

# **Community Guidelines**

## **Clearwater Forest Manufactured Home Community**

Updated 3/1/2015

### **GENERAL PURPOSE:**

The following guidelines have been adopted to provide an orderly, peaceful and attractive community and to comply with state laws and regulations. Any failure to abide by these guidelines may result in eviction from the Community. As used herein, the "Community" shall mean and refer to Clearwater Forest Manufactured Home Community and its owners or agents.

### **1. HOME MAINTENANCE:**

*A. Appearance of Home:* All homes shall be attractively maintained and comply with all applicable laws, ordinances and regulations. Regular inspections will be made on home exteriors and regular maintenance work must be completed within thirty (30) days unless written permission is obtained from management.

- Homes must be power washed, steam cleaned, waxed or repainted when needed.
- Storm doors, windows, and screens must be in good repair.
- No insulation that is visible will be allowed in windows or doors.
- No plastic will be allowed on the outside of home to cover windows, only on the inside.
- No blankets, sheets, or other non-drapery coverings may be allowed.
- Any damage to the manufactured home or any structure on the space must be repaired within thirty (30) days.
- Any home damaged by fire beyond repair must be removed within fourteen (14) days.

*B. Outside Clotheslines:* Only umbrella or retractable lines will be allowed and placement must be with Manager's written approval. Clothes must be removed immediately when dry, and line retracted or folded when not in use. Clothes should not be hung on decks, fences, railings, etc.

*C. Skirting:* All homes and additions must be skirted within thirty (30) days after arrival. Skirting must be factory skirting. Skirting must have two access doors, one on each side (in the area of your water and sewer connection). The skirting on your home must be permanently affixed to your home and in good repair at all times.

*D. Hitches:* Hitches must be removed when entering or upon re-skirting. Exiting hitches must be kept attractively painted and maintained, within a box.

### **2. PORCHES, STEPS, ADDITIONS, FENCES AND STRUCTURAL CHANGES:**

Management must approve steps, porches, decks, canopies, or any other additions in writing before installation begins. Permits must be obtained from the County. Management reserves the right to disapprove of existing additions, storage sheds, canopies, decks, or fences which have been erected on premises.

*A. Steps:* Only factory built steps are permitted. The Management must approve in writing all other types.

*B. Decks:* The Management, prior to construction, must approve a written plan in writing.

*C. Storage Sheds:* Only one (1) per home and they are to be limited to 12 feet by 12 feet (12 x 12) square and must be placed on a space as approved by Management. Sheds must have

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treated floors and the exterior must be in good repair and attractively maintained. No chipboard sheds.

D. *Add-on Rooms and Additions*: All room additions or enclosures must comply with state and local building code requirements. The Community will approve additions that meet state construction compliance. The County and Management must approve installation. The Management has the right to inspect or have inspected any nonconforming additions. If an addition is judged a hazard or an eyesore, it must be removed. If a room addition, porch, step, fence or any other structure becomes dilapidated through age, accident or neglect, the Management may require the resident to repair or remodel that structure by giving the resident thirty (30) days written notice. If the resident fails to make the requested repairs within the thirty (30) day period, the Manager may require the resident to remove the structure.

E. *Fences*: Must be approved in writing by the Management and maintained in good condition at all times. Only approved fencing will be allowed on home sites.

F. *Antennas and Satellite Dishes*: Outside TV or CB antennas are permitted, if approved by Management.

### 3. AIR CONDITIONERS:

No ground supports are allowed. Only metal straps or brackets can be used. No wooden stands allowed. Central air conditioner units may be placed on either side of home.

### 4. GARBAGE:

***Garbage may be placed in dumpsters only.*** If a dumpster is full, do not place garbage on or around the dumpster, find an empty dumpster to place your garbage into.

