

**WOODLANE VILLAGE  
ADAMS CENTER, NEW YORK**

Dear Resident:

Welcome to your new home at Woodlane Village. These community guidelines have been written for your convenience and benefit. They have been designed to allow you to enjoy a quality lifestyle in your community. Their purpose is to provide the necessary guidelines and direction which are so important in any community where consistently enforced guidelines always result in a better quality of life and a higher resale value should you decide to sell your home.

Understanding these rules and their effect on all of us is a major prerequisite for living in our community. Please read them carefully and ask your resident manager any specific questions about their meaning. There is a reason for each of these guidelines, and we would be happy to clarify any of these for you.

**1. COMMUNITY GUIDELINES**

A. Management has the right to approve or reject any application for residency in the community. Woodlane Village will not discriminate for reasons of race or creed. A review of your application when buying a home will include a credit and criminal background check, verification of employment, copy of your driver's license, and previous landlord references.

B. Management has the right to approve or reject a mobile home if its size and appearance do not meet our standards.

C. The minimum size of a mobile home will be 14' wide by 56' long and will be admitted to the community on an individual basis.

D. Homes must be placed on each lot in a uniform manner. The manager must approve positioning of your home. Upon arrival, the community manager will instruct the driver as to the proper position for placement. Movement of mobile homes is permitted only between the hours of 8 am and 5 pm, Monday through Friday. Residents must check with the management office prior to making any movement of his/her mobile home. A thirty (30) day written notice is required prior to termination of occupancy. The transport company must check with the management office upon arrival in the community.

E. Mobile homes shall be attractively maintained by the residents and will comply with all applicable laws, ordinances, and regulations for the community. Skirting is required and must be installed within thirty (30) days after move-in. Prior to acceptance into the community, arrangements for proper skirting and anchoring must be made and verified by management. Skirting must be designed and manufactured for mobile homes and must be of non-combustible material, such as vinyl or aluminum. If homes are installed with block skirting, the surface must be coated with block bond, and maintained accordingly. Wood particleboard, fiberglass and/or unpainted sheet metal are not permitted. Management must approve all skirting materials. All homes shall be anchored in accordance with the code of the town, state and/or county. Hitches must be removed when possible; if not removed, they must be attractively screened. All

homes should be properly numbered with at least four (4) inch numbers that are visible from the street at night.

- F. Both entrances must have steps of pre-cast concrete, factory type wood or metal construction. Concrete block steps are unsafe and are not permitted. Temporary steps are permitted for a period of thirty (30) days.
- G. Decks, awnings, porches, storage buildings, and/or carports must have plans, specifications and placement approved by the manager. No structures of any type are to be erected on community property without the express written permission of management. Deck bases should be skirted or enclosed with management approved materials. All approved construction must be completed within thirty (30) days.
- H. Fences are discouraged, but may be permitted for certain decorative areas. Permission must be in writing from management.
- I. All storage sheds must be properly anchored. This is the responsibility of the resident. Any damage caused to/ or by storage sheds will be the sole responsibility of the resident. There shall only be one (1) storage shed to a site, constructed of material approved by management.
- J. No construction company or mobile home repair company may perform any service within the community unless they have reported to the resident manager for clearance. Management will require that all contractors, repair maintenance or landscape personnel to have proper liability insurance coverage for the purpose of protecting the residents and property of the community.
- K. In the interest of beautifying the community, residents are encouraged to add additional shrubs and plants. Plants, trees and shrubs become the property of the community when planted and may not be removed from the premises without Management approval. Management must approve planting additional greenery due to the fact that all utilities are underground and digging could result in serious injury to the resident.
- L. Window type air-conditioning and/or heating units are allowed only with permission from the manager. Support brackets for these units, if allowed, are to be made of metal and management must approve the installation.
- M. TV Antennas must not exceed fifteen (15) feet in height off the ground, and eighteen (18) inches satellite dishes will be allowed only with the written approval of Management. No ham radio type or any other antennas are allowed, including dishes over eighteen (18) inches.
- N. Umbrella type, removable clotheslines will be permitted in the community at a location approved in writing by the Management. Clotheslines must be dismantled and removed when not in use and clothes will not be allowed to hang on the line for a time period longer than required for drying. Hanging clothes on outside light fixtures, door-jams, eaves, from awnings, draping over railing or from the exterior of mobile home will not be allowed.



- O. There will be no outside burning of any kind. No outside fire pits, (including commercially sold fireplaces), burning barrels or any open flame will be permitted. This is for the protection of the community and will be enforced by Management.
- P. Before painting your home, deck or shed, the Park Management must approve the color, as this would also affect the neighboring property values.

