
Community Rules

Pasadena Trails ROC

**A Resident Owned
Manufactured Housing Community**

Welcome

Welcome to our community. We wish to provide a pleasant, attractive and affordable place for people to live. All communities need some basic rules to accomplish this goal. We hope these rules are not unnecessarily restrictive, but provide a safe and tranquil community. The future value of your home rests on our community's appearance and its reputation in the region. We hope our rules facilitate these goals.

The Board of Directors

These rules apply to all homeowners and all other persons living in the home, as well as guests. They apply equally to Pasadena Trails ROC Corporation ("Corporation") members and non-members. For brevity, we have used "residents" to refer to all of these persons. These rules may be amended from time to time by the Board of Directors with the approval of the members.

1) General Responsibilities

To maintain a healthy and collaborative relationship between the Board of Directors and residents, these are basic guidelines for separating responsibilities between the Corporation and residents.

- a. The Corporation is responsible for:
 - i) Maintenance of roads, tress, and common areas and buildings.
 - ii) All underground utility lines.
 - iii) Above ground utility lines until they enter the home.

- b. The resident is responsible for:
 - i) Obeying rules and regulations and ensuring guests do the same.
 - ii) Paying all state and local taxes.
 - iii) Upkeep of your lot.
 - iv) Paying your lot rent on time.
 - v) Hooking up utilities, maintaining connections, and paying utility bills.
 - vi) Disposal of grease, oil, solvents, pain, or any other toxic material in the sewer system or drains is not allowed. The resident will be charged for any damage to the sewer system caused by such materials.

- c. All homeowners are liable for damages, injury, or loss incurred in their homes and on their lot. Residents are strongly urged to carry homeowner's insurance.

- d. All homes are to be occupied by the owner, with exceptions provided only by written permission of the Board of Directors.

- e. Any resident may at any time request clarification or interpretation of these rules by the Board of Directors.

- f. Residents with disabilities have the right to request waivers or modifications of rules if require as a reasonable accommodation. Residents shall make their request in writing to the Board Directors. The Board of Directors may establish by resolution additional forms and procedure to be followed in making such request. If approved by the Board, such waivers or modifications shall be in writing. The Board of Directors and residents must keep a copy of such agreements.
- g. If a resident fails to take any action required by these rules, the Board of Directors may take such action on behalf of the resident, at the resident's expense, plus charge a management fee.

2) Conduct

We strive to build a safe and tranquil community. Due to the close proximity in which we live, we have basic ground rules to maintain the peace and security of all residents.

- a. All homeowners are responsible for the actions of their guests, their children and their pets.
- b. Residents must conduct themselves in a reasonable manner at all times, and must not disturb, threaten, or harass other residents.
- c. Residents may only be on another's lot or in another's home when invited.
- d. Intoxication is prohibited outside of your lot.
- e. This is a drug-free park. Use, possession, or distribution of illegal drugs is prohibited and is cause for immediate eviction.
- f. No home businesses are allowed.
- g. A moderate noise level from radios, electronic equipment, vehicles and parties is expected at all times. In addition, during quiet hours (see below) noise levels must be even lower.
- h. Quiet hours are from 10 PM to 7 AM weekdays (Su-Th), and 1AM – 8AM weekends (Fr-Sa). During these times, you must keep conversations, sound, and noise at a level that cannot be heard beyond your own lot.
- i. Vandalism or graffiti must be immediately repaired or removed by the owner of the lot. If not repaired or removed within a reasonable period of time, the corporation may repair or remove it and the cost of the repair or removal will be charged to you.
- j. Bicycles and toys must be kept out of the street when not being used.
- k. Discharge of firearms, BB guns, hunting archery equipment, and any other weapon is strictly prohibited.
- l. For safety purposes, parents are responsible for supervising their children and ensuring they do not create a hazard in the street.
- m. Soliciting, peddling, and distribution of handbills or circulars by non-residents are not permitted in the community. However, exceptions to this rule may be made by action of the board of directors
- n. Use of the laundry facilities is restricted to residents and their houseguests. Residents are encouraged to be courteous when using the laundry facilities and promptly remove clothes from the washers and dryers.

3) Vehicles

We strive to provide a safe, clean, and orderly community.

- a. The speed limit is five (5) miles per hour.

