de la carta enviada. Las cartas de preferencia se procesan en el orden en que se reciben.
- c. Paso 3: Visita a los departamentos. Tú y la Administración programan una fecha de visita a los departamentos en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana. En la fecha de la visita, se te ofrecerán dos opciones de departamentos de reemplazo. La Administración intentará proporcionar dos opciones de reemplazo en el área de tu elección, si están disponibles.
- d. Paso 4: Selección. Tienes dos días después del recorrido para seleccionar el departamento de reemplazo firmando un nuevo contrato de arrendamiento. Si no seleccionas un departamento al firmar un contrato de arrendamiento, se te asignará automáticamente a un departamento de reemplazo a discreción de la Administración.
- e. Paso 5: Mudanza. Tú y la Administración programan la fecha de mudanza al departamento de reemplazo. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti. La mayoría de las mudanzas no tomarán más de un día.

Compromisos de Derecho de Retorno. Estos compromisos se aplican cuando estás ejerciendo tu derecho de retorno al Área de Mejoras de Euclid. No estás obligado a ejercer tu derecho de retorno; tú puedes quedarte permanentemente en tu departamento de reemplazo. Anticipamos que todos los inquilinos afectados serán elegibles para un derecho de retorno.

8.) Requisitos de derecho de retorno: Los inquilinos en el área de Mejoras de Euclid que han continuado su tenencia en un departamento de reemplazo sin interrupción a partir de diciembre del 2018 tienen derecho a regresar a la zona de Mejoras de Euclid una vez que se hayan construido las Mejoras de Euclid. Anticipamos que las Mejoras de Euclid se completarán en el 2023. Para ejercer el derecho de retorno, tú debes:

- a. Estar en buena posición. Vivir en el departamento de reemplazo de Woodland Park y haber cumplido con todas tus obligaciones durante la selección del departamento de reemplazo y el proceso de mudanza. Esto incluye estar en buena posición, estar al día en tus pagos de renta, sin saldos vencidos adeudados y sin violaciones pendientes del arrendamiento. También incluye cubrir cualquier daño (más allá del desgaste normal) de tu departamento de reemplazo y reponer tu depósito de seguridad a su monto original. Trabajaremos con inquilinos que no están en buena posición (al día en sus pagos) y brindaremos oportunidades para solucionar problemas o corregir errores. Nuestro objetivo es que el 100% de nuestros inquilinos estén en buena posición (al día en sus pagos).
- b. Comunicación. Completa la carta de interés y envíala a la Oficina de Administración, siguiendo las instrucciones de la carta. Debes seleccionar uno de los departamentos con derecho de retorno que se te ofrecen al firmar un nuevo contrato de arrendamiento.
- c. Mudanza. Mudarte en el día programado de mudanzas con los servicios de una empresa de mudanzas con licencia sin costo para ti.

Nos comprometemos a trabajar con los inquilinos que no hayan cumplido uno o más de estos requisitos y a darles la oportunidad de solucionar los problemas para que puedan cumplir con los requisitos y ejercer su derecho de retorno.

9.) Departamentos con derecho de retorno: A cada inquilino con derecho de retorno se le ofrecerá un departamento recién construido, con el mismo número de dormitorios. Los departamentos estarán en condición nueva y se ofrecerán por orden de llegada en el área de Mejoras de Euclid. Aunque podemos garantizar un departamento con el mismo número de dormitorios, no podemos garantizar la disponibilidad de un departamento o ubicación en particular. Tendrás la misma cantidad de espacios de estacionamiento asociados con el departamento de reemplazo que tienes actualmente en tu contrato de arrendamiento existente.

10.) Pasos para el proceso de elección de departamento con derecho de retorno:

- a. Paso 1: Aviso. La Oficina de Administración entrega personalmente un "Aviso de derecho de retorno", que incluye un formulario de carta de interés.
- b. Paso 2: Envío y procesamiento. Tú envías una carta de interés completada a la Oficina de Administración, firmada por todos los inquilinos en el contrato de arrendamiento. Una vez completada, la Oficina de Administración te proporcionará una copia que indique la fecha y la hora de la carta enviada. Las cartas de interés se procesan en el orden en que se reciben. El plazo se indicará en el Aviso de derecho de retorno. Esperamos que la fecha límite sea varios meses después de que recibas el Aviso de Derecho de Retorno y será aproximadamente 30 días después de la fecha estimada en que la Ciudad de East Palo Alto determine que los nuevos edificios están terminados.
- c. Paso 3: Visita a los departamentos. Tú y la Administración programan una fecha de visita a los departamentos en una fecha de mutuo acuerdo, que puede incluir un día de fin de semana. En la fecha de la visita, se te ofrecerán dos opciones de departamentos con derecho de retorno.
- d. Paso 4: Selección. Tienes dos días después del recorrido para seleccionar el departamento con derecho de retorno. Seleccionas el departamento con derecho de retorno firmando un nuevo contrato de arrendamiento. Tú y la Administración programan la fecha de mudanza al departamento con derecho de retorno.
- e. Paso 5: Mudarse. Tú estás preparado y te mudas en la fecha programada con los servicios de una empresa de mudanzas con licencia sin costo para ti. La mayoría de las mudanzas no tomarán más de un día.

In witness whereof, Woodland Park Communities makes the foregoing Relocation Commitments on this 10th day of October, 2019.


Michael Kramer
Woodland Park Communities

CALIFORNIA NOTARY ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

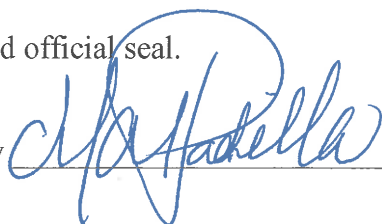
County of San Mateo

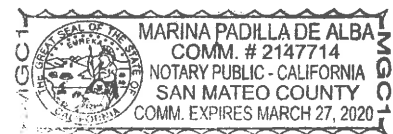
On October 10, before me, Marina Padilla de Alba (name of notary), personally appeared Michael Kramer, who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity, and that by his signature on the instrument the person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of the Notary





(Seal)

Euclid Improvements Frequently Asked Questions

Improvement Area Questions

- 1. Question:** *Once the new building is built, will we be able to come back at the same rent with the same number of bedrooms?*

Answer: *Yes, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increases (except as normally determined by the Rent Board). Each returning tenant will get an apartment with the same number of bedrooms as they currently have.*
- 2. Question:** *Will the rent go up after returning to the apartment? For how long will the rent stay the same?*

Answer: *No, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increases (except as normally determined by the Rent Board); this will continue for as long as you live there.*
- 3. Question:** *Will I have to reapply for a new apartment? And, will I have to sign a new lease?*

Answer: *No, you will not have to reapply for a new apartment. But, because your new apartment will be different, there are certain parts of the lease that will be different (like the address) and you will therefore have to sign a new lease. Signing a new lease will not impact your rent.*
- 4. Question:** *Will I have to pay for my moves?*

Answer: *No, Woodland Park will pay for and arrange your moves between Woodland Park apartments.*
- 5. Question:** *Will we get to choose our new apartment?*

Answer: *Yes, there is a process to select your new apartment. We sought tenant input to design a process that meet tenants' needs. Please refer to the Relocation Commitments for more details about how the apartment selection process works.*
- 6. Question:** *How many parking spaces will I have?*

Answer: *You will have the same number of parking spaces as you currently have under your existing lease. We will also work with the City to improve and increase street parking.*
- 7. Question:** *Will the new apartments have washers and dryers?*

Answer: *We don't know yet. We have not yet designed the details of the apartments or buildings but no matter what we'll have high quality washer / dryer facilities whether they are in-unit or in a common facility. And, we will seek tenant input as we continue to design the building and community amenities.*
- 8. Question:** *What if I'm satisfied with the apartment I'm moved into and don't want to move into the new buildings?*

Answer: *You will have a "right of return", but won't be required to move into the new buildings. Tenants can permanently stay in the apartment they are first moved into, if they want.*

Euclid Improvements Frequently Asked Questions Improvement Area Questions

9. **Question:** What if I don't want to stay at Woodland Park? Will there be compensation?
- Answer:** No, we are not planning any additional compensation. Our "no displacement" plan is focused on preserving a stable community and making sure our tenants can stay in the neighborhood if they choose. This is why, even after moving into a new apartment, you will pay the same rent you otherwise would if nothing happened -- there will be no rent increase (except as normally determined by the Rent Board). This is also why we will pay for and arrange both moves for all tenants impacted by the Euclid Improvements.
10. **Question:** Will we get our rights and all these promises in writing?
- Answer:** Yes, we repeatedly provided the draft Relocation Commitments in writing and incorporated the feedback received from tenants and the community. We are distributing the final, signed, and notarized Relocation Commitments. We also will put in writing any future commitments made as part of this development process. If you need a written copy of any of our plans, please reach out to Teresa Morales at tmorales@wlpcommunities.com or 650-690-6199.
11. **Question:** If we want to move into a bigger apartment, can we?
- Answer:** We are committed to no displacement, and to ensure this, all the Euclid Improvement Area tenants will have a right to return to a new unit with their same key lease terms – same number of bedrooms, same rent-stabilized rent (only as adjusted by the Rent Board), same security deposit, and same number of parking spaces. If at any time, a tenant would like a larger apartment, we can offer you a new lease, with new lease terms, for a larger apartment. This applies to all tenants and is separate and apart from the Relocation Commitments.
12. **Question:** How are you reaching out to the tenants who cannot make it to the meetings?
- Answer:** We are eager to give information and get feedback from all Euclid Improvement Area tenants, even those who cannot make it to the meetings. Our community engagement team will continue to distribute flyers and go door-to-door to invite tenants and answer any initial questions. Mike Kramer and Teresa Morales will continue to hold scheduled "info sessions" in English and Spanish in prominent locations in the improvement area and Teresa is available to answer questions and gather feedback in English and Spanish at the Community Engagement Office at 2041 Euclid (at E. O'Keefe). There is also a drop box at 2041 Euclid to provide written questions or comments. Finally, you can always e-mail or call Teresa at tmorales@wlpcommunities.com or 650-690-6199. We welcome any suggestions for additional outreach.
13. **Question:** If I want another parking spot and storage, can I pay for it in the new building?
- Answer:** We have not yet finalized the design of the new buildings, but hope to have additional parking spots and/or storage available. If we do, we plan to lease them to building tenants, including current Euclid Improvement Area tenants. Separate from the Euclid Improvements, from time to time, we also have premier parking spaces available for lease in certain locations in the Woodland Park neighborhood. If you are interested in renting a premier parking space, please contact the Management Office at 650-566-2000, Option 2.

Euclid Improvements Frequently Asked Questions

General Questions

- Question:** When will construction begin and when will the building be completed?

Answer: We expect construction to begin in 2021 and we expect the building to be completed in 2023.
- Question:** How will the Euclid Improvements affect traffic?

Answer: We will do a full traffic and transportation study, and will implement any mitigation measures that the City requires. In addition to the traffic improvements we will improve mobility and make it easier to get around, by making it easier and safer to walk and ride bikes, adding secure bike parking, and working with regional agencies to improve transit options.
- Question:** If I don't live in the improvement area, can I move into the new building?

Answer: Yes, there will be apartments available for rent in the new building. The tenants who live in the improvement area have a "right of return" into the new building at their same rent levels. Others, including Woodland Park tenants that live outside the improvement area, will be able to apply for an apartment at regular rents, just as new tenants do in Woodland Park today.
- Question:** What will the rents be for the other new apartments?

Answer: Consistent with the goals of the General Plan, the building will house people at a diverse range of income levels. The net new apartments will be priced at market rents to help pay for the costs of our "no displacement" commitment and other community benefits, and many will be designed for affordability.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas del Area de Mejoras

- Pregunta:** Una vez que se construya el nuevo edificio, ¿podremos volver al mismo alquiler con el mismo número de habitaciones?

Respuesta: Sí, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo determina la Junta de Alquileres). Cada inquilino que regrese tendrá un apartamento con el mismo número de dormitorios como el que ahora tienen.
- Pregunta:** ¿Subirá el alquiler después de regresar al apartamento? ¿Por cuánto tiempo permanecerá igual el alquiler?

Respuesta: No, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo determina la Junta de Alquileres); esto continuará mientras viva allí.
- Pregunta:** ¿Tendré que volver a enviar una solicitud para un nuevo apartamento? Y, ¿tendré que firmar un nuevo contrato de arrendamiento?

Respuesta: No, no tendrá que volver a enviar una solicitud para un nuevo apartamento. Pero, debido a que su nuevo apartamento será diferente, hay ciertas partes del contrato de arrendamiento que serán diferentes (como la dirección) y por lo tanto tendrá que firmar un nuevo contrato de arrendamiento. La firma de un nuevo contrato de arrendamiento no afectará su alquiler.
- Pregunta:** ¿Tendré que pagar por mis mudanzas?

Respuesta: No, Woodland Park pagará y organizará sus mudanzas entre los apartamentos de Woodland Park.
- Pregunta:** ¿Podremos elegir nuestro nuevo apartamento?

