



## GARDEN HOMES MANAGEMENT CORPORATION

### NEW YORK MANUFACTURED HOUSING COMMUNITY GUIDELINES

The following Guidelines are in effect for New York Manufactured Housing Communities operated by Garden Homes Management Corporation. These Guidelines set the tone for mutual respect and understanding of others, in order to make our Communities a pleasant and wholesome environment in which to live.

If you have a signed written lease covering your homesite, these Guidelines are hereby incorporated in and made a part of that lease. If you are occupying your homesite without a written lease and on a month-to-month basis, these Guidelines shall be in effect independently and your month-to-month occupancy shall be subject to your ongoing and continued compliance with them.

1. **Rental Payments and Late Charges.** Your rent is due on the first day of each month in advance. If not received by us by the 10th day of any month, a 3% additional late charge shall be imposed. Landlord may apply any payment Landlord receives from Resident first to any other charges, including but not limited to, late charges, legal charges, court costs and disbursements, outstanding costs or charges owed by Resident under this Lease and to the oldest remaining rent due and owing regardless of any statement by Resident, written or oral, or any notation on Resident's rental payment or money order to the contrary.
2. **Method of Rental Payments.** For security purposes, you are encouraged to pay the rent by check or money order made out and sent to Garden Homes Management Corp., 29 Knapp Street, P.O. Box 4401, Stamford, CT. 06907 by mail. If your name, address and site number are not printed on your rent check, you shall indicate your Community and site number on its upper left hand corner so that we may give you proper credit for your rent. All rental payments received by check will be electronically deposited unless you pay by a non-consumer type check. You may opt out of this program. You may also sign up for our Automatic Payment Plan or pay your rent online at our website, [www.gardenhomesmanagement.com](http://www.gardenhomesmanagement.com). We shall not send you any monthly bill. We will accept third party checks as payment on tenant's behalf and not for an unauthorized occupant.
3. **Bad Checks.** If a personal check that you have sent to us for payment is returned by the bank unpaid, we may elect to electronically re-present your check up to two more times. You shall be responsible for an additional returned check charge of \$20 for each time it is returned which may also be collected electronically along with any late charge due.
4. **Termination of Lease by Resident.** Should you decide to physically remove your home from the Community, you may do so upon not less than 30 days advance written notice to our office. The removal of your home must be done by a party that is properly licensed and insured to perform this type of work. Upon completion of such removal, your site must be left in a clean trash-free condition with all sheds, additions and personal property removed from the Community. Assuming that you have given us the proper notice and left your site in clean condition, your Lease shall terminate and your obligation to pay rent shall terminate on the last day of the month following the day on which you have vacated your site. Assuming that your rent has been paid through that month and you have otherwise fully complied with the terms of your lease, we shall refund your deposit together with all accrued interest within 14 days.
5. **Home and Site Maintenance.** You are responsible for the cleanliness and maintenance of your home and site. Your home, approved additions and porches, sheds, steps and fences must be properly maintained at all times and must be painted as required. Repeated failure to maintain your home and site will be cause for termination of your occupancy.
  - a. **Home:** Any home brought into the Community must have a HUD seal and lapped vinyl siding, shutters all around, pitched shingled roof, detachable hitch and heated with gas or electricity. In addition, it must be equipped with water-saver toilets, smoke/carbon monoxide detectors and must be anchored to the ground with hurricane tie-downs. Your home must be enclosed with manufactured vinyl T-Lok type skirting within 30 days after being brought into the Community, upon resale, or upon 30 days written notice to replace existing skirting that is in disrepair. Skirting must be properly maintained at all times thereafter. Homes may be powerwashed provided you confirm with the resident manager that there are no existing water restrictions. Hitches are to be removed or enclosed with skirting. Each home is to be equipped with both front and rear steps. Window air conditioners are to be properly installed and supported. Interior wood burning stoves are prohibited unless approved in writing by the Stamford office. Your home must be clearly identified with its site number. Oil tanks and stands must be painted to match your home and located in the rear of your site. Propane gas tanks, satellite dishes and TV antennas must also be installed at the rear of your home. You shall keep an approved 2 ½ lb. Class B or C fire extinguisher in operable condition and readily accessible in your home. Hitches and axles must remain with and be stored under the home.
  - b. **Homesite:** In certain communities where permitted, picket fences, aluminum awnings, carports, outbuildings, additions, swing sets, mini satellite dishes, flood lights, outdoor cameras and any other homesite improvements, may be constructed only with the advance written approval of the Stamford office. The approval will include the designated location for the improvement. All approved additions must match the existing home, be factory built and removable. You shall also be responsible for obtaining all municipal permits required for any proposed improvements on your site after you have obtained our approval for them. These permits must be posted during construction. All new sheds must be lapped vinyl or Texture 111 sided to match your home with pitched shingled roof, or in the alternative, factory built of aluminum. Steel, chipboard and particle board sided sheds are prohibited. Only one shed is permitted on each site. Decks must be constructed with pressure treated lumber and fully enclosed with lattice or vinyl skirting to match the existing skirting on your home. If an improvement must be moved (due to snow