- ALL garbage must be placed in plastic bags and then INTO the dumpster.
- Bags of garbage may not be set outside your home for any reason. Only approved recycling bins are allowed.
- Disposal or deposit of hazardous or toxic waste is prohibited. No gas, oil, batteries, or car fluids may be deposited into the dumpsters or around the dumpsters. Hazardous materials will not be disposed of by the garbage service.
- Disposal or deposit of furniture, barbeque grills, washer, dryers, and other large household items are NOT permitted on, in or around the dumpsters.

### 5. HOME AND LOT NUMBERS:

Home and lot numbers must be displayed on your home for easy visibility. Numbers must be at least three (3) inches high.

### 6. INDIVIDUAL LOTS:

Each individual lot must be kept in an orderly fashion, neat, clean and free of litter. Nothing is to be stored outside the home, with the exception of BBQ grills, picnic tables or outside lawn furniture. If the resident does not abide by the individual lot rules above, the Management may do one of the following: A) Hire the work done after delivering a 48 hour notice or B) 30 day notice to comply or vacate.

A. NO UNATTENDED FIRES.

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B. Grass may not exceed more than three (3) inches in length.

C. Grass must be trimmed around front, back, and side of home up to neighbor's home, utility hook-ups, sheds, fences, and other objects in yard.

D. No cutting of trees, of any size, (live or dead) may be done without the written permission of Community management.

E. If it becomes necessary for the Community to issue a citation for mowing, trimming, removing of refuse (like leaves), garbage or junk, the resident will be given a 48-hour notice. If the condition is not remedied, the Community will hire the work done and the resident will be charged, or the Community will issue a thirty (30) day notice pursuant to Minnesota Statute Section 327C.

F. Playthings, toys, bicycles, tricycles, wagons, big wheels, strollers, etc. should be placed in storage at the end of each day.

G. NO DIGGING OR DRIVING OF RODS, STAKES, POSTS, PIPES or any other object will be permitted unless the resident first obtains written consent from the Community and consults Management to determine the exact location of any buried electric and gas lines. Residents will be responsible for any damage caused by non-compliance of this rule.

H. Each resident will be responsible to keep the street in front of their home site free of litter, snow and leaves. Driveways must also be free of litter. Leaves and snow are not to be put into the street or onto other people's lots or public places.

I. The Community welcomes flowers and yard improvements. No more than one-third of the available yard area may consist of garden area. The balance must be grass. All landscaping materials must be confined to resident's lot.

J. No tents allowed on lot for longer that two (2) nights and only with the written permission of the Community manager.

K. Resident shall keep all utility meters clear of snow and any other obstructions at all times.

### **7. VEHICLES AND PARKING:**

***Limit two (2) vehicles per home site.*** Cars may not be parked on the road. Parking is not allowed on lawns. Only currently licensed, insured and operable vehicles are allowed in the Community.

- Inoperative, abandoned, or improperly parked vehicles will be removed from the Community at the vehicle owner's risk and expense.

### **8. OPERATION AND MAINTENANCE OF MOTORIZED VEHICLES WITHIN THE COMMUNITY:**

A. State law specifically prohibits speed in excess of ten (10) miles per hour. All residents are expected to comply with posted signs (stop, yield, etc). Any one driving recklessly or speeding will be given notice (resident will be issued a notice if a guest is driving recklessly). Continuing to drive in such a manner will be cause for eviction.

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B. Minor repairs to vehicles will be permitted, such as points, plugs, tire changing, and washing on resident's lot. No oil is to be left on lot or streets.

C. Golf carts, motor scooter, mini-bikes, and mopeds will not be operated on Community streets unless the operator is a licensed driver. All laws pertaining to automobiles shall apply.

### **9. RECREATIONAL VEHICLE STORAGE:**

A. Storage of all recreational vehicles (boats, fish houses, snowmobiles, etc.) may only be stored on residential lots with the written permission of management.

B. If resident wishes to utilize the Community storage area, resident must complete a Storage Agreement and will be charged a fee for storing property items. The Community is not responsible for theft or damage to that property.

