

Cortland MHP

1054 State Route 13
Cortland, New York 13045
607-758-4978

Rules and Regulations

Welcome to Cortland Estates!

The following are the Rules and Regulations Cortland MHP Associates Inc., 1054 State Route 13, Cortland NY 13045, as set forth by Cortland MHP Associates Inc..

The purpose of these Rules and Regulations is to provide the homeowners and their families with a pleasant, wholesome environment in which to live. Adherence to these rules and regulations will also help assure other park residents of the same peace and tranquility. .

These rules and regulations are to be effective from this day forward and until such time as they may be amended. Any future amendments will be provided to the homeowners in writing and will allow sufficient time for compliance.

All previous statements of rules and regulations or policy are null and void.

REGISTRATION, RENT

- A.** All homes in Cortland MHP Associates Inc. must be duly registered and accepted by the Park management prior to moving a home in, or in the case of a pre-owned home, prior to the new buyers closing on the sale.
- B.** All prospective tenants must complete an application form available from the Park Manager. No individual will be permitted to move into the park without management approval.
- C.** Lot rent is due and payable on the first of the month. Payment coupons will be provided to each resident, and are available upon request from the park manager. Payments are to be mailed to the address on the coupon. Any payments received after the tenth of the month will be assessed a 5% late fee. Any check returned for insufficient funds will be assessed a \$20.00 fee.
- D.** No refunds will be made for a partial month of occupancy.
- E.** A home shall not be rented, sublet/leased or occupied by anyone other than the owner and immediate family without prior written approval from park management.
- F.** Your lease may be terminated by management with a written thirty day notice for any violation of rules and regulations.

Rent is to be mailed to our main office :

1080 Victor-Pittsford Rd

Suite 202

Pittsford NY 14534

OR

You may use DROPBOX at our Hanshaw Office,

OR

you may use our online system as well.

II.

OCCUPANTS - VISITORS

Occupants

- A.** The names of all occupants of each home must be listed on the Registration Form signed at initial occupancy. The Park Office must be notified of any changes.
- B.** The ages of all occupants under the age of 18 years must also be listed on the Registration Form.
- C.** Occupants of the home who are not listed will be considered visitors.

GUDIELINES

- A.** Signs: Are not permitted anywhere on the home or on the home site, except a For Sale Sign, as specified in Section IV, d (3).
- B.** Home Site Inspections Cortland MHP Associates Inc. management reserves the right to inspect any site or the extension of any home during daylight hours to confirm compliance with rules and regulations. Should the site be out of compliance Cortland MHP Associates Inc. may at its own discretion perform the necessary service and bill the homeowner.
- C.** Satellite Dishes: Please contact the office for acceptable placement.
- D.** No fences are allowed.
- E.** No decks, porches, sheds, etc. are to be erected into the community without management approval.
- F.** Planting of trees is not allowed.
- G.** NO POOLS are permitted in Hanshaw Village.
- H.** The hours between 10:00pm & 8:00am will be considered quiet hours. Residents are required to maintain noise at a reasonable level.
- I.** All persons causing a disturbance or being a nuisance may be required to vacate the community.
- J.** Before painting your home, deck, or shed, the color must be approved by the park management, as this would also affect the neighboring property values.

K. No commercial pits, or open fires of any kind.

L. No tents of any size are allowed anywhere in the community.

VI. UTILITIES

In Cortland MHP Associates Inc., two of the most costly expenses are the water and sewer bills. Because it is impractical to have each lot metered separately, management must require that all residents follow certain rules concerning water usage and sewer use.

A. Water Lines: Plumbing must be left in good repair to avoid creating health hazards and to avoid unnecessary water waste. Leaky faucets, running toilets, or malfunctioning faucets, unless still under warranty, must be repaired as quickly as possible by the homeowner. Problems with homes under warranty should be reported to Cortland MHP Associates Inc. management at once. Other water leaks outside of the home not caused by the homeowner's neglect or abuse, will be repaired by Cortland MHP Associates Inc. expense.

Cortland MHP Associates Inc. management reserves the right to monitor water usage at each home. In the event that minor leaks are detected, the home owner will be duly notified and allowed a reasonable time to make the necessary repairs. If major leaks are discovered, Cortland MHP Associates Inc. reserves the right to shut off the water supply to the home until the problem is solved.

B. Lawn Watering-Car Washing: Careless waste of water can become a threat to all residents. Therefore, car washing is prohibited at all times a Cortland MHP Associates Inc.. Watering of lawns and gardens must be limited to one half hour per day. Please disconnect your hose when not in use.

Water Line Freezing: Each home is responsible for providing adequate protection from freezing of the water lines beneath his/her home. Most homes are equipped with thermostatically controlled heat tapes. It is important that these tapes be checked for efficiency periodically especially before and during the winter season. Pipe freeze-up and heat tape repair can be quite costly and are the sole responsibility of the homeowner.

VII. MOTOR VEHICLES

Unregistered or uninspected motor vehicles of any size or type are not permitted in Cortland MHP Associates Inc.. Residents with an uninspected or unregistered vehicle will be given a 3-day notice. At the end of three days Cortland MHP Associates Inc. will have the vehicle towed away, at the homeowner's expense.

A. Each home is limited to two registered vehicles in drivable condition. They both must be registered on the lease form in the Park Office.

B. Motor vehicles must be parked in the owner's driveway, not on the grass. Guests may park on the streets for a short time so long as traffic is not obstructed or a safety

hazard is created. Under no circumstances may a motor vehicle be parked on the streets overnight. All motor vehicles are required to have mufflers to eliminate loud noises. Guests may use the front parking lot for temporary parking.

C. Tenants are allowed to perform minor repairs and adjustments, including oil changes, on their own vehicles only. Major repairs to vehicles are not allowed anywhere in Cortland MHP Associates Inc..

