

# FRIENDLY VILLAGE

## COMMUNITY GUIDELINES

These Guidelines are intended to convey certain useful governing standards for the community in which you live. There is a unique and important relationship between the value of a Resident's home and the community in which it is located. It is in recognition of this "mutual interest" between community resident and community owner that the foregoing Guidelines were formulated.

### I. DEFINITIONS

1. **MANUFACTURED HOMES:** The term used to describe the homes at Friendly Village.
2. **HOMEOWNER:** The homeowner shall be defined as the person or persons (not more than two {2}) listed on the Certificate of Origin or the Bill of Sale. The homeowner is required to register the names of all occupants of the household with the community owner.
3. **TENANCY:** Residents may occupy manufactured home lots in the community as a TENANT-AT-WILL. The terms of the occupancy are governed by state law.
4. **COMMUNITY OWNER:** Maine Mobile Homes Ltd., or their agent employed at Friendly Village.
5. **TEMPORARY:** A period of not more than thirty (30) days.
6. **THE COMMUNITY:** Friendly Village.
7. **BASE RENT:** The "base rent" is the basic charge for occupancy of a manufactured home lot in the community.

## COMMUNITY GUIDELINES

### 1. CONDUCT

- a. Homeowner, guests and/or occupant will always act in conformity with all laws, and regulations of all government agencies who have jurisdiction. Reports from government agencies regarding sex offenders and other serious offenses will result in immediate eviction.
- b. Assault or threat of assault on any of the community management, community employees or other residents of the community or threat of violence of any kind or damage to any community property or threats of damage, will constitute immediate grounds for eviction and proper legal notices will be sent.
- c. Verbal abuse by homeowner or guests that is directed at community employees may result in legal action by community owner.
- d. Use or sale of illegal substances on community property is strictly prohibited. Disorderly conduct as well as criminal and illicit behavior of any kind on the common grounds of the community will not be tolerated. Community owner will fully cooperate with local authorities regarding these offenses.
- e. Simple common courtesy should govern the actions of the homeowner and their guests with respect to neighbors. Each homeowner of the community has the "Right to Quiet Enjoyment". Homeowner, members of the family and guests shall not interfere with the quiet enjoyment of other homeowners. Failure to extend this right shall constitute a violation of the Community Guidelines.
- f. The homeowner shall be held responsible for damage to community and individual property caused by their dependents and/or guests.
- g. No public business is to be operated within the property limits of the community. All temporary businesses (RE: yard sales, etc.) require the written permission of the community owner.
- h. No loitering will be permitted on community grounds at any time.
- i. "If either party commences a lawsuit against the other to enforce any provision of this Agreement, the successful party may be awarded reasonable attorney's fees and court costs from the other if there has been a wanton disregard of the terms or conditions."

- j. In the event the homeowner receives a warrant of eviction from the community owner, the community owner is entitled to recover from the homeowner the reasonable value of the use and occupancy by the homeowner from the time the warrant is issued through the date of actual eviction.
- k. Homeowners are advised to keep their children away from all community entrances and exits for safety reasons. Children of the community are never permitted to use any vacant home site, lot or roadways as a playground.

## **2. HOME AND LOT CARE/AESTHETIC STANDARDS**

- a) A homeowner is responsible for the items within the confines of his/her lot which come under their controlling influence including, but not limited to the following: lawns, flowers, shrubs, fences, driveways, sheds, decks, steps and oil and propane gas storage tanks. The maintenance of the foregoing items in an attractive manner shall be imperative to compliance with Community Guidelines. Fireplace logs and wood and/or other material must be stored in an approved shed. Community owner, for a fee and following a ten (10) day written notice to homeowner, may undertake said maintenance.
- b) A homeowner must receive approval from the Community Owner in order to remove, relocate, erect, or build a shed, deck, awning, fence, lattice or to undertake masonry work, or to make any permanent or temporary addition or improvement to the home. Any change in exterior home color must be approved by community owner. All permanent changes to the lot will become the property of the community.
- c) Storage sheds shall be maintained in an attractive manner (painted or sided) and shall not exceed one hundred forty-four (144) square feet in area and maximum height shall be less than the height of the manufactured home roof line (drip line). Not more than two (2) sheds will be allowed per site.
- d) All items kept outside the home must be stored in a storage shed. This includes, but is not limited to lawnmowers, snow blowers, wood used in either wood burning fireplaces or stoves, etc.
- e) The use of tarps or plastic of any type is not permitted. Plastic on windows and around skirting is never allowed. No tarps or plastic are to be used as any type of permanent cover or repair including but not limited to skirting, windows, structural objects.

