

Community Rules
Crossings at Sleepy Hollow
A Resident-Owned
Community

Owned and operated by:
Crossings at Sleepy Hollow Cooperative, Inc.

Introduction

We wish to welcome you to our community. It is our desire to provide a pleasant, attractive and affordable place for people to live. All communities need some form of regulations to accomplish this goal. The rules of this community are not intended to be unnecessarily restrictive but are meant to help provide you a safe and tranquil environment. The future value of your manufactured home rest, to a great degree, on our community's appearance and its reputation in the community at large.

The Board of Directors

Approved on 10/02/2023

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IMPORTANT NOTICE REQUIRED BY LAW

THE RULES SET FORTH BELOW GOVERN THE TERMS OF YOUR RENTAL AGREEMENT WITH THIS MANUFACTURED HOUSING PARK. THE LAW REQUIRES ALL RULES OF THIS PARK TO BE REASONABLE. NO RULE MAY BE CHANGED

Approved on 10/03/2023

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WITHOUT YOUR CONSENT UNLESS THIS PARK GIVES YOU 90 DAYS ADVANCE NOTICE OF THE CHANGE.

SUBJECT TO THE TERMS OF ANY WRITTEN LEASE AGREEMENT, YOU MAY CONTINUE TO STAY IN THIS PARK AS LONG AS YOU PAY YOUR RENT AND ANY OTHER LAWFUL CHARGES, FOLLOW THE RULES OF THE PARK AND APPLICABLE LOCAL, STATE AND FEDERAL LAW., DO NOT DAMAGE PARK PROPERTY AND DO NOT REPEATEDLY BOTHER OTHER TENANTS IN THE PARK. YOU MAY BE EVICTED FOR NONPAYMENT OF RENT, BUT ONLY IF YOU FAIL TO PAY ALL RENT DUE WITHIN 30

DAYS AFTER YOU RECEIVE WRITTEN NOTICE THAT YOU ARE BEHIND IN YOUR RENT.

YOU MAY ALSO BE EVICTED FOR NOT FOLLOWING THE RULES OF THIS PARK, BUT ONLY IF THE RULES ARE REASONABLE, YOU HAVE BEEN GIVEN WRITTEN NOTICE OF YOUR FAILURE TO FOLLOW THE RULES AND YOU THEN CONTINUE TO BREAK THE RULES. YOU MAY NOT BE EVICTED FOR JOINING A TENANT ORGANIZATION.

IF THIS PARK WISHES TO EVICT YOU, IT MUST GIVE YOU 60 DAYS ADVANCE NOTICE, EXCEPT IF YOU ARE BEHIND IN YOUR RENT, IN WHICH CASE ONLY 30 DAYS NOTICE IS REQUIRED. THE EVICTION NOTICE MUST GIVE YOU THE REASON FOR THE PROPOSED EVICTION.

YOU HAVE THE RIGHT TO SELL YOUR HOME IN PLACE TO ANYONE AS LONG AS THE BUYER AND HIS HOUSEHOLD MEET THE RULES OF THIS PARK. YOU MUST NOTIFY THE PARK IF YOU INTEND TO SELL YOUR HOME. FAILURE TO DO SO MAY MEAN THAT THE BUYER WILL BE REQUIRED TO MOVE THE HOME FROM THE PARK.

COPIES OF THE LAW UNDER WHICH THIS NOTICE IS REQUIRED, RSA 205-A, MAY BE OBTAINED FROM THE CONSUMER PROTECTION AND ANTITRUST BUREAU OF THE ATTORNEY GENERAL'S OFFICE, 33 CAPITOL STREET, CONCORD, NEW HAMPSHIRE 03301 OR MAY BE ACCESSED FROM THE GENERAL COURT WEBSITE FOR THE STATE OF NEW HAMPSHIRE.

GENERAL RESPONSIBILITIES

- 1) The cooperative is responsible for:
 - a. All the underground utilities
 - b. Snowplowing of roads
 - c. Maintenance of roads and common areas

- d. Trees
 - e. Utility Poles
 - f. Enforcing the Community Rules of the co-op
 - g. Trash removal
- 2) The homeowner is responsible for:
- a. Hooking up the home to utilities and maintaining connections
 - b. Upkeep of their lot, to include shrubs and bushes.
 - c. The care, maintenance and snow removal of their own walk-ways and driveways.
 - d. Obeying Community rules
 - e. Payment of lot rent on time.
 - f. Prominently displaying the street number on the side of the home facing the street for emergency location (911).
 - g. All state and local taxes on the home are the responsibility of the homeowner and must be paid promptly. You may not remove your home unless all taxes are paid and a copy of the permit from the local governing body allowing removal of the home is given to the co-op.
 - h. Payment of water and sewer bills.
- 3) All homeowners are liable for damages, injury or loss incurred in their homes and on their lot. Homeowners are strongly urged to carry homeowner's insurance.
- 4) The speed limit in the community is 8 MPH.
- 5) Discharge of a firearms. BB guns, archery equipment, paint ball guns, fireworks and any other dangerous weapon is strictly prohibited. This is a safety issue!