### **10. PETS:**

Dogs and cats are allowed on the property only if the City properly licenses them.

- Resident may own no more than two (2) dogs or two (2) cats. A maximum of two animals total per home site.
- Dogs must always be leashed.
- Cats must not roam the Community for extensive periods and must not be left outside while owner is away from home.
- Animals found running loose may be captured and turned over to the civil authorities.
- The dog's owner must clean up dog feces immediately.
- Cat and dog breeding is not allowed on property.
- Any animal that is a nuisance to residents, the owner will be sent a notice and expected to remedy the circumstances of the nuisance immediately.

### **11. COMMUNITY RECREATIONAL COMMON AREAS AND POOL:**

The Community Center and pool are for residents and guest use only. If a resident wishes to use the community room for special purposes (parties, etc.) he/she must reserve it with the Manager. The following rules apply to its use:

A. Posted Rules: Rules posted in the Community Center and pool area must be observed at all times and will be strictly enforced.

B. Use of the Facility: Any resident utilizing the facilities shall be responsible for cleaning the facility. Failure to do so will result in the resident being charged for all cleaning and maintenance performed by management.

C. Refusal: Management reserves the right to refuse the use of any and all facilities to any person violating the Community Rules and Regulations. Management also reserves the right to refuse the use of facilities for activities that are not relative to the Community as a whole (i.e. weddings) or when facilities infrastructure could be adversely affected (buildings and sewer/water systems).

D. Lost/Stolen Articles: Management is not responsible for lost or stolen articles or for accidents or injury to any person.

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E. Attire: Appropriate attire will be worn at all times.

F. Noise level: Activities are to be kept at an appropriate noise level as to not disturb other residents.

G. All public parties in common areas shall end by 9:30 p.m.

H. Pool Use:

- There is no lifeguard.
- An adult must accompany anyone under the age of fourteen (14) at all times.
- No glass bottles in the pool area or in the pool.
- No food allowed in the pool area.
- Only approved pool-floating devices may be used in the pool.
- No running, fighting or horseplay in the pool or pool area.
- Clean up after yourself when using the pool. Please instruct children to do the same.
- Failure to observe and comply with posted pool rule signs and regulations will be cause for a notice and possible expulsion of pool privileges.

I. Playground Use:

- The playground is primarily for the use of children under the age of twelve (12) but older children are allowed to use the playground.
- Any child caught vandalizing, or teasing younger children will be asked to leave the playground.
- An adult or appropriate baby-sitter must accompany all children under the age of six (6) years old.

### **12. DOCK, MARINA AREA AND FISH CLEANING HOUSE:**

- Each lot may have up to 2 dock sites, if the space is available.
- Only the manager can assign dock sites. There is to be a minimum of 3 feet between boats
- No wake in the channel. No jet skis, wave runners, etc. in the marina area.
- There will be no tires in the marina area under boats or pontoons this includes winter storage. If tires are used as bumpers, you must cut holes in the bottoms so they are filled with fresh water or drain.
- If you are renting your dock site to another resident or campsite resident, this must be stated in writing, subject to the permission of the management. You cannot rent your dock space out to people who are not residents of the Community.
- All docks must be rolling docks.
- Docks are to be maintained in good condition by the owners of the site. Any dock in disrepair is subject to notice and removal by the owners.
- The manager must approve in writing, dock size and design before construction or placement.
- The Community is not responsible for removing or putting in docks.
- The Community is not responsible for damages that may occur to docks upon putting them in or taking them out.

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- The Community is not responsible for arrangements made between dock partners for the costs, clean up, repair, placement, taking out, etc. of the shared dock.
- Name or site/lot number must be placed on your side of the dock. For example, if you use your last name-Smith, or if you want to use your site/lot number: 17S (site 17), or 17L (lot 17).
- Area around your dock must be kept clean.
- Fish cleaning house must be kept clean. All fish waste must be put into plastic bags (provided) and sealed with the heat sealer mechanism (provided) before disposal in the dumpsters. You must only use **DUMPSTERS WITH LIDS** for disposal of fish waste.
- The manager may permit storage of boats near the marina but only with written approval. The Community is not responsible for boats and other equipment stored near the marina.

