

## Twin Pines and Tanglewood Mobile Estates

207-727-3242

70 Pleasant Hill Road

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Hollis Center, Maine 04042

### 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.

**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.

### RENT & FEES

- There is a \$500.00 non-refundable entry fee to any new resident of the park.
- There is a \$295.00 non-refundable administrative fee to any new resident of the park.
- Tenants must provide a copy to Mobile Home Park Office notification of who their lien holder is. Lien holder could be a bank, credit union, or a private source.
- All rent is due by the first of the month. As of **July1, 2024**, rent is:
  - Tanglewood, Hollis - \$345.00
  - Twin Pines, Waterboro - \$320.00
- Rent not received in the office by the 15<sup>th</sup> of the month is subject to a late fee of up to 4% of the total rent, currently:
  - Tanglewood, Hollis - \$13.80
  - Twin Pines, Waterboro - \$12.80
- Checks 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 of \$16.00.

## UTILITIES

- No one is allowed near any well.
- Trash pick-up:
  - Tanglewood, Hollis – Trash pick-up will be on TUESDAY. Curb side pick-up of household trash only. Trash will need to be out in front of your lot by 6 A.M. Lots on Sneb Street take trash to Cape Road/Route # 117
  - Twin Pines, Waterboro – You must get a yearly dump sticker from the Waterboro Town Office. Then take your trash to the dump on Bennett Hill Road.
- Septic system is maintained by Community Owner. Failure of a septic line is Community Owner's responsibility. "Stoppage" is a homeowner's responsibility.
- Heat tape must be on and operating by October 1<sup>st</sup> at the latest.

## PETS

### **BEFORE ACQUIRING ANY PET THE COMMUNITY OWNERS MUST HAVE A SIGNED WRITTEN PET AGREEMENT WITH THE TENANT.**

One dog allowed per home. One cat allowed per home.

- NO NEW DOGS OVER 20 LBS**
- Existing dogs are grandfathered from this rule until they are sold, given away or pass away.
- Newly added dogs, up to 20 lbs fully grown, are allowed with a rent addendum of \$50.00 per month, for that dog as long as it lives in the residence.
- One cat allowed per home.
- Any pet that disturbs other residents of the park will be removed from the park.
- Any dog must be on a leash and under the control of the owner.
- The homeowner, the owner of the cat or dog, will comply with any and all registration and restraint requirements of local and state ordinances. The homeowner shall provide management with a valid rabies certificate.
- Pets belonging to visiting guests are subject to the same rules as homeowners' pets
- Updated 2016 and 2020

## APPEARANCE & GROUNDSKEEPING

- All lots must be attractively maintained, lawns mowed regularly.
- Watering of lawns, washing cars, filling pools, will **NOT** be allowed when the water supply of the park may be in danger due to lack of rain.
- All cars must be parked in designated parking areas for each home.
- The following will be prohibited: motor homes, go-carts, unauthorized commercial vehicles, watercraft, ATVs, RVs and snowmobiles. The park is not a place to ride any recreational vehicle. If you do not understand this clause, please call management.
- All homes must be properly skirted with vinyl skirting, color to compliment the home.
- No fences shall be erected on any lot without prior written approval by the Community Owners.
- Any alteration to your lot of any kind shall receive prior written approval by the Community Owners.
- All homeowners who are replacing or installing new steps shall be required to install steps of style and quality which meet community standards.
- Homeowners must receive approval from the Community Owner in order to remove, relocate, erect, or build a shed, deck, awning, fence, lattice, or undertake masonry work, or to make any permanent or temporary addition or improvement of the home. All permanent changes to the lot will become the property of the Community.
- 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 sheds per lot.
- 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.
- The use of tarps or plastic of any kind is not permitted. Plastic on windows or 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, etc.
- If a homeowner installs improvements on the property, with or without consent of the Community Owner, and the improvement is deemed taxable by the Federal, State or Municipal government, then such taxes will be paid by the homeowner.
- 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 premises near as possible to the original condition.

