

COLUMBIA PARK GUIDELINES TO COMMUNITY LIVING

The following Guidelines to Community Living, governing Columbia Park (hereinafter referred to as the “Community”) have been prepared in accordance with the law. They provide all Tenants (hereinafter referred to as “Residents”) with sensible, reasonable and responsible guidelines to follow while residing at the Community, so that proper order can be maintained and so some important rights and privileges of Residents will not be left undefined. The Community Manager has been instructed to enforce these Guidelines to Community Living in a uniform manner. We wish to insure a quiet, peaceful Community for all Residents.

A. ACCESSORIES: (Required) Every home must be equipped with the following accessories and equipment, all of which shall meet the standards established by Management for style and quality as set forth in the Columbia Park “Set-Up, Accessories and Equipment Specifications.”

Mailbox	Utility Storeroom	Heating Cable, UL Approved
Skirting	Landscape Plantings	Connections, flex-line to gas utilities
Tie Downs	Awning, patio or deck	Drain lines, schedule 40 PVC
Water Meter	Smoke & fire detectors	(with approved airtight seal
Awning / Carport	Concrete steps at each door	connecting home to sewer)

B. ACCESSORIES: (Optional) Homes may be equipped with the following optional accessories and equipment so long as they conform to specifications set forth in the Set-Up, Accessories and Equipment Specifications posted and available at the office, and are approved in writing by Community Management. In some situations detailed drawings with sufficient details and dimensions, must be presented to Management before written permission is given. Any unapproved or non-conforming accessory will have to be removed.

Steps	Patio Porches	Visqueen Windbreaks	Wood Trellises
Fences	Patio Enclosures	Wood decks or platform steps	Air Conditioner
Flagpoles	Window Awnings	Wood wheelchair ramps	Fireplaces

Resident shall maintain, at their expense, good condition and repair (a) the home; (b) all home accessories and equipment, (c) the lawn; (d) any sidewalk, driveway, patios and carports on the premises; and (e) all water, sewer, gas & electric lines or pipes in and out of the home to the point of connection with Community facilities.

C. BUSINESS ACTIVITIES: No person whether a Resident, guest or other outsider shall do any of the following unless first authorized in writing by Management: Vend, peddle, solicit or conduct any commercial enterprise or profession, picket, engage in political activities, speech making, fundraising, or moralize anywhere within the Community. Any income venture that would create noise levels or traffic patterns disturbing to fellow Residents will not be allowed.

1. Patio Sales: Residents must notify Management by giving 2 weeks notice for such a sale, or patrons will not be allowed into the Community to attend. Such sales are restricted to two per home per year.

2. **Signs:** Signs and/or advertisements including “For Sale” signs shall not be displayed on any homesite, or the exterior or interior part of any home.

D. CHILDREN: The Community qualifies as “housing for older persons”. However, in limited circumstances with written permission from Management, children who are 18 years of age and under may stay with a Resident on a temporary basis for 15 consecutive days, with a maximum of (30) days in one calendar year.

1. **Accompaniment:** An adult or a baby sitter must always accompany Children under 6 years of age through at least 14 years of age.
2. **Annoyance:** No child shall annoy or harass any Community Residents or break any Community Guidelines that may apply.
3. **Curfew:** No child under the age of eighteen (18) shall be outside the confines of the homesite he is visiting after 9:00 p.m.
4. **Supervision:** There must be an adult responsible for directly supervising children less than 12 years of age at ALL times.
5. **Trespassing:** Children are prohibited from trespassing on any home site both occupied and vacant.

E. COMMUNITY RECREATIONAL FACILITIES: (Social Center, Shuffleboard Courts, Horseshoe Pits, Bocce Ball Courts, Picnic and Common Areas) Recreational facilities are for the exclusive use of the Community Residents and their guests on a “use at your own risk basis” This means that Residents, their families and guests who use community facilities, do so at their own risk. The Owner and Manager of the Community will not be responsible for any accident, injury or death or other harm arising from the use of these facilities, which include the Social Center, the common areas and elsewhere are private property; their use is a privilege and not a right. Any person who remains within the confines of the Community facilities after being requested by the Community Manager or his representative to leave, or who is not a Resident or a guest of a Resident will be considered trespassing.

