

**HANSHAW VILLAGE MHP, LLC.**  
**COMMUNITY RULES & REGULATIONS**

**1. GENERAL GUIDELINES**

- A. Management has the right to approve or reject any applications for residency in the community. Hanshaw Village will not discriminate for reasons of race, creed, sexual orientation or color. A review of your application when buying a new home will include a credit check, verification of employment, previous landlord references and a criminal background check.
- B. Homes must be placed on each lot in a uniform manner. Positioning of your home must be approved by a manager. Upon arrival, the community manager will instruct the driver as to the proper position for placement. Movement of mobile homes is permitted only between the hours of 8:00 am and 4:00 pm, Monday through Friday. Residents must check with the management office prior to making any movement of his/her mobile home. A thirty day written notice is required prior to termination of occupancy. The transport company must check with the management office upon arrival at the community.
- C. Mobile homes shall be attractively maintained by the residents and will comply with all applicable laws, ordinances and regulations for the community. Skirting is required to be installed within 30 days after move-in. Prior to acceptance into the community, arrangements for proper skirting and anchoring must be made and verified by management. Skirting must be designed and manufactured for mobile homes and must be vinyl. Wood, particle board, fiberglass and/or unpainted sheets of metal are not permitted. All homes are to be anchored in accordance with the code of the town, state and/or county. Hitches are to be removed when possible; if not removed, they must be attractively screened. All homes are to be numbered with at least 4 inch numbers that are visible from the street at night.
- D. Both entrances must have steps or pre-cast concrete, factory type wood or metal construction. At no time are concrete blocks used as steps. Temporary steps are permitted for a period of 30 days only.
- E. Before installing decks, porches, storage buildings or carports, prior approval is required by management. If approved, plans must be submitted and approved by both management and the local building inspector of Tompkins County. A copy of the building permit and plans must be turned into the management office before beginning the project. All approved construction must be completed within 30 days and any leftover debris must be removed from the community by the resident.

- F. All storage sheds must be properly anchored. This is the responsibility of the resident. Any damaged caused to or by the storage sheds will be the sole responsibility of the resident. There shall be only one storage shed to a site, constructed of wood with a shingle roof. Particle board is no acceptable material. At no time should any storage building be attached to the home. All storage units are to be placed as far back off the street as possible with at least 10 feet separating the home from the shed. Placing them any closer represents a fire hazard. If in doubt, check with the management or contact the building inspector's office. Any existing sheds, when replaces must conform to these standards.
- G. FENCING OF YARDS IS NOT ALLOWED. One decorative fencing will be allowed with prior approval.
- H. No construction company or mobile home repair company may perform any service within the community unless they have reported to the manager for clearance. Management will require all contractors, repairs, maintenance or landscape personnel to have proper liability insurance coverage for the purpose of protecting the residence and property of the community. A copy of the current insurance coverage letter must be turned into the management office for placement in the resident file. This must be done before work can begin.
- I. In the interest of beautifying the community, residents are encouraged to add additional shrubs and plants. Plants and shrubs become property of the community when planted and may not be removed from the premises without management approval. Because we have underground utilities, prior approval from management is required digging in the ground as this could lead to serious injury to the resident.
- J. Window air conditioning and/or heating units must be approved by management before installation. Support brackets for these units, is allowed, are to be made of metal and the installation must be approved by management.
- K. TV antennas must not exceed 15 feet in height off the ground and no more than 3 feet over the roof of the home. Satellite dishes will be allowed only with approval from management. No ham radio type or any other antenna are allowed, including satellite dishes over 18 inches.
- L. Before painting your home, deck or shed, the color must be approved by management as this would also effect neighboring property values.
- M. NO swimming pools are allowed with the exception was wading pools for little ones that are no higher than 8". Pools must be emptied after use.
- N. NO trampolines or swing sets are allowed.