I. OCCUPANCY

- 1) All housing units are to be owner-occupied. No rentals or sub-leases are allowed, except as specified in the Cooperative's Bylaws. In order to promote the safety of the homeowners and make a fair distribution of services, the maximum number of adults allowed per bedroom, per home is two (2).
- 2) All lot rents are due on the first (1st) day of the month. There is a twenty (\$20.00) dollar late charge for rent received after the eight (8th) day of each month. Late fees are considered additional rent hereunder.

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- 3) Cash is not acceptable for payment of rent. A returned check fee will be assessed five (\$5.00) dollars over the current bank fees per check. No re-deposits will be made. NonMembers will pay one hundred and fifty dollars (\$150.00 above the prevailing Member lot rent.

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- 4) Senior citizens, age 65 and older, will receive ten (\$10.00) dollars off their rent if paid by the seventh (7th) of the month.
- 5) Any homeowner wishing to sell or remove their home is required to give a thirty (30) day written notice of intent to the Board of Directors. Failure to give notice can result in 30 days additional lot rent. In either case, the homeowner is responsible for advising any potential buyers of the requirement of joining the cooperative as a condition of allowing the home to remain in the community.

For a period of thirty (30) days following the delivery of the notice to the Board, if the resident receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the resident shall accept the offer from the lower-income family or individual. Provided that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling resident in the case of a sale to a family member or where the delay in selling would pose an unreasonable hardship for the selling resident.

A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept of Housing and Urban Development and published in the Federal Register.

If the Cooperative is owed money by the resident, the Board of Directors will sign a deed (within 15 days as required by RSA 477:44), as requested but may insist that the deed be transmitted directly to the escrow or closing agent with a Notice of Lien (pursuant to 205A:4-a) on the resident's home for those amounts due and owing to the Cooperative. The deed should only be recorded upon payment to the Cooperative of all outstanding balances due to the Cooperative, if not the Buyer will be on notice of the lien and the Cooperative may collect it against the home despite the transfer.

The following shall apply in all situations where Fannie Mae holds an Eligible Loan on a home in this cooperative:

- Notwithstanding any other Bylaw provision, the purchaser of a Manufactured Home who acquired title at a foreclosure sale conducted by the holder of an "Eligible Loan" (as defined by RSA 205-4:4a) or directly from the holder of an Eligible Loan, shall be exempt from any "low-income" requirement.

- Notwithstanding rights of the Cooperative under RSA 205-A:4-a or other law, an holder of an Eligible Loan which is actively pursuing the right to foreclose or which has acquitted title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing by a Member under an Occupancy Agreement, shall not be required to advance more than six (6) months of Rent and other Charges, and the Cooperative's lien rights, as to amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured Home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly Rent and Other Charges, have been paid in full.

a) For sales of homes:

- i) The letter will contain the agent's name, telephone number, and address; ii) The asking price and the names, telephone number and address of any party having signed a Purchase and Sales Agreement;
- iii) An inspection of the lot will be conducted in compliance with RSA 205:A-2:f. b)

For removal of homes:

- i) All taxes assessed against the home, all lot rent, fees and assessments are to be paid in full;
- ii) A copy of the permit to remove is given to the Board of Directors prior to removal; iii) The lot is to be cleaned of any trash, debris, and hazards, i.e. stairs falling apart, outbuildings in despair, broken glass.
- iv) The homeowner must provide the Cooperative with a copy of proof of insurance for all contractors and sub-contractors prior to the commencement of on-site work.

c) For homes to be moved in:

- i) The Board of Directors require written approval of all new and used homes prior to delivery;
- ii) The Board of Directors reserves the right to inspect and view any used home before moving into the community;
- iii) If required by local, state or federal regulations, the age and condition of the home must first be approved by the regulating authority;
- iv) All work must meet the minimum standards set by the State of NH Manufactured Housing Installation Standards board, RSA 205 D:20, part 603
- v) The homeowner must provide the Cooperative with a copy of proof of insurance for all contractors or sub-contractors prior to commencement of on-site work.

6) Only those in-home businesses that do not create additional traffic, noise, or odor or the unreasonable use of water and sewer to the community are allowed.