plowing, utility line repair, etc.), it must be moved at your own expense. Only clotheslines of the umbrella type are permitted. If you have prior written permission for a basketball hoop, it is to be kept in your driveway, not in the community roadways. Hot tubs, pools, ponds, fountains, skateboard ramps, trampolines, inflatable equipment/playhouses, outdoor fireplaces/bonfires, drones over our property and transmitting antennas are prohibited. All outdoor furniture is to be properly maintained and kept in a clean and orderly fashion. Any lawn on your site must be mowed and trimmed as required (not to exceed 4" high), small trees and shrubs must be properly trimmed, and leaves must be raked and removed from your homesite. If you fail to properly maintain your homesite, we have the option to do so and assess a charge. Driving and parking on the lawns is prohibited. Shoveling snow from driveways or parking areas back into the roadways is prohibited. Trees may not be removed without the expressed written consent of the Stamford Office. Nothing is to be attached or hung on trees or Community property.

- c. **Utilities:** You are responsible for the proper maintenance of water and waste lines between your home and ground level and must heat tape water lines. You are responsible for any repairs to these lines resulting from freeze ups, stoppages or leaks as well as the resulting overflow from these lines. You are also responsible for maintaining and repairing the electrical line between your home and the electric meter or the first disconnect. Upon your failure to make such repairs, we shall have the right to make them and our charge for this work shall immediately become due and payable.
6. **Oil and Gas Storage Tanks.** You shall replace any oil or gas storage tank on your site or used in conjunction with your home which shows any sign of wear or when such tank reaches the manufacturer's life expectancy (not to exceed 10 years) or upon the resale of your home in the Community unless the existing tank is already above ground, under 10 years old, UL outdoor rated and in good condition. All new above ground tanks must be of the horizontal design and must satisfy all state and federal regulations for above ground storage tanks related to corrosion and overflow protection. You are responsible for the removal of your old oil tank from the property. You shall indemnify and hold us harmless from any liability for costs or damages of any nature caused to us as a result of your use, possession, repair or replacement of any such tank. You remain the owner of your fuel tanks including underground tanks and shall be responsible for their hook-up and maintenance. You shall also be responsible for any gas hook-up, notwithstanding the fact that the gas company may own the gas tank itself. Propane tanks smaller than 100 gallons are prohibited for heating homes. You shall be responsible to keep all fuel tanks free from rust and properly painted and leveled. It shall be your responsibility to clean up any ground that has been contaminated due to fuel tank leakage.
7. **Trash.** Garbage must be placed in plastic bags inside a covered trash can placed at the back of your home. In the event that curbside garbage service is provided, cans shall be returned to the back of the home by evening of the pickup day. If dumpsters are provided, only household garbage placed in plastic bags may be deposited in them. You must bring discarded furniture, appliances and other large items to the local dump. If any large items are left in or around the dumpster area or at your site, you will pay a removal charge of \$100.00 per item. If a recycling program is implemented, you are responsible for full compliance including the cost of any special containers that are required in conjunction with the recycling program. You will not litter the premises.
8. **Motor Vehicles.** You must park your vehicle adjacent to your home in the space provided or in designated parking areas. Any extension of parking areas or curbing must be approved by the Stamford office in writing. In communities where there are limited parking facilities, only two vehicles per household may be parked on the community premises. Parking spaces may have to be temporarily relocated to accommodate infrastructure repairs or snow removal. Unlicensed or inoperative vehicles are also prohibited and are subject to towing at the owner's expense. Trucks larger than pickups, campers, boats, commercial vehicles or equipment, and trailers may not be kept in the Community unless they are kept in an area so designated for such storage. Where designated storage areas are provided, we are not responsible for the protection of those items. Loud motorcycles and mufflers, mechanical repairs and washing of vehicles are prohibited. Mini-bikes, snowmobiles, dirt bikes and all-terrain vehicles are to be properly stored in a shed and may not be ridden in the Community. Vehicles may not be used for storage. Any violation of above may result in vehicle(s) being towed at owner's expense. The speed limit in all Communities is 7 MPH unless posted otherwise. It is everyone's responsibility to drive safely. Watch out for children and caution your guests to obey the speed limit. Driving in the wrong direction on one-way streets is prohibited. Repeat violators of the one way directional signs and other community traffic regulations will be subject to fines and/or eviction.