(Use of the social center details appear separately)

1. **Bulletin Boards:** A bulletin board is located in the Social Center for the exclusive use of Residents. All notices posted must be dated and will be removed at a time deemed appropriate by Manager.
2. **Fees:** A deposit and/or fee is required for the use of the Social Center for Residents’ private parties or private use. Bookings are to be made and approved as far in advance as possible.
3. **Rules:** Rules for the recreational facilities and other areas must be observed at all times and will be strictly enforced.
4. **Use of Facilities:** Any Resident or group using the facilities shall be responsible for cleaning the facility and leaving it in the same condition as they found it. Failure to do so

will result in the Resident or group being charged for all cleaning and maintenance provided by the Community Owner.

5. **Refusal:** The Community Owner reserves the right to refuse the use of any and all facilities to anyone violating the Guidelines to Community Living or Rental Agreement terms.
 6. **Lost/Stolen Articles:** The Community Owner is not responsible for lost or stolen articles.
- F. CONFORMITY WITH THE SURROUNDING AREA:** The interior or exterior of some homes may deteriorate over the years, due to neglect or obsolescence. Management reserves the right to terminate a Rental Agreement and require the removal of a home based solely on the age, deterioration, obsolescence or appearance of the manufactured home.

If the site upon which the home is presently situated will accommodate a larger home, or is located in an area that is being redeveloped, Management has the right to relocate the home to another location within the Community.

- G. CONDUCT:** Residents shall conduct themselves and require other persons on the premises to conduct themselves in a manner that will not disturb the peaceful enjoyment of the Community by their neighbors or other occupants of the Community. Residents shall be held responsible for their conduct and damage caused or created by themselves, member of their household or any of their guests to any property within the Community.

Any bodily or property injury or damage caused by a Resident, will be their responsibility and such Resident will reimburse the Community for any loss resulting from such incident of damage or injury.

Notice of violation of the "Guidelines to Community Living" will be delivered or mailed to Residents by the Community Manager. Copies of these notices will be maintained on file and serve to determine chronic violators, who may be evicted in accordance with state statutes.

1. **Abusive Language:** indecent or disorderly conduct will not be tolerated anywhere in the Community.
2. **Activities:** Any activity that causes a disturbance or noise during the day or night but not limited to those caused by radios, stereo sets and televisions, are not permitted in the Community.
3. **Alcoholic Beverages:** Any and all drinking of alcoholic beverages of any description will be within the confines of one's home or patio area. Excessive drinking, drunkenness, drunk driving or improper conduct stimulated by alcoholic consumption is prohibited.
4. **Animals:** With the exception of bird feeders, the feeding of wild or stray animals within the Community is prohibited. Birdseed must be placed in a feeder no less than 4 feet off the ground. Feeding any animal by placing food on the ground is strictly prohibited and is a violation of the Department of Health Ohio Administrative Code. Residents are

strongly discouraged from doing anything to attract wild or stray animals into the Community.

5. **Drugs:** The selling, possession, and/or using of illegal drugs, and the driving of vehicles under the same, or the conduct of oneself in an improper manner while under the influence of drugs is prohibited.
6. **Harassment:** Harassment of any type between residents of the community will not be tolerated and is strictly prohibited. This includes but is not limited to: intimidation, bullying, cyber-bullying (emails, texting, social media). Residents are required to come to the office to file a confidential complaint on any incident that occurs.

H. DAMAGE AND DESTRUCTION: Willfully damaging or destroying the Community premises, facilities or equipment, or any Resident's belongings within the Community confines is prohibited. Persons committing such acts will cause their Rental Agreements to be terminated. Residents are encouraged to come to the office and fill out a written, confidential report on any incident witnessed by them of this nature.

I. FIREARMS AND FIREWORKS: There shall be no brandishing of firearms or any other weapon(s) in an attempt to intimidate, threaten or harm anyone by any Resident or their guest(s) while in the Community. Any use of BB guns, slingshots, bows and arrows, or any other weapon is prohibited. Residents are prohibited from lighting and using fireworks in the Community.

