



GUIDELINES FOR COMMUNITY LIVING

In order to have a neat, clean and attractive Community and one that not only we, but also the other residents of the Community will be proud of, the Management has set forth the following guidelines for living of which the residents and their guests shall abide. These are a part of your rental agreement.

(1) GENERAL

1. Management has the right to approve or reject the type, size and appearance of all homes before admittance or resale.
2. Streets are for traffic only.
3. No discharge of firearms, bow and arrow, hunting or trapping, etc. will be permitted in the community.
4. Occupancy standard must meet local municipality requirements.
5. One above ground commercially manufactured fire pit is allowed if it meets local municipal requirements.

(2) SUBLETTING, SELLING, OR RENTING

1. Only one commercially manufactured "for sale" sign may be used. It may be displayed from the interior of the front window, and may not exceed 14"x18". It will not be permitted to be left up unless the home is actively being solicited for sale.
2. If Lessee plans to sell the home and have it remain in the Community:
 - a) The Tenant must first notify Landlord that he or she wishes the home, if sold, to remain in the community. Notification is required at least 45 days before the sale.
 - b) In addition, an exterior inspection of home and site shall be conducted by community management that includes, but is not limited to, skirting, steps, shed, awnings, and the exterior condition of the home and yard. This inspection is to be requested at the time of notification.
 - c) All repairs or changes which are found necessary as a result of the inspection must be completed 10 days prior to the sale of the home. In the event any repair is found not to be satisfactory, Landlord reserves the right to require the work be done by a qualified contractor.
 - d) After inspection has been completed and the home is found to be satisfactory, Tenant shall receive from the Community Management a letter stating that the home is qualified for resale. The processing of the prospective purchaser/Tenant will not be initiated until this letter is provided.
 - e) The Tenant has the responsibility to have the purchaser of Tenant's home fill out and file with the Landlord an Application for Rental Agreement and Register at least 15 days before final approval will be given.
 - f) Current Tenant's rent account must be paid in full prior to Landlord entering into a rental agreement with new approved Tenant.
 - g) After the application has been approved, the purchaser must sign a new rental agreement and pay in full the security deposit and all rent and charges otherwise due.
 - h) If you plan to sell the home, but have it removed from the premises, you must notify the Manager a minimum of 28 days in advance in writing, and specify the date of removal and the parties who will be removing the home. The home must be moved by a licensed installer with community approval. Mover must provide proof of liability insurance.

(3) HOMES AND SITES

1. The resident shall not in any way attach additions, lean-tos, sheds, cabanas, or enclosures to his/her home except by written approval from Landlord. Completion of a Home Site Improvement Application will be required; along with blueprints or drawings of any additions before their approval.
2. No fences of any kind may be put up by the resident without prior written permission, and submission and approval of a Home Site Improvement Application and building permit.
3. Alterations shall not be made to the community site of the service facilities or components thereof without first receiving written permission from the Management. (see 3.1)

