

**MAPLEWOOD MANOR
COMMUNITY STANDARDS**

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MAPLEWOOD MANOR COMMUNITY STANDARDS

In order to provide a pleasant environment in which to live, to preserve your peace of mind, and, just as importantly, to maintain the value of your home, the following standards are established. The standards have been developed in part to preserve the kind of atmosphere Maplewood Manor residents have indicated they want. Please note that throughout these standards and regulations, we have used the words "park" and "community" interchangeably, thereby reflecting the belief that people who reside at Maplewood Manor are part of a unique and caring community. We have also used the words "tenant", "you", "homeowner", and "resident" as well as "standards" and "rules" interchangeably.

The terms "management", "Maplewood MHP, Inc.", "the office" and "we" have been used interchangeably and shall be construed to mean "Maplewood MHP, Inc., its successors and/or assigns".

I. REGISTRATION; INSURANCE

Prior to being accepted as a resident in this community, you must complete a Maplewood Manor registration form and a Rental Agreement. Maplewood MHP, Inc. has the right to obtain a credit and/or criminal background check on anyone who wants to become a resident of Maplewood Manor. Maplewood MHP, Inc. reserves the right, in its sole discretion, to approve or deny residency based on the credit or background check of applicant. Maplewood MHP, Inc. has the right to charge \$50.00 per person to do a background check and \$20.00 per person to do a credit check for new occupants not on the current Rental Agreement. Results of a background check will be valid for 45 days. If residency has not been established by the 45 days then a new background check will need to be processed at the applicant's expense. If an individual is removed or removes themselves from the Rental Agreement and wishes to move back into Maplewood Manor they must complete a new registration application and a new background check will be processed at the applicant's expense. Once the approval process is completed and you have been accepted as a resident of Maplewood Manor Community, you must provide proof of homeowner's insurance, including comprehensive personal liability insurance in a minimum amount of \$100,000.00. You will also be provided a copy of the most current Maplewood Manor Community Standards and Title 10, Chapter 953, Maine Revised Statutes Annotated, the law governing landlord-tenant relations in mobile home parks and a parking permit for your vehicle(s). This permit is required as a security measure and is to be placed on the back of each vehicle's rear view mirror.

Upon payment of any applicable entrance fee, security deposit and first month's rent at the Community Orientation, you may move into the community. **NOTE: Vehicles of any type are not allowed on the lawn areas in the Community for any reason.**

All residents are required to submit an updated proof of homeowner's insurance declaration showing liability coverage of at least \$100,000.00 to the office each year when their policy renews. There is a \$10.00 service charge to residents who have not submitted current insurance proof.

II. ENTRANCE FEES

1. **CHANGE OF OWNERSHIP ENTRANCE FEE.** When a home changes ownership in the community, the new owner may be required to pay a non-refundable entrance fee. The

entrance fee paid by the new owner for a home already in the community is twice the amount of the undiscounted monthly rent for the homesite. The entrance fee must be paid by the new owner whether or not the home is occupied after the purchase. The fee for residents moving a home into the community is based on availability of homesite space. Management reserves the right, in its sole discretion, to approve or disapprove anyone whom wants to move a home into Maplewood Manor and to determine the amount of entrance fee, within local, state or federal laws, for same.

III. OCCUPANTS AND VISITORS

1. **REGISTRATION.** All occupants of your home and their ages are to be listed in the rental agreement. If persons are added to the household after the current rental agreement is signed, i.e., additional children, stepchildren, etc., the homeowner must come in to the Maplewood office and list them on the rental agreement. No persons other than those listed on the most current rental agreement on file with the Maplewood office may live in the home without the written permission of management. When any of the rental agreement signers move out, a new rental agreement is required.

2. **LIMITED NUMBER.** Management reserves the right to refuse tenancy to persons who have not been accepted under the rental agreement on file with the Maplewood office. Failure to register additional occupants of your home or failure of additional occupants to comply with Maplewood Standards may result in the immediate removal of these additional occupants. A completed information sheet is required of all persons age 18 and over who wish to move into the community and are not listed on the most current rental agreement on file with the Maplewood office. Information sheets are obtained from the office and must be approved by management before the person moves in.

Due to the proximity of the homes to one another and quality of life concerns, the number of people residing in a home is limited to five except existing residents and/or children born or adopted to parents after the current Rental Agreement.

3. **VISITORS. Residents are responsible for the actions of their visitors while in the community.** Each resident is permitted to have visitors stay with them on a temporary basis. While there is no charge for visitors of limited stay, either individually or collectively, each visitor staying longer than two (2) weeks must register with the office. Any visitor staying more than one (1) month must obtain written permission of management and pay the appropriate fee.

Visitors are not permitted to bring their cats or dogs into the community.

Any vehicle driven by a visitor or guest, which is leaking fluid, is not allowed in Maplewood Manor at any time.

4. **LIMITS ON VISITORS.** Management reserves the right, in its sole discretion, to restrict the number of visitors at any particular time and to require the immediate removal of any visitor who fails to comply with these standards.

IV. PAYMENT OF RENT

1. **RENT PAYMENTS.** Rent payments are due monthly in advance on the first day of each month. Maplewood Manor offers residents a \$20.00 discount for paying homesite rent by the 5th of each month. This discount applies if you are current on rent, water, sewer and any other service charges. "Current" means that all Maplewood MHP, Inc. bills are paid by the 5th. Management reserves the right to suspend discounts at any time with 30-days' notice to

residents. Management will no longer accept personal checks from non Maplewood residents. Additionally, management reserves the right to request that any payment made on an account that has a balance of \$500 or over be in the form of money order or cashier's check. Unless otherwise noted in the Community Standards, a \$10.00 service charge will be assessed each time management must send a letter of violation to a resident. All service charges are payable by the 5th of the month following issuance of such letter. Service charges not paid by the 5th will result in a loss of discount for the following month.

The discount is allowed if you have received a violation letter, as long as all current Maplewood MHP bills are paid by the 5th and the violation was corrected by the date shown on the violation letter. A \$10.00 service charge will be assessed for each letter sent, even if for the same violation.