## 2. RENTAL COLLECTIONS

- A. Rent is due and payable on the first (1<sup>st</sup>) day of each month. Rent must be mailed to the address on your coupon book. Rent will be considered delinquent if not received by the tenth (10<sup>th</sup>) of the month. There will be a 5% late fee charged for all late rent. Checks returned by the bank for any reason will incur an additional twenty-dollar (\$20.00) charge. All service expense and charges incurred by the resident shall be deemed additional rent and will be added to the monthly rent bill.
- B. No refunds will be made for a partial month of occupancy.
- C. Subletting of your mobile home is not permitted without written permission from Management. Management does reserve the right to screen prospective residents.
- D. At the time you move in you may request a one (1) year lease. Under New York State law, this lease cannot be offered until each resident has received a copy of the community rules and regulations. Management may terminate your lease with a written thirty (30) day notice for violation of rules and regulations.
- E. All resident security deposits are held in an interest-bearing account (#180061192) with Citibank (NYS), 3330 Monroe Avenue, Rochester, New York 14618

## 3. GUIDELINES CONCERNING CONDUCT

- A. Loud parties, excessive volume of radios, TV's, stereos, or musical instruments are not allowed. The hours between 10 PM and 8 AM will be considered quiet hours. Residents are required to maintain noise at a reasonable level at all times.
- B. Intoxication, disorderly conduct, profane language, boisterous parties, loud singing and talking will not be tolerated. All persons causing a disturbance or being a nuisance may be required to vacate the community. Trespassing through another mobile home site or property is prohibited.
- C. No soliciting, peddling, or commercial enterprises will be allowed in the Community without written permission. If you are contacted, ask to see their written authorization. If they do not have one, call the community office. No private business operated by a resident is permitted in the community (i.e. baby sitting/daycare, hairdressing and other small enterprises that may be operated

in one's home).

- D. Lawn sales and/or garage sales are not permitted in the Park, unless organized as a community event.
- E. There is a 10 PM curfew for everyone 18 years and younger. This curfew will be strictly enforced. Parents are responsible for their children. Any violators of the curfew or anyone causing vandalism or violence in the Park will be asked to leave the community.

#### 4. PETS

- A. Pets are restricted to one small house pet weighing less than twenty-five (25) pounds when fully grown. Management must approve all pets.
- B. Pets must not be allowed to run loose or be tied up outside, other than to use the restroom. The pet must be then brought back in. Under no circumstances is a pet to be tied up unattended for an extended period of time.
- C. Any pet found loose in the community (off the resident's lot) will be picked up and turned over to the proper authorities. The pet owner is responsible for picking up and disposing of all droppings immediately.
- D. Pets will not be allowed to become a nuisance by persistently barking, howling, whining, growling, or by chasing or threatening passers by, either on foot or in a vehicle. In the event of justified complaints, warnings will be issued to the owner. Residents may be required to dispose of the pet or vacate the premises at the manager's discretion.
- E. No doghouses or similar structures (i.e. fenced pet, "dog runs") are permitted without written permission from management.

#### 5. VEHICLES

- A. Residents are allowed to have two vehicles parked at their home site. Fire ordinances require that the streets be kept clear for emergency vehicles. **NO ON STREET PARKING** will be allowed without approval from management. Management must approve any extension of parking areas or curbing.
- B. Only REGISTERED VEHICLES are allowed in the community. Residents must register each vehicle with the community office. The resident must remove vehicles without valid current license plates within ten (10) days of the license plate expiration or if the vehicle becomes mechanically inoperable.
- C. No repairs to cars shall be permitted around the home or in the roadway. Flat tires must be repaired within twenty-four (24) hours. Work on vehicles will not be permitted within the community grounds. Any vehicle that drips oil or gasoline shall be repaired by the owner upon notice and the owner will be

required to pay for any damage caused by such dripping. The damaged area shall be cleaned and/or repaired by the resident.

- D. The speed limit within the community is ten (10) miles per hour and must be observed at all times by vehicles, bicycle riders and skaters. Please caution your guests that the speed limit must be observed. It is everyone's responsibility to drive safely. **WATCH FOR CHILDREN AT PLAY.**
- E. Motorcycles are permitted in the community if registered, insured and inspected and have adequate mufflers. They shall be used for transportation only on designated roads and shall not be operated in a hazardous manner. Riding of mini-bikes, mopeds, motor scooters, dirt bikes, three or four wheeled ATV's, or any other unlicensed or uninsured vehicle is strictly prohibited.
- F. No commercial trucks over one (1) ton or buses (with the exception of school, head start, or other special vehicles) will be allowed in the community. Such vehicles requiring entry, including contractors, must have approval from the community manager.
- G. No semi-trucks, trailers, construction or farm equipment shall be stored, parked or kept within the community premises without prior written consent of management.
- II. Only licensed boats, trailers and/or recreational vehicles may be stored, parked or kept within the community premises without the prior written consent of management.
- I. Only bicycles are allowed on the streets. They are expressly prohibited from being ridden on the sidewalk or through yards. Mini-bikes and powered scooters are prohibited in the community. All bicycles, tricycles and toys shall be kept in neat order at the rear of the home site. If any such items are found on vacant home sites or in the streets, they may be picked up by employees of the community, and unless claimed within fifteen (15) days, may be disposed of by management.
- J. Boats, trailers and/or recreational vehicles may not be stored on mobile home lots without permission from management.
- K. There will be NO car washing allowed in the community.