J. GAMBLING: is prohibited by state law

K. GARBAGE AND TRASH: All Residents are required to deposit their refuse in the compactors provided. Refuse must be secured in tied, plastic bags and placed in the compactors, not the surrounding area. Hours are posted for the use of the compactors, and the entrance/exit gates will be kept locked during off-hours. NO trash receptacles are to be kept outdoors on the homesite. Refuse must be stored either in the home or utility storeroom until it is taken to the compactors.

As of September 1, 2013, the gates surrounding the garbage and trash containers will be open from 7:00 am – 9:00 pm.

L. GRIEVANCE PROCEDURE: To facilitate the prompt and equitable resolution of any complaints by Community Residents, the Community insists that Residents adhere to the following procedure in an attempt to amicably rectify same:

1. All complaints must initially be submitted to the Community Manager. The complaining Resident or Residents must sign complaints concerning another Resident. Should the Community Manager disagree in principle to the propriety of any complaint, he/she will state his/her understanding of the Community's position on such matters. The Community Manager is required to uniformly enforce the Guidelines to Community Living and Rental Agreement. The Manager is instructed by the Community Owner not to make any exceptions to the Guidelines to Community Living and Rental Agreement.

Should the Resident feel that the position taken by the Community Manager is wrong, he is requested to present a written statement to the Betterment Committee. The statement should specifically outline the nature of the complaint, and all the facts supporting the

complaint. In the statement, the Resident should include his name, telephone and address. The Betterment Committee upon receipt of such statement, will investigate such a complaint, discuss it with Community Management, and inform the Resident what the final position on the matter is.

The Betterment Committee is made up of a group of Community homeowners, who have volunteered their time and energy toward helping to maintain, evaluate, and improve the health, safety, welfare and general quality of life of the Residents in the Community.

M. HOME AND SITE MAINTENANCE: Each Resident must keep his homesite and the exterior of his/her home in a neat appearing condition and free of any dangerous conditions including fire hazards. Vinyl sided homes should be washed on a regular basis. Hardboard sided homes should be sealed on a schedule according to the manufacturer's specifications. If Resident causes damage to the homesite including, but not limited to, pavement, landscaping or utility systems, he/she will be held financially responsible for repairs.

1. **Air Conditioners:** Management must approve the location and installation of all wall-mounted or central air conditioners in writing prior to installation. Air conditioners shall not be installed in front of the home or in any window, but must be wall mounted only. All wall-mounted units must be self-supporting with no braces running to the home or ground.
2. **Antennas:** No outside antennas, aerials or towers are permitted on the home or home site unless pre-approved by Management. Dishes shall not be permitted on the front of the home.
3. **Clotheslines:** Clotheslines are not permitted. Clothes may not be hung outdoors for drying or airing.
4. **Concrete:** The driveway, patio, steps and sidewalk must be kept clean, and any oil or other stains promptly removed. The painting of any concrete is strictly prohibited.
5. **Damaged homes:** In the event that fire, storm or other destructive forces destroy a home, it must be immediately removed from the Community at the homeowner's expense. Rent will be due and payable until the homesite is cleared and the Rental Agreement is properly terminated.
6. **Firewood Storage:** Firewood may be stored in a neatly stacked pile at the rear of the home, so it will not be a fire hazard or obstruct Fire Department personnel, and not be in a location that would be unsightly. Wood cannot extend wider than four (4) feet or higher than five (5) feet.
7. **Heat Tapes:** All water line heat tapes and rods should be plugged in year round to prevent damage. If there is any freeze and/or water damage resulting from neglecting this requirement, the repair will be at the expense of the Resident.
8. **Home Safety:** Any condition constituting a fire hazard shall not be tolerated and the judgment of the Community Manager as to what constitutes a fire or other safety hazard shall be conclusive. Each home shall be equipped with any safety equipment as required

by the governmental authorities. It is further suggested that all homes be equipped with fire extinguishers. It is suggested that the batteries in the smoke detectors be changed every six months, and fire extinguishers checked annually. If a home is equipped with a wood-burning fireplace, the flue should be checked annually by a qualified chimney sweep.