If eviction paperwork is served on a resident, that resident shall not be eligible for the homesite rent discount for twelve (12) months, in any event.

Any violation not corrected within the time period stated in the violation letter may result in management correcting the violation at a cost to the resident of \$20.00 per hour, with a \$20.00 minimum charge.

Rents not paid by the fifteenth of the month are subject to a late charge of four percent (4%) of the total undiscounted monthly rent, due immediately.

Additional occupants not on the current Rental Agreement will be charged \$25.00 per person monthly (except children born/adopted to parents after the original Rental Agreement) if there are more than two occupants in the household. Adults on the current Rental Agreement over the age of 18 that are not full-time students in an accredited learning institution will also be charged this fee.

Water and sewer bills are sent out by the 5th of September, December, March, and June and are payable by the 5th of the following month. Checks should be payable to "Maplewood MHP, Inc." and may be deposited in the rent box located at the Maplewood Manor mail house, left at the office, or mailed to Maplewood MHP, Inc., 155 Bath Road, Brunswick, Maine 04011. To ensure proper credit, the resident's address should be written on each check.

For safety and security reasons, cash is not accepted. Management will not be responsible for any cash left in the rent box.

Checks returned for insufficient funds will result in a \$25.00 service charge to the resident. Management reserves the right to require payment by cashiers' check or money order from residents who have "bounced" checks with Maplewood MHP.

We reserve the right to allocate payments made to Maplewood MHP, Inc. to amounts owed on your account in the manner we deem most appropriate, including but not limited to, applying payments to past due service charges, past due water and sewer bills, balances due on previous homesite rents and any fees associated with non-sufficient funds.

V. CARE OF GROUNDS

1. **HOMESITE INSPECTION.** Management reserves the right to inspect any homesite, the exterior of any home, or beneath any home in the community at any time without notice to the resident.

2. **LAWNS.** Lawns must be kept neat and well groomed. Homesites must be mowed and grass trimmed around and to the edge of your home as often as is necessary to maintain a neat appearance. If management is required to send a letter to a resident because the lawn needs to be mowed or trimmed, a \$10.00 service charge will be assessed. Management will give the resident three (3) days notice if the lawn needs to be mowed or trimmed. If the lawn is not mowed or trimmed within these three (3) days, management reserves the right to mow and trim it and will charge the resident \$20.00 for this service.

It is the responsibility of the resident to rake the leaves off the lawn in the fall. Leaves should be bagged and set out by the road for community personnel to pick up. Residents are responsible for disposing of grass clippings raked off the lawn. Management retains sole discretion for the removal or trimming of bushes, shrubs or trees on homesites or anywhere on community property.

Holes dug in the lawn by family members or pets, and holes or ruts created by motor vehicles being driven on the lawn need to be repaired by the resident. You will be given a notice, with a \$10.00 service charge, to correct the problem and a time frame in which it is to be done. If repairs are not made within the specified time frame, management will correct the problem at the resident's expense at the cost of \$20.00 per hour, plus materials. In the event of a violation and/or damage to the homesite, whether intentional or unintentional, or if it becomes necessary for us to do work on a resident's homesite in the event of an emergency, i.e. leaking fuel tank, storm damage or any "event" that requires the immediate use of Maplewood MHP, Inc. man-power or equipment the resident will be billed at the rate of \$25.00 per man-hour plus the rate of \$75.00 per hour if we must use mechanical equipment. There will be a minimum of one (1) hour charge for employee and equipment time.

LAWN ORNAMENTS. Lawn ornaments are allowed within the community provided they are maintained in good condition and are in harmony with the community image we seek to project and that these standards are intended to ensure. Any ornamentation which, in management's sole discretion, is deemed offensive or not aesthetically pleasing will be required to be removed immediately.

For purposes of continuity and enforcement of these Standards, all holiday decorations shall be governed by this section as well. Holiday decorations are to be removed no later than one month after the passing of the holiday.

3. **HOMESITE MAINTENANCE.** Grounds must be kept clean and neat at all times. No discarded material, unnecessary items, building material, trash, junk or other items, including toys, which create a cluttered appearance may be stored or abandoned outside the home. If a homesite is not being properly maintained, management reserves the right, after giving notice, to take all necessary steps to clean it up and to charge the homeowner at a rate of \$20.00 per hour with a one hour minimum charge. Driveways are to be swept periodically, so they will be free of sand or other debris. Oil leaks are to be fixed immediately. Any damage caused by oil

leaks will be repaired at resident's expense. There is a \$10.00 service charge if management has to send out a notice due to lot or driveway appearance. Toys shall be removed from lawns at the end of every day or when not in use.

Homes/homesites must be free of algae. If green mold/moss is growing on your home's roof, siding/skirting, steps, etc. it needs to be removed.

4. **TRASH REMOVAL.** Trash is picked up by the Town of Brunswick on Tuesday. Recycling materials are picked up on Monday mornings. All trash must be placed completely within metal or plastic trash cans with tight-fitting lids securely in place. Garbage cans must not be larger than 32 gallons per Brunswick sanitation ordinance. All recycling materials must be placed completely within containers with tight fitting lids securely in place. The Brunswick sanitation ordinance asks that recycling containers not be any larger than 18 gallons and that a single container does not weigh any more than 40 pounds when full.

Place trash at the end of your driveway between 5 a.m. and 8 a.m. on Tuesdays; recyclables in the same place and between the same hours on Mondays. Cans and receptacles must be removed from the roadway on the day of pickup, and kept behind home or in your shed. There is a \$10.00 service charge if trash or recycling materials are put out before 5 AM or the night before a scheduled pickup.

If, for any reason, the Town of Brunswick fails to pick up your trash, it is your responsibility to take the trash and recyclables to the proper town disposal area.