Respuesta: Sí, hay un proceso para seleccionar su nuevo apartamento. Obtuvimos ideas para este proceso por parte de los inquilinos para mejor responder a sus necesidades. Favor de ver Los Compromisos de Reubicación para más detalles de cómo funciona el proceso de selección de los apartamentos.
- Pregunta:** ¿Cuántos espacios de estacionamiento tendré?

Respuesta: Tendrá el mismo número de espacios de estacionamiento que tiene actualmente bajo su contrato de arrendamiento existente. También trabajaremos con la ciudad para mejorar y aumentar el estacionamiento en las calles.
- Pregunta:** ¿Los nuevos apartamentos tendrán lavadoras y secadoras?

Respuesta: Aún no lo sabemos. Aún no hemos diseñado los detalles de los apartamentos o edificios, pero sin importar lo que pase, tendremos instalaciones de alta calidad con lavadoras y secadoras, ya sea en la unidad o en una lavandería pública. Y buscaremos la opinión de los inquilinos mientras continuamos diseñando el edificio y los servicios de la comunidad.
- Pregunta:** ¿Qué pasa si estoy satisfecho con el apartamento al que me mudé y no quiero mudarme de vuelta a los nuevos edificios?

Respuesta: Usted tendrá un “derecho de regreso”, pero no se requerirá que vuelva a mudarse a los nuevos edificios. Los inquilinos pueden quedarse permanentemente en el nuevo apartamento al que se mudaron por primera vez, si así lo desean.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes Preguntas del Area de Mejoras

9. **Pregunta:** ¿Qué pasa si no quiero quedarme en Woodland Park? ¿Habrá compensación?
- Respuesta:** No, no estamos planeando ninguna compensación adicional. Nuestro plan de “no desplazamiento” está enfocado en preservar una comunidad estable y asegurarnos de que nuestros inquilinos puedan permanecer en el vecindario si así lo desean. Es por eso que, incluso después de mudarse al nuevo apartamento, usted pagará el mismo alquiler que pagaría si no hubiera ocurrido nada: no habrá aumentos de alquiler (excepto como normalmente lo determina la Junta de Alquileres). Esta es también la razón por la que pagaremos y organizaremos ambas mudanzas para todos los inquilinos afectados por las Mejoras de Euclid.
10. **Pregunta:** ¿Recibiremos nuestros derechos y promesas por escrito?
- Respuesta:** Si, en repetidas ocasiones hemos ofrecido los Compromisos de Reubicación por escrito e incorporado las respuestas y opiniones de los inquilinos y de la comunidad. Estaremos ofreciendo los Compromisos de Reubicación finales, firmados y notariados. También estamos poniendo por escrito cualquier compromiso o acuerdo futuro realizado como parte de este proceso de desarrollo. Si necesita una copia de cualquiera de nuestros planes favor de ponerse en contacto con Teresa Morales a tmorales@wlpcommunities.com o al 650-690-6199.
11. **Pregunta:** ¿Si queremos cambiarnos a un departamento más grande, ¿podemos?
- Respuesta:** Estamos comprometidos a no desplazamiento, y para asegurar esto, todos los inquilinos del Área de Mejoras Euclid tendrán derecho a retorno a una nueva unidad con los mismos términos claves en su contrato de arrendamiento -- el mismo número de recamaras, la misma renta controlada (solo ajustada por el Consejo de Renta), el mismo depósito de seguro, el mismo número de espacios de estacionamiento. Si en cualquier momento un inquilino desea un apartamento más grande, podremos ofrecerle un nuevo contrato, con nuevos términos de contrato, por un departamento más grande. Esto aplica a todo inquilino y es separado y aparte de los Compromisos de Reubicación.
12. **Pregunta:** ¿Como están comunicándose con los inquilinos que no pueden venir a las reuniones?
- Respuesta:** Estamos listos para dar información y recibir reacciones de todos los inquilinos del Área de Mejoras Euclid, aun aquellos que no pueden venir a las reuniones. Nuestro equipo de compromiso comunitario continuará distribuyendo volantes de puerta en puerta para invitar a los inquilinos y responder a preguntas iniciales. Mike Kramer y Teresa Morales continuarán presentando “casetas de información” en inglés y en español en lugares prominentes dentro del Area de Mejoras. Teresa está disponible para contestar preguntas y recibir sus ideas o reacciones en inglés y en español en la oficina de Compromiso Comunitario en el 2041 Euclid Avenue (East O’Keefe). También hay una caja de correo donde puede dejar su información directamente al 2041 Euclid si tiene preguntas por escrito o comentarios. Finalmente, puede siempre enviar un email o llamarle a Teresa a: tmorales@wlpcommunities.com o al 650-690-6199. Sus ideas y sugerencias para alcance comunitario son bienvenidas.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas del Area de Mejoras

13. Pregunta: ¿Si yo quiero otro espacio de estacionamiento y otro espacio para guardar mis pertenencias, ¿podría pagar por esto en el nuevo edificio?

Respuesta: Aun no hemos finalizado el diseño de los nuevos edificios, pero esperamos tener lugares de disponibles de estacionamiento adicionales y lugares para guardar pertenencias. Si así es, planeamos rentarlos a los inquilinos del edificio, incluyendo a los inquilinos de Área de Mejoras Euclid. Separado de las Mejoras Euclid, de vez en cuando, también tenemos espacios de estacionamiento disponibles para rentar en ciertos lugares en la vecindad de Woodland Park. Si está interesado/a en rentar espacios de estacionamiento, favor de llamar a la Oficina de Negocios al 650-566-2000 marcando la opción 2.

Mejoras en Euclid (“Euclid Improvements”) Preguntas Frecuentes

Preguntas Generales

1. Pregunta: ¿Cuándo comenzará la construcción y cuándo se terminará el edificio?

Respuesta: Esperamos que la construcción comience en 2021 y que el edificio se termine en 2023.

2. Pregunta: ¿Cómo afectarán las Mejoras de Euclid al tráfico?

Respuesta: Haremos un estudio completo de tráfico y transporte, e implementaremos cualquier medida de mitigación que la Ciudad requiera. Además de las mejoras en el tráfico, mejoraremos la movilidad y haremos que sea más fácil desplazarse al hacer que sea más fácil y seguro caminar y andar en bicicleta, añadiendo estacionamiento seguro para bicicletas y trabajaremos con agencias regionales para mejorar las opciones de transporte.

3. Pregunta: ¿Si no vivo en el área donde se harán las mejoras, ¿puedo mudarme al nuevo edificio?

Respuesta: Sí, habrá apartamentos disponibles para alquilar en el nuevo edificio. Los inquilinos que viven en la zona de mejoras tienen un “derecho de regreso” al nuevo edificio con los mismos niveles de alquiler. Otros, incluyendo los inquilinos de Woodland Park que viven fuera del área donde se harán las mejoras, podrán solicitar un apartamento en alquileres regulares, tal como lo hacen los nuevos inquilinos en Woodland Park actualmente.

4. Pregunta: ¿Cuáles serán los alquileres de los otros apartamentos nuevos?

Respuesta: De acuerdo con los objetivos del Plan General, el edificio albergará a personas de diversos niveles de ingresos. Los nuevos apartamentos netos tendrán un precio de acuerdo a los alquileres del mercado para ayudar a pagar los costos de nuestro compromiso de “no desplazamiento” y otros beneficios comunitarios, y muchos de ellos se diseñarán para que sean asequibles.

Project Description: Euclid Improvements

Why?

Our buildings are between 50 and over 100 years old. We have been making incremental improvements such as two community pop-up parks, but ultimately, maintenance and small-scale improvements alone won't be enough to keep up the buildings and our shared spaces at the high quality that our community deserve. More significant improvements are needed, and in Summer 2018, we began a process of exploring how to do so on a specific site. Since then, we've been in dialog with the Improvement Area tenants, the broader Woodland Park community, and other local stakeholders to determine the components of the project and how to best fulfill our Core Principles. Throughout, our goal has been to make improvements in a way that improves the quality of life for the Improvement Area tenants, all Woodland Park tenants, and the wider East Palo Alto community.

What?

Core Principles

1. No Displacement
2. Preserve Housing Affordability + Stability*
3. Community Informed Plan
4. Better Parking and Mobility
5. Safer, Healthier Buildings

*New core principle that we've added based on community feedback.

Project Summary

With **no displacement**, we are proposing to replace several aging, outdated structures with new mixed-income buildings that will replace all of the rent-stabilized units with new rent-stabilized units, increase the housing supply, and provide better parking and mobility options. This will affect a small portion of our property – less than 10% of Woodland Park Apartments and less than 4% of the Westside.

Where?



When?*

Community Engagement process	2018 until Move in
Application submittal	Fall 2019
City approval	2020
Relocation / Construction begins	2021
Project complete / Move in	2023

* Additional milestones and dates are listed in the proposed schedule on Page 8

What?

Core Principles

(Based on Westside Area Plan and Community Input)

No Displacement

All existing tenants will always be able to stay at Woodland Park. They will be relocated to other Woodland Park units during construction and have the guaranteed right to return to the newly constructed replacement units at their same rent-stabilized rents.

Preserve Housing Affordability + Stability*

Our plan will contain 26% deed-restricted rent-controlled units, replacing all existing rent-controlled units one-for-one, to preserve the rent stabilization program, ensure housing stability for future tenants, and lock-in the below-market rents of our existing tenants.

Community Informed Plans

We value community input and create opportunities to engage with our tenants and the community. We actively sought input and feedback to create the current plan and will continue to do so as the project further develops.

Better Parking and Mobility

We often hear about tenants' desire for better parking and more options for getting around. Our plans will include better parking and mobility options, as well as improved options for walking, biking, and transit wherever possible.

Safer, Healthier Buildings

The buildings at Woodland Park are between 50 and over 100 years old, and many are at the end of their useful life. They were built inexpensively to old standards, and were not always cared for by previous owners. We will create safer, healthier buildings that meet or exceed modern seismic and other life safety standards.

*This is a new core principle that we've added based on community feedback.

Where?

Buildings in the Improvement Area

The proposed improvement area includes the following addresses:

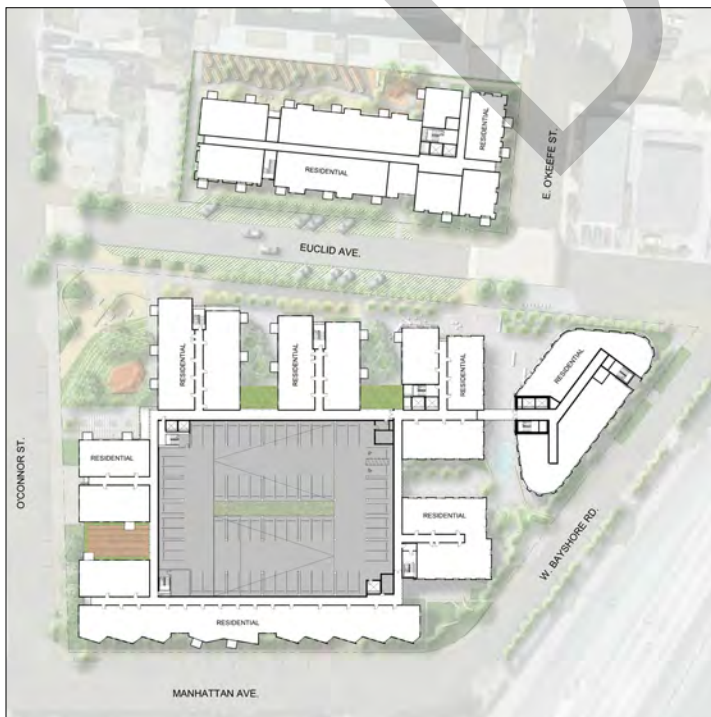
2021 Euclid Ave.	2012 Euclid Ave.	2044 Euclid Ave.
2025 Euclid Ave.	2032 Euclid Ave.	2054 Euclid Ave.
2031 Euclid Ave.	2036 Euclid Ave.	501 O'Connor St.
2041 Euclid Ave.	2040 Euclid Ave.	2001 Manhattan Ave.
2043 Euclid Ave.	2042 Euclid Ave.	2033 Manhattan Ave.

What?

Project Proposal



Ground floor plan



Typical upper floor plan

Project Highlights

Size	Less than 10% of WPC/ Less than 4% of the Westside
Existing Rent-Controlled Units	160 units
Proposed Units	605 units (26% rent-controlled)
Net New Units	445 units
Existing Parking	155 (off-street) 52 (on street)
Proposed Parking	625 (off-street) 71 (on street)

Diversity of Unit Types

Our proposed unit mix would increase the variety of housing options available in the neighborhood

Unit Type	Current	Proposed
Studio	33%	31%
1 bedroom	64%	39%
2 bedrooms	2%	30%
3-4 bedrooms	1%	<1%

What?

Guaranteeing No Displacement and Preserving Housing Affordability + Stability

What we heard:

Because of previous owners, tenants may be wary to trust our promises about relocation and No Displacement. Additionally, there is a desire to preserve housing affordability and stability, especially for long-time residents.