## **2. RENTAL COLLECTION**

- A. Rent is due and payable on the first (1<sup>st</sup>) day of each month. Rent will be considered delinquent if not received by the tenth (10<sup>th</sup>) of the month. There will be a 3% late fee charged for all late rent. Personal checks will be accepted for current rent only. All late rents must be paid in the form of money order(s) or certified funds. **NO CASH WILL BE ACCEPTED.** Checks returned by the bank for any reason will incur an additional \$20.00 charge. All service charges including water bills and any court /filing fees will be deemed as additional rent and will be added to the monthly rent bill. **NO PARTIAL PAYMENTS WILL BE ACCEPTED.** All payments are to be made at the rental office. For your convenience a payment slot is in the door for payments made after office hours. There will be **NO EXPECTATIONS** as to payment due dates for weekends or holidays.
- B. No refunds will be made for partial month of occupancy. There will be no pro-rating on rents for move in's after the first (1<sup>st</sup>) of the month.
- C. Subletting of your home is not permitted without prior approval and proper procedure following the Statute: NYS Real Property Law Section 233 (t) Anyone wishing to sublet must first get park managements written permission to sublet. Tenant must provide park manager with subletter's name and address, terms of the sublease, tenant's new address during term of the sublease and a copy of the sublease, with sublessess' signature on it consenting to and acknowledging the sublease. Park management reserves the write to approve the subletter.

If park management requires additional information regarding the subletter, management will as for same within two (10) days of receipt of request to sublet. After park management receives additional information, management will, within thirty (30) days, notify the tenant of approval or disapproval of subletter. If disapproval, management will state the reasons why in writing.

- D. At the time of move in you will be offered a minimum one (1) year lease. Under New York State law, this cannot be offered until the resident(s) has received a copy of the community Rules & Regulations. Your lease may be terminated by management with a thirty (30) day written notice for any violation of Rules & Regulations.

## **3. GUIDELINES CONCERNING CONDUCT**

- A. Loud parties, excessive volumes of radios, TV's or musical instruments are not allowed. The hours between 10:00 pm and 8:00 am are to be considered quiet hours. The use of power equipment for exteriors repairs to your home must stop by 8:00 pm so as to not disturb the peace of your immediate neighbors. Residents will be required to maintain noise at a reasonable level at all times.
- B. Residents will be held accountable for the behavior of their children as well as any visitors to the home. Loud talking or singing, disorderly conduct, profane or vulgar language will not be

tolerated. Trespassing through another mobile home site, whether on foot or bicycle or any other form of transport, is prohibited. All persons causing a disturbance or being a nuisance may be required to vacate the community.

- C. No soliciting, peddling or commercial enterprises will be allowed in the community without written permission. If you are solicited, ask to see their written permission. If they do not have one, contact the management office. No private business operated by a resident is permitted in the community. This includes baby-sitting, day care, hair dressing or any other small enterprise that may be operated out of the home.
- D. No scrapping/junk vehicles and no breeding are allowed
- E. Lawn sales and/or garage sales are not permitted in the community without prior approval from management. Sales will not be allowed to continue on a weekly basis as this constitutes running a business and is not allowed.
- F. There is a 10:00 pm curfew for everyone 18 years of age and under. This will be strictly enforced by management. Parents are responsible for their children.

#### **4. PETS**

- A. No pets of any kind are allowed in rental homes.
- B. Management must approve all pets and approval may be revoked by the manager at his/her sole discretion at any time upon ten (10) days' notice.
- C. A copy of all vaccines, license and insurance are required and must be given to management to be kept in residents file.
- D. Pets must not be allowed to run loose. At no time are pets to be tied up. Residents are to clean up immediately after their pet goes to the bathroom, whether in your yard or walking in the community. Failure to clean up after the pet will result in a written violation being issued. Repeated violations will result in the resident being asked to find the pet a new home.
- E. Any pet found loose in the community will be picked up and turned over to the proper authorities.
- F. Any pet found to be a nuisance by persistent barking, howling, whining, growling or by chasing or acting in a threatening manner to passersby either on foot or in a vehicle will not be allowed. In the event of justified complaints, warnings will be issued to the owner.

Failure to correct the situation will result in the resident being asked to remove the pet or to vacate the premises at the management's discretion. If your pet is a cat, the same rules apply as well. They are not to be allowed to roam freely.

- G. No dog houses or similar structures or fenced pet runs are permitted.
- H. No dog kennels are allowed in the yard.