- a) Trees, shrubs, and flowers may be planted only after receiving prior consent of the Landlord. Tenant agrees they will become part of the real estate, and must remain on the site at the termination of the rental agreement. Landlord shall not be responsible for damage to any plants, shrubs, or lawns caused by the moving of a home on or off any site. Before planting any trees or shrubs, please contact Diggers' Hotline as there are many utilities underground, and we do not want digging over electric cables. This also includes garages, or any other out buildings built on the premises. Tenant is responsible for care of landscaping.
 - b) Trees that are not approved for planting in the community include, but are not limited to willow, cottonwood, ash, silver maple, sumac and poplar.
 - c) Bird feeders that are damaged, or not in use must be removed immediately. No items can be affixed or hung from trees.
 - d) Gardens: Approval from the community management must be obtained first if you should decide to plant a garden. The size must not exceed 10' x 10'. No gardens shall be allowed in front yards. Locations must be behind your shed, or in back of your home, depending on instruction from the office. Your site must be able to tastefully accommodate a garden. Compost piles or compost containers are not allowed. All plants should be removed after the growing season. Fencing around any gardens must be built with approved materials only and must also be removed after the growing season.
 - e) Landscaping items such as lawn mowers, riding lawn mowers and tractors must be stored in your shed, garage, or off street view during the off season.
 - f) Snow blowers must be stored in your shed, garage, or off street view during the off season.
4. Tarps can be used only with prior approval from management for home site. They must be a neutral color, i.e. black, brown or grey. Covers for cars, air conditioners, grills, motorcycles must be commercially designed for those specific items. They also must be a neutral color of black, brown or grey
 5. The resident is responsible and must pay for damages caused by the resident while working on or around the utilities including the electrical pedestal, receptacles, television, or telephone cables or pedestals, gas, water, and sewer pipes, etc. Resident is also responsible and must pay for damage to property and structures such as sign posts, mailboxes, or lawns, etc....when damage was caused by the resident or the resident's guest.
 6. The care and condition of each Community site is the responsibility of the Tenant. Lawns must be BOTH mowed and trimmed a minimum of once per week, or more if necessary. Any shrubs must be maintained by Tenant. There is no lawn mowing or construction work on Holidays. If it becomes necessary for Management to mow lawns, clean up unsightly rubbish, etc. maintenance charges will apply (see rental agreement for charges).
 7. The resident shall be responsible for proper installation of the manufactured home as dictated by manufacturer's installation manual, and proper installation of all utility connections.
 8. No storage of any item is permitted on patios or exterior areas surrounding the home except steps, patio furniture, or other patio related items.
 9. Before driving any rods, posts or like materials into ground, check with Diggers' Hotline as to the location of underground utilities.
 10. Trespassing on other residents' sites is not allowed without their expressed permission.
 11. Each home MUST have the address displayed clearly on the exterior. If the Community has a standard type of number, letter, size or location, that will be the only allowable type of address. If there is no standard, any commercially produced number or letter would be acceptable providing it is proportional in size with the norm in the community.
 12. No painting or dressing of any concrete walks or patios.
 13. Window air conditioner units must be installed with supports attached to the home, not by posts to the ground.
 14. Do not install insulation in your windows. Any materials designed as an additional storm window or weatherization must be secured on the inside of the home, not visible from the outside. Tape, plastic, and insulation, which can be seen on the exterior of the home, are not allowed.
 15. Windows must be decorated with commercially designed window treatments, i.e. curtains, draperies, blinds, etc. Bath or beach towels, blankets, flags, or bed sheets will not be accepted as window coverings.

16. Commercially designed lawn furniture is allowed for outside use. No old upholstered furniture or furniture designed for interior use will be allowed. Furniture should be stored away during the off-season.
17. Any lawn decorations, lawn ornaments, or flags must be commercially produced and tastefully decorate your home site. Landlord at his own discretion may refuse any decorations deemed untasteful. Flag poles must not exceed 20 feet in height.
18. Outdoor holiday decorations must be removed no more than three weeks after the holiday.
19. All removable hitches must be removed after arrival in the Community.
20. Any murals or expressions of art on exteriors of garages, sheds, or home must be submitted with a building permit and approved by Landlord prior to initiation.
21. If any entrance to the home is designed for two doors, there must be two doors at all times, i.e. inside door and outside storm or combination door.
22. If home has a wood burner or fireplace, from October 1 to April 15, no more than two face cords of firewood may be stacked neatly on the site; from April 16 to September 30, no more than one face cord can be stacked on the site. Whenever possible it should be out of view from the street. All wood must be pre-cut before it is delivered to your site
23. In the event of fire, wind, or other causes of damage to the home or any of the Tenant's property on the home site, the Tenant is responsible for debris removal within a reasonable period of time as deemed by Landlord. If debris is allowed to remain, Landlord at his option may have it removed. The debris removal fee will be charged accordingly to current hourly rates, plus any refuse container fees as charged.