What we're proposing:

Relocation Commitments*

- Created Relocation Commitments with input from Improvement Area Tenants
- Will issue all relocation commitments in writing, signed by the ownership
- Have been and will continue to work with the East Palo Alto Rent Board, City staff, Community Legal Services of East Palo Alto, and other stakeholders
- Relocation Commitment highlights include
 - The right to a replacement apartment at Woodland Park during construction and a right of return to the new apartments
 - Guarantees to pay the same rent that they otherwise would be paying and to receive an apartment with the same number of bedrooms
 - Moves by a qualified, insured moving company fully paid for by Woodland Park

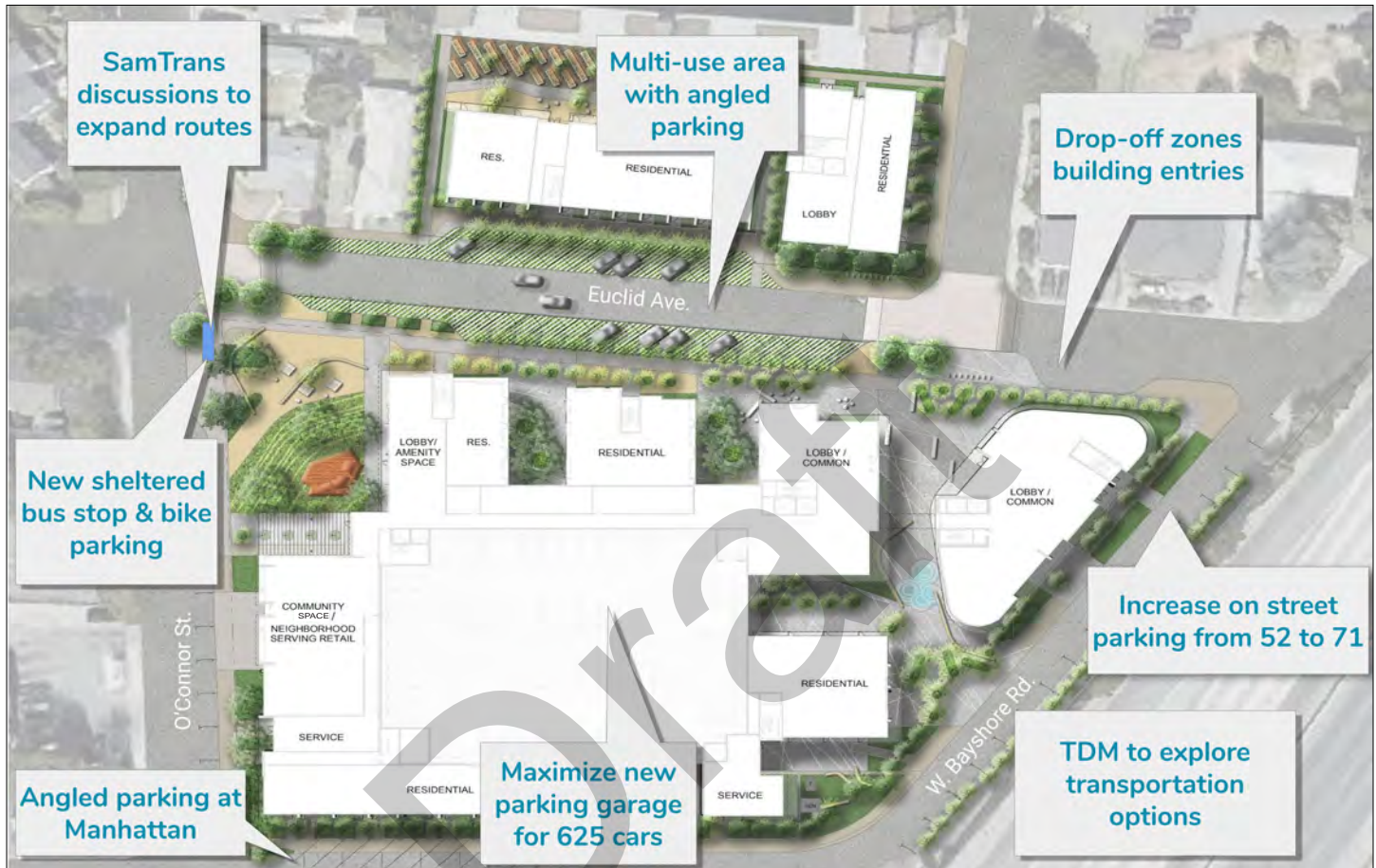
* The complete set of relocation commitments can be viewed at www.nodisplacement.com/commitments/

Deed Restricted Rent Control

- Rent Control was the foundation of the incorporation of East Palo Alto as a city, and our goal is to preserve it, as discussed in the Westside Area Plan.
- Despite California state law which says that new buildings can not have rent control, we will voluntarily deed-restrict 26% of the total units to ensure rent control into the future
- Rent Control (also known as Rent Stabilization) ensures that any tenant that has been in place for more than one year will pay below market rent.
- Unlike income-restricted affordable housing, there are no qualifications based on income, wealth, immigration status, or household composition.
- Rent Control is the only form of housing affordability that favors long-term residents with deeper affordability than newcomers.

What?

Parking and Getting Around



What we heard:

Tenants and neighbors often find traffic and parking challenging, and alternate transit options tend to be limited and often not convenient.

What we're proposing:

- Planning to work with City to perform full traffic study as part of an Environmental Impact Report
- Will implement a Transportation Demand Management (TDM) Plan with a variety of transportation options
- Working with local agencies to improve transit options and include a new bus stop on site
- Making it easier and safer to walk and bike through better street design and amenities
- Seeking parking agreements with local property owners that have surplus parking
- Increase off-street with a central garage, and increase on-street parking in partnership with the City

What?

Neighborhood Parks and Community Spaces + Retail



What we heard:

The neighborhood needs more public spaces, including a park that can host a wide variety of activities from kids' play area and fitness space to a place for tenants to hold parties. There's also a desire for more neighborhood-serving retail.

What we're proposing:

- Including a neighborhood park as part of the Euclid Improvements
- Providing additional multiple use public spaces to allow for spaces to be used for a greater variety of activities at different times
- Providing flexible and appropriately sized spaces for both community and retail activities
- Designing the community space that opens out on the park to provide greater access
- Include neighborhood-serving retail space, with locally focused options like a convenience store, cafe, clinic or pharmacy

What?

Project Views



View of Park from O'Connor St



View of Euclid St from Plaza



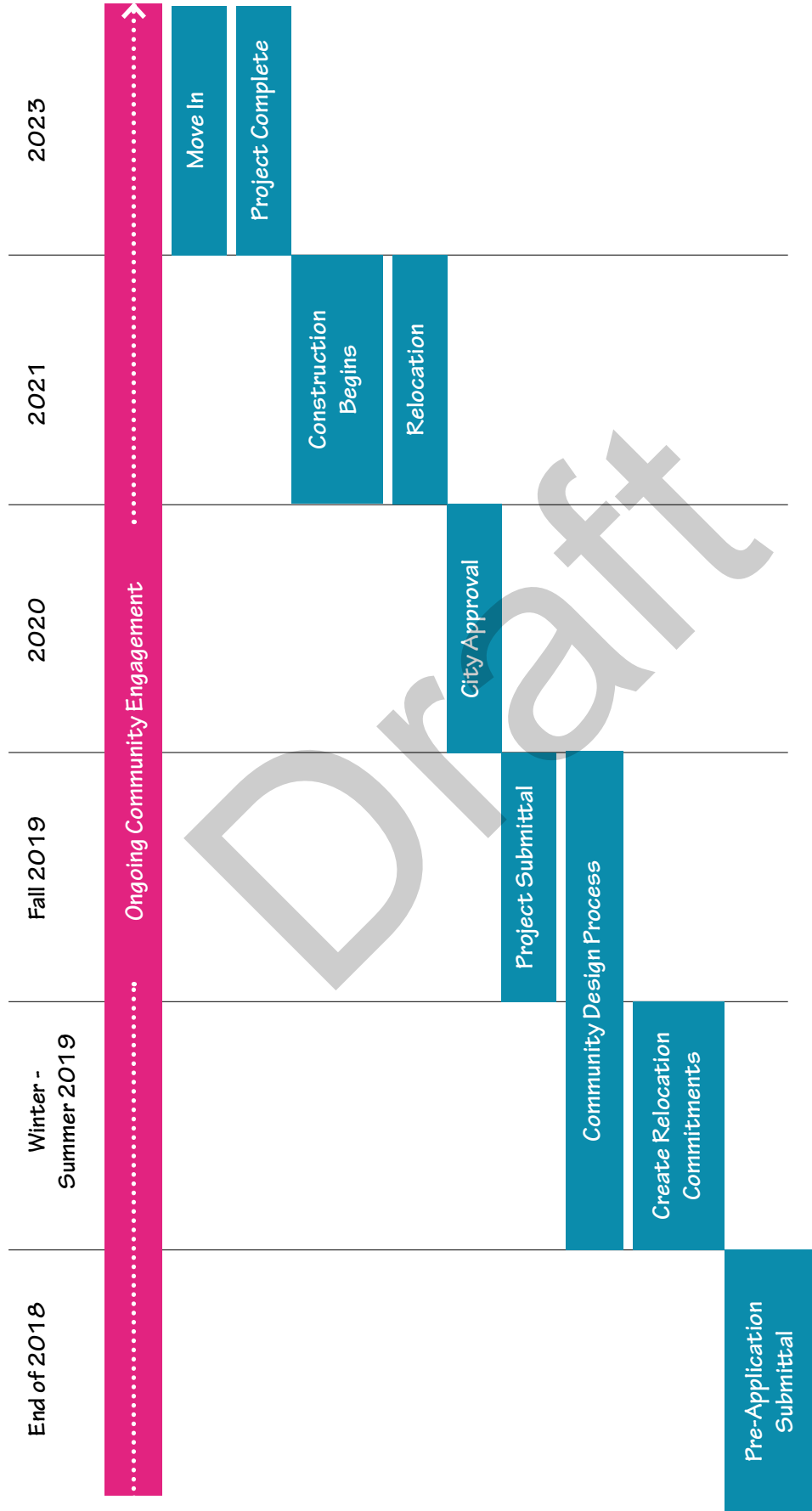
View down Euclid St



View from US 101 (Four Seasons Hotel in foreground)

How? + When?

Proposed Schedule



Ongoing Community Engagement:

- Regular Meetings with Euclid Improvement Area tenants
- Community Updates + Feedback (community meetings, newsletters, and events)
- Advisory Committee
- Public Hearings (Planning Commission, Rent Board, City Council)
- Stakeholder Meetings (neighborhood and community groups)

Descripción del Proyecto: Mejoras de Euclid (Euclid Improvements)

¿Por qué?

Nuestros edificios tienen entre 50 y más de 100 años de antigüedad. Hemos estado haciendo mejoras poco a poco, como los dos parques comunitarios pop-up, pero en realidad, dar mantenimiento y las mejoras a pequeña escala, por sí solos, no será suficiente para mantener los edificios y nuestros espacios compartidos al nivel de alta calidad que nuestra comunidad se merece. Se necesitan mejoras más significativas, y en Verano 2018, empezamos un proceso para explorar cómo hacerlo en un área en particular. Desde entonces, hemos estado dialogando con los inquilinos que viven en el Área de Mejoras, la comunidad de Woodland Park en general, y otras partes interesadas a nivel local para determinar los componentes del proyecto y saber cómo cumplir de la mejor manera con nuestros Principios Básicos. En general, esperamos hacer estas mejoras de una manera que resulte en una mejora en la calidad de vida de los inquilinos que viven en el Área de Mejoras, todos los residentes de Woodland Park y la comunidad de East Palo Alto en general.

¿Qué?

Principios Básicos

1. Sin Desplazamiento
2. Mantener la Asequibilidad y Estabilidad de la Vivienda *
3. Planes Informados de la Comunidad
4. Mejor estacionamiento y movilidad
5. Edificios Seguros y Más Saludables

*Este es un nuevo principio básico que hemos agregado basándonos en información obtenida de la comunidad.

¿Dónde?



Descripción del Proyecto

Sin desplazamiento, estamos proponiendo reemplazar varias estructuras anticuadas y obsoletas con nuevos edificios de ingresos mixtos que reemplazarán todas las unidades de renta estabilizada con nuevas unidades de renta estabilizada, aumentar la oferta de vivienda y mejorar las opciones de estacionamiento y movilidad. Esto afectará a una pequeña parte de nuestra propiedad: menos del 10% de los apartamentos de Woodland Park y menos del 4% de Westside.

¿Cuándo?

Proceso de Participación Comunitaria	2018 hasta mudarse de vuelta
Presentación de solicitud	Otoño 2019
Aprobación de la Ciudad	2020
Reubicación / Inicio de Construcción	2021
Proyecto Terminado / Mudarse de vuelta	2023

* Hay hitos y fechas adicionales listadas en el cronograma propuesto en Página 8

¿Qué?