7) Sewer systems are not to be used for disposal of grease, condoms, feminine napkins or tampons, children's toys, diaper wipes, diapers, non-bathroom tissue or bio-hazard

material. As a co-op Member, you are an owner of our systems and premature failure of the sewer system is a costly expense that could increase our rent. If the damages are found to be due to the homeowner's failure to follow this rule, the homeowner may be responsible for the entire cost of the repair.

- 8) It is the responsibility of the homeowner to provide for securing the home's water lines from leakage, especially during the winter months. At this time, the standard method is by heat tape. If using heat tapes, the homeowner is required to inspect and plug them in each year in the fall. The cooperative reserves the right to shut off the water at any home where there is a leak until such time as a repair is made. If the damages to the co-op's property and/or infrastructure are found to be due to the homeowner's failure to follow this rule, the homeowner may be responsible for the entire cost of the repair.
- 9) Notify the Board of Directors if there are any additions of occupants in your home that exceed thirty (30) days. In all cases, the total number of adult occupants shall not exceed the Cooperative's established occupancy limits. The Board of Directors requires an Occupancy Agreement to be modified as needed to list the new resident as an occupant, but not to sign as a party. Each additional adult Occupant must be screened using the coop's Criminal Background Criteria.
- 10) All homeowners are responsible for the actions of their guests, Members of their households and their pets. Community Rules apply to all guests and invitees, as well as the homeowner household.
- 11) Adults, children, pets, and their guests are not to be on the lot or property of others, uninvited. This does not include Board of Director Members and Property Management Company representatives conducting Co-op duties.
- 12) Residents and guests will conduct themselves in a reasonable manner so as not to disturb others. Public drunkenness is strictly prohibited. This is a drug free Community. Use, sale or giving of illegal drugs to others in this community is prohibited and may be cause for immediate eviction and/or expulsion.
- 13) A moderate noise level from radios, electronic equipment, vehicles and parties is expected at all times. Quiet hours are from 10 pm to 8 am. Snow blowing during winter storms are an exception.
- 14) The homeowner owns and is responsible for all repairs and maintenance of any Above ground fuel-Storage Tank (AST) on Member's lot. All ASTs shall be in compliance with National Fire Protection Association Chapter 31, State Fire Code and the Best Management Practices as published by the New Hampshire Department of Environmental Services (DES) and incorporated herein by reference as if fully set forth herein. Any tank not in compliance shall be brought into compliance. Any tank not

brought into compliance with such standards within the time given in a written notice from the Cooperative Board of Directors may be replaced by the Cooperative at the expense of the home owner and such expenses may be collected and assessed in the same manner as rents under RSA 205-A:4-a.

II. BUILDINGS AND STRUCTURES

- 1) All homes need to be maintained in good condition, skirted, clean, neat, and properly painted or stained in a manner in keeping with the general appearance of the community.
- 2) Accessory buildings, porches and decks are to be kept painted or stained and in good repair so the appearance of the home and lot are attractive overall.
- 3) Concrete blocks are not acceptable as stairs. All outside doors must have stairs with hand railing on opening side and in accordance with the town's building code.
- 4) Only one utility building is allowed. Metal buildings are prohibited. Any new structure is to comply to the following standards:
 - a) May not exceed 200 square feet
 - b) Roof is pitched
 - c) Doors and windows stay in good repair and are able to be closed
- 5) All buildings, additions, porches, sheds, towers, children's play facilities, and decks are to have prior written approval by the Board of Directors, who must sign the Permit Request. Said structures are to comply with the town building codes, and federal and state regulations. Homeowners are required to present plan for any of the above structures, showing details of the structure and the location on the lot. A copy of the Town's building permit is to be given to the Board of Directors before work begins, which will be placed in homeowner's file.
- 6) Pools and trampolines are strictly prohibited!
- 7) Commercial signs are not allowed.
- 8) A commercial "for Sale" sign or a "For Sale by Owner" sign may be posted on the lot when homes are for sale.

III. SITES

- 1) Freestanding clotheslines are permitted in the back yard. Stringing lines between trees and/or the homes is not permitted.
- 2) Yards are to be kept neat and free of debris, Lawns are to be kept trimmed and mowed. If a lot is neglected, the cooperative reserves the right to have the lot cleaned and paid for at the owner's expense.
- 3) Appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, and other discarded items may not be left on lawns or around homes. No furniture of any kind except lawn furniture may be kept outside the home.
- 4) Outside burning of leaves, rubbish, etc. is not permitted. Gas and charcoal grills are permitted but permanent fireplaces and barbecue pits are not permitted. This rule does not supersede any and all applicable fire codes.
- 5) Fences may be used for decorative purposes only and are to be no higher than five to six (5-6) feet. A taller decorative fence will be allowed if used to cover an oil or gas tank. Smaller decorative fences no higher than two (2) feet will be allowed to keep dogs out of your yard. No lot perimeter fences are allowed. The Board of Directors has final approval on fences.
- 6) The use of the lot by any homeowner will not interfere with the cooperative's ability to perform any upkeep and maintenance of the community infrastructure. Ask before you dig or plant! DIGSAFE regulations apply.
- 7) Prior written approval by the Board of Directors for planting, trimming, removal and replacement of all trees is required.