(4) SKIRTING

1. Hay bails, bags of leaves, or any other materials may not be placed around the skirting.

(5) SEWERS

1. Materials foreign to normal toilet usage such as disposable diapers, paper towels, napkins, Tampax, Kotex, etc..., shall not be placed in the toilets or drains.
2. If sewers become plugged and any foreign items, included but not limited to those listed above, are found, it shall be the resident's sole responsibility to pay for the entire sewer-cleaning bill or sewer repair.
3. Residents are responsible for the maintenance of plumbing for the prevention and repairs of leaks in faucets, water lines, and toilets.

(6) GARBAGE

1. Garbage cans and/or proper plastic containers must comply with local Health Department Codes. All containers must be kept in a shed, or garage if available, or at the rear of the resident's home site, completely out of sight.
2. Garbage cans must be kept covered and not allowed to overflow. Do not at any time set garbage bags outside.
3. Do not set your garbage out to the curb for collection until late the evening before or early on the day of collection. Common sense should be used on windy days; anchor lightweight refuse and recyclables.
4. No burning of debris at any time.
5. If your community has recycling containers, store the separate containers in your shed, garage or out of site.

(7) STORAGE BUILDINGS, GARAGES & CARPORTS

1. A Home Site Improvement Application must be submitted before any structure can be installed. Only one (1) storage building per site is allowed. If you are interested in building a new garage on your site, you must first submit detailed plans to Management for approval. A building permit from your local municipality must be obtained before any construction begins. The size of your site will dictate what structures will be allowed.
2. The utility building/garage must be vinyl sided with a pitched shingled roof. All siding, trim, and roofing materials must be identical to the colors and materials used on the home. The roof must be shingled with regular house-type roof shingles.
3. A base of concrete, cement slab, or gravel must be provided for the shed to rest on. This will depend on local codes.
4. All sheds shall be securely anchored to the base ground.
5. No used sheds may be brought on the premises.
6. If you plan to have a shed or garage built, you must use new materials, and submit a plan to the home office for inspection and approval. We do not allow materials such as flake board, wafer board, particleboard, or blandex as exterior siding. The materials used **MUST BE DESIGNED FOR RESIDENTIAL EXTERIOR USE** and must be identical to the exterior siding and roofing material that was installed at the factory when the manufactured home was built.
7. The resident is required to keep buildings well maintained including paint, siding, windows and roofs.
9. Garage slabs and foundations become community property and are not allowed to be removed from the premises should the resident decide to relocate. Not all sites are conducive to garage construction.
10. If a carport, whether attached or freestanding, is on more than two sides, a garage door on the end facing the road will be required.
11. All unpainted material, i.e. brick molding, garage or shed trim, etc. must be painted within 30 days of construction completion.
12. Any adverse affect of drainage due to new construction by resident will be corrected at the resident's expense.
13. Doors on storage buildings and garages must be kept closed when not in use.

(8) STEPS

1. All treated lumber decks or steps must be sealed or stained a coordinating color to match home, and properly maintained when needed.
2. All decks and steps must comply with local building code.

(9) SIGNS

1. No signs without prior community approval are allowed in the yard. This includes "For Sale" signs.
2. Political signs may be displayed during election time only and are to be removed promptly.

(10) PLAYGROUND EQUIPMENT AND SWIMMING POOLS

1. If playground equipment is desired, submit a plan for prior written approval with Management as to details and location before installing it up. Management reserves the right to reject the condition of equipment and require its removal if it has not been authorized. No tires, hammocks or swings in trees are allowed. If you are considering installation of playground equipment, or a swimming pool larger than a wading pool you must first:
 - a) Submit a plan to Management listing the dimensions of the equipment or the pool along with a brochure on what it will look like when complete.
 - b) Pools must have a safety cover designed specifically for the pool and is securely kept on the pool when not in use.
 - c) The ladder to the pool must be removed when the pool is not in use. Safety netting must be on trampolines when not in use.