Principios Básicos

(basados en las opiniones de la comunidad y el Westside Area Plan)

Sin Desplazamiento

Todos los inquilinos existentes siempre podrán quedarse en Woodland Park, y tienen el derecho garantizado de regresar a las unidades recién construidas que reemplazaron sus viviendas con sus mismas rentas estabilizadas.

Mantener la Asequibilidad y Estabilidad de la Vivienda *

Nuestro plan incluye 26% de las unidades de control de renta con restricciones de la escritura, siendo reemplazadas todas las existentes con control de renta una por cada una, para preservar el programa de estabilización de renta, asegurar la estabilidad de la vivienda para futuros inquilinos, y asegurar los alquileres por debajo del mercado de nuestros actuales inquilinos.

Planes Informados de la Comunidad

Valoramos los aportes de la comunidad y creamos oportunidades para involucrarnos con nuestros residentes y la comunidad. Continuaremos buscando opiniones y respondiendo a comentarios y sugerencias a medida que creamos planes para una solicitud de proyecto el próximo año.

Mejor estacionamiento y movilidad

Muchas veces escuchamos que los residentes desearían de tener un mejor estacionamiento y más opciones para moverse. Nuestros planes incluirán estacionamiento adecuado y mejores opciones de movilidad, así como mejores opciones para caminar, andar en bicicleta y uso de tránsito donde sea posible.

Edificios más seguros y saludables

Los edificios de Woodland Park tienen entre 50 y más de 100 años de antigüedad, y muchos han llegado al final de su vida útil. Fueron construidos a bajo costo y de acuerdo a los estándares antiguos, y no siempre fueron bien cuidados por los dueños anteriores. Nosotros crearemos edificios más seguros y saludables que cumplirán o superarán las normas y estándares modernos de seguridad sísmica y otras normas de vital seguridad.

*Este es un nuevo principio básico que hemos agregado basándonos en información obtenida de la comunidad.

¿Dónde?

Edificios en el área de mejoras

El área de mejoras que se ha propuesto incluye las siguientes direcciones:

2021 Euclid Ave.	2012 Euclid Ave.	2044 Euclid Ave.
2025 Euclid Ave.	2032 Euclid Ave.	2054 Euclid Ave.
2031 Euclid Ave.	2036 Euclid Ave.	501 O'Connor St.
2041 Euclid Ave.	2040 Euclid Ave.	2001 Manhattan Ave.
2043 Euclid Ave.	2042 Euclid Ave.	2033 Manhattan Ave.

¿Qué?

Propuesta del Proyecto



Plano de la Planta Baja



Plano Típico de un Piso Superior

Información del Proyecto

Tamaño	Menos del 10% de WPC/ Menos del 4% de West-side
Unidades Existentes	160 unidades
Unidades Propuestas	605 unidades (26% Renta Controlada)
Total de Unidades Nuevas	445 unidades
Estacionamiento Existente	155 (fuera de la calle) 52 (en la calle)
Espacios de Estacionamiento Propuestos	625 (fuera de la calle) 71 (en la calle)

Diversidad de tipos de unidades

Nuestra mezcla de unidades propuesta aumentaría la variedad de opciones de vivienda disponibles en el vecindario.

Tipo de Unidad	Actual	Propuesta
Studio	33%	31%
1 dormitorio	64%	39%
2 dormitorios	2%	30%
3-4 dormitorios	1%	<1%

¿Qué?

Garantía de No Desplazamiento y Mantener la Asequibilidad y Estabilidad de la Vivienda

Lo que escuchamos:

Debido a los propietarios anteriores, puede que los inquilinos sean cautelosos a la hora de confiar en nuestras promesas de reubicación y No Desplazamiento. Además, existe el deseo de preservar la asequibilidad y estabilidad de la vivienda, especialmente para los residentes que viven aquí hace tiempo.

Lo que estamos proponiendo:

Compromisos de Reubicación*

- Creamos los Compromisos de Reubicación con opiniones de los Inquilinos del Area de Mejoras
- Ofreceremos todos los compromisos comunitarios por escrito, firmados por los dueños
- Hemos y continuaremos trabajando con el Consejo de la Estabilización de Renta, personal de la Ciudad, Servicios Comunitarios Legales de East Palo Alto y otras partes interesadas de la comunidad
- Lo sobresaliente de los Compromisos Comunitarios incluye:
 - El derecho a un apartamento de reemplazo en Woodland Park durante la construcción y el derecho a regresar a los nuevos apartamentos
 - Garantías para pagar la misma renta que han estado pagando y recibir un apartamento con el mismo número de dormitorios
 - Mudanzas por una compañía de mudanzas certificada pagado completamente por Woodland Park

* La lista completa de Compromisos de Reubicación se puede ver en:
www.nodisplacement.com/commitments/

Control de Rentas por las Restricciones de la Escritura

- El Control de Rentas fué la base de la incorporación de East Palo Alto como ciudad, y nuestra meta es preservarla, como se indicó en el Westside Area Plan.
- A pesar de que la ley estatal de California dice que los edificios nuevos no pueden tener control de rentas, nosotros voluntariamente protegeremos por medio de las restricciones de la escritura el 26% del total de las unidades para asegurar el control de rentas en el futuro.
- El Control de Renta (también conocido como Estabilización de Renta) asegura que cualquier inquilino que haya estado en el lugar por más de un año pagará una renta por debajo de la renta del mercado.
- A diferencia de la vivienda asequible con restricciones basadas en los ingresos, no hay requisitos basados en los ingresos, la riqueza, el estado migratorio o la composición de la unidad familiar.
- El Control de Renta (también conocido como Estabilización de Renta) asegura que cualquier inquilino que haya estado en el lugar por más de un año pagará una renta por debajo de la renta del mercado.
- El Control de Renta es la única forma de vivienda asequible que favorece a los residentes de largo plazo con una asequibilidad más favorable que la que tendría alguien que recién se muda al lugar.

¿Qué?

Estacionamiento y Cómo Movilizarse



Lo que escuchamos:

Los inquilinos y vecinos a menudo encuentran que el tráfico y el estacionamiento son un problema, y las opciones de transporte alternativo suelen ser limitadas y muchas veces no son convenientes.

Lo que estamos proponiendo:

- Planeamos trabajar con la Ciudad para realizar un estudio completo de tráfico como parte del Reporte de Impacto Ambiental
- Implementaremos un Plan de Administración de la Demanda de Tránsito (TDM, por sus siglas en inglés) con variedad de opciones de transporte, incluyendo transporte compartido
- Trabajaremos con agencias locales para mejorar las opciones de tránsito e incluir una nueva parada de buses en la zona
- Hacer más fácil y seguro caminar y andar en bicicleta usando un mejor diseño de las calles y sus entornos
- Buscar acuerdos de estacionamiento con los propietarios locales que tienen un excedente de estacionamiento
- Aumentar los estacionamientos fuera de la vía pública con un garaje central, y aumentar los estacionamientos en la vía pública en asociación con la Ciudad

¿Qué?

Parques y Espacios Comunitarios en el Vecindario y Tiendas



Lo que escuchamos:

El vecindario necesita más espacios públicos, incluyendo un parque que pueda brindar espacio para una amplia variedad de actividades, desde un área de juegos para niños y un espacio para ejercicios hasta un lugar para que los inquilinos celebren fiestas. También existe el deseo de tener más tiendas que sirvan al vecindario.

Lo que estamos proponiendo:

- Incluir un parque del vecindario como parte de las Mejoras de Euclid
- Brindar espacios públicos adicionales de uso múltiple, para que estos espacios se utilicen para una mayor variedad de actividades en diferentes momentos.
- Brindar espacios flexibles y de tamaño apropiado para las actividades de la comunidad y para tiendas.
- Diseñar el espacio comunitario de modo que se abra hacia el parque para brindar mayor acceso.
- Incluir un espacio comercial de tiendas que sirvan al vecindario, con opciones enfocadas localmente como una tienda de víveres, un café, una clínica o una farmacia.

¿Qué?

Vistas del Proyecto



Vista de Park desde O'Connor St



Vista de Euclid St desde la Plaza



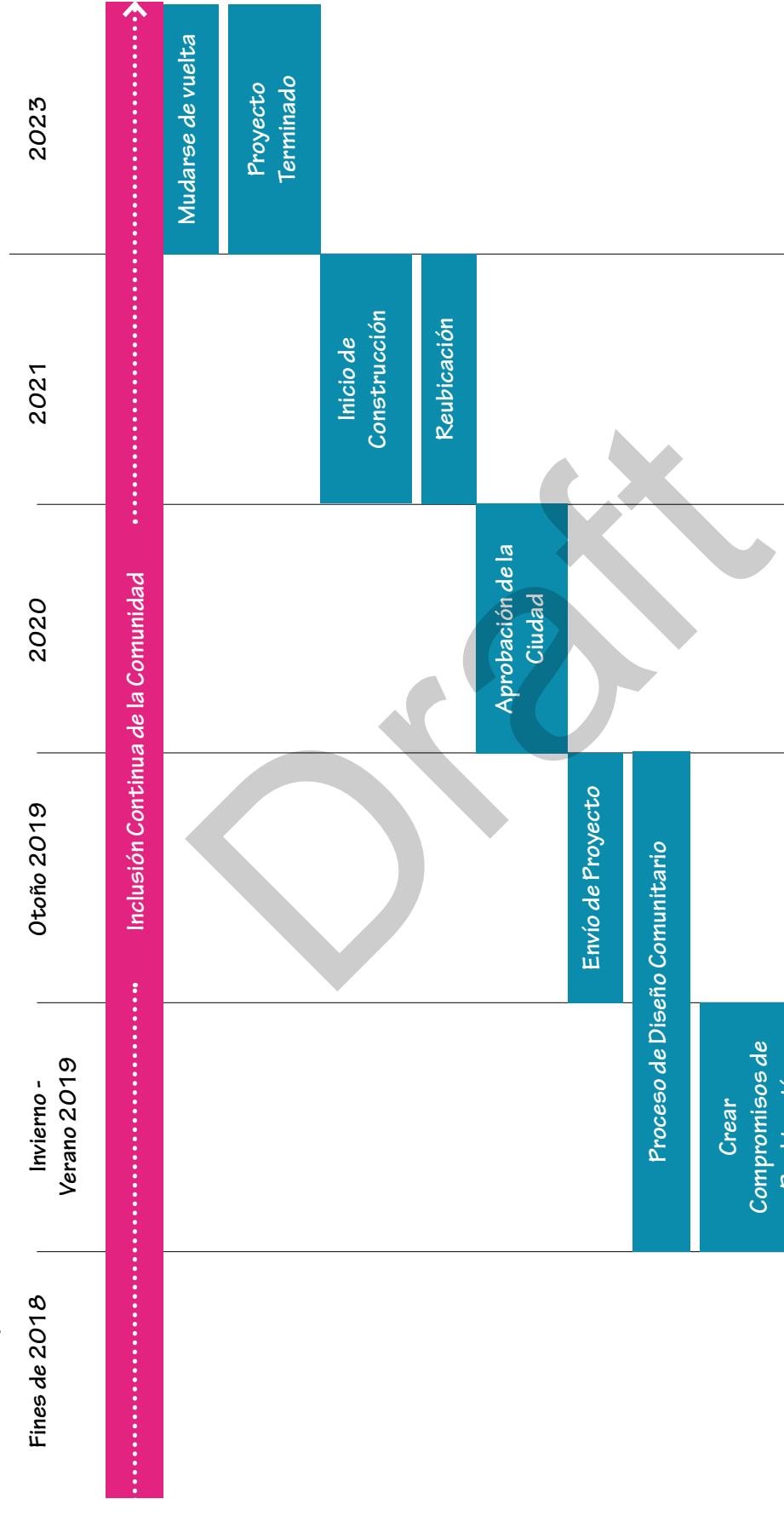
Vista de Euclid St



Vista desde US 101 (Hotel Four Seasons al fondo)

¿Cómo? + ¿Cuándo?

Cronograma Propuesto



Inclusión Continua de la Comunidad

- Reuniones regulares con los inquilinos del Área de mejoras a Euclid (Euclid Improvements)
- Actualizaciones Comunitarias + Comentarios (Reuniones comunitarias, boletines, y eventos)
- Comité de Consejería
- Audiencia Pública (Comisión de Planeamiento, Junta de Control de Rentas, Concejo de la Ciudad)
- Reuniones con las partes involucradas (grupos de vecinos y de la comunidad)

Important information!

View the Final
Relocation Commitments!

Su	M	T	W	Th	F	Sa
Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19
						Euclid Improvements Info Booth
Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26
	Euclid Improvement Area Tenants' Meeting					

Euclid Improvements Information & Input Booth

What?

Join Mike and Teresa at a Euclid Improvements Information Booth to view the Final Relocation Commitments and answer any of your questions

When?

Saturday, October 19th

Where?

The booth will be set up at:

2pm - 3pm - 2001 Manhattan Ave. courtyard

3pm - 4pm - 2033 Manhattan Ave. courtyard

4pm - 5pm - 501 O'Connor St. courtyard

Euclid Improvements Tenants' Meeting

Who?

Euclid Improvement Area Tenants

What?