- f) In order to obtain the permission to construct or modify an existing structure, a descriptive drawing must be submitted to the community owner. The drawing must indicate the following items:
- 1) The dimensions
  - 2) The location on the lot with respect to the home
  - 3) The materials to be used
  - 4) The color (paint, etc.)
  - 5) The estimated start and finish dates
- g) All structural additions or replacements to the manufactured home/lot must meet workmanship quality standards equivalent to manufactured housing products. Such additions/replacements must meet all local building codes and, where required, the homeowner obtain a building permit from the local official regulating construction.
- h) Only umbrella-type clothes lines in working order shall be permitted.
- i) If a homeowner installs improvements on the property, with or without the consent of community owner and the improvement is deemed taxable by any Federal, State or municipal government, then such taxes will be paid by the homeowner.
- j) Community owner has the right, with reasonable notice, except in case of emergency, to enter upon the lot for the purpose of making repairs to utilities or to perform site clearance and maintenance or as otherwise set forth herein. In the event, as a result of such repairs, damage occurs to the lot or home, community owner will restore the premises near as possible to the original condition.
- k) All homes in the community are required to be skirted within 60 days upon entrance to the site.
1. Where skirting is to be installed by the resident, the type of material must be a vinyl manufactured home skirting adequately vented. The material must also be approved by community owner.
  2. All skirting must meet workmanship quality standards equivalent to manufactured housing products. Skirting must be maintained as per Schedule D.
  3. Skirting may be removed for a temporary period for the following reasons:
    - Replacement
    - Repair
    - Preparation for movement of a home

- l) The maximum deck area per home must not exceed two hundred twenty-five (225) square feet.
- m) Homeowner's site number must be displayed clearly on the home. The site numbers must be 3-4 inches in height and should be of a color that will show up readily.
- n) Swimming pools, spas, hot tubs, trampolines and tents of any type are not permitted.
- o) Holiday lights/decorations are permitted to be installed/ erected on a Homeowner's lot but must be taken down 45 days after the holiday.
- p) For uniformity purposes, aluminum awnings, steps, sheds, screen rooms will be permitted. "Homemade" room enclosures are not permitted.
- q) For the health and welfare of all homeowners, the interior of each home must be kept in a clean and habitable condition. Failure to maintain the interior of the home in a habitable condition will result in community owner contacting local health officials.
- r) Homeowner will be responsible for the curb appeal of his/her home including, but not limited to, window treatments, ornaments, decks and steps. Pressure washing of homes on a regular basis is required to hinder mold and mildew build-up.
- s) Storage of bottles, cans, newspapers, garbage cans, rakes, shovels, bicycles, toys, boxes, plastic crates, firewood, household furniture and household appliances, etc. on patio and/or around the home is never permitted.
- t) Only portable/movable basketball hoops will be allowed. When not in use they must be removed from the street.
- u) Other than approved exterior furniture, the home site and area under awning, if any, will be kept clean of any, will be kept clear of any and all artifacts, devices, equipment of any kind - including vending machines, etc.
- v) Lawn care equipment, toys and tools must be stored out of site when not in use.

w) Fuel Storage

1) Fuel storage tanks must be installed above ground toward the rear of the home with minimum visibility from the street whenever possible. Underground fuel storage is not permitted. Any fuel oil storage tank installed must be an approved **double wall** storage tank approved by the Department of Environmental Protection. Installation of above-ground storage tank must be inspected by community Management.

2) Oil tanks must have a minimum 8" clear-view inspection space between ground and tank bottom. Oil tanks must be 275 gallons in size. Only one oil tank will be permitted per site.

3) NOTE! Community owners and environmental protection agencies will hold the homeowner responsible for clean-up costs where there has been a fuel spill or leak. The homeowner is the owner of the fuel storage tank. Periodic checks of fuel storage tanks by each homeowner are highly recommended. In addition, Friendly Village reserves the right to require homeowners to carry a homeowner's liability insurance policy that will provide coverage in the event of a very costly fuel spill.

4) Each homeowner employing propane as a fuel must comply with the forestated regulations in this section.

The propane supplier must notify (regarding any new installation) community owner in order to obtain approval for such installations.

x) All homeowners must strictly adhere to the foregoing Aesthetic Standards. If a homeowner is found to be out of compliance with any of these Aesthetic Standards, Community Owner shall have the right to correct any deficiencies according to the process detailed in Section 3(c). A Certificate of Compliance, referenced in Section 9, shall not be provided to a Homeowner who is out of compliance with these guidelines and standards.

### **3. RENTAL FEES**

- a) All fees are payable on the first day of each month. Payments received by the community agent after the fifteenth (15th) day of the month must be accompanied by a 4% late charge.

The community owner currently submits monthly reports to Trans Union and Experian Credit Bureaus. It is important that monthly rent payments are made on a timely basis in order to protect favorable credit history.

- b) Checks or Electronic payments for site rent and other fees which are returned unpaid by the bank must be repaid immediately in the form of cash, money order or cashier's check, and the repayment must be accompanied by the returned check fee (see Schedule A) plus a late fee, if applicable.

- c) **NONCOMPLIANCE, SUIT AND ATTORNEYS FEES**

If community owner finds that a homeowner is failing to comply with any of the Community Guidelines, Community owner may give the homeowner written notice of the homeowner's failure to comply, which shall specify those sections of the Community Guidelines with which the homeowner is out of compliance.