- d) Local ordinances must be checked before installing a pool.
- e) Tenant must provide Landlord with indemnification from Tenant's insurance company for any playground equipment, trampolines, and swimming pools prior to installation.
- f) Lawn damage by swimming pools and/or trampolines must be repaired by tenant.
- g) Pools must be dismantled and removed by October 1, and trampolines must be dismantled by November 1.
- h) Playground equipment and trampolines may not be used for storage.

(11) AUTOMOBILES, SNOWMOBILES OR MOTORCYCLES & BOATS
(LOCAL MUNICIPAL ORDINANCES WILL APPLY IN LIEU OF THE APPLICABLE PROVISIONS
LISTED BELOW IN COMMUNITIES WHERE THE MUNICIPALITY OWNS THE ROADWAYS)

1. Motorbikes, snowmobiles, mini-bikes, ATVS, and similar recreational vehicles may not be ridden in the community, around your home, empty sites or any property owned by Community at any time, except to and from marked trails at the posted speed. Please find the closest point of egress.

2. No motorized toys allowed to be operated on any roads or parking areas of the community.

3. Utility trailers, snowmobiles, campers, and boats are not allowed to be stored on site unless they are kept in a shed or garage. If your Community has a storage compound facility; snowmobiles, campers, trailers and boats must be stored in this compound with the exception of motorcycles. These compounds are to be used for Seasonal Recreational vehicles only. They are not to be used to store fish (ice) shanties, unlicensed, inoperative, or unused cars and trucks, or equipment of any kind. These items cannot be stored on your home site. Management reserves the right to charge an additional fee for storage of recreational vehicles at your site if seasonal storage area is not available.

*** All property stored is at your sole risk. Ashwood Communities shall be free from any and all liability and or claims for damages.***

4. All recreational vehicles kept in the compound facility must be registered with management. Management reserves the right to refuse items for storage. Proper registration and identification must be kept on item in storage at all times and parked in assigned space only. Off road motorcycles, mini-bikes, ATVs, etc., shall be kept in shed or garage.

5. The resident or his guests shall drive in and out of the Community in a careful prudent manner and on the proper side of the road obeying road signs. All residents and guests must obey posted speed limit at all times.

6. Residents shall park their automobiles in the designated spaces. Tenant must notify Landlord in the event of a change in vehicles giving a complete description of the new vehicle. The number of vehicles to be kept at the site must remain the same as Tenant's application for rental agreement unless prior written approval is received from Landlord. Absolutely no parking in the streets except for visiting guests. NOTE: Guests parking in the streets must, without exception; park with the traffic flow. During times of snow, nobody may park in the roads.

7. Any and all vehicles must be in operable condition and display a current license plate.

8. Working on, repainting, overhauling, or changing oil, etc., is not permitted in streets or site. Damage resulting from petroleum or any other vehicle fluid spillage/leaks will be billed to the tenant. If you are changing a tire, the vehicle cannot be on jacks for more than 24 hours.

9. No trucks, semi-trailers, or school buses are allowed to be parked in the communities, (van and pickups accepted).

10. Driving or parking of vehicles or recreational vehicles on lawns for any reason is absolutely prohibited.

11. Fish (ice) shanties, or other such similar items, are not allowed in the community at any time.

12. All motorized vehicles operated in the Community must be licensed and operated by a licensed driver. Landlord reserves the right to have vehicle towed that isn't properly licensed, stored or approved and/or registered at tenant's expense.

13. Resident must notify Landlord in the event of a change in vehicles giving a complete description of the new vehicle. The number of vehicles to be kept at the site must remain the same as Tenant's application for rental agreement unless prior written approval is received from Landlord.