**13. BURN-PIT: LEAVES AND BRANCHES ONLY IN THE BURN-PIT.**

- Do not dispose of leaves in plastic garbage bags.
- **NO DUMPING OF ANY KIND IN BURN-PIT! IT IS FOR LEAVES AND BRANCHES ONLY.** If caught dumping you will receive a fine, be required to remove the object (s), receive a violation and may be evicted from the Community.

**\*\*VANDALISM AND MISUSE OF PUBLIC AREAS AND COMMUNITY PROPERTY BY A RESIDENT OR THEIR GUESTS ARE GROUNDS FOR CRIMINAL PROSECUTION AND IMMEDIATE EVICTION FROM THE COMMUNITY. \*\***

**14. FIREARMS AND FIREWORKS:** Are not to be used in the Community.

**15. GRIEVANCE PROCEDURES:**

Written notice must be given to management providing the following: Name, Address, Date, and Nature of Complaint or Request. Management will contact the complainant and give a written response.

**16. COMMUNITY BULLETIN BOARD:**

The bulletin board is for the exclusive use of the residents. All materials must be approved, dated and posted by management. No postings on poles or buildings in the Community without the approval of management.

**17. RESIDENT CONDUCT:**

A. No peddling, soliciting or distribution of any type product or service is permitted within the Community without prior written approval of the management unless otherwise required by law. No distributing flyers or any other materials after dusk.

B. Any adult or child living with resident after lease is signed must apply for residency and be approved by the Community. Failure to have the new person complete and sign an application

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will be cause for eviction. All applicants will be subject to investigation and the decision of the Community Management is final.

C. Please register guests, at the office, who are staying in your home for more than three (3) nights.

D. All homes must be owner-occupied. No subletting allowed this is grounds for immediate eviction.

***E. No person shall interfere with the quiet enjoyment of residents in the Community.***

- No person shall engage in noisy, unruly or abusive conduct on the premises of the Community.
- During community events and get-togethers (potlucks, karaoke, etc.) no resident or guest shall be unruly and obnoxiously under the influence of drugs or alcohol. This person will be asked to leave the event, and if behavior continues may be barred from such events in the future.
- Domestic Violence of any kind will not be tolerated and is cause for immediate eviction from the Community.
- Disturbing noises caused by loud radios, stereos, golf carts, motorcycles, or televisions, etc. will not be tolerated. Parties and other get-togethers must remain at an appropriate noise level.
- Homeowner's are responsible for their guest's actions.

### **18. CHILDREN:**

A. Well-behaved children are welcome.

B. An adult or appropriate baby-sitter must accompany all children under the age of six (6) at all times.

C. Children are prohibited from trespassing on other home lots or vacant lots.

D. Residents are expected to see that children within their custody obey these rules and regulations at all times. Repeated violations by children shall be considered a substantial annoyance to other residents and grounds for eviction.

E. Persons under twenty-one (21) are not allowed to use your home without a parent present. Underage drinking will not be tolerated and the appropriate authorities will be summoned if children are caught consuming alcohol.

F. For children under eighteen (18) years of age, the Community curfew is 10:00 p.m., unless in the company of their parents or guardians. All children under the age of 18 will be required to stay on their lot after curfew; under no circumstances will children be allowed to "roam" the Community.

G. Children are not allowed to climb trees. Forts of any kind are prohibited.

H. BB guns, slingshots, bows and arrows are not allowed in the Community.

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I. You are responsible for your child. The Community is not responsible for your child. Parents will be responsible for damages incurred by their child.

J. Pool privileges may be taken away from any child that is caught damaging Community property or creating other annoyances within the community.