5. **GARDENS/FLOWERBEDS/SHRUBBERY.** Small gardens and flowerbeds are allowed on homesites in the community with written approval of management. Prior to digging a garden or planting flowerbeds, residents are required to submit a sketch of the garden layout to management. Any raised gardens or flowerbeds will have pressure treated wood used. "Pressure treated borders" shall be kept in good repair, and stained brown. Plantings may not extend more than one foot past the home into the four-foot section (backdoor side) of a resident's homesite due to neighbor maintenance.

Flowerbeds and gardens are to be kept neat and weeded. Flowerbeds need to be kept free of grass and weeds. Shrubbery must be kept neat & trimmed and may not be allowed to grow near power & cable lines. Flowerbeds or plantings are not to be filled with leaves. Flowerbeds and gardens no longer in use by a resident must be leveled with the surrounding lawn area and reseeded with grass. When your home is sold or removed from the community, all areas that have been planted must be leveled and reseeded with grass. In the event that a resident moves out of the home, sells their home or removes it from the community and does not remove plantings, level and re-seed the area, Maplewood MHP, Inc. reserves the right to do so at a charge to the resident of \$25.00 per man-hour and \$75.00 per equipment hour.

The only type of stone that may be used for landscaping are "cut stone" and not ordinary field stone.

6. **VACANT HOMESITES.** For safety purposes, residents are not permitted on vacant homesites or homesites under construction at Maplewood Manor.

7. **CLOTHESLINES.** Clotheslines may be installed only with the written permission of management; pre-approval is required so as to avoid potential damage to water and sewer lines. Clotheslines must be of the rotary or umbrella type made of aluminum and with a solid base in the ground.

8. **SWIMMING POOLS.** Swimming pools are absolutely prohibited in the community except for small wading pools, which do not exceed 24 inches in height which should be emptied and stored when not in use for an extended period of time.

9. **TV ANTENNAS, SATELLITE DISHES.** TV antennas and satellite dishes are not allowed in the community without prior approval.

10. **SWING SETS.** Management must approve placement.

11. **AIR CONDITIONING STANDS.** Air conditioning props must be pressure treated and stained.

12. **FIREWOOD.** If you order firewood, it must be delivered in stove lengths. The use of chainsaws anywhere within the Community is prohibited. Firewood must be piled neatly at the rear of the home within 24 hours of delivery. Call management for exact placement before delivery. Piles shall be neat, no more than 1 cord and shall not exceed 4x4x8. Delivery vehicles are not allowed on lawns.

13. **HOSES.** When not in use hoses are to be kept neatly coiled on a freestanding plastic spool or disconnected and kept under the home or in shed. All hoses shall be disconnected from faucets and stored out of sight during winter months.

14. **MAILBOXES.** A mailbox for each homesite is supplied at the entrance to the community. Mailbox keys are the responsibility of the resident and may be obtained from the Brunswick Post Office. Mail is delivered in the late morning or early afternoon, Monday through Saturday.

The Postal Service does not allow anything to be taped, glued or attached to mailboxes.

VI. UTILITIES

1. **PLUMBING.** It is important that plumbing be kept in good repair for the health and safety of residents and to avoid unnecessary water usage. In each water meter pit there is a shutoff valve and water meter. There is also a shutoff valve where the water line enters the home. Residents should familiarize themselves with the location of the shutoff valves under the home. Management reserves the right to inspect inside homes for leaky faucets, running toilets or malfunctioning fixtures, upon a 24 hour notice to the resident. Management reserves the right to shut off water to the home or examine under homes or around your home without notice for water or sewer leaks in the event of a substantial leak or constantly running water. The cost of repairing plumbing problems attributable to actions of residents or household members, guests or visitors will be charged to the resident.

2. **FREEZE-UPS.** Water lines under the home must be protected against freezing by the use of heat tapes and adequate pipe insulation. Permitting water to run to avoid freezing of lines is absolutely prohibited. In the fall, make sure there is ample insulation around the top of the water meter pit at ground level and that the heat tape is working so the lines and meter below ground do not freeze. The cost to repair frozen water lines and meters caused by inadequate insulation or non-working heat tape will be charged to the resident.

All heat tapes should be UL approved and shielded. Others may be hazardous. Heat tapes should be unplugged as soon as the weather has moderated and should be checked before being activated again. Do not put rags or other combustible material near them.

3. **SEWER SYSTEM.** Do not flush garbage, sanitary napkins, paper towels, disposable diapers, fat or any other non-soluble item or substance in toilets or drains. Doing so may cause a backup in the sewer system and lead to unsafe conditions and inconvenience to other residents of the community. The cost of any repairs to sewer lines required due to such actions will be charged to the resident. A clogged or disconnected sewer line must be reported immediately to management.

4. **WATER/SEWER LINES.** The water and sewer lines below ground are management's responsibility, except for problems below ground that were caused by improper use or actions of residents, their guests and visitors. Water and sewer lines are the resident's responsibility above ground level. Please call with any water or sewer problems, concerns or questions.

5. **FUEL TANKS.** Heating oil tanks shall be installed in accordance with applicable state and local codes and, in any case, shall be installed a minimum of five feet (5') horizontal distance from the furnace and shall be installed so as not to be visible from the side of the home facing the road. If a resident has oil heat, there shall be a single tank, which is designed for use as a home heating oil tank. Steel fuel oil tanks enclosed in fiberglass or wooden steps do not meet the State of Maine prerequisite for outside tanks effective February 2, 2003. Before ownership of any home in Maplewood Manor is transferred, if that home has an enclosed fuel oil tank, the enclosed tank must be pumped free of all fuel oil and the fuel tank plugged so it cannot be filled. The new oil tank must be installed to State of Maine and Maplewood's standards. It may be possible to convert an oil furnace to propane. The cost to do so may be less than a new fuel oil tank. Replacement tanks that are not in self-contained units must be horizontal tanks. Converted 55-gallon oil drums or similar containers are prohibited. Oil tanks must be plumbed from the top to prevent oil leaks or spills. Oil tanks must be painted (white) as needed to prevent rust. Any leaking tanks must be reported to management immediately. Oil is to be drawn from the top of the tank. Homeowners are required to let management know the name of the company they are purchasing oil from so in the event of a leak we can notify the fuel company. If you change companies let management know.