D. There shall be no motor vehicle of any type stored on the tenant's premises which are not readily drivable and operable.

All-terrain Vehicles and/or Snowmobiles: May be owned by residents but may not be driven in the Park except to enter or depart.

E. Motorcycles/Motorbikes: Which are registered for highway use are allowed in the Park but must be driven by a licensed driver in a safe and responsible manner that minimizes noise. These vehicles are restricted to driving only directly to and from the owner's home.

F. Speed Limits: For the safety of all residents and visitors to Cortland MHP Associates Inc., the Park speed limit is 10 MPH.

THIS SPEED LIMIT IS STRICTLY ENFORCED AND EXCEEDING THE SPEED LIMIT WILL BE GROUNDS FOR EVICTION!!!

Residents are responsible for their own observance of the speed limit and also for all members of their family, and guests. Residents have an obligation to report speeding to the Park Office as it occurs. It is helpful to Cortland MHP Associates Inc. management to have as much information on the violator and his/her vehicle as can be observed.

G. Damages: Caused to any Cortland MHP Associates Inc. or tenant's premises by leaking gasoline, oil etc. or by a vehicular mishap are the responsibility of the resident causing such damage and must be paid for accordingly.

H. Property: Residents are responsible for their own property whether on their own lot or elsewhere in the Park. Management assumes no responsibility for lost, stolen, or damaged property of residents. If a resident, his/her household members, a guest is responsible for damage to Park or another homeowners property, by any means, the resident causing the damage will be held responsible for the costs necessary to repair or replace the property damaged. Such costs will be payable with ten (10) days after demand to the Cortland MHP Associates Inc. Park office.

XL. CONDITION OF HOMES IN THE PARK

This section of the rules is designed to ensure the safety of residents of the Park. The safety and condition of your home is important to your neighbors.

The following standards are applicable at all times to all homes in the Park. These rules will be invoked whenever management has reason to believe that an unsafe condition may exist. In order to ensure that homes have been maintained in a safe condition and that any additions and alterations meet these standards.

All lots must be attractively maintained. Management may inspect the home to determine if these standards are being met. Owners of homes which fail to meet the standards contained herein will be given reasonable opportunity to correct any

deficiencies in order to meet the standards. If the home is not brought up to these standards, management may require that the home be removed from the Park. Cortland MHP Associates Inc. management takes no responsibility for the safety of any home or of its occupants nor do we certify that a home has met these standards.

A. Exterior Coating or Siding: The original or replacement siding must be in a safe and secure condition, without holes, rust or substantial dents, scrapes, patching or fading.

B. Windows/Doors: Windows, storm windows, screens and exterior doors must be fully operable and must not be in a deteriorated condition. There must be at least one (1) egress window or door in each bedroom. Each such window shall have a minimum clear opening of at least five (5) square feet, the smallest dimension of which shall be not less than twenty-two inches (22"), and the bottom of which shall be not more than thirty-six inches (36") from the floor. There shall be at least two exterior doors in the home, and each shall have an exterior light adjacent to it and stairs.

C. Plumbing, Heating and Electrical Systems: The plumbing system must be properly functioning with no leaks and must be designed and installed to accommodate the pressure of the water supply system to which it is attached. Any additions or alterations to the original factory-installed plumbing system must be of durable material, free from defective workmanship and so designed and constructed as to perform satisfactorily with reasonable life expectancy. The component parts of the Heating system, especially the stack, tank-to-burner connections, flu, chimney and heat compartment, must be fully and safely operable. Any additions or alterations to the original, factory-installed heating system must be of durable material and free from defective workmanship. They must be designed, constructed and installed in a manner appropriate to their use. The location, installation, and condition of fuel tanks must comply with applicable local and state standards. All wood stove installations including stove, flu pipe and chimney, must be inspected by a local or state fire official and be certified to management by such official in writing as being in compliance with applicable state and local safety standards.

D. Other Aspects of the Structural safety or Soundness of the Home: The manufactured home must be mechanically sound and structurally safe. There must be no weakness or defects in the manufactured home affecting the health or safety, or the potential health or safety, of its occupants and their guests.

PETS

There are to be NO pets in any rental homes. Owners may have pets, however must have a copy of updated rabies and license on file with management.

No free-range animals. All animals must be leashed at all times.

No dog-runs, fences, or other establishments will be allowed without park approval.

Animals providing medical service and/or service to the disabled or the elderly shall be allowed, providing the animal is certified.

TRASH GUIDELINES

- A. Trash must be placed in plastic bags set out for pick-up on Friday by 7 am..
Recyclables are picked up Bi-Weekly.
- B. Cortland MHP Associates Inc. will not remove trash set out my road. The tenants our responsible for ALL trash removal.
- C. Anyone found storing trash under their home or in shed will result in eviction.

General

- A. The sale of any mobile home located in the community must be cleared by the community office.
- B. Residents shall provide necessary connections to the home for the water, sewer, electricity, or gas provided on each home site. Residents shall be responsible for permits, deposits, and charges regarding such utilities including phone, cable, or facilities. The community supplies adequate electrical power at the utility box for electrical service for each unit .
- C. Residents are responsible for weather proofing utility service connections above ground level and will be held responsible for broken pipes during freezing.
- D. ALL RESIDENTS , whether a home owner or renter, must maintain their yard and landscaping around their yard in a neat and attractive manner.
- E. Mailbox keys but be obtained by the local post office.
- F. Parents are held responsible for their children. Repeated failure to control children will result in eviction.

DO NOT LOCATE OUR STAFF AT PRIVATE RESIDENTS.

All work request and concerns must go through management.

(607)758-4978

Effective: March 1,2019

Resident

Property Manager, John Haggerty

Resident

Date:_____