### **19. SPRINKLING:**

No outside water is to be used during the day. Watering of lawns must be after 8:00 p.m. Water is not allowed to run for extensive periods of time or be wasted.

### **20. PLACEMENT OF MANUFACTURED HOMES:**

A. Building permits must be obtained from Stearns County and Fairhaven Township prior to placement of home on a lot.

B. All manufactured homes shall be placed on or pulled from the spaces under the supervision of the Community Manager. At least a 48 hour notice shall be given before the home is parked on or pulled from the space.

C. All moneys owed to the Community as rent or any other charge must be paid before the Community will approve a new applicant for residency when the home is being sold.

D. No manufactured home, except original unit for which the space was rented, shall be placed on the space rented in the Community unless the Community Manager gives consent in writing.

### **21. UTILITY CONNECTIONS:**

A. Blocking homes for stability and hook-up to sewer, water, electric, gas, telephone, television and the maintenance of the same, shall be the responsibility of the homeowner.

B. Unplugging sewage stoppages, as a result of disposing waste into the toilet, shall be the responsibility of the individual resident.

C. Residents who dispose of diapers, sanitary napkins, grease, oil, or any other material, which clogs a sewer line, will be responsible for the cost of all repairs incurred by the Community in connection with the repair or cleaning of the sewer line.

D. It is the resident's responsibility to winterize or insulate the water pipes and risers (hydrant). You should check your heat tapes each fall. You are responsible for winterization of everything coming out of the ground including the water meter. The Community is NOT responsible for winterizing of residents water systems. The Community is NOT responsible for the cost of repairing or replacing damages from water risers. Water riser boxes and outer maintenance are the resident's responsibility.

E. Homes must be anchored or tied down in accordance with State Code.

F. Community provides a minimum of 50 amperes service. Any change needed must be made by licensed persons at the resident's expense. All hook-ups must conform to state and local codes.



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G. A resident may be evicted for non-payment of utilities as stated in the lease.

**22. SALE OF MANUFACTURED HOME:**

A. Residents selling their manufactured homes within the Community shall notify the manager of intent and give the name and address of the broker or any person authorized by resident to act on his behalf in selling their home.

B. The Community Manager will inspect the home and notify the seller and buyer of any repairs or changes that have to be made in order to bring the home into compliance with Community standards.

C. No manufactured home may remain in the Community after the sale unless the prospective buyer has made application for entrance into the Community as a resident, has been approved by the Community and has signed all documents required by the Community to become an approved resident.

D. The Community, at its discretion, may require a resident to remove an add-on room addition; storage shed or fences before the home may be sold in the Community.

**23. PAYMENT OF LOT RENT:**

Lot rent is due on or before the first day of each month. A \$20.00 late fee is due on all rent paid after the 5<sup>th</sup> day of each month. A \$1.00 per day fee shall accrue thereafter for each day the rent remains unpaid. Should a check be returned by the bank for non-sufficient funds, the resident will be assessed a \$30.00 handling charge as provided by state statute. Payment of the NSF check must be made within forty-eight (48) hours of notice given and must include the NSF check charge and must be paid by money order or certified funds only. The Community reserves the right to decline payment unless the payment is for the full amount due.

**24. CHANGES IN COMMUNITY RULES AND REGULATIONS:**

The Community may change and amend these rules and regulations from time to time. The new guidelines will have the same force and effect as the existing rules and regulations. In the event any community guideline, rule or regulation is in conflict with any existing law, the law shall prevail on any such given rule or regulation, but all others shall remain in full force and effect.

**25. STORAGE**

Effective December 1, 2001, storage of boats, docks, trailers, fish houses, snowmobiles, all-terrain vehicles, etc. will no longer be allowed to be stored on home sites.

**26. COUNTY PROPERTY TAXES**

Effective May 1, 2000, personal property taxes must be paid current to the county. Having delinquent Personal Property Taxes is a violation of park rules and regulations, and is cause for eviction.