9. **Water.** In communities where water is provided, it is essential that it not be wasted. Excessive water consumption is defined as usage in excess of 4,500 gallons per month per home. Running water in your home to prevent freeze ups is strictly prohibited. Sprinkler systems are not permitted. Lawns may be watered for no more than thirty minutes with a hand held hose. Water use may be restricted during periods of drought. If you use excessive water as a result of a leak or for any other reason, you put the entire community's water supply in jeopardy and for that reason you shall be subject to having your water supply disconnected upon 72 hours advance notice. Repeated violations of water consumption limitations may result in fines or eviction.
10. **Septic/Sewer.** It is essential that toys, paper towels, diapers, hair, cigarette butts, sanitary napkins, tampons, household grease, rubber products, baby wipes, adult wipes, household cleansing wipes and any other improper waste materials be disposed of as refuse and not in the septic/sewer system. This includes items with manufacturer labels advising the product is bio-degradable or flushable. Tenants identified as disposing of improper waste may be billed for the cost of repairs and be subject to further fines and eviction.
11. **Public Utilities/Taxes.** In Communities where a public utility or tax authority directly issues you a bill to pay and is not included in your rent, Garden Homes may be required to make payment on your behalf if you fail to do so. You in turn are responsible to reimburse Garden Homes for these charges paid including penalties and late charges. All such payments are payable upon demand.

12. **Ownership of Home.** You have represented to us that you are the owner of the home. Any transfer of the title to your home without our prior written consent is prohibited and shall terminate your tenancy. Lienholder information must be provided in writing to the Stamford office.
13. **Occupancy of Home.** Your home shall be occupied only for residential purposes by you and the persons whose names are indicated in the application for lease as originally completed by you and any children born in occupancy. Residents with visitors staying in the Community more than 3 days but less than 14 days (does not have to be consecutive days) must provide the Community Manager with a letter identifying their visitors by name, relationship, and the length of their stay. Visitors exceeding the 14 day period are no longer considered visitors and must submit an application to the Stamford office for review and approval. The maximum occupancy of each home shall be determined using Federal, State and local municipality guidelines. All changes in occupancy or contact information (phone numbers, email addresses or mailing addresses) must be submitted to the Stamford office in writing.
14. **Sale or Subletting of Home.** Assignment of your lease to any other person without the Landlord's written approval is prohibited. The sale or subletting of your home is permitted only with our advance written consent as provided by law. Only homes which meet the physical and aesthetic standards of the Community as defined under Paragraph 5 will be permitted to remain on the homesite. If you have an oil tank, your fuel company must provide our office with written certification that your tank, fill, vent and gauge have been inspected and have been determined to be under 10 years old and in excellent condition. Where subletting is permitted, only homeowners in good standing will be permitted to sublet their home. In the event you wish to sell or sublet your home, you must notify us in writing 20 days in advance. Each resale approval is valid for six months. The prospective new owner/tenant must then complete, sign and submit an application for residency to us so that we can exercise our right of approval or disapproval. We shall have the right to interview the prospective new owner/tenant. Our right of approval shall not be unreasonably withheld. Signs offering your home for sale or rent are not to exceed 2' x 2' and may be placed in a window of the home and not on the site.
15. **Behavior.** You are responsible for the behavior of your home's residents and your guests. All outside activity must be restricted to your own homesite unless you have the permission of other residents. Children are not to play near any service facility such as sewer clean outs, mailbox area, etc. Loud parties, excessive volume of radios, TVs or musical instruments are not permitted. No use or display of fireworks, firearms, BB guns, knives or other potentially dangerous devices is permitted. Intoxication, exposed alcohol, disorderly conduct, profane language or behavior, loud singing or talking are not permitted. While loud noises are never permitted, between 10:00 P.M. and 8:00 A.M. shall be treated as very quiet hours. Baby-sitting or daycare services within the Community for children who do not reside there are not permitted, as is peddling or soliciting. Tag sales are not permitted.