Free Dinner at 6:30pm
View the Final Relocation Commitments
Discuss the relocation process
Hear about next steps

When?

Monday, October 21st
From 6:30 - 7:30pm

Where?

Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

¡Información importante!

¡Vea los Compromisos de Reubicación Finales!

D	L	M	M	J	V	S
Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18	Oct 19
						Caseta de Información de las Mejoras de Euclid
Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25	Oct 26
	Reunión de los Inquilinos del Area					

Caseta de Información e Ideas en las Mejoras Euclid

De Que se Trata:

Visite a Mike y a Teresa en la Caseta de Información para ver los Compromisos de Reubicación Finales y responder a cualquier pregunta que tenga.

¿Cuándo?

Sábado 19 de Octubre

¿Dónde?

La caseta estará disponible:

2pm - 3pm - 2001 Manhattan Ave. Dentro del patio interior

3pm - 4pm - 2033 Manhattan Ave. Dentro del patio interior

4pm - 5pm - 501 O'Connor St. Dentro del patio interior

Reunión de Inquilinos de Euclid

¿Quién?

Inquilinos del Área de Mejoras Euclid

De Que se Trata:

Cena gratis a las 6:30pm

Vea los Compromisos de Reubicación Finales

Conversación del proceso de reubicación

Conozca los siguientes pasos

¿Cuándo?

Lunes 21 de Octubre

6:30 - 7:30pm

¿Dónde?

Willow Oaks School

620 Willow Road

Menlo Park, CA 94025

Important information!



Preview the final Relocation Commitments

Su	M	T	W	Th	F	Sa
Aug 18	Aug 19	Aug 20	Aug 21	Aug 22	Aug 23	Aug 24
						Euclid Improvements Info. Booth
Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30	Aug 31
	Area Tenants' Meeting + Community Design Mtg					

Euclid Improvements Information & Input Booth

What?

Join Mike and Teresa at a Euclid Improvements Information Booth to preview the final relocation commitments and answer any of your questions

When?

Saturday, August 24th

Where?

The booth will be set up at:

2pm - 3pm - 2001 Manhattan Ave. courtyard

3pm - 4pm - 2033 Manhattan Ave. courtyard

4pm - 5pm - 501 O'Connor St. courtyard

Euclid Improvements Tenant Meeting

Who?

Euclid Improvement Area Tenants

What?

Free Dinner at 7pm

Preview the Relocation Commitments

Discussion the relocation process

Hear about next steps

When?

Monday, August 26th

From 6:00 - 7:00pm

Where?

Willow Oaks School

620 Willow Road

Menlo Park, CA 94025

Community Design Meeting

What?

Free Dinner at 7pm

Project Update

Euclid Improvements Planning Application

and Next Steps

Discussion of community spaces and design elements

When?

Monday, August 26th

From 7:00 - 8:30pm

Where?

Willow Oaks School

620 Willow Road

Menlo Park, CA 94025

¡Información importante!

Revisa los compromisos de reubicación definitivos

D	L	M	M	J	V	S
Aug 18	Aug 19	Aug 20	Aug 21	Aug 22	Aug 23	Aug 24
						Caseta de Información de las Mejoras de Euclid
Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30	Aug 31
	Reunión de los Inquilinos del Area + Reunión Comunitaria del Diseñ					

Caseta Informativa de Ideas en las Mejoras Euclid

De Que se Trata:

Visite a Mike y a Teresa en la Caseta de información para revisar los compromisos de reubicación definitivos y responder a cualquier pregunta que tenga.

¿Cuándo?

Sabado 24 de Agosto

¿Dónde?

La caseta estará disponible:

2pm - 3pm - 2001 Manhattan Ave. Dentro del patio interior

3pm - 4pm - 2033 Manhattan Ave. Dentro del patio interior

4pm - 5pm - 501 O'Connor St. Dentro del patio interior

Reunión de Inquilinos de Euclid

¿Quien?

Inquilinos del Área de Mejoras Euclid

De Que se Trata:

Cena Gratis a las 7pm
Revise los compromisos de reubicación
Conversación del proceso de reubicación
Conozca los siguientes pasos

¿Cuándo?

Lunes 26 de Agosto
6:00 - 7:00pm

¿Dónde?

Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Reunion Comunitaria para el Diseño

¿Qué?

Cena Gratis a las 7pm
Lo más reciente del proyecto
La solicitud de Planificación de Euclid Improvements
y los Sigüientes Pasos

¿Cuándo?

Martes 27 de Agosto
From 6:30 - 8:00pm

¿Dónde?

Willow Oaks School
620 Willow Road
Menlo Park, CA 94025

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

July 26, 2020

RE: Euclid Improvements Project Update

Dear Improvement Area Tenants,

It has been some time since we last reached out to you with an update on the exciting Euclid Improvements at Woodland Park. As many of you know, starting in the Summer of 2018, Woodland Park Communities began a public process to explore improving the site in which you live, an area that is bounded by Euclid Ave, West Bayshore, Manhattan Ave and O'Connor St. Since then we've held a robust community engagement process that included 18 public meetings. The following core principles were established to guide all aspects of the project's planning and design process:

Core Principles

1. No Displacement
2. Preserve Housing Affordability & Stability
3. Community Informed Plan
4. Better Parking and Mobility
5. Safer, Healthier Buildings

As a reminder, we committed to a plan with no displacement, and in which we replace several aging, outdated structures with new mixed-income housing. All current tenants will get a brand-new apartment at their same rent-controlled rent. Along with new rent-stabilized units, we will also increase the housing supply, and provide better parking and mobility options. Our plans also reflect community-centered benefits inspired by our residents' input, including a neighborhood park, new bus stop, community space, and neighborhood-serving retail.

This community-informed plan was the heart of the Project Application submitted to the City of East Palo Alto in September 2019. Since that time, City staff has been reviewing it and the environmental impact review process has begun. In the months ahead, we anticipate several study sessions with the City Council on key project elements, and public review of the draft environmental document. There will also be additional community meetings to discuss important issues including the design and programming of the park and community spaces, and the transportation strategies. Your continued involvement is critical to the success of the Euclid Improvements. We look forward to working with you.

For more project information, please go to www.nodisplacement.com. For an updated timeline of the next steps, please see the schedule on the back side of this letter. If you have any questions or comments, please feel free to contact Teresa Morales at 650-690-6199.

Sincerely,



Mike Kramer

Woodland Park Communities

Woodland Park COMMUNITIES

SAND HILL PROPERTY COMPANY
5 Newell Court | East Palo Alto, California 94303
www.nodisplacement.com

Julio 26, 2020

RE: Actualización del Proyecto Mejoras Euclid

Estimados Inquilinos del Area de Mejoras,

Ha pasado un tiempo desde la última vez que dimos una actualización sobre las nuevas mejoras en Euclid de Woodland Park. Como muchos de ustedes saben, a partir del verano de 2018, Woodland Park comenzó un proceso público para explorar el mejoramiento del sitio donde vive usted, un sitio compuesto por Euclid Ave, West Bayshore, Manhattan Ave y O'Connor St. Desde entonces, hemos llevado a cabo un fuerte proceso de participación comunitaria que incluyó 18 reuniones públicas. Los siguientes principios fundamentales se establecieron para guiar todos los aspectos del proceso de planificación y diseño del proyecto:

Principios Fundamentales

1. No Desplazamiento
2. Preservar la Asequibilidad y la Estabilidad de la Vivienda.
3. Plan Informado por la Comunidad
4. Mejor Estacionamiento y Movilidad
5. Edificios más Seguros y Saludables

Recordándole que nos comprometimos con un plan sin desplazamiento, en el cual reemplazamos varias estructuras antiguas con nuevas viviendas de ingresos mixtos. Todos los inquilinos actuales van a recibir un apartamento nuevo con la misma renta controlada. Junto con las nuevas unidades de alquiler estabilizado, también aumentaremos la cantidad de viviendas y vamos a proveer mejores opciones de estacionamiento y movilidad. Nuestros planes también reflejan beneficios centrados en la comunidad inspirados por el aporte de nuestros residentes, incluyendo un parque del vecindario, una nueva parada de autobús, un espacio comunitario y tiendas que sirven al vecindario.

Este plan informado por la comunidad fue el corazón de la Solicitud de Proyecto presentado a la Ciudad de East Palo Alto en septiembre del 2019. Desde ese momento, el personal de la Ciudad han estado revisándolo y han comenzado el proceso de revisión del impacto ambiental. En los próximos meses, anticipamos varias sesiones de estudio con el Municipio sobre los elementos importantes del proyecto y la revisión pública del borrador del documento ambiental. También habrán reuniones comunitarias adicionales para discutir temas importantes, incluyendo el diseño, la programación del parque público y los espacios comunitarios, así como las estrategias de transporte. Su participación continua es importante para el éxito de las Mejoras Euclid y esperamos trabajar con usted.

Para obtener más información sobre el proyecto, visite www.nodisplacement.com. Para obtener una cronología actualizada de los próximos pasos, consulte el calendario detrás de esta carta. Si tiene alguna pregunta o comentario, no dude en comunicarse con Teresa Morales al 650-690-6199.

Sinceramente,



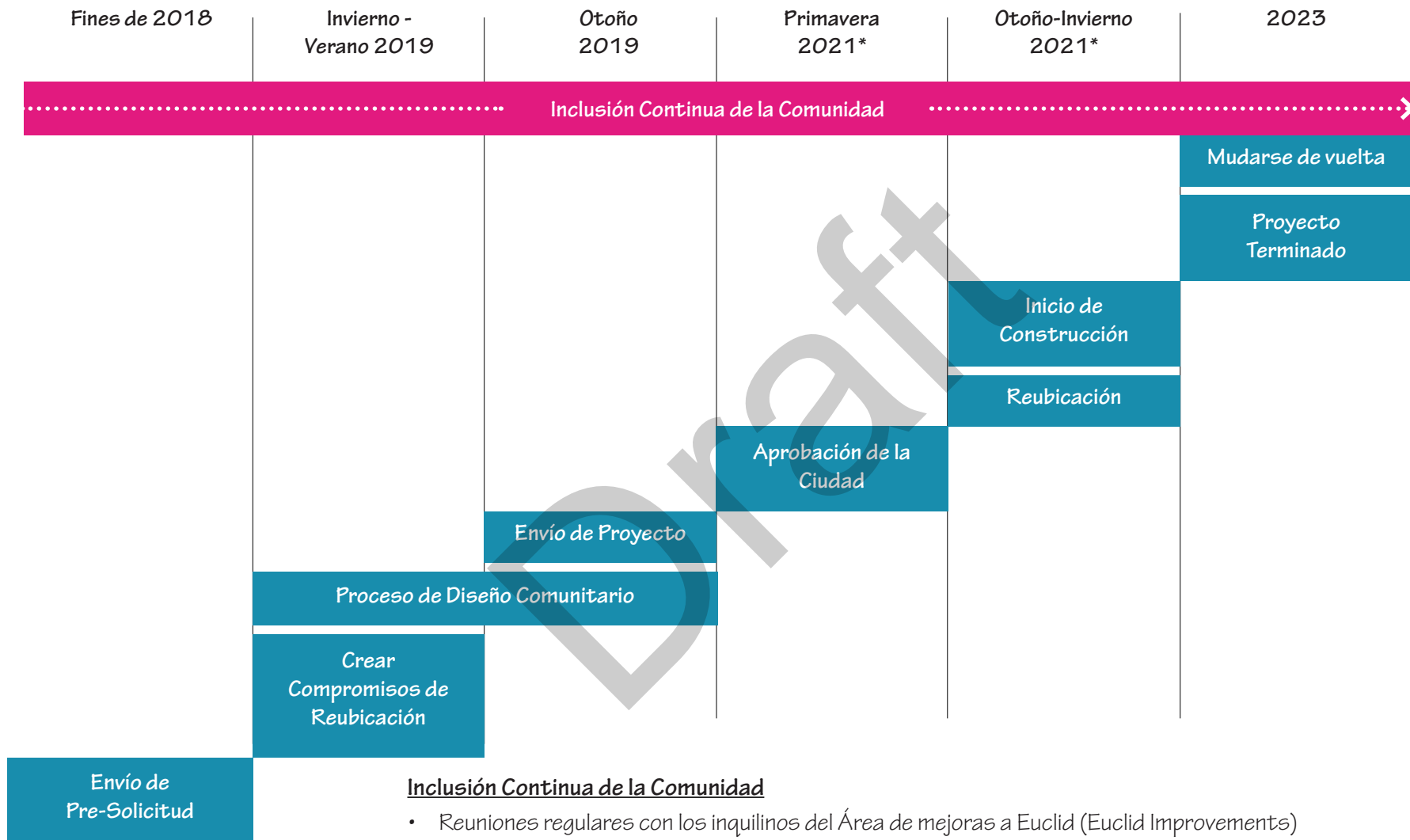
Mike Kramer

Woodland Park Communities

¿Cómo?

¿Cuándo?