6. **TRASH GUIDELINES**

- A. Trash must be kept in plastic bags in a closed watertight metal or plastic container located on the lot and hidden from the street. Trash disposal is the responsibility of each resident. Trash must be collected on a regular basis and on collection day must be placed where the trash company instructs. Information for disposal at the local landfill and Jefferson County recycling guidelines are available at the management office.



- B. It is the resident's responsibility to arrange for the removal of old furniture, boxes or large items, which are too large to be collected by the local trash company. Dumping is not allowed within the community or any adjoining property.

7. GENERAL

- A. The community office must clear the sale of any mobile home located in the community. Prospective buyers must be interviewed by the Park management and approved for residency prior to the sale of the mobile home. Management will make every effort possible to assist you in the sale and will also list and sell your home through our in-park sales operation, if available. Management reserves the right to require upgrading of the home and home site to meet the current standards for the community at the time of the sale.
- B. Residents desiring to sell their homes themselves or to have in-park sales operations sell their homes are permitted to display only one "FOR SALE" sign, no larger than 15"x22". The sign shall be displayed in the front window of the mobile home. No signs advertising the home for sale shall be placed in the yard.
- C. Residents shall provide the necessary connections to the home for water, sewer, electricity, or gas provided on each home site. Residents shall be responsible for all permits, deposits, and charges regarding such utilities, including telephone, cable television, or other facilities. The community supplies adequate electrical power at the utility box for electrical power to each unit. Should your home require an increased electrical current, you will be responsible for any additional circuit breakers or wiring to the electrical pedestal as well as wiring from the pedestal to the home.
- D. Residents are responsible for weather proofing utility service connections above ground level (water pipes) and will be held responsible for broken water pipe due to freezing.
- E. Residents must maintain their yard and landscaping around their house in a neat and attractive manner. Grass shall be cut and trimmed before it attains six (6) inches in height. Shrubs will be trimmed and maintained on a regular basis. Should the resident fail to properly maintain this area, management will notify the resident. Should management perform this service, a minimum charge of twenty-five (\$25.00) dollars will be assessed each time management must trim the grass. This will be considered as additional rent payment and be due and payable on the first (1<sup>st</sup>) day of the following month. Repeated failure of the resident to maintain his or her space will be cause for termination of occupancy.
- F. Parents are held responsible for the behavior of minor children and will receive notification of any misbehavior. Repeated failure to control children will result in termination of occupancy.
- G. Residents are required to use the type of mailbox specified or provided by management. Location of the mailbox will be specified and approved by management.

- H. Each mobile home site must be kept neat and clean. No storage of bottles, cans, boxes, appliances or equipment on the patio or outside the mobile home is allowed. Only acceptable lawn type or outside furniture is allowed on the patio.
- I. The use or displays of fireworks, firearms, BB guns, paint ball guns, knives or other potentially dangerous devices are not permitted in the community.
- J. Temporary visitors are permitted as houseguests for fourteen (14) days or less. Management reserves the right to restrict the number of visitors at any one time to a reasonable number.
- K. Management reserves the right to reject visitors who violate community rules, federal, state or local laws or ordinances. It is the responsibility of each resident to control his/her visitors and to ensure they abide by all community guidelines.
- L. Adult residents will be responsible for all visitors to their home site regardless of age, sex, or time of visits.
- M. Any resident wishing to have their visitor become a resident/roommate must notify management and get written approval. Management does reserve the right to screen and/or reject this request.
- N. Management may restrict the number of persons who can occupy a given residence, determined by what is appropriate for the home. Written approval is required for more than four (4) adult occupants per home (permitted at time of move in).
- O. Management reserves the right to access onto all lots at reasonable times for the purpose of inspecting, maintaining, and making repairs.
- P. Any advertising giving the community address must be cleared with management.
- Q. No soliciting is allowed.
- R. Lawn watering is encouraged, but will be restricted to one (1) hour every other day. At certain times of the year this may be changed by management due to weather (drought, excessive rain, etc.).

## 8 ENFORCEMENT OF GUIDELINES

- A. Enforcement of the guidelines is a major part of each resident manager's duties and obligation to all residents. Ignorance of the guidelines cannot be acceptable as an excuse for violation. Each resident is allowed two (2) warnings from the resident manager for an infraction of any guideline. The first warning may be either a telephone call or a form letter to the resident indicating which guideline has been violated. The second and usually final warning shall be in writing. If the infraction is not corrected or if the violation is repeated, the

resident's lease will be terminated for cause. Management is the sole judge of the existence of such action.

- B. complaints regarding Park conditions, infrastructure, health, safety, or a complaint that one resident has with another must be given at the office, in writing. All complaints are held in confidence.
- C. These guidelines are prepared and enforced for the benefit of all residents. Management reserves the right to change or amend any of these guidelines upon thirty (30) days written notice to the residents.
- D. These guidelines are only a small part of the lifestyle at Woodlane Village. They set the tone for mutual respect and understanding, which makes our community a good place in which to live. Our facilities, location and professional management provide a sound basis for happy living. We want you to enjoy living at Woodlane Village.

Dated: April 1, 2005

Effective: June 1, 2005