PRESERVING OUR LEGACY.
REVITALIZING GOLDEN GATE VILLAGE.

A HISTORIC MARIN CITY COMMUNITY

Resident Resource Guide

MARIN HOUSING

BURBANK HOUSING

Dear Golden Gate Village Phase 1 Resident,

We're excited to launch the first phase of the revitalization of Golden Gate Village!

We know this has been long-awaited for Golden Gate Village residents, and we are honored to be working on your behalf to revitalize your buildings and homes in a way that respects the community's historic legacy while also maintaining affordability.

We understand that revitalization can be a confusing and complicated process. As such, we've assembled this Resident Resource Guide to help you stay informed as we complete the revitalization of your home. This guide is intended to support you in your temporary relocation and throughout the revitalization process, providing you with helpful information related to:

- What you can expect during the revitalization process, including a step-by-step roadmap of the process you will go through;
- The anticipated subphasing of the temporary relocation process;
- A list of revitalization team members you can reach out to for support and to get your questions answered;
- Example renderings of the revitalized units to help you visualize what to expect when you return home; and
- A place to keep the agreements you will sign as part of the revitalization process to help you stay organized during your temporary move.

We want to ensure your experience is as smooth as possible. If you have questions about where you are in the revitalization process or any concerns, please do not hesitate to reach out to one of the revitalization team members who are here to assist you. You can find a list of contacts by topic in this Resource Guide.

As a reminder, all households must be in good standing to sign a new lease. If you are not in good standing, or if you are not sure if you are in good standing, please reach out to Michelle Pupiro now at (415) 491-2525 ext.509 or mpupiro@marinhousing.org.

We appreciate your patience as we continue to work together to revitalize Golden Gate Village!

Sincerely,

Larry Florin
CEO/President, Burbank Housing

Kimberly Carroll
Executive Director, MHA

Revitalization Team Contacts: So You Can Stay Informed

Relocation Questions, including:	**Contact:**
• Temporary Relocation • Moving/Packing • Returning to Your Home • Memorandum of Understanding (MOU) • Temporary Housing Agreement • RAD Notice of Relocation • Notice to Temporarily Relocate • Packing Inventory	Raj Virk, Autotemp (888) 202-9195 ext 16 raj@autotempservices.com
Revitalization Questions, including:	**Contact:**
• Anticipated Subphasing & Timeline • Anticipated Improvements	Riley Weissenborn, Burbank Housing (707) 324-1943 GGV-Project@burbankhousing.org
Good Standing Questions, including:	**Contact:**
• Status of Rent Payments • Signing of Payment Plan	Michelle Pupiro, MHA (415) 491-2525 ext. 509 mpupiro@marinhousing.org
New Lease Questions, including:	**Contact:**
• New Certifications • Signing New Lease • Community Policies • Phase 1 Property Management • Rent Payments after You Return Home	Alicia Gomez, Burbank Housing (707) 324-1943 GGV-Project@burbankhousing.org
Facilities Management, including:	**Contact:**
• Submitting Work Orders	**Phase 1** Burbank Housing Management Company Administration Building, 429 Drake Avenue During Business Hours: (707) 324-1943 After Hours: (707) 526-9733 GGV-Project@burbankhousing.org **Phases 2 & 3** MHA Property Management Administration Building, 429 Drake Avenue (415) 390-2094
For All Other Questions:	**Contact:**
For all other questions, or for general assistance	Riley Weissenborn, Burbank Housing (707) 324-1943 GGV-Project@burbankhousing.org

Table of Contents

I. The Roadmap to Revitalization.....4
II. The Anticipated Timeline..... 5
III. FAQs About Your Return.....7
IV. Looking Forward.....14
V. Agreements Checklist..... 17