- b. At all times vehicles must be operated in a careful manner so as to avoid injury to property.
- c. Trail bikes, mini bikes, off-road vehicles, all-terrain vehicles, go-carts, and other vehicles of this nature may not be operated in the community.
- d. Residents must register all of their vehicles with the Corporation. Unregistered guest vehicle may remain for up to 72-hours only, after which time the guest must register the vehicle.
- e. Two parking lots will be allocated to each home, for registered vehicles or guests only. Parking on lawns or on the street is not allowed. Parked vehicles shall not block access for emergency vehicles. The board will reserve the right to make exceptions to this rule on a case by case basis.
- f. No major vehicle repair is to be performed in the park or parking spaces. Minor fluid changes are allowed. Used vehicle fluids must be disposed of properly.
- g. No vehicle with a load capacity in excess of three quarters ton shall be kept, stored, placed, displayed, or maintained within the community. This restriction shall not apply to trucks or other commercial vehicles, temporarily within the park for necessary delivery, construction, and/or maintenance services.
- h. Residents may wash their cars in their individual lots. The Corporation does not provide a community car wash.
- i. Residents may park vehicles in vacant lot with permission from the board of directors or their designated representative.
- j. Strict towing policies are enforced for all abandoned vehicles, disabled vehicles, vehicles whose tags are not current and/or do not have the current state inspection tag and any violation mentioned in Section 3. (There is a 30 day grace period for tags and inspection to allow resident to secure required permits) Vehicles cannot be wrecked, dismantled or partially dismantled for more than 72 hours. **VEHICLES THAT DO NOT COMPLY WITH THE RULES OF THE PROPERTY WILL BE TOWED AT HOMEOWNERS EXPENSE.** At such time you will need to contact the towing company for further information. Neither the Board nor the property management representative will be able to assist you.

4) Pets

We recognize the importance of pets to many residents. However, not everyone likes the same pets. Recognizing the close proximity in which we live, we intend to adopt as part of our community rules the ordinance of the City of Pasadena **Article II. Rescue and Assistance for Dogs and other Animals; impoundment, vaccination-registration Procedures**, which will provide appropriate protection for our residents.

Note: A copy of the ordinance will be furnished to each resident and made a part of the membership or non-membership occupancy agreement that each resident has filed with the corporation.

5) Maintenance of Building and Structures

To preserve the value of our homes and the safety of all residents, all residents should maintain the homes and lots to a similar standard of upkeep.

- a. All homes need to be maintained in good condition, skinned, clean, neat, and properly painted in a manner in keeping with the general appearance of the community. After notice of violation

(10 days for issues of maintaining and/or 30 days for major repair to home) the resident must comply with community rules by fixing the violation they have been notified of. If the resident does not comply within time given they will be fined \$50.00 and be subject to further charges for cost of resolving violation up to but not limited to cancellation of contract.

- b. Accessory structures, porches, decks, steps, and skirting must be kept painted and in good repair so the appearance of the home and lot are attractive.
- c. Steps to homes are to be wood, aluminum or pre-cast concrete. Concrete blocks are not acceptable as stairs. All outside doors must have stairs with hand railing on opening side.
- d. Only one utility/storage building is allowed on each lot. Wooden and metal buildings are permitted. Existing structures are permitted to remain on the property, but any new structure must comply with the following standards:
 - i. may not exceed 10' X ~~20'~~10'
 - ii. roof is pitched
 - iii. doors and windows stay in good repair and are able to be closed.
- e. All buildings, additions, porches, sheds, towers, and decks are not permitted without prior approval by the Board of Directors. They must also comply with the town building codes, and federal and state regulations. Before installation, residents must present to the Board a plan any of the above structures, showing details of the structure and the location on the lot. After approval by the Board, the resident must obtain a building permit, if applicable, and give a copy to the Board to be placed in the resident's file. Ask before you build!
- f. Residents are responsible for preventing leaks and freezing in their home's water lines. Don't forget to inspect water lines each year in the fall. The Corporation reserves the right to shut off the water at any home where there is a leak until a repair is made.
- g. Residents must not tamper with park fuses, electric service, or connections. Contact the Board for any necessary repairs. All extension cords must be in good condition and properly sized for their intended use.
- h. The Board of Directors will notify a resident if any additional repairs or maintenance is needed. After notice of violation (10 days for issues of maintaining and/or 30 days for major repair to home) the resident must comply with community rules by fixing the violation they have been notified of. If the resident does not comply within time given they will be fined \$50.00 and be subject to further charges for cost of resolving violation up to but not limited to cancellation of contract, unless a request for extension is submitted in writing by the resident and approved by the Board.
- i. Repainting of your trailer will require prior approval of the color by the Board of Directors. Ask before you paint!
- j. Window air conditioning units are permitted; all window units must be attractively maintained and securely bracketed to the home exterior with metal side supports. Prop rods are not allowed. The Corporation is not responsible for hazards or damages caused by the window units.
- k. Holiday lights and decorations may only be displayed two weeks prior to and two weeks after the holiday.