(12) LAUNDRY

1. Clothesline can only be strung on the following approved clothesline poles. (Check with Management to determine location before installing.)
 - a) Retractable clothes lines.
 - b) Umbrella-type clothes line poles.
 - c) Clotheslines must be retracted or dismantled when not in use.
2. Laundry is not to be hung outside overnight or for days at a time. No laundry shall be hung outside on Holidays.
3. Stringing lines between trees or buildings is prohibited.
4. Laundry, rugs, etc cannot be hung on step and deck railings for more than 24 hours.

(13) ANIMALS

1. All pets must be approved and registered by Community management prior to obtaining the pet. There is no size limitation on dogs. Monthly fees for dogs are as follows: \$10 per month for dogs 15 inches or smaller at the highest point of the back, \$20 per month for dogs taller than 15 inches. Aggressive dogs, i.e. Doberman Pinscher, German Shepherd, Pit Bull, Staffordshire Terriers, Rottweiler, or any mix thereof, will not be permitted into the community. Landlord reserves the right to permit or disallow any pet into the community. All pets, regardless of size must be photographed by the community manager, prior to moving into the community or when pet is acquired.
2. All animals must be confined to your site only unless Resident is walking the pet.
3. Pets may NOT run loose. Pets must be on a leash, no longer than six (6) feet long, held by the resident anytime the pet is outside.
4. "Beware of Dog" signs are not allowed.
5. Noisy or unruly pets or those that cause complaints WILL NOT BE ALLOWED TO REMAIN IN THE COMMUNITY.
6. Pets are not allowed to be tied to streetlights, mailboxes, trees, shrubs, or cars.
7. Pet feces is to be confined to your lot and must be picked up daily. Please refrain from walking pets in any playground or play area. Please clean up after your pet while you're walking.
8. All dogs and cats are subject to the local pet ordinance which includes licensing provisions. You must contact your local clerk to obtain a license for your pet. All pets must be current on rabies vaccinations.
9. The resident is responsible for their visitor/guest animals to ensure that they conform to the animal rules.
10. External animal enclosures, i.e. dog houses, kennels, pet fences, etc. are not permitted.
11. Management should be informed in writing when resident no longer has a dog. Previous months pet fees will not be reimbursed.

(14) ANTENNAS

1. Management reserves the right to require removal of any antennas or similar equipment that causes a problem.
2. External devices or receivers, designed to pick up or transmit television, internet and/or radio signals are permitted in the community, with prior approval. Management reserves the right to determine where said devices are placed on the home site.
3. Surveillance or recording devices must meet local ordinances.
- 4.

(15) TENTS AND CANOPIES

1. Tents should not remain up for an extended period of time that could cause damage to the lawn. Any damage to the lawn must be repaired by tenant.
2. Tents and canopies must be in good condition, not faded, torn, etc.
3. Management reserve the right to refuse any tent or canopy that is deemed undesirable.

(16) SNOW REMOVAL--IF PRIVATE STREETS

1. Snow plowing normally begins shortly after 5:00 a.m. in order that one lane will be cleared in time for most residents departing for work. After 8:00 a.m. the snow is pushed back as far as possible. This is subject to change based on timing of snowfall. It is the resident's responsibility to keep their driveway clear of snow.
2. The Community does not allow street parking during the winter. The plow will normally concentrate on one street at a time. Cars plowed in must be shoveled out by owner. (NOTE: The above, though informational in format, is considered part of the specific rules and regulations.)

(17) SPECIAL

All persons will be required to observe local ordinances in regards to nighttime curfews.

The Landlord shall not be responsible for any damage or injury, whether to person, property or otherwise, resulting from or caused by

- a) Fire, theft and elements, falling trees or limbs of trees, falling power lines, water, snow, ice, structures themselves, or any other types of damage over which the Landlord has no control.
- b) Anything done, caused or suffered to be done, or omitted to be done by the Tenant and/or agents or employees of the Tenant or any other person on the Community property whether by invitation or license of the Tenant or otherwise.