Temporary Relocation Agreements

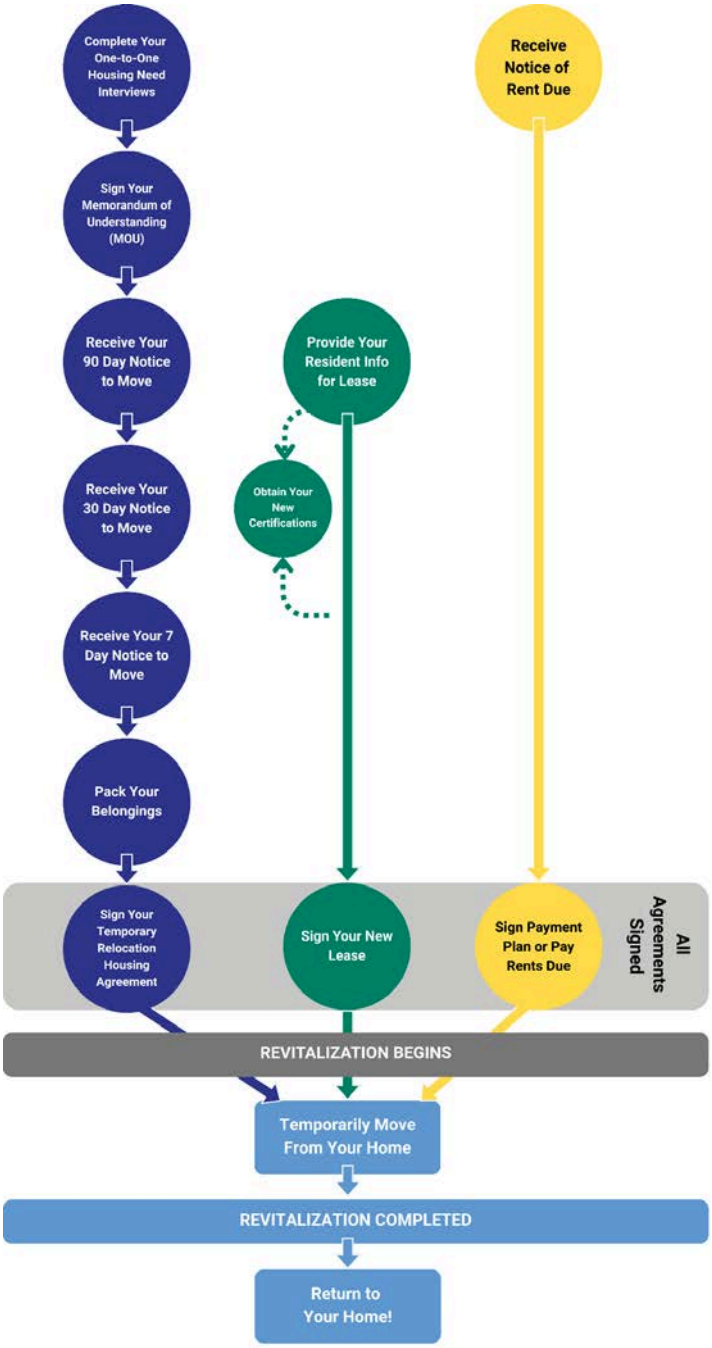
- Memorandum of Understanding
- Temporary Housing Agreement
- RAD Notice of Relocation
- Notice to Temporarily Relocate
- Packing Inventory

New Certifications & Lease Agreement

- Certifications
- Project-Based Voucher Lease & Addendums

I. **The Roadmap to Revitalization:** What You Can Expect

This step-by-step roadmap of the revitalization process will help you understand the process you will go through. You can reference it at any time as a reminder of where you are in the process, what you have accomplished, and what remains to be completed before you return to your home at Golden Gate Village.



Team Contacts

Relocation
Raj Virk, Autotemp
(888) 202-9195 ext 16
raj@autotempservices.com

Leasing
Alicia Gomez, Burbank Housing
(707) 324-1943
GGV-Project@burbankhousing.org

Good Standing
Michelle Pupiro, MHA
(415) 491-2525 ext. 509
mpupiro@marinhousing.org

II. **The Anticipated Timeline:** Be Prepared When It's Your Turn

The revitalization of Golden Gate Village is anticipated to be completed in three phases. Phase 1 revitalization will begin in 2026. To help minimize how long you will be out of your home, the revitalization of Phase 1 will be divided into a series of four smaller subphases:

- Each subphase is expected to take approximately three to four months to complete.
- You will be temporarily relocated based on your subphase.
- All of the buildings in each subphase will be revitalized at the same time.
- Once work on a building is finished, residents of that building will return home.
- All timelines are estimates and subject to change, based on construction progress and other factors.