The following are grounds for termination of tenancy upon ten days advance written notice: any activity, criminal or otherwise, that threatens the health, safety or right to peaceful enjoyment of the premises by other residents; any activity, criminal or otherwise, that threatens the health, safety or right to peaceful enjoyment of their residences by persons residing in the immediate vicinity of the premises; any activity, criminal or otherwise, that threatens the health or safety of any on-site property management staff responsible for managing the premises; or any drug related activity, criminal or otherwise, on or near such premises, engaged in by the resident, any member of the resident's household, or any guest or other person under the resident's control.

16. **Pets/Animals.** Pets (non-aggressive dogs or cats), service animals and emotional support animals may be permitted with prior written approval of our Stamford office after completing a registration process. Pets/animals must be kept indoors except when being walked on a hand held leash. Outdoor pets/animals are not permitted. Pets/animals are not permitted to be tied, fenced, caged or housed outdoors in doghouses. Pet/animal owners must clean up after their pet/animal or will be subject to fines which shall be payable upon demand. Guest pets/animals are not permitted. A maximum of 2 pets are permitted per household. Pets/animals may be retained so long as written complaints concerning them are not received from other tenants of the Community.
17. **Resident Responsibility for Damages.** If any damages are caused to our property or equipment in the Community by you or by your family, visitors, or any of your agents, you shall be responsible for these damages. These damages shall be measured by the cost of restoration or replacement resulting from your acts. The cost of the damages shall be due 10 days after we have submitted our written demand to you for them. Our demand shall be accompanied by information setting forth the cost of repair or replacement. You are also responsible for any damage to property, injury or loss that occurs to you, your family, invitees or guests for whatever reason.
18. **Landlord Not Liable for Damages.** We shall not be liable for any damage or injury to you or any other person or to property as a result of water, rain, snow, fire, weather related tree damage or other casualty, gas or electricity which may leak into or enter your home. We shall not be responsible for personal property damages resulting from relocation due to infrastructure repairs or construction. We shall not be liable for any damage or injury to you or any other person or to property as a result of any broken pipes, plumbing or electrical lines which are in or serve your home. We shall not be liable for any loss of property or injury to you or any other person which occurs as a result of any burglary, robbery, theft or other wrongdoing committed by any person. You shall hold us harmless and indemnify us for any losses or damage to property or injuries to persons caused by you, your family, agents, employees, guests, licensees and invitees, or resulting from the use and occupancy of your home, your leased site or the common facilities of the Community. This does not apply to any act of negligence by us, provided that any claim for damages is reported to us within 72 hours after its occurrence.

We have made no representations, written or oral, concerning the safety of the Community or the effectiveness or operability of any security devices or security measures. Furthermore, we do not guarantee the safety or security of residents, occupants or their guests or invitees against the criminal or wrongful acts of third parties. Each resident, occupant, guest and invitee is responsible for protecting their own person and property.