Residents must obtain written permission of management prior to replacement or any repair of existing fuel tanks. Management must approve the placement of new tanks.

If a resident's fuel tank develops a leak, management reserves the right to pump out the leaking tank in the following cases: If the resident's fuel company does not offer the service or if the fuel company cannot respond in a timely manner or if we are unable to get in contact with the resident. We will charge \$100.00 if we need to do this emergency service.

Due to environmental and safety concerns residents and/or anyone else are not permitted to self-fill fuel oil tanks. Fuel oil tanks must be filled by appropriately licensed fuel oil dealers.

6. **ELECTRICAL SERVICE.** Residents should know how to operate electrical shutoff devices on both the inside and outside of the home. Residents are prohibited from attaching any objects in any manner to electric utility poles. Residents are not to hook into outside power boxes.

7. **CABLE TV.** Cable line must follow the power lines in from the main lines to the power poles next to your home. From there, cable is buried until it connects to the cable box, which must be installed at rear of home. Cable or cable junction box is not to be attached to home higher than three (3) feet above ground level.

VII. FAMILY MEMBERS

Maplewood Manor is a family community. The following guidelines will ensure the safety of the family members within the Maplewood Community:

GENERAL GUIDELINES. Homeowners are responsible for the behavior of their resident family members at all times. In addition, residents are responsible for the actions and behavior of any individuals visiting them. Any damage done to community property or equipment by family members is the responsibility of the Homeowner. Residents will be held responsible for damage by visitors.

Individuals are not allowed to play in the community roads at any time.

Students in the elementary grades are not permitted at the bus stop before 7:30 AM. No one shall sit, walk or loiter on or around the stone walls while waiting for the bus or at any other time. This includes individuals of all ages. The paved area next to the road is the area where students are to wait for the bus.

No vehicles may be parked in the road, on the grass or in front of the mail house when residents are waiting for the bus with their students. Residents should park in the paved area beside the mail house while waiting for the bus.

No one may not "cut through", nor may they play on, other residents' homesites without the permission of that resident.

Individuals 14 and under may not be out after dark unless they are with a parent or adult guardian. Individuals 17 and under may not be out after 9 pm unless they are with a parent or adult guardian. Playing is not allowed in areas under construction, on construction equipment or on empty homesites. Please go over these safety rules with your family members and be sure they understand them.

VIII. PETS

1. **REGISTRATION.** All cats and dogs must be registered with management, with a color photograph, and must wear an identification tag with the owner's name, address, and telephone number. All dogs and cats must be spayed or neutered, with proof of same presented to management before the pet may be approved for keeping in the community. Dog owners must submit annual proof that they have obtained a Town of Brunswick dog license. In addition, the following inoculation information must be provided to the office at the time of registration and upon renewal of each expired inoculation thereafter:

Cats: Need to have their first rabies by age 6 months, then 1 year later, then every 2 years after that. Cats need to have distemper shots yearly. It is also recommended that outdoor cats be tested for leukemia annually.

Dogs: Need to have their first rabies by age 6 months, then 1 year later, then every 2 years after that. Dogs need distemper shots yearly. Arrangements should also be made for heartworm pills or shots.

Pet owners are responsible for updating this information with management each year. Pet owners who do not have current, unexpired rabies and distemper paperwork on file for their pet, as well as a current dog license, will be assessed a \$10.00 service charge. Any changes in pet status, such as no longer having a pet, or getting a new pet to replace an old one, must be given to management as soon as possible.

2. RESTRICTIONS ON CATS & DOGS. One cat or one dog, but not both, is permitted for each homesite. New residents with more than one cat or one dog prior to moving into the community may not bring more than one cat or one dog without advance written approval from management. Visitors are not permitted to bring their cats or dogs into the community. Roommates who move in after the original rental agreement is signed are not permitted to bring a pet without advance written permission from management and compliance with the community standards.

Maplewood MHP in its sole discretion, has the right not to approve "dangerous" or exotic pets. For example, German Shepherd, Doberman, Pitbull, Rottweiler, Ocelot, etc. If you think that your intended new pet may be deemed a "dangerous" or exotic pet please call the office prior to purchasing the pet.

3. CONDUCT OF PETS AND PET OWNERS' RESPONSIBILITY. Damage done by pets to lawns or other property of Maplewood MHP or that of other residents will be repaired or replaced at the pet owner's expense.

Animal waste must be removed by the pet's owner on a daily basis and deposited in separate plastic bags inside trashcans. When dogs or cats are being walked around the community, the owner must carry a "pooper scooper" and bag to dispose of the pet waste. Dogs and cats are only allowed on roads while being walked and are not allowed on other resident's property.

Excessive barking of dogs is not allowed. If you know your pet has a tendency toward barking, especially when left alone in the home, out of consideration for other residents in the community we request that you isolate your pet in an area of your home away from open windows. This will help to eliminate complaints due to your pet barking out windows at people and traffic passing by your home.

Management, in its sole discretion, has absolute authority to determine at what point a barking dog becomes a problem and what remedial action will be taken.

4. LEASHES/TETHERS. Dogs and cats may not be tied outside, nor may they be left unattended outside the home for any reason. Dogs and cats must be on a leash being securely held by a family member whenever outside the home. Leashes may not exceed six (6) feet in length, unless an auto-retracting type in good working order. At no time may a pet be within five (5) feet of the home of any other resident.

5. PET HOUSES. No pet houses are permitted in the community.

6. OTHER PETS. Turtles, fish, gerbils, hamsters, guinea pigs, birds, etc. are permitted in the community if they remain inside the home. No farm animals, including rabbits, are allowed outside in the community under any circumstances.

7. **PROBLEM PETS.** Management assumes no responsibility for loose pets. If pets are running loose, management will notify the Animal Control Officer. Management reserves the right to hold loose pets until pick-up by the Animal Control Officer or take them to the animal shelter.