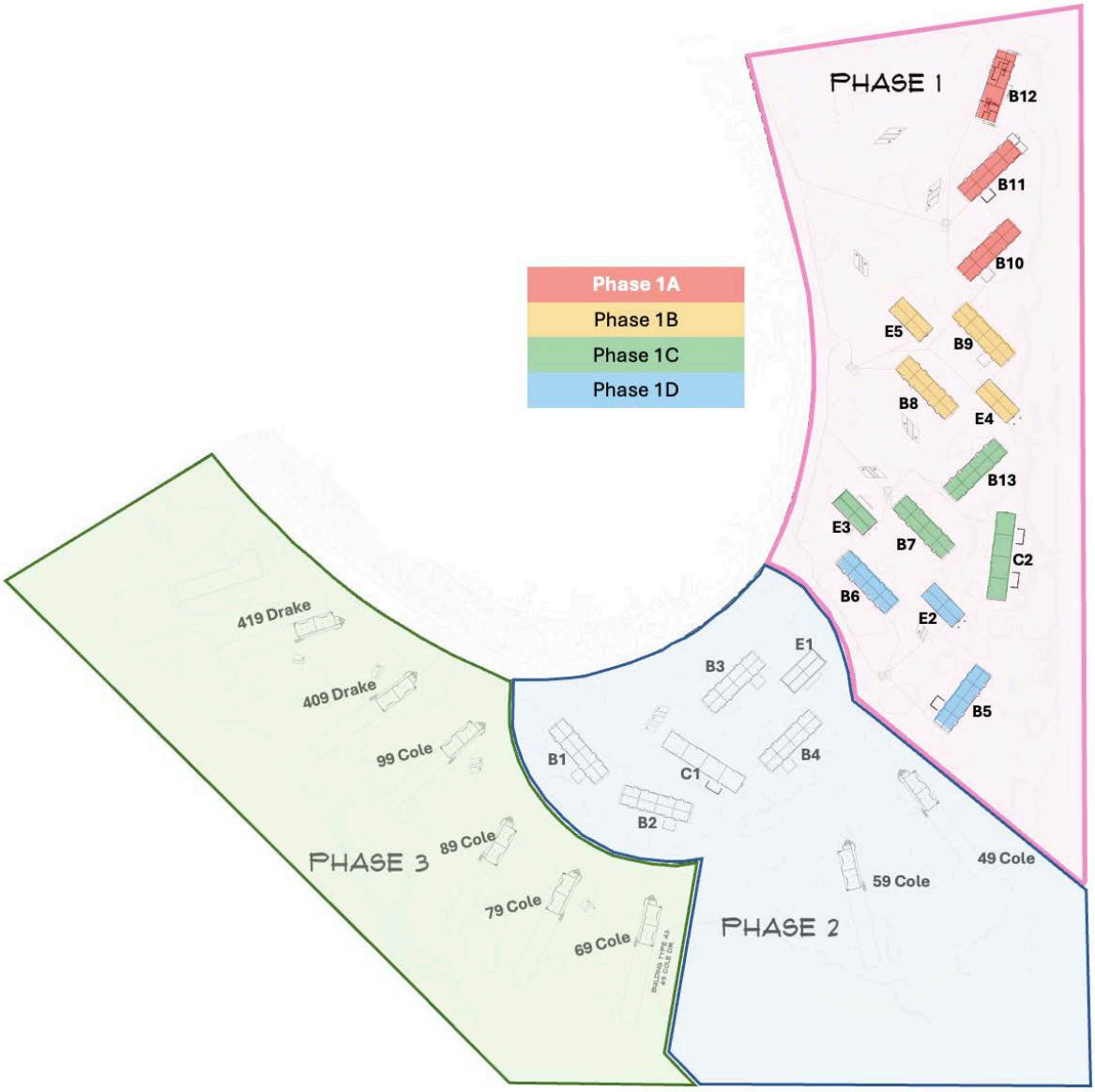
Phase 1A	
B12	101 - 115 Drake
B11	121 - 135 Drake
B10	141 - 155 Drake