The written notice shall also specify the time within which the homeowner must come into compliance with the Community Guidelines.

If the homeowner fails to come into compliance by the required date, community owner upon giving further written notice may, but is not required, to undertake repairs, maintenance, legal action, or any other action necessary to bring the home into compliance.

If community owner is compelled to incur any expenses including labor, materials, reasonable attorneys' fees in instituting and prosecuting any action, or any other costs, the sum or sums so paid by community owner with all interest, costs and damages shall be due from the homeowner at the time community owner incurs such respective expenses.

- d) All occupancy changes shall be reported to community owner immediately. Failure to do so will constitute grounds for eviction and subject the homeowner to a \$25.00 rental charge for liquidated damages.

- e) Should a current resident/homeowner of Friendly Village desire to have an additional person or persons become an occupant of their home, that person or persons must complete the Friendly Village Residency Registration Form before moving into the community

All persons desiring to reside in Friendly Village are subject to background investigations and must be approved for residency before moving into Friendly Village. Failure to comply with this addendum will result in eviction.

- f) Persons eighteen (18) years of age or older are considered "adults". The number of persons allowed to occupy a manufactured home in the community shall be limited to one (1) person per bedroom for bedrooms having 50 square feet of floor space, two (2) people per bedroom for bedrooms having 70 square feet of floor space, and 50 square feet of additional floor space per person thereafter. The total persons occupying a home shall not exceed six (6) persons.

- g) For purposes of establishing the base rent, not more than two (2) persons shall be included. More than two (2) persons occupying a single manufactured home lot will cause the homeowner to incur additional fees in accordance with Schedule A.

- h) All rental payments, service charges or fees incurred during the homeowner's residency must be paid in full before the home is removed from the community, sold or occupied by a new resident.

- i) SURVIVAL CLAUSE

In the event the community owner obtains a warrant of eviction with respect to the homeowner, the community owner is entitled to recover from the homeowner the reasonable value of the use and occupancy of the site by the homeowner from the time the warrant is issued through the date of actual eviction.



#### **4. VEHICLES AND TRAFFIC SAFETY STANDARDS**

- a) All vehicles must yield to pedestrian traffic. Speeds in excess of the posted community speed limit (.15 MPH) are a serious violation of Community Guidelines.
- b) Friendly Village roads and streets are governed by state and local laws. All motorized vehicles are required to comply with these statutes.
- c) Parking is provided for two (2) vehicles per home site. Residents must park their vehicles in a manner that does not block the streets and roadways. Parking on lawns and in roadways is strictly prohibited. Guest parking is provided in the visitor spaces located at the Community Club House. If space is available, homeowner may add an additional parking space on his/her site at their expense. The material added must be consistent in quality and depth as the current space, plus a one (1) inch overlay to existing space. Material to be used must be approved by community owner.
- d) All roadways must remain open to allow access for snowplows and emergency vehicles. Community owner reserves the right to tow any vehicles that are not parked in accordance with this requirement.
- e) Major auto repairs and body work are prohibited.
- f) Unregistered vehicles are not allowed at any location in the Community. The community owner reserves the right, after twenty (20) days written notice, to tow unregistered vehicles from the Community at the owner's expense.
- g) Storage/parking of commercial vehicles, including trucks and related equipment, is prohibited. Trucks larger than one-ton pickups will not be permitted.
- h) Each home site will be limited to 2 items in the storage lot. All vehicles must be properly registered and inspected. No Junk/scrap or disabled vehicle storage allowed. Each item placed in the storage lot must be approved and description provided to our office. Items not on file with the office may be considered abandoned property and removed at our discretion

- i) Storage areas for RV's, vehicles, trailers, etc. will be designated by community owner on a first come, first-serve basis as space is limited. Permission must be obtained from community owner for storage of the above-mentioned items.
- j) Mufflers must be maintained so as not to cause unnecessary noise over and above that created by the car's original equipment.
- k) Only vehicles owned and operated by homeowners can be washed on community property
- l) No snowmobiles, ATV's or the like can be operated on community property at any time.
- m) Oil spills on driveways will not be tolerated. The vehicle damaging community pavement must be removed from community property and homeowner will be responsible for clean up or repair of damaged area.

## 5. PETS

### 1. 5. PETS

- a) Because of the many benefits pets bring to people's lives, pets are permitted in the Friendly Village of Gorham Community. **There is a maximum of three pets allowed per household.** Examples: One large dog and two cats, or two small dogs and one cat, or two cats maximum per home. **DOGS:** Each household will be allowed one (1) medium to large breed dog, **or** two (2) toy to small breed dog as described by the American Kennel Club breed descriptions. **CATS:** Each household will be allowed up to two (2) cats, no fee is charged for indoor cats and five dollars (\$5) per month per cat charged for outdoor cats. There are additional fees and restrictions to have pets in the household (see Schedule A Community Fee Schedule).