19. **Insurance.** You shall provide your own homeowners insurance coverage for loss due to fire or other casualty, including comprehensive personal liability in a minimum amount of \$100,000, and fire and extended coverage on your home in a minimum amount of \$5,000. You acknowledge that we have no responsibility for your insurance. Proof of this insurance shall be provided to us.
20. **Eviction for Non Payment.** If you fail to pay the rent by the 10th day of the month when due, we may at any time thereafter sue you for the rent and institute proceedings to evict you and your home from the premises or use any other legal remedy available to us to collect the money or acquire possession of the rented property. If we proceed with an eviction action, we shall have the right to have rent and any other moneys due as well as reasonable attorneys' charges paid by you. In the event we proceed with any formal action to collect any amount due and owing from you, you agree to pay reasonable attorneys' charges in connection with that action, plus all actual costs expended by us in connection with that collection action.
21. **Eviction for Other Violations of Guidelines.** If you fail to carry out any of the other provisions of these Guidelines, we may give you not less than ten days' written notice to comply with them. If you fail to comply with our notice within the time so specified, we may then cancel your tenancy, and you shall remove your home from the premises, but you shall continue to be liable to us for any cost or losses we incur as a result of your failure to comply with these Guidelines. These costs and losses shall include any reasonable attorneys' charges that we incur in connection with our action to enforce these Guidelines, including costs of eviction if it shall be necessary to the extent permitted by the court.
22. **Landlord's Right to Entry.** For the protection of all residents of the Community, you agree that we and our agents, employees or other representatives, shall have the right to enter into and upon the leased space or manufactured home during reasonable hours for the purpose of repairs, maintenance and inspection. However, this clause shall not be construed to create an obligation on our part to make inspection or repairs. Except in the event of an emergency, we shall give not less than ten days' advance written notice of our intention to enter the manufactured home for repairs, maintenance or inspection including our reason for such entry.
23. **Governmental Rules and Regulations.** In addition to our Guidelines, you will also comply with all rules, regulations, ordinances and laws of the municipal, county, and state governments or public authorities and of all their departments, bureaus and subdivisions applicable to and affecting the leased space and your home as well as their use and occupancy during the term of this lease. You shall promptly comply with all orders, regulations, requirements and directives of the Board of Fire Underwriters, local, state and federal authorities.
24. **Landlord's Reservation of Rights.** We reserve the right to locate and maintain, on, under and across the leased space, such utility line facilities as may be necessary or convenient to serve you and other tenants in the Community including water lines, television lines, sewer lines, gas tanks and such facilities as needed. Exercise by us of such reserved right shall not unreasonably interfere with your use of leased space. We also reserve the right to install and maintain traffic control signs, street signs, or other signs we deem necessary and to decide their location. We also reserve the right to move your home at our cost and expense, if such a move is necessary while making necessary repairs on the leased premises.
25. **Subordination of Lease and Power of Attorney.** You agree that this Lease is automatically subject and subordinate to any renewal of any mortgage or mortgages now on the premises or any new mortgage or mortgages. You agree, upon our request, to sign any paper or papers which we may deem necessary to accomplish subordination.
26. **Federal Crime Insurance.** You may secure information regarding federal crime insurance from the Federal Crime Insurance Bureau, P.O. Box 41033, Washington, D.C. 20014. The telephone number is (800) 683-8780.
27. **Notices.** Notice by either party to the other shall be in writing. Notices to tenants shall be delivered either personally, mailed postage prepaid to the home site (or alternate address provided) or by email. Changes in phone numbers, emails or address must be provided to our office. Notices to Garden Homes Management Corporation should be sent to 29 Knapp Street, P. O. Box 4401, Stamford, CT 06907 or via email to [info@gardenhomesmanagement.com](mailto:info@gardenhomesmanagement.com).
28. **Amendments.** These Guidelines may be amended from time to time by us on written notice to you or by posting detailed rules and regulations governing the time and manner of operating all community recreational and common facilities. They shall be a part of the rules and therefore, of your lease.
29. **Saving Clause.** In the event that any provision or portion thereof shall be determined to be unenforceable, the balance of such provision and all other provisions hereof shall continue to be in full force and effect.

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