Violating pet standards will result in a written notice and \$10.00 service charge. Two violations of the pet standards will result in a \$10.00 monthly fee being added to the resident's rent for having a "problem pet". This \$10.00 problem pet fee will apply each month for as long as the resident has the pet. Further violations, or any pet determined to be a safety threat, in management's sole discretion, may require immediate removal of the pet from the community. If a family is asked to remove their pet from the community, they will not be permitted to have another pet.

8. **STRAY ANIMALS.** Residents are not allowed to feed stray animals. Food that is left outside invites rats, stray cats, and wild animals to congregate in the community. Due to health concerns, this cannot be permitted. Any food left outside will be removed and a service charge will be assessed to the resident after each occurrence.

IX. MOTOR VEHICLES

1. **REGISTRATION.** No unregistered or uninspected, or uninspectable motor vehicles of any size or type are permitted in the community. All vehicles must be inspectable under the State of Maine guidelines whether or not the vehicle is required to be inspected in Maine. Vehicles must be in a driveable condition with a quiet muffler system and may be driven only by persons who may legally drive on public roads. Vehicles that are not owned or leased by registered residents may not be kept in the community without Management's written permission. Management must approve more than two vehicles per homesite. At no time will management approve more than three vehicles per homesite. Management may rescind previously given permission for additional vehicles if problems develop which cannot be resolved to Management's satisfaction.

2. **PARKING PERMITS.** Vehicles must be registered with management and must display a Community parking permit on the backside of the vehicle's rear view mirror. Before parking permits are issued, we must have a copy of the current registration for the vehicle requiring a parking permit. Additionally, we must inspect the vehicle to make sure it does not have a fluid leak. In order for us to inspect for fluid leaks, the vehicle's engine and oil pan area must be thoroughly cleaned and free of any accumulated fluids. If the vehicle does have a leak, it will not be allowed in the community until fixed. Vehicles that are not registered with the office will not be permitted in the community and a \$10.00 service charge will be assessed to the resident. If a vehicle or registration number has changed, please call the office to update file information and to get a new parking permit, if required. Community parking permits are intended for the vehicle and resident for which it is originally issued and is non-transferable to any other vehicle or person.

Lost parking permits shall be replaced at a cost to the resident of \$2.00 each.

3. **SPEED LIMIT.** The speed limit is 10 miles per hour. **THE SPEED LIMIT IS STRICTLY ENFORCED. EXCEEDING THE SPEED LIMIT MAY BE GROUNDS FOR EVICTION.** Residents are held responsible for strict observance of the speed limit by themselves, their household members, guests and visitors. Violation of this rule shall result in the following actions:

*1st violation will result in a \$25.00 service charge to the resident.

*2nd or subsequent violation will result in a \$50.00 service charge to the resident

4. FLUID LEAKS. Due to environmental and safety concerns as well as damage to the asphalt, vehicles leaking fuel, oil, or other fluids are not allowed in the community. This applies to residents' vehicles as well as those of guests or visitors. Management reserves the right, in their sole discretion, to inspect underneath vehicles for fluid leaks. Residents who have leaking vehicles may be subject to a \$10.00 service charge and loss of discount. If you notice your vehicle leaking fluid, please contact the office.

Do not leave leaking vehicles in the roadway. Leaking vehicles must be moved into your driveway. Place kitty litter on any fluid that leaked onto the asphalt and place something to "catch" the fluid so it does not continue to leak onto the asphalt. A large piece of cardboard may be used as a temporary measure only, for no more than 24 hours. Once notified that a vehicle is leaking fluids, the resident has 30 days to have the vehicle fixed and thoroughly cleaned underneath to get rid of any accumulated fluid, or the vehicle must be removed from the community until it has been repaired. During that 30 day period the leaking vehicle must only be kept parked in the residents driveway and not in the roadway. The vehicle must have a plastic "boot tray" with raised edges to catch the fluid. When the vehicle is not in the driveway, the tray must be stored out of sight and protected from rain. Any vehicle parked in the driveway without a tray may be asked to be removed by management. Management reserves the right to require any vehicle with a serious and potentially damaging leak be removed from the community within the 30 day repair period. Such removal will be at the vehicle owner's expense. Any vehicle driven by a visitor or guest, which is leaking fluid, is not allowed in Maplewood Manor at any time. Management has the right to have any leaking vehicle which is left on Maplewood property towed at the owner's expense.

When the vehicle has been fixed, please call the office. Someone will check the vehicle to verify the leak has been properly fixed.

Once the leak has been deemed fixed by management, the resident will be responsible for cleaning fluid stains from the driveway, using a suitable commercial cleaner, and resealing the entire driveway and walkway. Residents will also be responsible for cleaning any fluid stains and resealing the entire driveway and walkway in the event that a visitor vehicle leaks fluid in their driveway. Please make sure not to get sealant on the roadway. Damage done to the roads and driveways that require "cutting out" of damaged asphalt will be done by management and a charge of \$200.00 will be assessed. After management replaces damaged asphalt, resident must reseal the entire driveway and walkway. Management will determine the best course of action to take in making repairs to asphalt.

Maplewood MHP, Inc. reserves the right to charge a \$300.00 security deposit to cover the cost of driveway repairs in the case of ongoing fluid leaks and if the resident has not paid a security deposit upon moving into Maplewood Manor. The security deposit will be held in an interest bearing account and will be returned to the tenant within one week of moving from Maplewood Manor, providing the driveway is undamaged and there is no balance on the account.

5. REPAIRS. Painting or repairing of motor vehicles is prohibited in the community, as is the changing of motor oil or transmission fluid. The storage of used motor oil, or the disposal of engine oil or transmission fluid in trash or on the property is also prohibited. Spraying armor-all is not permitted in the community since it stains the asphalt.