## **5. VEHICLES**

- A. Residents are allowed two (2) vehicles parked at the home site. Fire ordinances require that all streets remain clear for emergency vehicles. **NO ON STREET PARKING IS ALLOWED.** Any extensions of parking areas must be approved by management.
- B. Only property registered and plated vehicles will be allowed. All vehicles are to be in operable condition. This applies to flat tires as well. Vehicles without valid current plates must be removed from the community within ten (10) days of the license plate expiration date or if the vehicle becomes inoperable.
- C. Any vehicle that needs to be removed from the property will be at the owner's expense.
- D. At no time are car repairs allowed within the community either on the lots or in the roads. Flats are to be repaired within 24 hours. Any vehicle which drips oil or gasoline shall be repaired by the owner upon notice and the owner will pay for the damage caused by such dripping. The damaged area shall be cleaned and/or repaired by the resident.
- E. **AT NO TIME** are race cars or their towing equipment allowed in the community.
- F. Motorcycles are permitted in the community; however, they must have adequate mufflers or silencers. They are to be used as transportation on designated roads and are not to be operated in a hazardous manner by racing, etc. Motorcycles shall be ridden in the community from the entrance to the home site only. Minibikes, mopeds, motor scooters, dirt bikes, three wheelers, four wheelers, snowmobiles or riding lawn mowers are **NOT TO BE DRIVEN AROUND THE COMMUNITY OR OVER THE SURROUNDING FIRELDS. THIS IS ABSOLUTELY PROHIBITED.**
- G. No commercial trucks over one (1) ton or buses (with the exception of legally operated school buses) will be allowed in the community. Such vehicles requiring entry, including contractors, must have approval from management.
- H. No totors, semi-trucks, trailers, construction or farm equipment shall be stored, parked or kept within the community without written consent of the management.

- I. The speed limit throughout the community is 10 MPH. Please observe this and watch out for children.
- J. Bicycles are to be ridden on the streets only. They are expressly prohibited from being ridden on sidewalks or through yards. Bicycles, tricycles and toys should be kept in neat order at the rear of the home. If any of these items are found on the street, common areas or on vacant home sites, they will be removed and stored for only fifteen (15) days. If not claimed by that time, they will be disposed of.
- K. Boats, trailers and/or recreation vehicles CANNOT be stored on mobile home sites.

## **6. TRASH GUIDELINES**

- A. All household trash must be placed in plastic bags and placed in a closed container and stored in the back of the home site, off the street until pick-up day. Pickups are done on Wednesday mornings by Casella Waste Services. Recyclable items are picked up bi-weekly on Thursdays. Holidays should be taken into consideration when placing trash at the street. Cardboard containers must be cut down and placed in plastic bags for pickup. Casella Waste Services will NOT pick up anything not placed in plastic bags due to health concerns and safety. At no time should any chemicals or paint be placed in your trash or dumped in your yard. Federal E.P.A regulations prohibit this for health and safety reasons. If at any time management is notified of such an incident it will be reported to the E.P.A. It is the residents' responsibility to see that all trash is properly disposed of. If at any time management must remove any trash from a resident's yard, they will be billed \$75.00 per bag as additional rent.
- B. Residents are responsible for disposing of any and all appliances, debris, construction materials, furniture, etc. Residents will be billed \$100.00 for services rendered as well as the cost of disposing of such item if management must dispose of them. The cost will be added to the rent. Dumping is not allowed anywhere within the community or surrounding areas.

## **7. SALE OF MOBILE HOME**

Statute: NYS Real Property Law Section 233 (t)

- A. In the event the tenant wished to sell the mobile home, tenant must give park management twenty (20) days' notice, in writing, of intent to sell. If the home is to remain in the park, tenant must submit to park management the name of the prospective purchaser(s) so that the park management may exercise its right to approve or disapprove of the new tenant. If park management disapproves the new tenant, it will do so in writing, stating the reason why.
- B. Owners of manufactured home in Hanshaw Village MHP have the right to sell their home provided that:

The present owner is current on lot rent and water bills due to Hanshaw Village MHP. Before the home can be removed, all rents and other charges must be paid in full. There will be no refunds allowed for any unused time during the month of removal.

- C. Management reserves the right to require upgrading of the home and home site to meet current standards for the community at the time of sale.