6) Lot Maintenance

These rules provide a standard for upkeep of individual lots, to maintain a neat and orderly community appearance.

- a. Residents must keep their lots free of debris, waste, and garbage. After notice of violation (10 days for issues of maintaining and/or 30 days for major repair to home) the

- resident must comply with community rules by fixing the violation they have been notified of. If the resident does not comply within time given they will be fined \$50.00 and be subject to further charges for cost of resolving violation up to but not limited to cancellation of contract.
- b. Lawns are to be kept trimmed and mowed, the grass no higher than 6".
 - c. Rubbish must be kept in closed containers designed for that purpose, kept out of sight if possible. Composting bins are allowed.
 - d. The burning of leaves, rubbish, etc. is not permitted. Gas and charcoal grills are permitted but permanent fireplaces or barbecue pits are not permitted.
 - e. Items not used on a weekly or seasonal basis may not be stored outside the home or outside the storage/utility buildings. Residents must not keep appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, and other discarded items may not be left on lawns or around homes. Clean and neat lawn furniture is permitted, if used in season and properly stored out of season.
 - f. Wooden fencing is a fire hazard and is not permitted. Chain link fences are permitted. They must be installed to code. All plans for fencing must be approved by the landscape committee.
 - g. Resident's use of lots, including trellises (and similar structures for decorative or gardening purposes), gardens and landscaping, must not interfere with the Corporation's ability to perform any upkeep and maintenance of the community infrastructure. The landscape committee must approve the planting, trimming, and replacement of all trees. Residents will not modify the landscape aside from planting annual flowers without permission from the committee. Ask before you dig or plant!
 - h. Freestanding clotheslines and/or stringing lines are not permitted.
 - i. The Pasadena Trails Board of Directors will allow any resident to utilize the ground adjacent to the laundry mat and the area identified as the old vehicle storage area adjacent to Pasadena Blvd for scheduling a party. The resident, in order to use the area, shall put up a deposit of \$100.00 with the Management Team. The deposit will be returned to the resident if the grounds are cleaned to the satisfaction of the property manager.
 - j. Temporary play equipment for parties, such as moonwalks and trampolines, will be permitted for use during resident parties or events in the areas identified in i. (adjacent to the laundry mat and the area identified as the old vehicle storage area adjacent to Pasadena Blvd) above.

7) Set-up and Removal

These rules are intended to facilitate easy set-up and removal of all manufactured homes.

- a. Set-up
 - i. The Board of Directors must approve and has the right to inspect and view any home before it is moved into the park. The Board must approve the placement and position of the home on the lot.
 - ii. If required by local, state, or federal regulations, the regulating authority must approve the age and condition of the home before it is moved into the park.
 - iii. Residents are responsible for connecting all utilities, including electrical, telephone, cable television, and water.
 - iv. Skirting and permanent stairs must be installed within thirty days of placing the home in the park.
- b. Removal
 - i. Residents wishing to remove their homes are required to give written notice of intent to the Board of Directors at least thirty days before moving their homes.
 - ii. A copy of the permit from the local governing body allowing removal of the home must be given to the Board of Directors.

- iii. The resident must clean the lot of any trash, debris, and hazards (i.e. stairs in need of maintenance, outbuildings in disrepair, broken glass, etc.).
- iv. Residents are responsible for the costs of repairing any damage caused to the park property or the property of other residents during home removal or set-up.

8) Dispute Resolution and Complaint Procedures for Disputes Between Residents

These rules are intended to facilitate the easy resolution of conflicts.