Phase 1B	
B9	161 - 175 Drake
E5	181 - 187 Drake
B8	201 - 215 Drake
E4	221 - 227 Drake

Phase 1C	
B13	231 - 245 Drake
C2	251 - 257 Drake
B7	261 - 275 Drake
E3	281 - 287 Drake

Phase 1D	
B6	1 - 15 Cole
E2	21 - 27 Cole
B5	31 - 45 Cole

Revitalization Phasing Map



III. **FAQs About Your Return:** So You Know What to Expect

We understand many of you have lived at Golden Gate Village for a long time and have become accustomed to the way your homes and buildings look and feel. We also recognize that while change is hard, the revitalization will bring much-needed improvements and repairs that will improve the overall livability of your homes and buildings.

Below are some frequently asked questions to help you understand what to expect when you return home.:

Rent, Property Management & Resident Services

Q: Will MHA be the property manager once the revitalization is complete?
A: The revitalized homes in Phase 1 will be managed by Burbank Housing Management Company (BHMC). MHA will continue to manage the homes in Phases 2 and 3.

Q: When will BHMC start managing Phase 1?
A: Upon the effective date of your new lease, BHMC will be the property manager responsible for Phase 1.

Q: Where will the property management office be located?
A: Property Management for both MHA and BHMC will be located in the Administration Building at 429 Drake Avenue, Marin City.

Q: How do I reach property management?
A: **For Phase 1,** BHMC Property Management staff can be reached during normal business hours by stopping by the Administration Building located at 429 Drake Avenue, Marin City, by phone at (707) 324-1943 or by email at GGV-Project@burbankhousing.org. After hours, please call (707) 526-9733.

For Phases 2 and 3, MHA Property Management staff can be reached during normal business hours by stopping by the Administration Building located at 429 Drake Avenue, Marin City, or by phone at (415) 390-2094.

Q: Where and to whom will I pay my rent?
A: You will sign your new lease with BHMC prior to your temporary move. Beginning on the effective date of your new lease, all Phase 1 residents will pay their rent to BHMC. All Phase 2 and 3 residents will continue to pay their rent to MHA. Rent payments can be mailed to or dropped off at the Administration Building located at 429 Drake Avenue, Marin City.

Q: Will the amount I pay per month change? Will I owe a security deposit?
A: The amount you pay per month will continue to be 30% of your gross monthly income. You will not be required to pay a security deposit when you sign your new lease. Any deposit you paid previously will be transferred from MHA to BHMC on your behalf.

Q: Where do I go for resident services while the Phase 1 revitalization is being completed?
A: Resident services will be temporarily relocated while the GGV Community Building is being revitalized as part of Phase 1. During the completion of the revitalization of the Community Building, service providers will temporarily provide services from the following locations:

Service Provider	Temporary Location During Phase 1 Revitalization
BHMC Property Management	429 Drake Avenue
MHA Property Management	429 Drake Avenue
MHA Resident Services	39 Cole Drive
Performing Stars of Marin	50 Cole Drive
GGV Resident Council	187 Drake Avenue
Resident Empowerment Fund Recipients	39 Cole Drive
Wise Choices for Girls	39 Cole Drive
Women Helping All People	79 Cole Drive, Unit 4

Once revitalization of the GGV Community Building is complete, resident services will be provided out of the GGV Community Building.

Q: Will the playgrounds and community spaces be open during the revitalization?
A: **Yes**, a full revitalization of the three playgrounds within GGV was recently completed, and the playgrounds have reopened. The playgrounds will continue to remain open during the revitalization. The GGV Community Building will be temporarily closed and services will be relocated while the building is being revitalized as part of Phase 1. **For your safety, please be sure to stay away from the construction areas and do not cross construction fencing at any time.**

Temporary Relocation

Q: Will I have access to my home at GGV while it is being revitalized?
A: You ***will not*** have access to your home or building while it is being revitalized. For your safety, please be sure to stay away from the construction areas and do not cross construction fencing at any time.