6. PARKING. Motor vehicles must be parked in the driveway of their owner's homesite and not on the lawn or grassy areas. Visitors may park their motor vehicles on the paved edge of streets or in their host's driveway. Vehicles may not be parked with tires on the lawn, as this will kill the grass and cause ruts. Motorcycles must have a piece of plywood placed under the kickstand. Factory built trailers that have thin tires must have plywood placed under the tires to avoid

potential damage to the asphalt. Residents will be responsible for paying for repairs to any damaged asphalt. Violation of this rule will result in a \$10.00 service charge. Residents are responsible for damage that their guests' vehicles do or cause while in the community. Vehicles may not be parked on the roadway so as to narrow roadway to less than 15 feet wide. (not parked directly across from another vehicle)

Vehicles may not be parked in the street from 6 a.m. to 8 p.m. if no one is home with the keys to the vehicle (except during paving). The reason being if homes are being moved into and out of the community the streets need to be clear. Vehicles left in the street with no one home may result in the vehicle being towed at the owner's expense.

Management, in its sole discretion, has authority to determine at what point parking congestion becomes an issue. Areas in the community that have numerous vehicles parked on the street at any given time resulting in congestion will be asked to park on the odd numbered side of the road. This will enable emergency vehicles to drive through the community with ease.

OTHER VEHICLES. Snowmobiles, go-carts, all terrain vehicles and dirt bikes are not to be started or driven in the community. These vehicles also must be kept in storage shed. Residents shall not park boats, pickup caps, snow machines, utility trailers or similar contrivances on their homesite for more than 24 hours without written permission from management. Residents may only have 1 contrivance (boat, camper, factory built trailer, etc.) parked on their driveway/homesite at a time following the appropriate spring/winter guidelines. If a resident has 3 vehicles they may not park a recreational contrivance on their driveway/ homesite.

Boats may be parked in driveways on factory-built trailers from April 15th through November 15th. Snowmobiles may be kept on factory-built trailers in driveway from November 15th through March 15th. Snow plows are not to be in the community from April 15th to November 15th.

Commercial vehicles no larger than 6,500 pounds gross vehicle weight may be parked in the community.

Motorcycles and scooters registered with the State of Maine are allowed in the community but must be driven by a licensed driver in the community.

Management reserves the right to refuse to allow vehicles into the community that may, in management's sole discretion, damage property or block the driveways or roads.

Residents are responsible for any damage to Community property caused by their vehicles.

8. CAR, BOAT AND MOTORCYCLE COVERS. All covers for cars, boats and motorcycles must be custom fitted for the vehicle. No tarp, loose plastic or canvas coverings are permitted.

9. SNOW REMOVAL. Roads will be plowed and sanded by management as necessary. Residents are responsible for all snow removal on their homesites, and shall maintain a clear driveway and path to all doors and utilities, including the electric meter and fuel tank. Residents are responsible for any damage caused by plowing done by them or by another party at their request. During snowstorms and/or when plowing and sanding is in process, all roads must be clear of all vehicles. A \$25.00 service charge will be assessed to any resident who leaves a vehicle, or a guest's vehicle, in the roadway or parks a vehicle in such a way that hinders plowing or sanding operations. Management reserves the right to have any vehicle left in the roadway or hindering plowing or sanding operations towed at the expense of the vehicle's owner. Plows are not to be in the community from April 15th to November 15th.

X. MOVING / SUBLETTING / SALE / REMOVAL OF HOMES

1. **NO SUBLETTING OF HOMES.** Homesites are not transferable. No home in the community may be sublet, rented, leased or leased with the option to buy, to others. Anyone house-sitting or caretaking overnight for an extended period of time in a resident's absence must obtain the written permission of management.

2. **MOVING/SUBLETTING/SALE/REMOVAL OF A HOME.** An owner who wishes to remove a home from the community must provide forty-five (45) days written notice. The forty-five (45) days notice must be firm due to homesite availability. Once notice is given there is no guarantee that an extension could be made if required. If an extension may be granted then a \$100.00 administrative fee will apply. All homesite rent, water, sewer, and any other monies owed to Maplewood MHP, Inc. must be paid in full before a home is removed from the community, sold, occupied by a new owner, or taken over by a lienholder. If the home is sold and not occupied or occupied by a person or persons that have not been approved by Maplewood MHP, Inc., the homeowner that signed the rental agreement is responsible for all rent, service charges, utility costs and move-out security deposit until paid by the new owner.

When a home is moving out of Maplewood there will be a \$300.00 "move-out" security deposit paid to ensure the homesite is left clean and free of debris or damage. A resident who has paid a \$500 security deposit when their home was purchased and does not have an outstanding balance of more than \$200 as of the date the home is scheduled to move out of the community, the \$300 "move out" deposit is considered paid. This security deposit may be by cash, cashiers' check or money order. If management is required to clean the homesite; remove debris; remove any structures; reseed lawn areas where gardens, flowerbeds have existed, or where damaged; repair any damage done by fluid leaks on paved surfaces; or reseal driveways; repair any damage done by moving the home; or if you have an outstanding bill, appropriate charges will be subtracted from your deposit. The balance of the deposit, if any, will be returned within 24 hours of the final homesite inspection.

Any shrubbery, trees, pressure treated pads, electrical cable, etc. owned by Maplewood MHP stay with the homesite when a home is moved out. Holes left by removing trees/shrubs owned by the homeowner must be filled in and re-seeded prior to departure. Residents who have given written notice of intent to move a home out will be sent a letter outlining move-out requirements.

When homes are to be sold, current resident is responsible for any upgrades to homes, homesites, deck, steps, etc. that management may require to meet current Community guidelines before ownership transfers. Before ownership transfers, the new resident(s) must be approved for residency in the Community.

3. **MOVING FROM HOME.** If a resident moves out of their home and does not plan to move back into the home, management must be given a written notice to terminate the resident's lease agreement.

4. **HOMES LESS THAN 11'6" WIDE AND OLDER THAN 1976.** Homes which are less than eleven feet, six inches (11' 6") wide on the exterior at floor level will be required to be removed from the community when sold by the current owner. They may not be "lease optioned". In order to maintain Maplewood Manor's high standards and appearance any home older than 1976 that changes ownership must be removed from the community.