- 9. House Numbers:** Are provided and placed on the home by Management.
- 10. Improvements:** Before any additions or changes are started on the exterior of the home or homesite, the Resident must obtain written permission from Community Manager. The State of Ohio, Department of Health, administers and enforces all state requirements for the operation of Manufactured Home Communities in the State of Ohio. Included in the law for Manufactured Home Communities are certain requirements for site sizes and distances from one manufactured home to another. Certain accessories such as Patio Partners and Patio Room Enclosures could create a distance situation that would be in direct violation of the State Law, and would have to be removed upon the inspection by the local health officials. Further, state and local building requirements may also be enforced against you. Therefore, all Residents are responsible for adhering to all local codes and obtaining all applicable permits.
- 11. Mailboxes:** All mailboxes are to conform in size, color and design to all others on the street, and are the property of, and installed by Management. Mailboxes are not to be decorated or altered in any way. Do not use the mailboxes for any advertising and placing of any notices. The mailboxes are to be used solely for matter bearing postage.
- 12. Newspaper Boxes:** May be obtained by the Resident and mounted securely to the step rail in a horizontal position.
- 13. Painting of Homes:** Before painting a home, the color must be submitted to and approved by the Community Manager.
- 14. Homesite Repair:** All expenditures involved in repair and maintenance of a homesite shall be the sole responsibility of the resident. After reasonable notice, if the Resident does not maintain the homesite, as per these Guidelines to Community Living, the Community Manager may arrange to have the homesite brought up to acceptable standards and the Resident may be billed for these services, with interest at the rate provided by law for judgments. If such arrangements cannot be agreed upon, Management reserves the right to terminate the rental agreement.
- 15. Snow Removal:** Residents are responsible for snow removal on all paved areas of their home sites, and the sidewalks, if any, in front of their home sites. Salt shall not be used on any paved areas. Chemical ice solvents are permitted, provided they are the types that do not damage, deteriorate or discolor the concrete, paving or lawn.
- 16. Storage:** Patio furniture and barbecue equipment are the only items allowed to remain on the patio or homesite. Bicycles will be permitted on driveways only during the summer months. All other items such as garden tools, lawn equipment, or any other belongings the Resident does not wish to keep in his/her home are to be stored in an approved Patio Partner or utility storeroom as described in Columbia Park's Set-Up, Accessories and

Equipment Specifications. No person shall place or store anything under the home. No items may be placed on the roof of the home or the utility storeroom.

17. Extra Utility Storerooms: If more than one storage area is needed, Community Management must give written permission, and will do so only if the original storeroom is 8'x12', and the second storeroom can be placed behind the home, or behind the existing storeroom and not be visible from the street. Management will approve Rubbermaid Storage Units only if they are located in an appropriate place out of view of the street and neighbors, next to or behind your existing shed or patio partner. Only units shorter than four feet may be placed on a patio or driveway. Management must approve any deviation from these locations.

18. Water Meters: The cost of water meters and their installation is borne by the Community Owner. The protection and maintenance of the meters, however, is the responsibility of the homeowner. Homeowners will ensure that the heating cable is always in good condition and the water line is properly wrapped to protect the meter and the line from freezing. Should the water line and meter be damaged due to a freeze up, the homeowner will be charged for the repair of the meter and water line as well as rewiring to prevent further damage.

Termination of Water Service: Each Resident shall have fifteen (15) days from the date the water bill is issued to make payment. If a Resident's bill remains unpaid thirty days after the bill is rendered, Management shall include in the next billing a written notice to the customer that payment on the bill is delinquent and that his service may be terminated fifteen days after the giving of said written notice unless payment in full is made. If a bill remains unpaid after the fifteen (15) day notice is provided, Management shall terminate the water service to the Resident and provide final written notice of the termination, specifying the date of termination. A charge of fifteen (15) dollars per meter shall apply to each meter shut-off and fifteen (\$15) dollars per meter shall apply to all reconnection work conducted during normal business hours. Service work conducted for reconnection or shut-off during non-business hours will be forty (\$40) dollars. All service work is to be contracted by Community Management. Should a publicly regulated company provide the water service in the future, the regulations and tariff of such company will supersede these guidelines.