Q: Will I have to pack or move my belongings? Where will my belongings be stored?
A: You should pack any personal belongings you want to take with you to your temporary home. Professional movers will move those personal belongings to your temporary home for you. Your remaining belongings will be inventoried, packed by the professional moving company, and placed in storage. If there are any belongings you do not want the professional movers to handle, you should pack those items as well. Upon completion of the revitalization, all of your belongings–both those from your temporary home and those from storage–will be transported back to your home at GGV. You ***will not*** have access to items in storage for the duration of your temporary move (unless it is a special circumstance).

Q: Will I have access to my belongings while they are in storage?
A: You ***will not*** have access to items in storage for the duration of your temporary move (unless it is a special circumstance). You should plan to take with you any belongings you might need during your temporary move. If you must access your stored belongings, a charge of $30.00 per mover per hour will apply. This will be your responsibility to pay, and a deposit will be required prior to accessing storage.

Accessing your stored belongings can be extremely expensive and can cost as much as $1,000.00. It is suggested that you take any important papers, money, jewelry, or other valuables with you and not place them into storage. MHA, Burbank Housing, the Partnership, Autotemp, and the moving company will not be responsible for the loss, theft, or damage of any items.

Q: Do I need to shut off my utilities at GGV while I am temporarily relocated?
A: No, you **do not** need to shut off your utilities at GGV while you are temporarily relocated. If you disconnect any utilities, it will be your responsibility to have them reinstated, and you will need to pay any reconnection charges.

Q: Do I need to put utilities in my name at my temporary home?
A: No, you **do not** need to put utilities in your name at your temporary home. Basic local landline telephone service as well as internet, cable television, electricity, and gas (if applicable) will be provided at your temporary home and paid for by the project. You will

be responsible for all toll and long-distance phone calls. No phone or utility service will be provided or paid for by the project under the family or friends temporary housing option.

Q: What utilities will I be responsible for when I return home?
A: Following completion of the revitalization of your home, you will be responsible for paying your electric bill. The revitalization includes many energy efficiency upgrades, including moving to a more sustainable all-electric approach. Following revitalization, gas service will no longer be available at GGV.

Q: Will the buildings at GGV be treated for pests and infestation while I am temporarily relocated?
A: Yes, the buildings and homes will be treated for pests and infestation as part of the revitalization.

Pets

Q: Where will my pets go while I am temporarily relocated?
A: You will be responsible for moving your pets as part of the temporary relocation process. Your pets will need to be approved by BHMC prior to your temporary move, unless you elect to use the family or friends temporary housing option. You are responsible for the care of any approved pets or accommodation animals, as well as any damage they may cause, at any time.

Q: Will my pets be allowed to return to GGV?
A: Yes, BHMC-approved pets and/or accommodation animals will be allowed to return to your home at GGV.

Q: Do I need to register my pets with BHMC?
A: Yes, all approved pets and/or accommodation animals will need to be registered with BHMC as part of your lease signing process.

Q: Will I owe a pet deposit?
A: If you paid a deposit for your pet with MHA, you will not be required to pay a deposit when you sign your new lease. Any deposit you paid previously will be transferred from MHA to BHMC on your behalf. For any pet that was not previously approved or for which you did not previously pay a pet deposit, you will need to register the pet with BHMC and pay a pet deposit as part of your lease signing process.

Maintenance & Repairs

Q: Following revitalization, in the event my home needs repair, how and to whom do I submit a work order?
A: Following completion of the revitalization of Phase 1, work orders for homes located in Phase 1 should be submitted during normal business hours to BHMC Property Management at 429 Drake Avenue, via written request. After hours, please call (707) 526-9733. Work orders for homes located in Phases 2 and 3 should continue to be submitted to MHA Property Management by phone at (415) 390-2094.

Parking, Transportation & Access

Q: Will I have an assigned parking space once the revitalization of my phase is complete?
A: Yes, BHMC will assign one parking space per home in Phase 1 of GGV. Similarly, MHA will assign one parking space per home in Phases 2 and 3.

Q: Will parking be impacted during revitalization?
A: Yes, because a comprehensive revitalization of the site, buildings, and homes will be completed, it is anticipated that parking may be temporarily disrupted during the revitalization. Any parking areas that may be closed during the revitalization will be clearly marked as closed. The County is currently working on removing portions of the red curb along Drake Avenue and Cole Drive, which will provide additional on-street parking spaces. Once the red curb is removed, residents may park on the street.