- All homes in the community are required to be skirted within 60 days upon entrance to the site.
- The maximum deck area per home must not exceed two hundred twenty-five (225) square feet.
- 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.
- Swimming pools, spas, hot tubs, trampolines and tents of any type are not permitted.
- Holiday lights/ decorations are permitted to be installed/erected on a Homeowner's lot but must be taken down no later than 45 days after the holiday.
- 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.
- Only portable/ movable basketball hoops will be allowed. When not in use they must be removed from the street.
- Lawn care equipment, toys and tools must be stored out of sight when not in use.

## **RESIDENTS, GUESTS & CONDUCT**

- No additional persons other than registered residents shall reside in your home.
- A mobile home may not be sublet or rented. If you are not living in your home it shall be removed from the park.
- All noise must be kept at a subdued level. No excessive noise will be allowed at any time.
- Intoxication on park property will not be permitted.
- Any tenant who causes damage to park property shall be required to make full restitution.
- Homeowner, guests and/or occupant will at all times 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.
- 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.
- Verbal abuse by homeowners or guests that is directed at Owner and/or Community Employees may result in legal action by Community Owner.

- **Atter 1<sup>st</sup> offence ANY TENANT that is disrespectful and causes conflict to the Owner or Community Employees will only be allowed to contact the owner via written communication. (Text Message or US Mail) and the owner will reply in writing within 30 days.**
- 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”. Homeowners, members of the family and guests shall not interfere with the quiet enjoyment of other homeowners. Failure to extend this courtesy shall constitute a violation of the Community Guidelines.
- Use or sale of illegal substances on community property is strictly prohibited.
- No public business is to be operated within the property limits of the community. All temporary businesses (yard sales, etc.) require the written permission of the community owner.
- 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.
- 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.

## **MOVING**

- All charges must be paid to the park owner before a mobile home can be removed, sold or occupied by a new owner and at least a 30-day notice given prior to removal from the park. If the tenant removes his/her mobile home, the management reserves the right to take full possession of the lot.

## **MISCELLANEOUS**

- A storage fee will be charged to any home left in the mobile home park not occupied. The storage fee will equal monthly lot rent plus any other expenses to secure the home.
- The management reserves the right to evict anyone who speaks in a derogatory manner of this park or any resident therein, or who refuses to comply with all rules as provided herein.
- The cost of any building permit, permit of occupancy, or other compliance with any legal requirements relating to the tenant’s mobile home shall be paid by the tenant.

- If you have any complaints and/or recommendations, please discuss them with the management and not your neighbor.
- There is a strict **NO** fireworks policy in the parks.
- The owners and/or management absolve themselves from all liability or responsibility pertaining to loss by fire, theft, accident, or other causes whatsoever.
- Rifles, pistols, BB guns, bow and arrows, paintball guns or other like equipment will not be fired or used.
- Open fires are only allowed when a permit has been obtained from the local municipality. Open fires include leaf burning and wood fires on the ground or in containers.

## **FUEL STORAGE**

- 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 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.
- Oil tanks must have a minimum 8 inch 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.
- 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.

## **VEHICLES & TRAFFIC SAFETY STANDARDS**

- All vehicles must yield to pedestrian traffic. Speeds in excess of the posted community speed limit are a serious violation of community guidelines.
- 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 to this requirement.
- auto repairs and body work are prohibited.
- Unregistered vehicles are not allowed at any location in the community. The community owner reserves the right, after a twenty (20) day written notice, to tow unregistered vehicles from the community at the owner's expense.

- Storage/parking of commercial vehicles, including trucks and related equipment is prohibited. Trucks larger than one ton pickups will not be permitted.
- All vehicles must be properly registered and inspected. No junk/ scrap or disabled vehicle storage allowed.

**I have read all of the rules and regulations and agree to adhere to each and every one of them.**

**Signature of Adult Residents:**

**Mailing Address:**

**Telephone Numbers:**

**Park Manager: Rebecca Bowley**

**Owner: Robert Hanson**

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