It is the residents' responsibility to properly maintain the sewer lines in their home. Common sense must be used when disposing of objects into the sewer system. If resident disposes of any object which is not compatible to Columbia Park's Sewerage, and damage results, resident shall bear all charges arising from the repair of said sewer.

N. INSURANCE: Each Resident must carry adequate "Fire and Extended Coverage" insurance on their home and must also maintain reasonable general public liability insurance. Each Resident will be required to provide suitable evidence of insurance to the Community Owner upon request.

O. LANDSCAPING: No landscaping changes, planting or digging, including but not limited to tree plantings, may be made by Resident without first obtaining approval from Management so that sewer, water, gas, electric, cable and other underground facilities may be taken into consideration. Resident will be charged for the repair of any

underground utility lines damaged by digging or planting on the premises. Management is not liable for damage caused by or resulting from the Resident's efforts.

1. **Landscape Ornaments:** Excessive display of artificial landscape ornaments, decorations, metal edging around trees or garden statues is prohibited. The judgment of the Community Manager as to what constitutes "excessive" shall be conclusive.
 2. **Lawns, shrubs, planting areas:** The lawn must be maintained in a well-groomed manner. The lawn shall be reasonably free from dandelions and other weeds. Grass must be mowed once a week during the growing season. Fallen branches and limbs must be removed from lawn. All shrubs must be neatly trimmed, and planting area kept free of weeds and overgrowth. Any landscaping not maintained by Resident in accordance with these Guidelines to Community Living, may be so maintained by Community Owner, who shall, in turn, submit a bill to Resident for such services at the current labor rate, with the interest provided by law for judgments. If resident is away from his/her residence during mowing season in fall or spring, resident must arrange for regular mowing of lawn, and must notify Management of the name of the contractor.
 3. **Leaves:** If the resident rakes their own lawn, the leaves must be discarded in the container designated for lawn waste located in the RV lot. Leaves must be emptied out of bags when disposing, as plastic materials do not break down. If the resident is away from his/her residence during this season, the resident must arrange for regular lawn maintenance including leaf removal and provide management with information of the contractor.
 4. **Permanent Property:** All shrubs, trees and plants, and all other permanently installed items with the exception of sprinkling systems, installed by the Resident shall become and remain the property of the Community when the Resident vacates the Community.
 5. **Relandscaping:** All plans to relandscape any space, must be submitted in advance to Management.
 6. **Underground Sprinkling Systems:** The maintenance and repair of the underground sprinkling system is the Resident's responsibility, whether installed by Resident or already in place in a pre-owned home. The Community Owner is not responsible for any damage to property due to the sprinkling system or from the sprinkler system.
 7. **Raised Garden/Planter Boxes:** Only one (1) garden/planter box no more than 3' W x 5' L x 15" H will be permitted. Boxes must be placed to the rear of the home and not be visible from the street. Garden/planter box must be properly maintained and free from weeds and debris. Box framing must be painted dark green.
- P. MOTOR VEHICLES.** Only properly licensed operators in accordance with State law, are allowed to drive on the streets within the community. Community streets are private and not public throughfares. Management reserves the right to restrict certain vehicle traffic. For the safety of all Community Residents, all vehicle regulations must be strictly complied with specifically as follows:
1. All vehicles kept on the premises by Community Residents must be registered with Management, display valid, current license plates and must have a

Community sticker thereon, placed on the lower corner of the windshield on the driver's side. Management will approve only the number of vehicles that can be accommodated in the Resident's own driveway. Alternate parking arrangements must be pre-approved by the Community Manager in Advance.

2. Automobiles must be parked in the Residents' driveways. Parking on streets less than 24 feet in width is strictly prohibited by the Department of Health Ohio Administrative Code. Residents' vehicles may not be parked in the street for more than a reasonable amount of time, where allowed, except for lawn work, exterior housework, etc. Parking on grassed area is strictly prohibited.