Q: Where will I park during revitalization?
A: Some parking areas may be closed during the revitalization. The County is currently working on removing portions of the red curb along Drake Avenue and Cole Drive, which will provide additional on-street parking spaces. Once the red curb is removed, residents may park on the street.

Q: Will the school bus pick-up and drop-off location change during the revitalization?
A: Yes, it is anticipated that the school bus pick-up and drop-off location may be temporarily relocated to another location within GGV to accommodate the revitalization. The school district will provide the final location prior to relocation.

Private Outdoor Areas & Personal Property

Q: Do I need to move my outdoor plants?
A: Yes, any plants that you would like to keep, whether planted in the ground or in pots, will need to be temporarily moved. You will be responsible for moving your own plants. Given the extent of the work to be completed as part of the revitalization, you should expect that any plants left at GGV may be impacted by the revitalization.

Q: Will the plants and fencing in and around my patio be affected?
A: Yes, given the extent of the work to be completed as part of the revitalization, any plants left at GGV may be impacted by the revitalization. In addition, fencing will be replaced with open wire and/or wood fencing, in keeping with the historic design of the community.

Q: Will accessory structures be removed? Will new accessory structures be allowed (sheds, tents, etc.) once revitalization is complete?
A: Existing accessory structures will be removed as part of the revitalization. It is anticipated that new storage sheds will be provided on the private patios, in keeping with the historic design of the community. For fire and life safety, only those structures constructed as part of the revitalization will be allowed. Any additional exterior structures installed by residents, including but not limited to canopies, tarps, wood or metal roofing, and other installations, including appliances, are prohibited. Any accessory structures not removed prior to relocation will be removed during the revitalization.

Q: Will I be allowed to hang my satellite dish or other improvements on the exterior of the building once revitalization is complete?
A: At completion of the revitalization, internet and cable service will be provided to the buildings and homes. To help maintain the historic integrity of the community and limit the potential for water intrusion and other potential issues, satellite dishes and other improvements will not be allowed to be hung on the exterior or roofs of the buildings.

Q: Will I be reimbursed for improvements or appliances I purchased for my home?
A: No, you ***will not*** be reimbursed for any permanent improvements you made to your home or for any appliances you may have purchased. You are encouraged to sell any appliances you may have purchased, as they will not be moved or stored as part of the revitalization process. Any appliances or personal belongings left behind in your home will be considered abandoned and removed and disposed of as part of the revitalization. Upon your return, appliances will not be allowed to be placed or stored in private patios or other outdoor areas.

Q: Will I get new appliances? If so, what kind?
A: Yes, as part of the revitalization, your home will be outfitted with all new electric appliances, including an induction stove/oven, air conditioning and heating, dishwasher, refrigerator, and washer/dryer. If you purchased any appliances for your home, you are encouraged to sell them as they will not be moved or stored as part of the revitalization process. Any appliances or personal belongings left behind in your home will be considered abandoned and removed and disposed of as part of the revitalization. Upon your return, appliances will not be allowed to be placed or stored in private patios or other outdoor areas.

Community Services & Safety

Q: Do I need to file a change of address form?
A: No, because you will be returning to your home, you do not need to file a change of address form. Prior to your temporary relocation, you should place a temporary hold on the mail you receive at GGV through the U.S. Post Office. Mail placed on temporary hold can be picked up from the Post Office located at 150 Harbor Dr, Sausalito, CA 94965.

Q: Where will I receive my mail while the revitalization of my building is underway?
A: Prior to your temporary relocation, you will need to place a temporary hold on the mail you receive at GGV through the U.S. Post Office. Mail placed on temporary hold can be picked up from the Post Office located at 150 Harbor Dr, Sausalito, CA 94965. You should not forward mail to your temporary home while you are temporarily relocated, unless you elect the family or friends option.

Q: Where will I get my mail once I return home?
A: As part of the revitalization, the U.S. Postmaster is requiring mail to GGV be distributed via a central mailbox rather than to individual homes. The central mailbox will be centrally located near the parking lot. You will be given a key to access your mailbox.