- b) Approval of any dog or cat is contingent on completion of a pet application, presentation of proof that the animal is properly licensed pursuant to municipal requirements, and submission of a certificate from a licensed veterinarian stating the animal the animal:
- Is in good health and
  - Has received all required and advisable immunizations, and
  - Has been spayed or neutered
  - Resident is required to provide annual production of proof for immunizations and license/registration with the Town of Gorham to the Community Owners.
- c) Due to insurance requirements aggressive breeds including, but not limited to (unless they are certified service animals): Pit Bulls, Rottweilers, Chow Chow, Doberman Pinschers, German Shepherds, Siberian Huskies, Alaskan Malamutes, American Staffordshire Terriers, Wolf-Hybrids. The Community Owner reserves the right to define any dog or other breeds on the term "aggressive dogs" on a case-by-case basis.
- d) A permit and approval must be obtained from community owner before getting a pet. If approval has not been obtained, you will be notified to remove the pet permanently.
- e) Care of Pets: Dogs and cats shall not be tied outside, nor shall they be left unattended at any time or left outside at night. Doghouses, outdoor cages and other outdoor enclosures intended to house or contain any pet or animal are prohibited. Whenever dogs are outside the home, they must be kept on a leash. Any pet or other animal found loose in the Park is subject to being picked up by the Animal Control Officer and taken to the Humane Society.
- f) The homeowner will comply with any and all registration and restraint requirements of local and state ordinances.
- g) The homeowner will be required to immediately clean-up any waste/excrement discharged by the dog or cat. Any form of chronic, noisy behavior by a dog or cat which creates a nuisance to the community or other homeowners shall be deemed to be a breach of the "Right of Quiet Enjoyment" and the Community Owner has the right to terminate the tenancy in addition to the removal of the pet from the community.
- h) Pets belonging to visiting guests are subject to the same rules as homeowners' pets.

## 6. UTILITIES

- a) Rubbish removal is provided by the Town of Gorham on a pay per bag system. Bags are available at the clubhouse. Rubbish must be curbside by 7 a.m. the day of pick-up. For more information about the pay per bag system, please contact the Friendly Village office.

1. A recycling program is currently in effect by the Town of Gorham. All recyclable materials must be placed in the appropriate containers located within the community. Recycling must be curbside by 7 a.m. the day of pick-up.

All rubbish/garbage containers should be placed at the curbside on the day of pick-up only. Containers should be removed promptly after rubbish collection of that day.

2. All rubbish/garbage containers must be stored where they cannot be viewed from the street. This commonsense practice will enhance the appearance of the homeowner's lot. The placement of rubbish containers on decks or near the main entrance to the home is strictly prohibited.

3. Rubbish storage is required in rubbish cans with tight covers. All rubbish must be placed in plastic bags before storage in rubbish cans. Rubbish pick-up service is contingent on this requirement.

4. In the event a homeowner fails to comply with the Community Guidelines for rubbish storage/removal community owner may, after giving said homeowner 5 days written notice, go upon the homeowner's lot and do all such things as shall bring the homeowner into compliance with the Community Guidelines and all costs and expenses incurred thereby shall be added to the rental amount due in the next rental period. **The minimum fee for this service shall be in accordance with Schedule A.**

5. Rubbish disposal anywhere on the community premises is strictly forbidden. Violation of this guideline will initiate immediate legal proceedings against the violator (homeowner or visitor)!

6. Homeowners must arrange for special pick-up items (old furniture, appliances, etc.) with community owner. Such special collections will be billed to the homeowner based upon landfill weight, labor and transport costs.

7. Placement of items curbside to be given away or for "free" is permitted for a 24-hour period. Give away/ free items left curbside longer than 24 hours will be collected by Friendly Village and the homeowner will be charged a special collection fee.

- b) The homeowner shall be responsible for all maintenance and materials, and/or other costs relating to all indoor equipment (pipes, etc.), all equipment that is owned or installed by the homeowner or at the homeowner's instruction, and all other equipment, the repair or maintenance of which is necessitated by the homeowner's unreasonable or negligent actions, including but not limited to:
- 1) Homeowner's failure to employ heat tapes during the cold months. Heat tape on water lines must be on and operating by October 1st at the latest.
  - 2) Homeowner's placement of obstructions in the drain lines. Failure of a septic/sewer line is Community Owner's responsibility. "Stoppage" is a homeowner's responsibility.
- c) Power entrance (electrical) is provided by the community owner. Homes entering the community after the effective dates of these Guidelines must have a minimum service entrance of Fifty (50A.) Amperes.
- d) Cable TV connections are provided throughout the community.
- 1) External UHF & VHF television antennas and small satellite antennas should be located at the rear of the home as covered in Schedule B.
  - 2) Other external communications antennas are not permitted.
- e) **IMPORTANT NOTICE REGARDING COMMUNITY SEWER SYSTEMS!**
- The Community Guidelines, as they pertain to the number of persons occupying a home in the community are directly related to the capacity for sewage disposal on your site. State and Federal regulations dictate strict adherence to the rule of two persons per bedroom.
- f) **SPECIAL UTILITY NOTE!**
- The community owner will not be responsible for utility repair costs by servicemen not employed by community owner. Outside contractors (servicemen) must obtain permission from community owner prior to undertaking any repair outside the resident's home. Only community personnel are authorized to connect or disconnect community-owned utility installations (water, septic, electric).