Overnight parking in street is strictly prohibited.

Where street parking is necessary for guests, good judgment must be exercised so as not to obstruct traffic flow or to block neighbors' driveways or mailboxes. For overnight or weekend guests, if the Resident's driveway will not accommodate guest parking, the Community Manager should be contacted to arrange for additional parking facilities.

Infringement of parking rules will result in the following:

1st Violation: Warning notice issued requesting that the vehicle be moved immediately.

If the vehicle is not moved within allotted amount of time, towing of the vehicle to Rich's Towing, Olmsted Township will be authorized at the vehicle owner's expense.

3. **Noise:** All vehicles must be properly muffled with engine and exhaust noise kept to a minimum. Engines shall not be "raced", "gunned", or "revved" in a manner which will disturb the peace and quiet of the Community.
4. **Unsightly Vehicles:** No unsightly vehicle, which is not in running condition, shall be parked on any homesite. This includes, but is not limited to , vehicles that:
 - a. Have been damaged in a traffic accident
 - b. Have one or more deflated tires.
 - c. Have been damaged by fire or vandalism
 - d. Are in need of extensive repair or missing parts.
5. **Repairs:** Major or extensive mechanical repairs of motor vehicles are not permitted within the Community. Only light mechanical work such as tune-ups may be done on the Resident's own vehicles and should be finished the same day. This routine mechanical work must not create an excessive noise level that would be disturbing to the neighbors. Used oil should be placed in a sturdy container, taken to the compactor area and set by the oil drum provided for that purpose.
6. **Removal:** Unlicensed and inoperable or illegally parked vehicles are not permitted in the Community. Such vehicles may be subject to removal by Community Owner at Resident's expense.

- 7. Traffic Control:** All motorized vehicles must obey all traffic control signs. Speed limits have been posted in the Community and will be strictly enforced. Residents must come to a **complete** stop at all stop signs.

Infringement of parking or traffic rules could result in eviction for material violation of Columbia Park’s “Guidelines to Community Living”.

- 8. Motorized vehicles:** Are not to be used for amusement on Community streets or parking area. They shall be parked in the home driveway and not on the patio.
- 9. Recreational Vehicles and Boats:** No recreational vehicles or boats may be stored on the individual home sites. Recreational vehicles & boats may be parked at the homesite up to twenty-four hours (24) for the purpose of loading, unloading, or cleaning. No person may sleep or live in any type of recreational vehicle within the Community. In no case may a recreational vehicle be attached to water or sewer connections.

Q. OCCUPANCY, REGISTRATION, AND RENTAL: Columbia-Brook Park Management offers Equal Housing Opportunities. We do business in accordance with the Federal Fair Housing Law and will not discriminate against any person because of race, color, religion, sex, national origin, physical challenges, or familial status in the sale or rental of housing or homesites, in advertising the sale or rental of housing, in the financing of housing, or in the provision of Real Estate Brokerage Services.

Columbia Park is a community, which qualifies as **“housing for older persons”**. **Accordingly, 80% of the units are occupied by at least one-person age 55 years or older.**

- 1. Occupancy** is permitted only by the Residents registered at the office for a designated homesite. All Residents must register at the office and complete all necessary forms and agreements required by the Community. No home shall accommodate more than two persons per bedroom.

Changes In Occupancy: Any changes in occupancy other than as stated in the Rental Agreement, must first be approved by Management in writing. If approved, the new occupant must be registered at the office as required by Ohio law. Upon such approval and registration, this Rental Agreement shall be thereby amended. Failure to comply with the aforementioned rule will result in the termination of the current Rental Agreement. Adult guests may stay with a resident on a temporary basis for 15 consecutive days, with a maximum of 30 days in one calendar year.

- 2. Rental:** Rental shall be payable in advance on the first (1st) day of each calendar month, and is payable no later than the tenth (10th) day. ***A flat fee charge of \$25 per month will be added as a late charge for any rental payment that is received after the tenth day, or for any returned checks.*** In the event of non-payment of rent, tenant shall be responsible for all charges related to the service of rental demands, notice to quit, sheriff fees, court fees, attorney fees, and postage costs.