Las Fechas Propuestas de las Mejoras Euclid (Revisadas verano 2020)



Inclusión Continua de la Comunidad

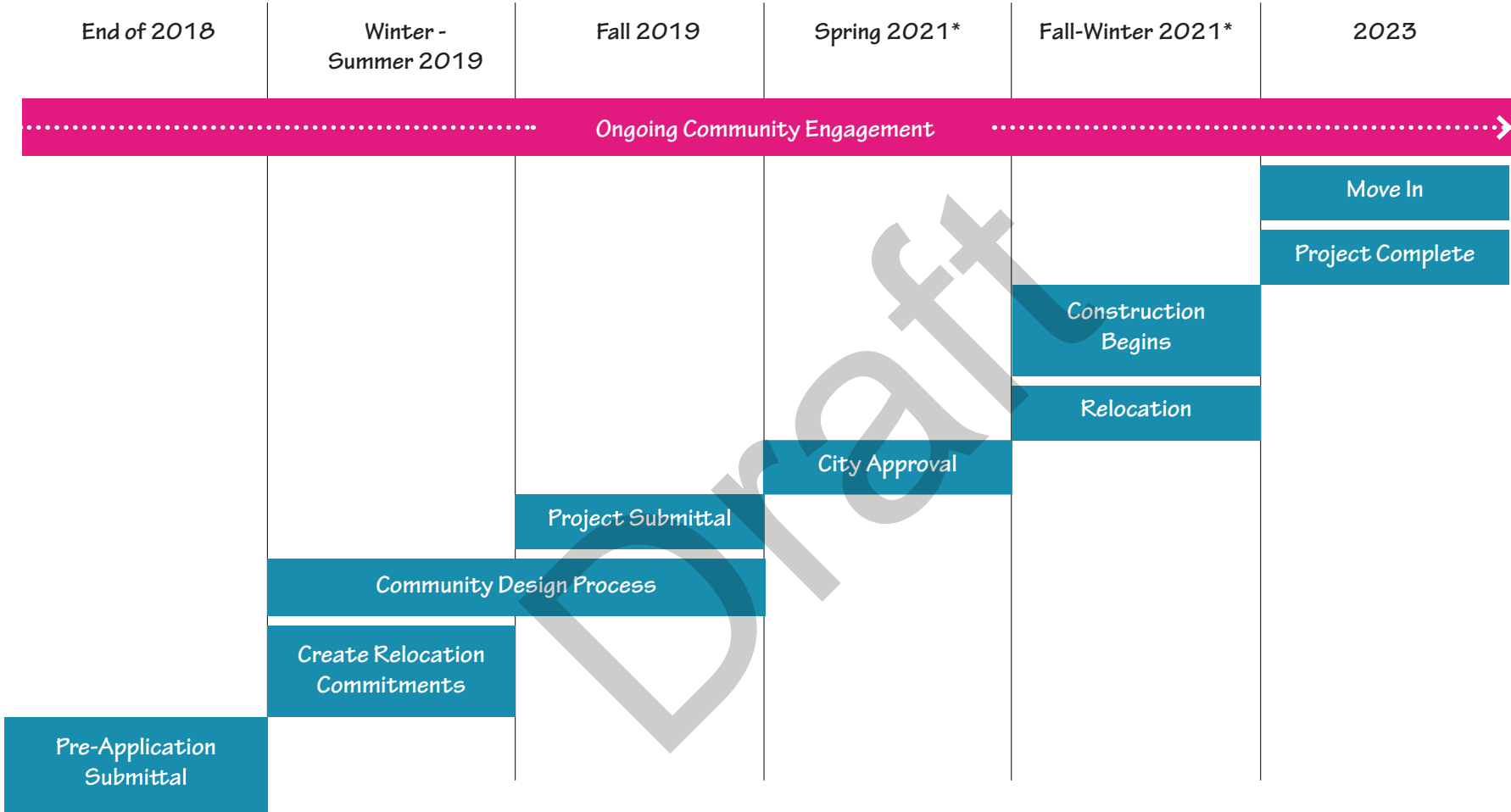
- Reuniones regulares con los inquilinos del Área de mejoras a Euclid (Euclid Improvements)
- Actualizaciones Comunitarias + Comentarios (Reuniones comunitarias, boletines, y eventos)
- Comité de Consejería
- Audiencia Pública (Comisión de Planeamiento, Junta de Control de Rentas, Concejo de la Ciudad)
- Reuniones con las partes involucradas (grupos de vecinos y de la comunidad)

* El cronograma ha sido ajustado y refleja los cambios debido al proceso de aprobación de la Ciudad. Las fechas continuarán ajustándose como sea necesario.

How?

When?

Euclid Improvements Proposed Schedule (Updated Summer 2020)



Ongoing Community Engagement:

- Regular Meetings with Euclid Improvement Area tenants
- Community Updates + Feedback (community meetings, newsletters, and events)
- Advisory Committee
- Public Hearings (Planning Commission, Rent Board, City Council)
- Stakeholder Meetings (neighborhood and community groups)

* The timeline has been adjusted to reflect changes due to the City Approval process. Dates will continue to be adjusted as needed.

You Are Invited to Watch...

Woodland Park
COMMUNITIES
SAND HILL PROPERTY COMPANY

A Project Update on the Euclid Improvements

We know some time has passed since we last reached out with an update on the Euclid Improvements. Therefore, we've created an online video that:

- Reviews the development proposal + updates
- Summarizes where we are in the development process
- Discusses next steps



Please watch the update at:



www.nodisplacement.com/update



What are the Euclid Improvements?

The Euclid Improvements is a proposal, with a commitment to no displacement, that will replace several aging, outdated Woodland Park structures with new mixed-income housing. The Euclid Improvement Area is bounded by Euclid Ave, West Bayshore, Manhattan Ave and O'Connor St. All current tenants living in the Euclid Improvement Area will get a brand-new apartment at their same rent-controlled rent. Along with new rent-stabilized units, we will also increase the housing supply, create new affordable housing, and provide better parking and mobility options. Our plans reflect community-centered benefits inspired by our residents' input, including a neighborhood park, new bus stop, community space, and neighborhood-serving retail. This community-informed plan was the heart of a Project Application submitted to the City of East Palo Alto in September 2019. Since that time, it has been moving through the City's project review process.

To find out more, visit the project website at:

www.nodisplacement.com

Le Invitamos a Ver en Pantalla..

Woodland Park
COMMUNITIES
SAND HILL PROPERTY COMPANY

Una Actualización del Proyecto de las Mejoras de Euclid

Sabemos que ha pasado un tiempo desde la última vez que estuvimos en contacto con una actualización de las Mejoras de Euclid. Por lo tanto, hemos creado un video en línea que:

- Revisa la propuesta de desarrollo + noticias
- Proporciona un síntesis de dónde nos encontramos en el proceso
- Habla sobre los siguientes pasos

➡ **Por favor vea lo mas reciente aquí:** ➡

www.nodisplacement.com/update



Qué son las Mejoras de Euclid?

Las Mejoras de Euclid es una propuesta, con el compromiso de no desplazamiento, que reemplazará varias estructuras antiguas y obsoletas de Woodland Park con nuevas viviendas para personas de ingresos mixtos. El Área de Mejoras de Euclid es un área delimitada por Euclid Ave, West Bayshore, Manhattan Ave y O'Connor St. Todos los inquilinos actuales que viven en el Área de Mejoras de Euclid obtendrán un apartamento nuevecito con la misma renta de alquiler controlado. Además de las nuevas unidades de renta estabilizada, también aumentaremos la oferta de viviendas y crearemos nuevas viviendas asequibles y proveeremos mejores opciones de estacionamiento y movilidad. Nuestros planes también reflejan beneficios centrados en la comunidad inspirados por las opiniones de nuestros residentes, incluyendo un parque vecinal, una nueva parada de autobús, un espacio comunitario y tiendas minoristas que atienden al vecindario. Este plan informado por la comunidad fue el corazón de una Solicitud del Proyecto enviada a la Ciudad de East Palo Alto en Septiembre de 2019. Desde entonces, ha estado avanzando por el proceso de revisión de los proyectos de la Ciudad.

Para obtener más información, visite el sitio web del proyecto en:

www.nodisplacement.com

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

September 29, 2021

RE: Euclid Improvements Project Update – Affordable Housing Strategy

Dear Improvement Area Tenants,

In May 2021, we sent you a letter updating you on the status of the Euclid Improvements with a video about the project design, the environmental review process, and the affordable housing strategy. You can still watch the video at: www.nodisplacement.com/update

Since that last update, we have completed the public comment period on the Draft Environmental Impact Report and have continued working with the City of East Palo Alto to create an affordable housing proposal that meets the needs of both existing and future tenants. This proposal will include both on-site rent stabilized housing as well as traditional affordable housing as required by the City's new Inclusionary Housing Ordinance.

We remain committed to our on-site **No Displacement Commitments** and are working with the City to find the best way of providing more affordable housing. The units under discussion do not impact our commitment to you; they would be housing provided in addition to the units guaranteed for existing Improvement Area Tenants. The affordable housing strategy will be discussed at an upcoming City Council study session on Tuesday, October 5.

Proposal Background:

As a reminder, the Euclid Improvements started in Summer 2018 when Woodland Park Communities began a public process to improve the area where you live, bounded by Euclid Ave, West Bayshore, Manhattan Ave and O'Connor St. After a robust multi-year community engagement process, we created a plan to replace several aging, outdated structures with new mixed-income housing while guaranteeing no displacement for current tenants. As a reminder, all current tenants will get a brand-new apartment at their same rent-controlled rent.

In addition to new rent-stabilized units, we are proposing a partnership that would increase the housing supply by adding permanently affordable housing units, and we'll also provide better parking and mobility options. Our plans reflect community-centered benefits inspired by our residents' input, including a neighborhood park, new bus stop, community space, and neighborhood-serving retail. This community-informed plan was the heart of the Project Application submitted to the City of East Palo Alto in September 2019. Since that time, City staff has been reviewing the application and conducting an environmental review, City Council has held several study sessions about the application, and we have been working with the City to create an affordable housing strategy.

Affordable Housing Options

Since we submitted the Project Application for the Euclid Improvements, the City of East Palo Alto has passed an Inclusionary Housing Ordinance. This requires new housing developments to support affordable housing in the City one of four ways:

1. **On-site:** providing affordable units as part of the main housing project, side by side with market-rate units
2. **Off-site:** providing affordable units in another location, elsewhere in town. This is usually more feasible because a 100% affordable project can qualify for more subsidies, grants, and tax credits
3. **In-lieu fee:** The applicant pays a substantial fee to the City for a non-profit affordable housing provider to build new off-site units
4. **Alternative compliance:** The applicant proposes to provide inclusionary units in another way that would provide greater public benefits than on-site housing.

In addition to the four delivery methods, there are two different types of affordable housing:

<u>Rent Control</u>	<u>Income Restricted</u>
Normal rent first year	Rent restricted to certain income levels
Below market rent after first year	Maximum rent is 30% of income
Rent increases capped by Rent Board (usually 0-3%)	Requires proof of income to qualify
No qualifications/documentation needed	Other qualifications/restrictions may apply

Currently, the conversation is focused on creating an alternative compliance option that can provide some benefits from each of the other the delivery options (on-site, off-site, and in-lieu fee) with rent-stabilized units provided on site and income-restricted units built elsewhere in EPA through a partnership with a nonprofit affordable housing developer. We stand by our Relocation Commitments to all our Euclid Improvement Area tenants to return to new buildings on-site at the same rent-stabilized rent with no new qualifications. To learn more about this affordable housing conversation, please join us at the **City Council Study Session on October 5, 2021.**

For more information about the project, please visit the website – **nodisplacement.com**. We’ve also included a project timeline with this letter so that you can continue to track where we are in the process. We are also planning to resume our active community design process in a few months, including specific opportunities for Euclid Improvement Area Tenants to inform the design of the building interiors and ways to improve the future relocation process. Your continued involvement is critical to the success of the Euclid Improvements. We look forward to continuing to work with you. If you have any questions or comments, please feel free to contact Teresa Morales at 650-690-6199.

Sincerely,



Mike Kramer
Woodland Park Communities

Woodland Park

— COMMUNITIES —

SAND HILL PROPERTY COMPANY
5 Newell Court | East Palo Alto, California 94303
www.nodisplacement.com

November 19, 2021

Dear Improvement Area Tenants,

This letter is to update you on the Euclid Improvements proposal as it goes through East Palo Alto's planning process. On **Tuesday, November 30, 2021 at 6:00pm**, the EPA City Council will hold a Study Session to discuss the relocation plan for Euclid Improvement Area tenants. **We remain committed to No Displacement and there have been no changes to our Relocation Commitments.** Before and during construction, we will provide you with a replacement apartment at Woodland Park at the same rent you would otherwise be paying if nothing had happened. After construction, you will have a right of return into a brand-new rent-controlled unit in the new buildings, also at the same rent. We pay for both moves. **Your rent will always be the same as it would otherwise be if there was no project.**

What are Relocation Commitments?

Relocation commitments are our written promises to you to ensure that all existing tenants in the Euclid Improvements area can always stay at Woodland Park. We co-created these commitments through our conversations with you, feedback from the community and its leaders, and guidance from the City's Westside Area Plan and other local laws. The Relocation Commitments were signed and notarized and sent to Improvement Area Tenants in October 2019. They have not changed since then.