Q: Where will I dispose of my trash?
A: As part of the revitalization, new trash enclosures will be conveniently located in central locations, near the parking lot. Centralizing the trash facilities will help reduce the potential for pests and rodents to occur in the homes. You will need to dispose of your household trash within one of the new centrally located trash enclosures.

Q: What improved safety features will be provided (such as cameras, lighting, etc)?
A: To support resident safety and peace of mind, new site and building lighting will be placed in select areas, and security cameras will monitor certain common areas.

IV. **Looking Forward:** Your Revitalized Home

To best prepare you for the improvements that will be made, below are some example renderings of how your home and building are anticipated to look and feel once the revitalization is complete. These renderings are ***approximations only*** and are subject to change due to construction and supply chain variables outside of our control.

Upgraded & Sustainable Interiors	
• New kitchens & bathrooms • New paint, flooring, finishes & fixtures • New appliances, including washers & dryers • New high-efficiency heating & cooling systems • New mechanical, electrical, plumbing & ventilation systems	• New high-efficiency light fixtures • New low-flow plumbing fixtures • New updated fire alarms & fire sprinklers • Additional accessibility units

Upgraded Interior Finishes

- Soft-close cabinet doors & hinges
- Polished chrome fixtures & hardware

- Solid surface countertops

- Luxury vinyl flooring

- Neutral wall paint color

- Durable rubber baseboards *(bathrooms only)*

Upgraded & Sustainable Exteriors

- New water pipes
- New sanitary sewer pipes
- New drainage improvements
- New underground & upgraded electrical service
- New high-speed internet & cable wiring
- New energy-efficient doors & windows with screens
- Solar-ready improvements
- New trash, recycling & compost management systems
- New siding, paint & roofing
- New open wire & wood fencing
- New drought-tolerant, low-water-use landscaping
- New high-efficiency light fixtures
- New storage sheds

V. **Agreements Checklist:** Keep Track of Your Signed Agreements

As part of the revitalization process, you will need to sign several agreements, including:

Temporary Relocation Agreements

- **Memorandum of Understanding (MOU):** This agreement details your temporary relocation and outlines the temporary housing options available to you and your household.
- **Temporary Housing Agreement:** This agreement outlines the terms of your temporary living arrangement.
- **RAD Notice of Relocation:** This is the notice from Marin Housing Authority that you will receive advising you that, under the Rental Assistance Demonstration (RAD), you will be required to relocate for less than 12 months and will be provided with support and benefits.
- **Notice to Temporarily Relocate:** These are the 90-day, 30-day, and 7-day notices you will receive from AutoTemp prior to your move and temporary relocation.
- **Packing Inventory:** This inventory will detail all of your belongings that have been packed by the professional moving company to be stored for you while you are temporarily relocated.

New Lease Agreement

- **Certifications:** These are the new certifications that will be provided, verifying your rent, income, and unit size.
- **Project-Based Voucher Lease & Addendums:** This agreement is the new lease you will sign, prior to your temporary relocation, for your home at GGV.

Should you have any questions regarding any of these agreements, please see the Revitalization Team Contact List conveniently located on page 2 and on the back cover of this Resource Guide so you may direct your question to the appropriate team member.

SAVE YOUR SIGNED AGREEMENTS HERE

We're Here To Help!

Relocation
Raj Virk, Autotemp

(888) 202-9195 ext 16
raj@autotempservices.com

Good Standing
Michelle Pupiro, MHA

(415) 491-2525 ext. 509
mpupiro@marinhousing.org

General Inquiries
GGV Project

(707) 324-1943
GGV-Project@burbankhousing.org

New Lease Questions
Alicia Gomez, BHMC

(707) 324-1943
GGV-Project@burbankhousing.org

Revitalization Questions
Riley Weissenborn, BHMC

(707) 324-1943
GGV-Project@burbankhousing.org

Facilities Management
Phase 1: Burbank Housing Management Company

During Business Hours: (707) 324-1943
After Hours: (707) 526-9733
GGV-Project@burbankhousing.org

Phases 2 & 3: MHA Property Management

(415)-390-2094