3. **ABSENCE FROM THE COMMUNITY:** A Resident who is in default of rent, and who is absent from the premises for thirty or more consecutive days without communication with Management, will be considered to have abandoned the property. Management, at its sole option, may dispose of the property and all remaining personal property as provided by law.
- R. PETS:** Pets must be licensed by the local government authority, and proof of inoculations and weight must be presented before the pet will be approved by and registered with the Community Manager. Dogs must wear valid rabies tags. An additional tag bearing the owner's name and address is suggested.
1. **Approved Pets:** No more than 2 pets per household are permitted. Any pet, which is to reside within the Community premises, must be considered "domesticated" by the general populace. Dogs must be small lap-size dogs, weighing 30 pounds or less at maturity. If 2 dogs are brought on premises, combined weight of both dogs must not exceed the 30 pound weight limit. Cats must be spayed or neutered. No pet shall be allowed to run at large.
 2. **Common Areas:** Pet walking throughout the community is not permitted except at the designated dog walk path. Pets will not be allowed in common areas or neighbors' homesites. Pets must remain on the owners' homesites.
 3. **Clean Up:** Pet owners are responsible for the *daily* removal of all pet excrement from the homesite.
 4. **Leashes:** Pets must be leashed at all times when outdoors and may not be left outdoors unattended.
 5. **Liability:** Pet owners will be liable for any and all damages caused by their pets. Should an animal be allowed to run at large, it will be considered a stray and taken to the Animal Protective League.
 6. **Noise:** Noisy or unruly pets or those, which cause legitimate complaints, will not be allowed to remain in the Community.
 7. **Registration:** Only registered pets owned by Residents are allowed within the Community.
 8. **Runs:** No dog runs, dog houses, or fenced-in areas to contain pets will be permitted.
- S. SAFEGUARDING THE COMMUNITY:** While gatehouse personnel attempt to screen entry into the Community by unauthorized persons, the gatehouse is not intended, and does not function as a form of security against criminal activity or wrongdoing. Community personnel will report any observed criminal activity or wrongdoing, but each Resident should take necessary and appropriate precautions to provide security for themselves and their property.

It is the responsibility of the Residents and not the Community's to take care of their own need when requiring police or fire protection. **DIAL 9-1-1 for EMERGENCIES.** For concerns, that are not emergencies, contact the Olmsted Township Police Department at 235-3746.

Residents contemplating absences of extended periods are required to provide Management with Emergency Contact information and contractors names who will be maintaining lawns, leaf removal, etc.

SERVICES: All repairmen, plumbers, electricians and other servicemen hired to do work in the Park must be responsible, qualified and licensed by the appropriate licensing authority, if required. All work must be performed in accordance with state and local code setup, accessories & equipment specs and the Guidelines to Community Living.

T. RESALE OF A MANUFACTURED HOME:

- 1. RIGHT TO SELL:** Each Resident has the right to sell his manufactured home within the Community if Resident gives Community Management ten (10) days written notice of intention to do so.
- 2. REQUIREMENTS PRIOR TO SALE:** Pursuant to Ohio Revised Code Section 3733.10 (B), and in order to maintain community standards, Community Management shall have the right to inspect the interior and exterior of a manufactured home prior to approving the manufactured home for new or continuing placement in the Community. Any home in this Community must meet all local code requirements, and the HUD Manufacturing Code, including electrical, health, safety and building, but not limited there to. Any Resident, if approved, shall be required to make any repairs or changes deemed necessary by Community Management to improve and upgrade to Community standards the manufactured home and/or premises.

EXTERIOR/INTERIOR OF THE HOME:

- 1) Community Management reserves the right to maintain Community standards, which set forth the quality and condition of the exterior and interior of any manufactured home within the Community. By signing these rules or waiving signature there to, Residents agree to reside within this Community subject to the standards of the Community.
- 2) Community Management reserves the right to terminate a rental agreement and require the removal or repair of a manufactured home based solely on the age, deterioration, obsolescence, or appearance of the manufactured home. Community Management has the right to accept or reject a prospective Community Resident based solely on the age, or the condition, or the obsolescence of the interior or exterior of the manufactured home in order to maintain Community standards.