## **7. SWIMMING AND POOL RULES**

See Schedule C attached.

## **8. SALE/RESALE/SUB-LEASING OF MANUFACTURED HOMES**

Friendly Village maintains a sales staff in the community and has highly favorable financial terms available for buyers. Subleasing of homes in the Community is not allowed.

- a) All homes entering the community after the effective date of the Community Guidelines are required to:
  - 1) Conform to a national quality-control standard and applied HUD regulations, and...
  - 2) Have a HUD seal/certification affixed to the home, or... 3) Have Underwriters Laboratories (UL) approval.
- b) **SPECIAL STATE REGULATIONS REGARDING HOMES BUILT BEFORE JUNE 15, 1976**

At time of sale, evidence must be provided to community owner that a home manufactured before June 15, 1976 meets the Manufactured Housing Board's Standard. The homeowner must demonstrate compliance with the standard by providing community owner with a report signed by the following persons indicating that the home complies with the standard:

  - 1. A licensed electrician who inspected the home's electrical system.
  - 2. A person licensed to repair the home's heating system who inspected the home's heating system.
  - 3. A certified professional engineer who inspected the home for safety and structural soundness.
- c) No home may be transferred to a new owner and remain in the community if the community owner or its representative determines that the home is not in substantial compliance with the "Standards for Homes to be Transferred to New Owner and Remain in Friendly Village" (attached as Schedule D) and with the Aesthetic Standards provided in Section 2.
- d) All homeowners who are replacing or installing new steps shall be required to install steps of style and quality which meet community standards. Any homeowner who transfers ownership of their home will need to install steps that meet community standards. Any and all steps must be approved by the community agent prior to installation thereof.

- e) "For Sale" signs are not permitted on the homeowner's lot. One (1) unlighted sign not larger than 24" X 36" (or the maximum size allowed by law or government regulation or ordinance) will be allowed on the window of the home for sale.
- f) Homeowner will be held responsible for damages caused to lawns, landscaping and other community property.
- g) Upon vacating the site, the homeowner must leave the site in a clean and orderly fashion.
- i) Disconnecting utilities from a lot is the exclusive right of community owner. The removal of block piers and disassembly of a home and accessories will be the homeowner's obligation.
- i) Homeowner shall move his/her home in accordance with the following:
  - 1) After giving community owner forty-five (45) days written notice of intent to move, setting forth date and time.
  - 2) Name and address of firm hired to move the home
  - 3) Furnish community owner with a Certificate of Liability Insurance.

## 9. NOTIFICATION OF INTENT TO SELL

- a) The following procedure is mandatory for all Residents who wish to sell their homes.
  - (1) No home may be transferred to a new owner and remain in the community unless the homeowner first obtains a Certificate of Compliance from the community owner.
  - (2) The homeowner must give the community owner notice of intent to sell the home not less than **thirty (30)** days prior to the sale.
  - (3) After notice is received, but before the home is sold, the Homeowner shall allow the community owner, or its representative, to inspect the homeowner's lot to determine whether it is in compliance with the "Standards for Homes to be Transferred to New Owner and Remain in Friendly Village" (the "Standards," attached as Schedule D) and the aesthetic standards contained in Section 2 of these Community Guidelines (the "Aesthetic Standards").

- (4) If the community owner or its representative determines that the home is in substantial compliance with the Standards and the Aesthetic Standards, the Community Owner will issue a Certificate of Compliance, and the home may be sold. If the community owner or its representative determines that the home is not in substantial compliance with the Standards and the "Aesthetic Standards", the community owner may refuse to issue a Certificate of Compliance.
- (5) If the community owner refuses to issue a Certificate of Compliance, it will provide the Homeowner with the reasons for its decision in writing within ten (10) days of its receipt of a written request for a Certificate of Compliance.
- (6) The homeowner may not request another Certificate of Compliance until six (6) months has elapsed after receipt of written reasons for the community owner's refusal to issue a Certificate of Compliance, unless the homeowner provides the community owner with a written statement or other proof detailing the steps it has taken to bring the home into compliance.
- (7) The provisions of the Standards are not intended to prevent the use of any technologies, techniques, or materials not specifically prescribed by the Standards, provided any such alternate has been approved.

In order to obtain approval for such variations, either before or after an inspection, a homeowner shall file a written request for a variation with the community owner. The application shall contain the requirements of the Standards from which a variation is sought and a statement of how the alternative to these requirements would adequately protect the health, safety, and welfare of the occupants and other residents of the park.