- a. Any resident with a complaint about another resident's violation of any of these rules will file a written report with the management team. The management team will attempt to resolve the issue. The management team will also inform the board of the complaint and any resolution of the issue.
- b. Complaints must be in writing. Complaints must contain the name and address of the resident against whom the complaint is directed, as well as the name and address of the resident filing the complaint and must be specific, including dates and witnesses, if any.
- c. The Board of Directors will keep a record of all complaints filed. If possible, the name of the resident filing the complaint will be kept confidential.
- d. The Board of Directors will deal with complaints in a timely, diligent, and responsible manner as detailed below.
- e. The Board of Directors, at their regular monthly meeting, shall review all complaints filed with the management team. The board may determine if the complaint has not been resolved, to assist in the negotiations between the parties either through negotiations or by use of third party mediation. Written records of the negotiation and/or mediation will be made and filed with the original complaint.
- f. If the issue is not resolved, the Board of Directors has the authority to determine a course of action that will be binding on both the resident who filed the complaint and the resident against whom the complaint was filed. The Board of Directors will make a written record of its decision and a copy will be delivered to the resident who filed the complaint, the resident against whom the complaint was filed, and a copy will be filed with the original complaint.
- g. If the Board of Directors determines that there has been a rule violation, the procedure for Rule Enforcement in Section 9 shall apply.
- h. Notwithstanding the language in (g) above the property manager shall have the authority to declare an emergency in the case of a clearly demonstrated risk to public health and safety and take whatever course of action is appropriate to resolve the situation. Such a risk would be but not limited to a gas leak or electrical issue that demands immediate attention.

9) Rule Enforcement and Grievance Procedure

- a. Residents must obtain any approval, consent, or waiver from the Board of Directors before commencing the act for which approval, consent, or waiver is necessary.
- b. The Board of Directors' failure at any time to require performance of any of these rules does not limit the Board of Directors' right to enforce the rules. Any waiver of any breach of any of these rules does not constitute a waiver of any succeeding breach of that rule or waiver of the rule or any other rule.
- c. The resident must pay all costs incurred by the Corporation, including those of collection and reasonable attorney's fees, resulting from proceedings to enforce these rules. In the event a legal action is commenced by the Corporation to collect past due rent, to evict for any reason

or for any other reason, the homeowner must pay all legal fees and costs incurred by the Corporation. These fees and costs will be paid by the homeowner, even if the eviction is terminated or cancelled by the Corporation. The legal fees would also include all such fees and costs incurred in connection with a Supreme Court Appeal filed by the homeowner. The legal fees and costs incurred by the Corporation shall be considered additional rent for the unit in question, and this additional rent shall be due and payable by the homeowner in accordance with these Community Rules.

- d. Where the Board of Directors and/or the Management Team determines that a resident has violated the rules, the Management Team may issue a Notice of Violation (previously mentioned in document See sections 5 and 6) to the resident.
- e. A resident may contest the written Notice of Violation by sending or delivering a written response disputing the Notice to the Board of Directors within seven days of the date of the Notice of Violation was served on the resident.
- f. The Board of Directors and the resident shall then engage in informal dispute resolution, unless the Notice of Violation relates to non-payment of rent (including additional rent as defined in the lease) or a material violation of these rules, in the sole determination of the Board of Directors. If informal dispute resolution applies, within thirty days of the receipt by the Board of Directors of the resident's written notice of dispute, one or more representatives of the Board of Directors shall meet with the resident to attempt to resolve the dispute informally. If informal dispute resolution does not apply, the Board of Directors shall notify the resident immediately.
- g. Residents shall have three, ten or thirty days depending on the nature and severity of the violation and number of previous violations, to cure any violation which is not the subject of an informal dispute resolution, in order to avoid termination of the lease and eviction from the park. If the Board and the resident engage in informal dispute resolution and the dispute is resolved, the cure period shall begin following written notice from the Board and/or Management Team that the dispute is not resolved and stating the cure period, which shall be at least ten days.

Pasadena Trails ROC Community Rules

Total 09 Pages – Approved on 09/17/2009

By: the Membership

Signed _____ Mark Martin
Secretary of the Corporation

Pasadena Trails Community Rules Acknowledgement

I/we _____
residing at _____ have received and read a copy
of the Community Rules.

By signing and dating this form, I/we understand and will obey these Community Rules. If we or
any visitor or guest at our home or any member of our household does not follow the rules, I/we
understand that this could be grounds for our eviction from the community.

Signature: _____ date: _____

Signature: _____ date: _____

This document to be kept on file by the Secretary of the Board of Directors/Property Manager.