3) The Community Owner also has the right to request from the homebuyer, a certified electrical inspector's report and/or a report from a licensed plumber certifying the home meets applicable safety guidelines.

These rules are to enforce and maintain property values and standards for all Residents of the Community and the Resident understands that Management's enforcement of these rules is not intended as any interference with the sale of any home.

No prospective purchaser will be approved as an acceptable Resident by Management unless he/she is willing and able to comply with Columbia Park's Guidelines to Community Living, and the Set-up, Accessories and Equipment Specifications. Each prospective purchaser must complete a Homesite Rental Application and pay an application fee of \$250.00 to cover the cost of the application process and shall be non-refundable. Management will not enter into a Rental Agreement with a prospective buyer or Resident unless proof of ownership is shown to Management prior to registration.

3. Since Columbia Park qualifies as "housing for older persons", Management has the right to reject Residents where the proposed owner is not fifty-five (55) years of age or older. Management also has the right to limit occupancy of a home to two persons per bedroom. A copy of the driver's license or birth certificate will be required at the time of purchase and/or registration to verify age.
4. If the home which is the subject of the resale is presently equipped with oil heating, it must be converted to liquid propane, gas or electric service, at the expense of the prospective purchaser or the Resident as they might agree, but not at the expense of Management.
5. If the site upon which the home is presently situated will accommodate a larger home, or is located in an area that is being redeveloped, Management has the right to relocate the home to another location within the Community.
6. Each home is required to have in good repair, the accessories listed on page on, named as "required accessories" before resale. The aforementioned rule does not apply to temporary residencies of a year or less.

The purchaser or seller shall be required to make any repairs or changes that are deemed necessary by Management to improve and upgrade the home and/or the homesite to current Community standards, including but not limited to the following:

- a) Repair or replace the concrete patio and driveway if needed.
- b) Upgrade or re-sod/re-seed lawn. Lawn must be maintained, and bushes and planting area kept trimmed and weeded until home is resold or removed from the homesite.
- c) Refurbish, renovate, or make repairs to the exterior of the home, including without limitation, the cleaning, waxing, and/or painting of the home. (See Set-up, Accessories and Equipment Specifications for details)
- d) Refurbish, renovate or make repairs exterior of the home.
- e) All such changes and improvements must be completed within thirty (30) days after the sale, weather permitting. The Community Manager, under circumstances, may give the purchaser or buyer

written approval, extending the time in which the changes and improvements must be completed.

7. Management has the right to accept or reject the prospective purchase of a home based solely on the age, deterioration, or obsolescence of the interior or exterior of the home. Obsolescence could include any manufactured home that was not built to the standards as established by HUD. A home in this category may be removed from the Community at the time of resale.
8. Every prospective purchaser who is approved as an acceptable Resident by Management and has established proof of ownership by title will be given a copy of the "Guidelines to Community Living" and will be offered a one-year Rental Agreement. Any resident who has entered into a one year lease agreement will be offered a subsequent one year lease agreement at the expiration of the initial lease. Residents not entering into an one year lease agreement will be on a month-to-month basis and may be terminated at any time thereafter by either party in accordance with the terms of the Rental Agreement.

All of the above rules would apply when a home is inherited from an owner in the Community.

AMENDMENTS

Community Management may change these Guidelines, rental fees, and Accessories, Equipment and Set-up Specifications, by giving notice in writing of the change(s) and the effective date of such change(s). Signature of these rules or the waiver of the right of signature confirms the Resident's understanding that all changes to the rules will apply to the Residents as of the effective date of the rule.

YOUR RIGHTS AS A RESIDENT AND YOUR MANUFACTURES HOME PARK OPERATOR'S RIGHTS ARE PROTECTED BY SECTIONS 3733.09 TO 3733.20 OF THE REVISED CODE WHICH REGULATE MANUFACTURES HOME RENTAL AGREEMENTS.