The community owner may approve any such alternate provided it determines that the proposed design is satisfactory, and that the material, method, or work offered is, for the purpose intended, consistent with the adopted Standards, including quality, strength, effectiveness, fire resistance, durability, and safety. The community owner shall require that enough evidence or proof be submitted to substantiate any claim that may be made regarding the use of any such alternate. The community owner shall notify the applicant of the determination. If the application is denied, the notification shall state the reasons thereof.



(8) A Certificate of Compliance will expire twelve (12) months after issuance, regardless of whether the home is sold or not.

## **10. VACATING PREMISES**

Homeowner shall not vacate or abandon the premises at any time, and if homeowner shall abandon, vacate or surrender said premises or be dispossessed by process of law, or otherwise, any personal property (including any manufactured home on said space) belonging to homeowner and left on the community premises shall be deemed abandoned at the option of the community owner. Absence from the premises for five days after any breach by homeowner of the Agreement shall constitute an abandonment.

## **11. MISCELLANEOUS**

- a) The use of rock salt to melt ice on patios and walkways is prohibited.
- b) Rifles, pistols, BB guns, air soft guns, bow and arrows, paint ball guns or other like equipment will not be fired or used.
- c) The following will be prohibited: motor homes, go-carts, unauthorized commercial vehicles, watercraft, ATV's, RV's, and snowmobiles. Other objects such as snowplows shall not be stored on homeowner's lot!
- d) No open fires are permitted. Open fires include leaf burning and wood fires on the ground or in containers. The term "open fires" does not include charcoal burned charcoal grills, nor does it include gas grills. It does include wood burned in charcoal grills.
- e) Please do not use roads, parking areas or fields to dispose of cigarettes, gum wrappers or other waste.
- f) Complaints of any nature shall be submitted to the community owner in writing and signed. Enough information, including names of persons involved, if any, must be supplied so that we may act on the complaint.
- g) All items requiring approval of community owner must be obtained in writing. The community owner reserves the right to change or modify the Community Guidelines in a reasonable manner, in accordance with the laws of the State of Maine.
- h) The use or discharge of any type of Fire Works on Friendly Village Community property is strictly prohibited.

I, (we) hereby acknowledge receipt of a copy of the Community Guidelines for Friendly Village and I (we) understand said Guidelines are a condition of my (our) tenancy.

_____ Site #	_____ Resident	_____ Date
_____ Community Agent    Date	_____ Resident	_____ Date

Revised July 1, 2019

## **SCHEDULE A**

### **COMMUNITY FEE SCHEDULE OF ADDITIONAL CHARGES (OTHER THAN BASE RENTAL)**

(a) Additional Persons	\$5.00 each
(b) Guests (after 1 week)	\$5.00 each
(c) Dog	First Dog: \$10.00 Second Dog: \$15.00
(D) Outdoor Cat	\$5.00 each
(e) Late Charge	4% of 1 Month's Rent
(f) Returned Check Charge	\$25.00
(g) Entrance Fee	2 Months' Base Lot Rent
(h) Service Call for Home & Lot Care	Minimum Fee- \$40.00 Hourly Rate- \$35.00 per hour
(i) Residency application fee	\$50.00 per application refunded as rent credit when approved

**\*\*After seven (7) days, guests are considered "Additional Persons" and are subject to the limitations outlined in Section 3. Rental Fees.**