5. **FOR SALE BY OWNER.** Resident must notify management of intent to sell prior to advertising the home for sale.

6. **SALE BY REAL ESTATE AGENCY.** A homeowner who intends to sell his/her home through a real estate agent must have that agent contact management prior to listing the home for sale. A copy of our Community Standards will be furnished to the agent, for a \$5.00 printing charge.

7. **“FOR SALE” SIGNS.** A "For Sale" sign may not be placed until management has received a written notice from the homeowner of his/her intent to sell. "For Sale" signs may only be placed in the window, inside the home.

XI. CONDUCT OF RESIDENTS; CARE OF RESIDENT'S PROPERTY

1. **COMPLIANCE WITH LAWS.** Homeowners, their household members, guests and visitors shall comply with all local, state and federal laws.

2. **NOISE/ALCOHOLIC BEVERAGES.** Loud parties, loud musical instruments, radios or other offensive noise is prohibited. Alcohol consumption in the privacy of one's home or yard is a personal matter; however, consumption of alcohol elsewhere in the community is prohibited. Shouting, fighting and other forms of disorderly behavior are prohibited, as are barking dogs.

3. **FIREARMS.** Absolutely no firearms may be carried or fired in the community. All firearms must be kept unloaded at all times. BB guns, paintball guns, power rifles, pistols, sling shots, and bows and arrows are not to be fired or carried in the community.

4. **PERSONAL PROPERTY.** Residents are responsible for their own property whether on their own homesite, in the designated common storage area or elsewhere in the community. Management assumes no responsibility for lost, stolen or damaged property of residents. If any damages are caused to any property or equipment in the community by the resident's negligence, misuse or intent, or by that of resident's household members, guests or visitors, the resident shall be responsible for these damages. The damages shall be measured by the restoration or replacement cost resulting therefrom. These damages shall be considered additional rent due ten (10) days after management has supplied resident with a written demand for payment.

5. **ABUSE/VANDALISM.** Residents are not to verbally or physically abuse any resident, guest, or visitor of Maplewood or any employee or member of management, nor engage in conduct that may be deemed to be sexual harassment. Residents and/or visitors of Maplewood Manor may not engage in any behavior that jeopardizes the health and/or safety of other residents, guests, or visitors of Maplewood or any employee or member of management. Profane language will be considered verbal abuse. Destruction, abuse or vandalism occurring on Community property may result in the immediate eviction of a resident and their home. Residents are responsible for the actions of their visitors when on Maplewood property.

6. **EMERGENCY NOTIFICATION .** Any resident who is away from their home for more than 1 week must provide the Maplewood office with a forwarding address and telephone number in the case of an emergency.

XII. HOME OCCUPATIONS/HOME CARE AND BUSINESSES

1. **APPROVAL BY MANAGEMENT.** All home occupations, home care or businesses conducted in the community must be approved in writing by management which reserves sole and unbridled discretion in the granting or denial of such permission or rescinding said approval

once granted. Home care done in a resident's home needs to follow prescribed guidelines. These guidelines will be given out before written approval is granted. This also applies to existing childcare providers as of November 19, 2001.

XIII. CONDITION OF HOMES IN THE COMMUNITY

This section of the rules is designed to ensure the safety of the residents in the community; help to maintain the value of your home and your neighbors' homes, and the reputation of Maplewood Manor as one of the best manufactured housing communities in the State.

The following standards are applicable at all times with respect to all homes in the community. These rules may be invoked with respect to a home whenever management has reason to believe that an unsafe or undesirable condition may exist.

In order to ensure that homes have been maintained in a safe condition and that any additions and alterations are safe for human occupancy, the owner must certify to management that the home and any additions or alterations meet these standards. Management may inspect the home to determine if these standards are being met. Owners of homes, which fail to meet the standards contained herein, will be given reasonable opportunity to correct any deficiencies in order to meet the standards. If the home is not brought up to these standards, management may require that the home be removed from the community. Maplewood Manor may allow a home to remain after sale only if it meets the standards for safety and construction set out below. The management of Maplewood Manor takes no responsibility for the safety of any home or of its occupants, nor do we certify that a home has met these standards.

1. **SKIRTING.** Vinyl skirting is required around all homes. Skirting must display no noticeable deterioration and must enclose the area between the home and ground. Management reserves the right to require replacement of damaged areas of skirting.

Skirting shall be installed in accordance with the manufacturer's installation instructions. It shall be secured, as necessary, to assure stability, to minimize vibrations, to minimize susceptibility to wind damage, and to compensate for possible frost heave. Access opening(s) not less than 18 inches in any dimension and not less than 3-sq. ft. in area shall be located so that any water supply and sewer drain connections under the home are accessible for inspection. Such access panel(s) or door(s) shall be fastened in a manner which does not require the use of a special tool to remove or open same. On-site fabrication of skirting shall meet the above objectives.

2. **EXTERIOR COATING OR SIDING.** The original siding or any replacement siding and roofs must be in a safe and secure condition, without holes, rust or substantial dents, and scrapes, patching or fading. Homes moving into Maplewood Manor must have residential lap siding and a pitched, shingled roof, unless written permission is received from management.

3. **WINDOWS AND DOORS.** Windows, storm windows, screens and exterior doors must be fully operable and must not be in a deteriorated condition. Homes that have factory original storm doors as original equipment are required to have factory original or higher quality storm doors. There must be at least one (1) egress window or door in each bedroom. Each such window shall have a minimum clear opening of at least five (5) square feet, the smallest dimension of which shall not be less than twenty-two (22) inches and the bottom of which shall be not more than thirty-six (36) inches from the floor. There shall be at least two exterior doors in the home, and each shall have an exterior light adjacent to it.