Proposal Background

The Euclid Improvements started in Summer 2018 when Woodland Park Communities began a public process to improve the area where you live, bounded by Euclid Ave, West Bayshore, Manhattan Ave and O'Connor St. After a robust multi-year community engagement process, we created a plan to replace several aging, outdated structures with new mixed-income housing while guaranteeing no displacement for current tenants. In addition to new rent-stabilized units, we are proposing a partnership that would increase the affordable housing supply by adding income-restricted housing, and we'll also provide better parking and mobility options. Our plans reflect community-centered benefits inspired by our residents' input, including a neighborhood park, new bus stop, community space, and neighborhood-serving retail. This community-informed plan was the heart of the Project Application submitted to the City in 2019. Since then, the City staff has been reviewing the application and holding study sessions to review topics such as affordable housing and relocation.

The information to join the Study Session to discuss the Relocation Commitments can be found here: http://eastpalocalto.igm2.com/Citizens/Detail_Meeting.aspx?ID=1458. You can also contact Teresa with your questions and comments at tmorales@wlpcommunities.com or 650-690-6199.

Sincerely,



Mike Kramer
Woodland Park Communities

Woodland Park

— COMMUNITIES —

SAND HILL PROPERTY COMPANY
2041 Euclid Avenue | East Palo Alto, California 94303
www.nodisplacement.com

Noviembre 19, 2021

Estimados Inquilinos del Area de Mejoras,

Esta carta es para actualizarlos sobre la propuesta de Las Mejoras de Euclid a medida que avanza el proceso de planeación de East Palo Alto. El **30 de noviembre de 2021 a las 6:00pm**, el Concejo Municipal de EPA llevará a cabo una Sesión de Estudio para discutir el plan de reubicación para los inquilinos del Area de Mejoras de Euclid. **Seguimos comprometidos con el No Desplazamiento y no han habido cambios en nuestros Compromisos de Reubicación**. Antes y durante la construcción, les proporcionaremos un apartamento de reemplazo en Woodland Park con el mismo alquiler que de otro modo pagarían si no hubiera pasado nada. Después de la construcción, tendrán derecho de regresar a una nueva unidad de alquiler controlado en los nuevos edificios, también con el mismo alquiler. Nosotros pagamos por ambas mudanzas. **Su alquiler siempre será el mismo que de otra manera sería si no hubiera un proyecto.**

¿Qué son los Compromisos de Reubicación?

Los Compromisos de Reubicación son nuestras promesas escritas para garantizar que todos los inquilinos existentes en el área de Mejoras de Euclid siempre puedan quedarse en Woodland Park. Creamos estos compromisos a través de conversaciones con ustedes, los comentarios de la comunidad y sus líderes, y la orientación del Plan del Área Oeste de la Ciudad y otras leyes locales. Los Compromisos de Reubicación fueron firmados, notariados y enviados a los inquilinos del Area de Mejoras en octubre de 2019. No han habido cambios desde entonces.

Antecedentes de la Propuesta

Las mejoras de Euclid comenzaron en el verano de 2018 cuando Woodland Park Communities empezó un proceso público para mejorar el área donde ustedes viven, delimitada por Euclid Ave, West Bayshore, Manhattan Ave y O'Connor St. Después de un sólido proceso de participación comunitaria de varios años, creamos un plan para reemplazar varias estructuras obsoletas y envejecidas con nuevas viviendas de ingresos mixtos, garantizando al mismo tiempo que no habrá desplazamiento para los inquilinos actuales. Además de las nuevas unidades de alquiler estabilizado, estamos proponiendo una asociación que aumentaría la oferta de viviendas accesibles al agregar viviendas con ingresos limitados, y también proporcionaremos mejores opciones de estacionamiento y movilidad. Nuestros planes reflejan beneficios centrados en la comunidad inspirados por los aportes de nuestros residentes, que incluyen un parque, una nueva parada de autobús, un espacio comunitario y una tienda que sirve a la comunidad. Este plan informado por la comunidad fue el corazón de la solicitud presentada a la Ciudad en 2019. Desde entonces, el personal de la Ciudad ha estado revisando la aplicación y sesionando para revisar temas como la vivienda accesible y la reubicación.

La información para unirse a la Sesión de Estudio para discutir los Compromisos de Reubicación se puede encontrar aquí: http://eastpaloalto.igmp2.com/Citizens/Detail_Meeting.aspx?ID=1458. También puede comunicarse con Teresa con sus preguntas en tmorales@wlpcommunities.com ó 650-690-6199.

Sinceramente,



Mike Kramer
Woodland Park Communities

Attachment 3: Sample Draft Communications with Affected Tenants

Draft

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

By Hand Delivery and Registered Mail

RE: Euclid Improvement Area
Notice of Approval of Relocation Plan

Dear Improvement Area Tenants,

As you may know from our ongoing community engagement, we are planning the “Euclid Improvements” for the area in where you live. With no displacement, we are proposing to replace the aging, outdated structures with new mixed-income buildings to replace all of the rent-stabilized units with new rent-stabilized units, increase the housing supply, and provide better parking and mobility options. Our plans reflect community-centered benefits inspired by our residents’ input, including a new neighborhood park, new bus stop, community space, and neighborhood-serving retail.

The City of East Palo Alto approved the project on _____. Over the course of the next year, the project will be preparing for construction.

As part of the City’s approval of the project, the City Council approved the Relocation Plan. This incorporates our Updated Relocation Commitments. These are our written promises to you to ensure that all existing tenants in the Euclid Improvements area and tenants who participated in the Optional Tenant Requested Move (“OTRM”) program can always stay at Woodland Park. We co-created these commitments through our conversations with you, feedback from the community and its leaders, and guidance from the City’s Westside Area Plan and other local laws. The plan is now finalized. It is available for you to review at [Insert web address] and available in the property management offices.

Under the Relocation Plan, you will have an important choice to make. Each household will need to select one of the following three choices. You can make the choice that works best for your household.

- A. We will move you, at no cost to you, to a replacement apartment in the same neighborhood at the same rent you would otherwise be paying if nothing had happened. These tenants will have a right of first return into a brand-new unit, at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed.

- B. You may choose to leave Woodland Park and move into different housing that you find for yourself. These tenants will have a right of first return into a brand-new unit, and at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed.

- C. You may choose to leave Woodland Park, give up your right of first return into a brand-new unit in the Euclid Improvements and instead receive a relocation payment pursuant to the City's Municipal Code.

If you participated in the OTRM, we promised you would have the same rights as tenants who did not. You have already selected choice A, but you will be able to change your mind and select choice B or C.

If you do not make a choice, your tenancy would ultimately be terminated. This packet provides you with at least one year of notice prior to any such termination.

This letter notifies you that the Relocation Plan has been approved, explains how it will work, and includes the following documents:

- Updated Relocation Commitments
- Notice of Termination of Tenancy
- FAQs
- Euclid Improvements Information Handout
- Invitations for upcoming Information & Input Booth on [XXX] and Tenant Meeting on [XXX]

If you have any questions, please contact [XXX].

Sincerely,

Mike Kramer
Woodland Park Communities

Notice of Termination of Tenancy

[The notice of termination of tenancy will comply with then-current law at the time it is served upon affected tenants. Sand Hill Property Company (the "Developer") has applied for entitlements to build the Euclid Improvements. The Relocation Plan is part of those entitlements, which are being approved by the City of East Palo Alto. The Developer is committed to implement the Relocation Plan as it is ultimately approved. The Developer intends that pursuant to the Relocation Plan, every affected tenant will select the relocation option that best fits their needs. Developer will use good faith efforts to keep tenants informed of the process and the required actions. In the event that despite such efforts, a tenant does not respond to the Tenant Choice Form, does not comply with the Relocation Plan, or is otherwise non-responsive, the Developer will have served each affected tenant with a notice of termination of tenancy that will have provided at least one year of notice prior to such termination.]

Draft

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

By Hand Delivery and Registered Mail

RE: Euclid Improvement Area
Tenant Choice & Replacement Apartment Notice

Dear Improvement Area Tenants,

As you may know from our ongoing community engagement, we are soon beginning work on the “Euclid Improvements” that are planned for the area where you live. The City Council has approved the project, including a detailed Relocation Plan. This Plan incorporates our Updated Relocation Commitments. These are our written promises to you to ensure that all existing tenants in the Euclid Improvements area can always stay at Woodland Park. We made the Relocation Plan available to you, provided you with the Updated Relocation Commitments, and held a series of tenant meetings and informational booths on _____.

It is now time to begin the Tenant Choice and Replacement Apartment process for your building. Your household has an important choice to make. Each household must select one of the following three choices. You can make the choice that works best for your household.

- A. We will move you, at no cost to you, to a replacement apartment in the same neighborhood at the same rent you would otherwise be paying if nothing had happened. These tenants will have a right of first return into a brand-new unit, at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed.
- B. You may choose to leave Woodland Park and move into different housing that you find for yourself. These tenants will have a right of first return into a brand-new unit, at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed.
- C. You may choose to leave Woodland Park, give up your right of first return into a brand-new unit in the Euclid Improvements and instead receive a relocation payment pursuant to the City’s Municipal Code.

If you participated in the OTRM, we promised you would have the same rights as tenants who did not. You have already selected choice A, but you will be able to change your mind and select choice B or C.

This letter notifies you that the process is starting, explains how it will work, and includes the following documents:

- Signed Final UPDATED Relocation Commitments
- Tenant Choice and Replacement Apartment Form
- FAQs
- Map of Woodland Park neighborhood
- Invitation for upcoming Information & Input Booth on [XXX] and Tenant Meeting on [XXX]

The process that we are starting is now **mandatory**. You must make a choice for your household and tell us your choice by [XXX.] If you do not respond by the deadline, your tenancy would eventually be terminated so that we may proceed with the construction in a timely manner.

Please complete the enclosed Tenant Choice Form and submit it to the north side management office at 2043 Euclid Avenue. Forms will be accepted starting today and will be processed in the order in which they are received. They must be returned to us by [XXX].

If you have any questions, please contact [XXX].

Sincerely,

Mike Kramer
Woodland Park Communities

Euclid Improvements – Tenant Choice Form & Replacement Apartment Preference Letter

Thank you for completing the Tenant Choice Form & Replacement Apartment Preference Letter. You may submit this form to the **Management Office at 2043 Euclid Avenue** at any time until [xxx]. The forms will be processed on a first-come, first-served basis. This letter must be signed by all of the tenants on the lease.

- 1.) Name _____
- 2.) Current address _____
- 3.) Who else lives in your apartment? _____

- 4.) Home phone number: _____ Cell # _____
e-mail: _____
- 5.) What is the best way to reach you? _____

Please select the choice below that works best for your family:

_____ A. Remain at Woodland Park With Right of Return. We will move you, at no cost to you, to a replacement apartment in the same neighborhood at the same rent you would otherwise be paying if nothing had happened. These tenants will have a right of first return into a brand-new unit, at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed. (Please complete Worksheet A)

_____ B. Leave Woodland Park With Right of Return. You may choose to leave Woodland Park and move into different housing that you find for yourself. These tenants will have a right of first return into a brand-new unit, at the same rent you would otherwise be paying if nothing had happened, in the Euclid Improvements when they have been constructed. (Please Complete Worksheet B)

_____ C. Leave Woodland Park, Waive Right of Return, Receive Relocation Payment. You may choose to leave Woodland Park, give up your right of first return into a brand-new unit in the Euclid Improvements and instead receive a relocation payment pursuant to the City's Municipal Code. (Please complete Worksheet C)

We , _____ (all tenants on the lease must sign) understand that the Tenant Choice & Replacement Apartment Form will determine our household's rights under the Euclid Improvements Relocation Plan. We have received a copy of the Relocation Plan and understand our choices. We know that the process is first-come first-served, and Woodland Park cannot guarantee the availability of any particular apartment or location. Each of us individually attests that all of the information provided above and on the applicable worksheet is true and correct.

Signature

Date

Signature

Date

For Office Use Only:

Received by: _____ Date: _____ Time: _____

Worksheet A
Remain at Woodland Park with Right of Return

Names: _____

Current Address: _____

We will do our best to accommodate your request, but we are limited by the apartments that are currently available.

- 1.) How many bedrooms does your current apartment have? _____
- 2.) For your replacement apartment:
 - a. Is there an intersection you would like to live near? _____
 - b. Do you have a preference between ground floor or upper floors? _____
- 3.) Do you need any reasonable accommodation? If yes, please explain. _____

Draft

Worksheet B
Leave Woodland Park with Right of Return

Names: _____

Current Address: _____

We will do our best to accommodate your request, but we are limited by the apartments that are currently available.

What date will you fully vacate your Woodland Park Apartment? _____

What is your forwarding address? _____

Please make sure to notify us if your address changes or there are any other changes in your contact information. We will need a way to notify you when it is time to use your Right of First Return into the new Euclid Improvements building.