## SCHEDULE B Friendly Village

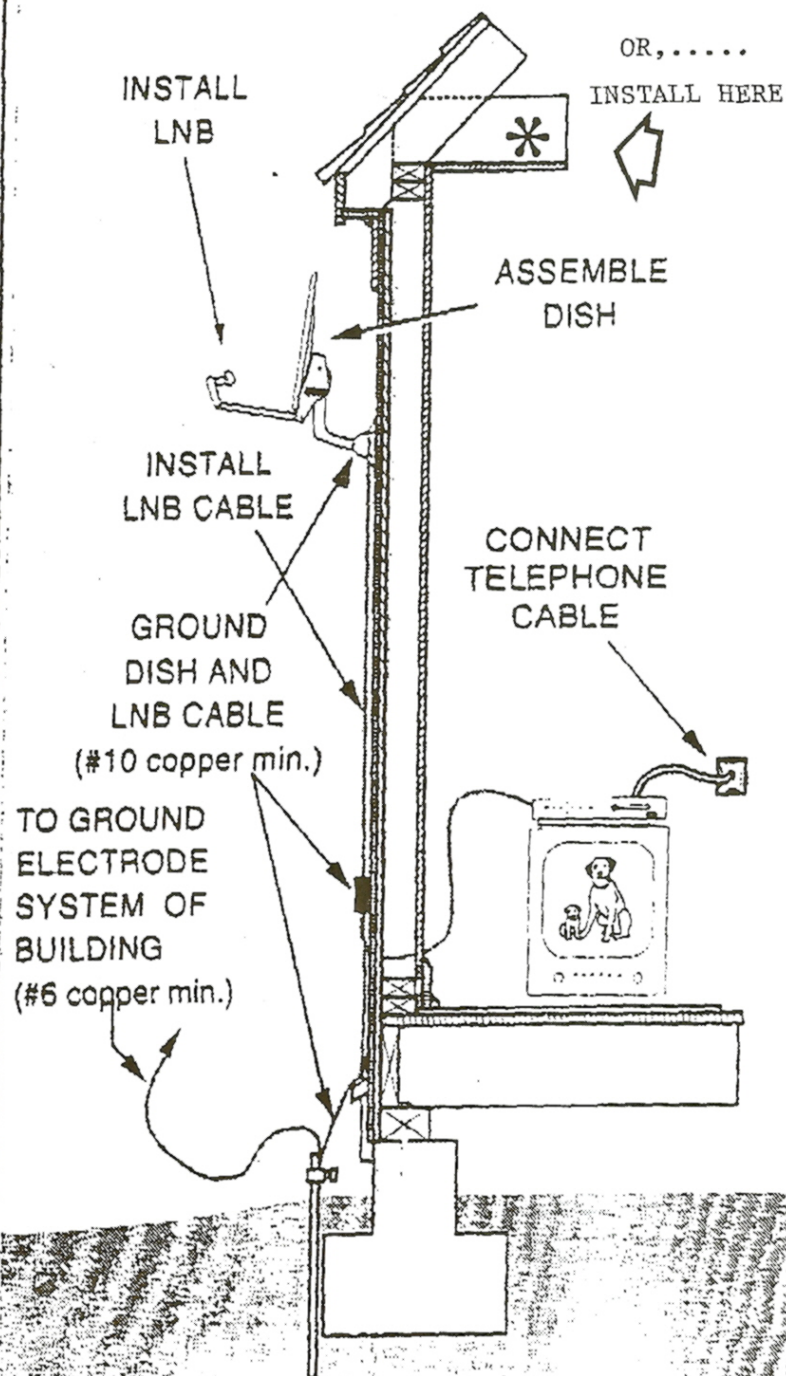
Dish Antennas for “Direct TV” reception is allowed on homes in the Community. These antennas preferable should be located at the rear quarter of the home away from the street.

Installation is not permitted on sheds, trees, poles or on the ground. The dish must be attached to the home.

Figure A, Dish Assembly, illustrates a typical installation. The Direct TV antenna allowed is 18” X 20 “parabolic. The installation must not exceed the roof peak in height.

# DISH ASSEMBLY

FIGURE A



TYPICAL  
INSTALLATION

## Schedule C

# Friendly Village Swimming Pool Rules

- 1.) State Law requires that a person **shower before** entering pool.
- 2.) Swimmers with shoulder length hair **must** have it tied back. No bobby pins. Use **elastics only**.
- 3.) **NO glass containers** allowed in the pool area.
- 4.) **Alcohol is not allowed** at the pool or on Friendly Village common property..
- 5.) **NO** suntan oil or other skin preparations are to be used **prior** to entering the pool.
- 6.) Enter and leave through the pool gate only. **NO Wet bathing suits** inside the Clubhouse.
- 7.) Tubes, rafts and other types of floats are **not allowed** in the pool. "Swimmies" and **certain** child support devices are allowed **with approval** of the Pool Attendant.
- 8.) **GUESTS: Maximum two (2) guests per site (Not per resident).** **Resident must accompany guest at all times.** Resident is responsible for the actions of guests. Residents bringing guests must inform the Pool Attendant when bringing a guest. If the pool becomes crowded the number of guests will be limited.
- 9.) Any injury should be reported to the Pool Attendant .
- 10.) **Bathing suits only.** Cutoffs and street clothing are not allowed in the pool. Note: **Clean** "T" Shirts are allowed for sunburn protection.
- 11.) Pool Attendant Coverage: **POOL ATTENDANT:** The Pool Attendant has full authority to enforce any and all Pool and Clubhouse Rules. Failure to comply with the rules or challenging the authority of the Pool Attendant will result in suspension of pool privileges. The Pool Attendant is not a lifeguard. Swim At Your Own Risk. When the Pool Attendant is **On Duty** children ages **10 and up** may use the pool without being accompanied by an adult. When the Pool Attendant is **Not On Duty** only those age **14 and up** may use the pool without a responsible adult. When the Pool Attendant is not on duty **a child under 14 must be accompanied by an ADULT who is fully responsible** for that child. An older sibling is not considered to be an adult unless they are at least **18** years old and **fully responsible** for the child in their care.
- 12.) The Pool Attendant has complete authority concerning safety and pool rule enforcement. Failure to comply with the orders of the Attendant will result in suspension of pool privileges.
- 13.) Adults Only Swim Periods: During periods of Adults Only Swim only those age **18 or older** may use the pool. **Children are not allowed in the pool area during Adults Swim.**
- 14.) Running, back dives, back flips, pushing and other dangerous activities, as interpreted by the Pool Attendant , are prohibited and will not be tolerated.
- 15.) Discourteous behavior, continued disregard for pool rules, rudeness, foul language, or challenging the authority of the pool Attendant are considered grounds for suspension of pool privileges for a set time or permanently.
- 16.) Use of the pool after closing time (8:00 pm) is **strictly prohibited**. Anyone found to be in violation of this rule **will lose pool privileges** for a set time **or** permanently at the discretion of Friendly Village management.
- 17.) Radios, CD Players, Tape Players or other audio devices may be used on the Clubhouse Grounds or at the Pool **only** if the user is **using headphones.**
- 18.) **Adults to Child Ratio:** In the interest of safety an adult may not bring or watch more than **3 children under 14** while at the pool.
- 19.) **Regular Diapers** are not allowed in the pool **under any circumstance.** **Swimming diapers made especially for swimming only**
- 20.) Bikes, scooters, skateboards, rollerblades, basketballs, squirtguns etc. must be kept **OUTSIDE** the pool area.
- 21.) For health and safety of all -Animals and/or pets are not allowed in the pool or within the fenced pool area.
- 22.) One person at a time on Pool Steps, No sitting, jumping, Standing, hanging onto or Playing on or around the steps