4. **PLUMBING/HEATING/ELECTRICAL SYSTEMS.** The plumbing system must be properly functioning with no leaks and must be designed and installed to accommodate the pressure of

the water supply system and must be of durable material, free from defective workmanship and so designed and constructed as to perform satisfactorily with reasonable life expectancy. The component parts of the heating system, especially the stack, tank-to-burner connections, flue, chimney and heat compartment, must be fully and safely operable. Any additions or alterations to the original, factory-installed heating system must be of durable material and free from defective workmanship. Such additions or alterations must be designed, constructed, and installed in a manner appropriate to their use. The location, installation and condition of fuel tanks must comply with applicable local and state standards and Maplewood MHP, Inc.'s standards.

All wood stove installations, including stove, flue pipe and chimney, must be inspected by a local or state fire official and be certified to management by such official in writing as being in compliance with applicable state and local safety standards. The electrical service and wiring must be in accordance with specifications of the edition of the National Electrical Code in effect at the date of manufacture of the home or, if built on or after June 15, 1976, to the specifications of the HUD Code in effect at the date of manufacture of the home. There must be no electrical shorts, or other unsafe conditions. Any aluminum wiring must be installed in accordance with the present standards of the National Electrical Code or, for homes built on or after June 15, 1976, of the HUD code. All fixtures must be safe and suitable for the purpose for which they are used. The service entrance must be adequate for the electrical load imposed by the manufactured home and any additions, given its number of occupants and the type and number of electrical appliances.

Management, in its sole discretion, may require the resident to obtain written certification from an appropriately licensed tradesperson that the plumbing, heating and electrical systems are safe and fully operable, and meet or exceed all applicable state or local standards.

5. ADDITIONAL STRUCTURES. Steps, handrails, porches, decks, windbreaks or other additions to the home and exterior structure, storage sheds and homesite must be constructed in accordance with applicable local building codes and Maplewood MHP, Inc.'s standards. PRIOR TO CONSTRUCTION, the homeowner must submit a written sketch and plan to management in order to receive written approval from management of the design, color, material and location for said construction. No construction or modifications to existing structures or homesites may be done before receiving written permission of management.

STORAGE SHEDS may not exceed 10X12 feet. Sheds must be painted in a color scheme consistent with that of the home. Sheds may not be more than 4" off the ground, sidewalls no more than 50" high and the peak of the roof not to exceed 8'6". Sheds must be gambrel style, have a floor and have an asphalt shingled roof. Siding must be of T 1-11. Vinyl house siding is allowed. Sheds cannot be more than four (4) feet from the home, nor closer than two (2) feet. Sheds must be completed within seven (7) days and stained or painted within fourteen (14) days after completion. Only one storage shed is permitted on each homesite.

WOODEN STEPS AND DECKS must be constructed of pressure treated wood, have rails and lattice work or other approved enclosure around the bottom, and cannot be more than 10'X20'. Steps must be completed within fourteen (14) days. Wooden steps and decks must be painted or stained brown within fourteen (14) days after completion. In no case may particleboard, chipboard, tar paper or plastic be used as an exterior finish or cover to any home or accessory structure. Absolutely no fences are permitted in the park.

EXISTING steps, handrails, porches, decks, windbreaks or other additions to the home and exterior structure, and storage sheds must not be maintained in a deteriorated state or condition, and must be properly constructed and safe for all proper purposes.

BASKETBALL HOOPS. All basketball hoops must be located for play on the inside (vs. street side) of the driveway. Call the office for proper placement before locating or moving a hoop.

6. **ADD-ON PITCHED ROOFS.** Residents who add a pitched roof to their home do so at their own risk, and are hereby advised that some older mobile homes may not safely carry the additional weight of an added on roof. In general, add-on pitched roofs made with wooden trusses and metal or fiberglass sheathing will add less weight to the home than those made with much heavier wooden sheathing and shingles. Residents contemplating the addition of a pitched roof should consult a qualified contractor prior to installation. Residents must receive written approval from management prior to adding a pitched roof.

7. **SMOKE DETECTORS.** Any home sold and which is to remain in the community must have at least one (1) operational smoke detector installed on or near the ceiling areas within, or giving access to, bedrooms. The make and model of the smoke detector must be one that has been approved by the state fire marshal and is UL (Underwriters Laboratory) listed. The detector mounting must be attached to an electrical outlet box and the detector connected by a permanent wiring method into a general electrical circuit. There must be no switches in the circuit to the detector other than the overcurrent protective device protecting the branch circuit. The smoke detector must not be placed on any branch circuit protected by a ground fault circuit interrupter.

8. **SAFETY.** The manufactured home must be mechanically sound and structurally safe. There must be no weaknesses or defects in the manufactured home affecting the health or safety, or the potential health or safety, of its occupants and their guests.

9. **AESTHETIC APPEARANCE.** All homes and homesites in the Community shall be compatible and consistent with those in the surrounding areas. Mobile Homes that are deemed to be offensive in design, painting, or overall appearance may be ordered to be brought up to community standards or, if this is not accomplished within a reasonable period of time, removed from the community. Management reserves the right, in its sole discretion, to determine if a home, vehicle, additional structure, or modification to the homesite is aesthetically pleasing and, if determined not to be, has the right to have the vehicle, structure, or modification fixed or removed.

XIV. EVICTION

There is a \$200.00 service charge for processing paperwork in connection with serving eviction papers. Service charge applies regardless of whether the home is actually evicted.

Reasons for an eviction can include, but are not limited to:

- Overdue balances;
- Refusal to abide by community standards;
- Three or more violations of community standards within a twelve month period.

If eviction paperwork is served on a resident, that resident shall not be eligible for the homesite rent discount for twelve (12) months.

ONE FINAL NOTE

These community standards are in place and enforced because Maplewood Manor is, and continues to be, one of the nicest manufactured housing communities in the State of Maine. Adhering to the standards may also help residents receive a higher resale value for their home.

Many residents entering the community tell us their primary reason for choosing Maplewood Manor as their home is its neat appearance, the condition of the community and the pride of ownership that each resident's property reflects.

Thank you for choosing to live in Maplewood Manor. Your continuing efforts will enable Maplewood to remain a community that we can all be proud to call home.