Draft

Worksheet C
Leave Woodland Park, Waive Right of Return, Receive Relocation Payment

Names: _____

Current Address: _____

What date will you fully vacate your Woodland Park Apartment? _____

What is your forwarding address? _____

For each person occupying your unit, please complete the following information and provide supporting documentation regarding age, income, disability, terminal illness, and emancipation, if applicable, as of the date of this letter:

Name	Age	Date of Move-in	Annual Income	Is this person disabled?	Is this person terminally ill?	Is this person an emancipated minor?

This tenant information is confidential and shall only be used for the purposes of calculating your relocation benefits.

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

(Date)

By Hand Delivery

RE: Euclid Improvement Area; Tenant Choice
Selection of Replacement Apartment

Dear _____,

Thank you for participating in the Euclid Improvement Replacement Apartment move process. You currently live at _____. Today, we showed you the following two apartments:

1.) _____

2.) _____

We have provided you with a copy of the lease for each choice. You have **four (4) days** from today to select one of these two apartments by signing the new lease for that apartment. If you do not sign a lease electronically or sign a lease and returned it to the Management office at 2041 Euclid Ave., East Palo Alto, CA 94303 by 5 pm on _____, you will be automatically assigned to a replacement apartment at Management's discretion and these apartments may be offered to others.

We look forward to assisting you with your replacement apartment move.

Sincerely,

Business Manager

I acknowledge receipt of this letter.

Tenant

Tenant

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303
www.nodisplacement.com

(Date)

By Hand Delivery

RE: Euclid Improvement Area
REMINDER: Tenant Choice & Replacement Apartment Notice

Dear _____,

On _____, we sent you the Tenant Choice & Replacement Apartment Notice. The deadline for you to make your Tenant Choice was _____. We have not heard from you. Please immediately contact us or submit your Tenant Choice form. If we do not hear from you by _____, your tenancy will eventually terminate in accordance with the notice of termination of tenancy so that we may proceed with the construction in a timely manner.

We look forward to assisting you with the choice that is best for your household.

Sincerely,

Business Manager

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303
www.nodisplacement.com

(Date)

By Hand Delivery

RE: Euclid Improvement Area; Tenant Choice
Selection of Replacement Apartment

Dear _____,

Thank you for participating in the Euclid Improvement Replacement Apartment move process. On, _____, we showed you the following two apartments:

1.) _____

2.) _____

You had four days to select one of those apartments or be automatically assigned to one.

We are pleased to let you know that you have been assigned to _____. Please come to the office to sign the lease by 5 pm on _____. We hope you will enjoy your replacement apartment and we look forward to assisting you with your move.

Sincerely,

Business Manager

I acknowledge receipt of this letter.

Tenant

Tenant

Euclid Improvements Area Relocation Plan Lease Addendum

This document is an addendum to the Lease Agreement dated as of _____ between _____ (“Resident”) and Woodland Park for the Unit ____ located at _____ (“Premises”).

1.) Resident is entering into this Lease Agreement as part of the Relocation Plan process associated with the Euclid Improvements Area. The annual rent increase for the Premises shall be the Rent Increase Date specified in Paragraph 2 hereof.

2.) On the Start Date of this Lease Agreement, Resident is the lessee under that certain _____ dated as of _____ for the premises located at _____ (“Prior Premises”). The annual rent increase date for the Prior Premises is _____ (“Rent Increase Date”).

3.) The Prior Premises are in the Euclid Improvement Area, which includes the following addresses:

- | | |
|---|---------------------|
| 2021 Euclid Ave. | 2040 Euclid Ave. |
| 2025 Euclid Ave. | 2042 Euclid Ave. |
| 2031 Euclid Ave. | 2044 Euclid Ave. |
| 2041 Euclid Ave. (previously known as 420 E. O’Keefe) | 2054 Euclid Ave. |
| 2043 Euclid Ave. | 501 O’Connor St. |
| 2012 Euclid Ave. | 2001 Manhattan Ave. |
| 2032 Euclid Ave. | 2033 Manhattan Ave. |
| 2036 Euclid Ave. | |

4.) Landlord has made the UPDATED Relocation Commitments and the City of East Palo Alto has approved a Relocation Plan (attached hereto). All commitments apply on a “per apartment basis.”

5.) Resident is moving into the Premises pursuant to the Relocation Plan. The Premises is the replacement apartment for Resident under the Relocation Plan.

6.) The Prior Premises are “separately metered” for electricity and gas, so Resident pays PG&E directly. If the new Premises do not have a separate meter, then Resident will receive electricity and gas in the Premises without additional charge. If the new Premises do have a separate meter, then Resident will continue to pay PG&E directly for electricity and gas at the new address. If Resident has, and decides to exercise, a Right of Return as described in the Relocation Plan, the Right of Return apartment will be separately metered and Resident will pay PG&E directly for gas and electricity.

Resident	Date	Owner/Agent	Date
Resident	Date		

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

Rent Stabilization Program Administrator
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

Re: Change in Tenancy Form; Euclid Improvements Area—Relocation Plan Move

Dear Program Administrator,

Enclosed please find a Change in Tenancy Form for a tenant who has made the choice to move into a replacement apartment pursuant to the City-approved Relocation Plan for the Euclid Improvement Area. The tenant moved from [Insert old address and unit number] in the Euclid Improvement Area into [new address and unit number]. As shown in the lease, the Relocation Plan applies to this tenancy.

Please contact [XXX] if you have any questions.

Sincerely,

Senior Business Manager

We have checked this information against our files and calculated the following relocation payment:

Name	Basic Payment (for adults and emancipated minors)	Additional amount (\$2,500 if > 2 years)	Additional Amounts (\$2,500 for each of low income, disabled, elderly, or terminally ill)	TOTAL
UNIT TOTAL				

You indicated that you planned to vacate your Woodland Park Apartment on _____.
 On that day, please come to the office to return the keys and schedule a time to pick up your relocation payment.

Your acceptance of the relocation payment will permanently waive any rights your household would otherwise have to a replacement unit or a right of return unit in the Euclid Improvements, pursuant to the Relocation Plan.

We hope you will enjoy your new home; we are sorry to see you go.

Sincerely,

 Business Manager

I acknowledge receipt of this letter.

 Tenant

 Tenant

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

Rent Stabilization Program Administrator
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

Re: Final Relocation Payment

Dear Program Administrator,

Enclosed please find a copy of the Final Relocation Payment issued for a tenant who has made the choice to receive a relocation payment pursuant to the City-approved Relocation Plan for the Euclid Improvement Area. The tenant moved from [Insert old address and unit number] in the Euclid Improvement Area. Woodland Park has fulfilled all of its obligations to the tenant pursuant to the Relocation Plan.

Please contact [XXX] if you have any questions.

Sincerely,

Senior Business Manager

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

By Hand Delivery and Registered Mail

RE: Euclid Improvement Area
Right of Return Notice

Dear Improvement Area Tenants,

We are excited to share that the newly constructed “Euclid Improvements” units are nearly complete. Pursuant to the Relocation Plan that the City of East Palo Alto approved in 2022, you have a Right of Return into a brand new apartment, at the same rent you would otherwise be paying if nothing had happened, within the Euclid Improvements.

It is now time to begin the Right of Return process for the new building. Your household has an important choice to make. You may choose to stay in your current housing, or you may choose to move into the Euclid Improvements. You can make the choice that works best for your household.

This letter notifies you that the process is starting, explains how it will work, and includes the following documents:

- Right of Return Choice Form
- FAQs
- Invitation for upcoming Information & Input Booth on [XXX] and Tenant Meeting on [XXX]

The process that we are starting is time sensitive. Please make your choice and let us know by [XXX]. If you do not respond by the deadline, we may proceed to lease the Euclid Improvement apartments to other families.

Please complete the enclosed Right of Return Choice Form and submit it to the management office. Forms will be accepted starting today and will be processed in the order in which they are received. They must be returned to us by [XXX].

If you have any questions, please contact [XXX].

Sincerely,

Mike Kramer
Woodland Park Communities

Draft

Euclid Improvements – Right of Return Choice Form

Thank you for completing the Right of Return Choice Form. You may submit this form to the **Management Office at [XXXX]** at any time until [xxx]. The forms will be processed on a first-come, first-served basis. This letter must be signed by all of the tenants on the lease.

1.) Names _____

2.) Current address _____

3.) Who else lives in your apartment? _____

4.) Home phone number: _____ Cell # _____

e-mail: _____

5.) What is the best way to reach you? _____

Please select the best choice for your household below:

_____ Remain In Current Housing. You choose to remain in your current housing. By making this choice, you give up the chance to move into the newly constructed Euclid Improvements unit at the same rent you currently pay (except as rent increases are normally determined by the Rent Board).

_____ Exercise Right of Return. We will move you within East Palo Alto, at no cost to you, to a rent-controlled apartment in the newly constructed Euclid Improvements at the same rent you would otherwise be paying if nothing had happened. (Please Complete Worksheet A)

We, _____
(all tenants on the lease must sign) understand that the Right of Return Choice Form will determine our household's rights under the Euclid Improvements Relocation Plan. We have received a copy of the Relocation Plan and understand our choices. We know that the unit selection process is first-come first-served, and Woodland Park cannot guarantee the availability of any particular apartment or location. Each of us individually attests that all of the information provided above and on the applicable worksheet is true and correct.

Signature

Date

Signature

Date

For Office Use Only:
Received by: _____ Date: _____ Time: _____

Worksheet A
Right of Return

Names: _____

Current Address: _____

We will do our best to accommodate your request, but we are limited by the apartments that are currently available.

1.) How many bedrooms does your current apartment have? _____

2.) For your right of return apartment:

a. Do you have a preference between lower or upper floors? _____

3.) Do you need any reasonable accommodation? If yes, please explain. _____

Draft

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

(Date)

By Hand Delivery

RE: Euclid Improvement Area
REMINDER: Right of Return Notice

Dear _____,

On _____, we sent you the Right of Return Choice Form. The deadline for you to make your Right of Return Choice was _____. We have not heard from you. Please immediately contact us or submit your Right of Return Choice form. If we do not hear from you by _____, we may proceed to lease the Euclid Improvement apartments to other families and you will permanently waive your right of return.

We look forward to assisting you with the choice that is best for your family.

Sincerely,

Business Manager

Euclid Improvements Area Relocation Plan Lease Addendum; Right of Return

This document is an addendum to the Lease Agreement dated as of _____
between _____ (“Resident”) and Woodland Park for
the Unit ___ located at _____ (“Premises”).

- 1.) Resident is entering into this Lease Agreement as part of the Relocation Plan process associated with the Euclid Improvements Area. The annual rent increase for the Premises shall be the Rent Increase Date specified in Paragraph 2 hereof.
- 2.) Resident was previously the lessee under that certain _____
dated as of _____ for the premises located at _____ (“Prior
Premises”). The annual rent increase date for the Prior Premises is _____ (“Rent Increase Date”).
- 3.) The Prior Premises are in the Euclid Improvement Area, which includes the following addresses:

2021 Euclid Ave.	2040 Euclid Ave.
2025 Euclid Ave.	2042 Euclid Ave.
2031 Euclid Ave.	2044 Euclid Ave.
2041 Euclid Ave. (previously known as 420 E. O’Keefe)	2054 Euclid Ave.
2043 Euclid Ave.	501 O’Connor St.
2012 Euclid Ave.	2001 Manhattan Ave.
2032 Euclid Ave.	2033 Manhattan Ave.
2036 Euclid Ave.	
- 4.) Landlord has made the UPDATED Relocation Commitments and the City of East Palo Alto has approved a Relocation Plan (attached hereto). All commitments apply on a “per apartment basis.”
- 5.) Resident is moving into the Premises pursuant to the Relocation Plan. The Premises is the Right of Return apartment for Resident under the Relocation Plan.
- 6.) The Prior Premises were “separately metered” for electricity and gas, so Resident paid PG&E directly. The Right of Return apartment will be separately metered and Resident will pay PG&E directly for gas and electricity.

Resident	Date	Owner/Agent	Date
Resident	Date		

Woodland Park

COMMUNITIES

SAND HILL PROPERTY COMPANY

5 Newell Court | East Palo Alto, California 94303

www.nodisplacement.com

[Date]

Rent Stabilization Program Administrator
City of East Palo Alto
2415 University Avenue
East Palo Alto, CA 94303

Re: Change in Tenancy Form; Euclid Improvements Area—Relocation Plan Move

Dear Program Administrator,

Enclosed please find a Change in Tenancy Form for a tenant who has made the choice to move into a right of return apartment pursuant to the City-approved Relocation Plan for the Euclid Improvement Area. The tenant moved from [Insert old address and unit number] in the Euclid Improvement Area into [new address and unit number]. As shown in the lease, this move occurred pursuant to the Relocation Plan. Woodland Park has fulfilled all of its obligations to the tenant pursuant to the Relocation Plan.

Please contact [XXX] if you have any questions.

Sincerely,

Senior Business Manager

Attachment 4: Example Flowchart

Draft

Flowchart Illustrating January 7, 2022 DRAFT Relocation Plan Processes