**Friendly Village of Gorham, Community Management, staff and agents are not responsible for accidents or injuries resulting from use of the pool. Swim at your own risk. Parents are reminded that they are responsible for the behavior of their children and for assuring that they are obeying the Pool Rules.**

**SCHEDULE D**  
**STANDARDS FOR HOMES TO BE TRANSFERRED TO NEW OWNER AND**  
**REMAIN IN FRIENDLY VILLAGE**

All homes to be transferred are subject to The Health and Safety Standards as promulgated by the Maine State Manufactured Housing Board:

Chapter 910	Used Standard - Space Requirements
	Light and Ventilation
	Ceiling Height
	Exit Facilities - exterior doors
	Exit Facilities - egress windows and devices Interior doors
	Room requirements
Chapter 920	Used Standard - Fire Safety
	Fire Detection Equipment
	Flame Spread
	Kitchen Cabinet Protectors
	Carpeting
Chapter 930	Used Standard - Body and Frame Requirement
	Roof Loads
Chapter 940	Used Standard - Thermal Protection
	Insulation
Chapter 950	Used Standard - Plumbing Systems
	General Requirements
Chapter 960	Used Standard - Heating and Fuel Burning Systems
Chapter 970	Used Standard - Electrical System

**Homes to be transferred will also be subject to the following Standards of Friendly Village:**

- 1) Protective exterior coating or siding - The original siding or any replacement siding shall be in a safe and secure condition, without holes, rust or substantial dents, scrapes, patching or fading.
- 2) Skirting - Skirting shall not display any deterioration and must enclose the area between the ground and home. Skirting must be adequately vented. Requirements outlined in Guideline 2 (Home and Lot Care), Paragraph h shall be met.
- 3) Steps & Handrails - Stairways, steps, landings, and railings must not be in a deteriorated state or condition and must be properly constructed and safe for all proper purposes. Construction standards contained in these Community Guidelines shall be met.
- 4) Porches, Decks or Other Addition to the Home and Exterior Structure - Porches, decks, or other additions to the home and exterior structure must not be in a deteriorated state or condition and must be properly constructed and safe for all proper purpose. Construction and installation standards contained in these Community Guidelines shall be met.
- 5) Width of Home - No home within the community that measures less than eleven (11) feet, six (6) inches wide may remain in the community upon resale.
- 6) Aesthetic Appearance- The home must meet all aesthetic standards contained in these Community Guidelines.
- 7) Structural Safety - The manufactured home must be mechanically sound and structurally safe. There shall 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.
- 8) Venting-All exhaust venting must be operational and vented to the exterior of the home. This includes (but is not limited to) range vents, bath vents and clothes dryers.
- 9) Carbon Monoxide Detectors-Each home shall have a hardwire or wireless carbon monoxide detector installed in accordance with NFPA 720.



**SPECIAL STATE REGULATIONS REGARDING HOMES BUILT BEFORE JUNE 15, 1976**

At the time of sale or change in the principal occupant of a mobile home that was manufactured before June 15, 1976, evidence that the home meets the Manufactured Housing Board's standard for used manufactured housing must be provided to community management. The mobile homeowner must demonstrate compliance with the standard by providing community management with a report signed by the following persons which indicates that the home complies with the standard's specification regarding those aspects of the home inspected:

1. A licensed electrician who inspected the home's electrical system.
2. A person licensed to repair the home's heating system who inspected the home's heating system.
3. A certified professional engineer who inspected the home for safety and structural soundness.

# SCHEDULE E

## Certificate of Compliance

**Friendly Village Mobile Home Park**  
Gorham, Maine

\_\_\_\_\_

This is to certify that

\_\_\_\_\_

has been inspected by Park Management  
and the requirements of Park Rules  
and Regulations have been satisfied.

Special Conditions:



Issued:

Date: \_\_\_\_\_

\_\_\_\_\_  
Park Manager