## **8. HOMEOWNER RESPONSIBILITIES**

- A. Residents shall provide the necessary connections to the home for water, sewer, electricity, gas or fuel oil provided on the home site. Residents shall be responsible for all permits, deposits and charges regarding such utilities including telephone, cable television or other facilities. The community provides adequate electrical power at the utility box for electrical service for each unit. Should your home require an increased electrical current, you will be responsible for any additional circuit breakers or wiring to the electrical pedestal as well as wiring from the pedestal to your home.
- B. Residents are responsible for weather proofing utility service connections above ground level (water piper) and will be responsible for broken water pipes due to freezing. In the event of pipes freezing, it is the resident's duty to thaw the pipes out.
- C. Residents are responsible for the remove of any bedbugs and/or pest removal.
- D. Residents are responsible for all yard upkeep. Grass is to be kept below 4" in height. Plants and shrubs are the residents' responsibility to maintain. Outdoor insect control for both lawns and air is the responsibility of the resident. Should the resident fail to maintain yard work, management will notify the resident. Should management have to perform the service, the resident will be charged a minimum of \$100.00 depending on the condition of the yard. This will be added to the rent payment as addition rent and due and payable the first of the following month. Repeated failure by the resident to maintain his/her space will be cause for termination of occupancy.
- E. Parents will be held responsible for the actions of their children. Parents will receive notification of any misbehavior. Repeated failure to control children will result in termination of occupancy.
- F. Each home site must be kept neat and clean. No storage of bottles, cans, boxes, appliances or equipment on the patio or outside the home is allowed. Only acceptable outside furniture is allowed to be places on the patio or deck. Exteriors of homes are to be kept in good repair. This includes but is not limited to skirting, painting, shutters and siding. Management reserves the right to request that improvements be made when needed.
- G. AT NO TIME should porches be used for outdoor cookouts. This is a fire hazard. Grills should never be placed closer than 10' to the home. AT NOT TIME are open fire pits allowed.

- H. Burning any materials outside is prohibited.
- I. Residents are required to use the central mailboxes provided. If you use a post office box, please be sure to notify management so that your proper address can be placed in your file.
- J. The use or display of fireworks, firearms, BB guns, bow and arrows, knives or other potentially dangerous devices are not permitted in the community.
- K. Temporary visitors are permitted as house guest (fourteen days or less). Management reserves the right to restrict the number of visitors at any one time to a reasonable number.
- L. Management reserves the right to reject visitors who violate community rules, federal, state or local ordinances. Management may reject visitors from any common area for violation of these guidelines. It is the responsibility of each resident to control his/her visitors and insure that they abide by all community guidelines.
- M. Adult residents will be responsible for all visitors to their home site regardless of age, sex or time of visit.
- N. Any resident wishing to have their visitor become a resident/roommate must notify management and get written approval. Management does reserve the right to screen and/or reject this request.
- O. Management may restrict the number of persons who can occupy a given residence determined by what is reasonable for the site of the home. Written approval is required for more than four adult occupants per home, permitted at the time of move in.
- P. Management reserves the right to access all lots at reasonable times for the purpose of inspecting, maintaining and making repairs.
- Q. Any advertising giving the communities address must be cleared with management first.

## **9. ENFORCEMENT OF GUIDELINES**

- A. Enforcement of the guidelines is a major part of a manager's job. Managers have an obligation to all residents of the community. Ignorance of the guidelines is not an acceptable excuse for any violation. Each resident is entitled to two warnings from management for an infraction of any guideline. The first warning may be in the form of a verbal, telephone call and/or written form letter indicating which guideline has been violated. The second shall be in a written form and shall be considered a final warning. If the infraction is not corrected or if the violation is repeated, the resident's lease will be terminated for cause. Management is the judge of the existence of such action.
- B. A Service fee will be applied to the tenant ledger after five (5) days from Notice of Violation if not corrected. Fines could range anywhere from \$50.00-\$250.00.



- C. Any complaints regarding park conditions, infrastructure, health, safety or a complaint that one resident has with another must be given in writing, at the management office.
- D. All complaints are confidential.
- E. These guidelines are just a small part of the lifestyle at Hanshaw Village. They set the tone for mutual respect and understanding of others. When a community abides by guidelines, we all benefit.

Dated: June 22, 2020  
Effective October 1, 2020