IV. VEHICLES

- 1) Unregistered and/or -inspected motor vehicles are not allowed in the community. Personal vehicle repair can be performed in the community and is subject to the following:
 - A) Personal vehicle repair must be done in a neat and timely manner.

- B) At the Board's discretion, permission may be rescinded for personal vehicle repair.

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- 2) Parking spaces will be allocated to each home. Parking is allowed on the streets as long as it does not block snow plowing or emergency vehicles.
- 3) Motorized trail bikes, skimobiles, go-carts, and all-terrain vehicles are not to be used in the community except to enter and exit.
- 4) There is to be no racing or inappropriate use of any vehicles in the community.
- 5) The speed limit is eight (8) MPH.
- 6) Overnight parking of vehicles with a gross vehicle weight (GVW) of over 20,000 lbs. in the community requires prior written consent of the Board of Directors.
- 7) Year-round parking of RV's, campers, trailers, or boats in the community is prohibited unless authorized by the Board of Directors to be parked in the designated storage area. Parking of said items shall be seasonal only and they must be parked in the owner's driveway. All other RV's, campers, trailers, and boats will be removed and stored off site for the winter by October 15th thru April 15th.
- 8) Tractor trailers are strictly prohibited from parking in the community.

V. ANIMALS

While the Members of this community understand that animals are personally pleasurable and important, not everyone likes the same pets. The following rules are intended to create a healthy environment for everyone.

- 1) Domestic pets are allowed in this community with restrictions. All domestic pets are required to have proper and timely immunizations, and all domestic pets must be neutered or spayed. The homeowner shall, upon request, provide to the Board of Directors, a signed letter or other document from a licensed veterinarian showing these actions have been taken.
- 2) Farm animals, including but not limited to, cows, chickens, horses, sheep, goats, pigs, and the like, and wild animals, may not be kept or raised on Cooperative property, either as pets or for any other reason.

3) There is a one dog per household limit.

- 4) These dogs are prohibited:
 - a) Any dog with a history of aggressive behavior or biting.
 - b) Any animal that is on the list of prohibited pets, if provided by the co-op insurance company.
 - c) Any dog 31 pounds or over.
- 5) Permitted dogs will either be restricted to their lot or walked on a leash. A barking dog may not be left outside for longer than ten (10) minutes.
- 6) Pets are not permitted to disturb the right, comfort, safety, or convenience of the other residents or their visitors. Undue noise, aggressive behavior toward people or other pets, digging, or other unruly behavior by any pet or other violation of these community rules may be cause for removal of the animal from the community.
- 7) All cats must be kept inside of the home. The only exceptions are those cats that were permitted to roam free before the co-op acquired the community.
- 8) All solid waste from pets is to be picked up by the owner immediately and disposed of in the proper manner.
- 9) Residents may apply for an exception to the “VI. Animal section of the Community Rules” by submitting a Request for A Reasonable Accommodation to the Board.

VI. REQUEST FOR REASONABLE ACCOMODATIONS

Where the situation warrants, residents may apply for an exception to the Community Rules by submitting a written Request for a Reasonable Accommodation to any Member of the Board of Directors. The request for a Reasonable Accommodation will be heard by the Board of Directors at the next regularly scheduled Board Meeting. Any exception that is granted by the Board shall be subject to revocation at the sole discretion of the Board.

VII. ATTORNEY’S FEES AND COSTS

In the event any legal action is commenced by the cooperative to collect past due rent, to evict for any reason, or any other reason, the homeowner must pay all legal fees and costs incurred by the cooperative. These fees and costs will be paid by the homeowner, even if the eviction is terminated or cancelled by the cooperative. The legal fees would also include all such fees and costs incurred in connection with a Supreme Court Appeal filed by the homeowner. The legal fees and costs incurred by

the cooperative shall be considered additional rent for the unit in question, and this additional rent shall be due and payable by the homeowner in accordance with these Community Rules.

In the event a legal action is commenced against the Cooperative by a homeowner and the Cooperative prevails in said action or the action is withdrawn by the homeowner, the homeowner shall be required to reimburse the Cooperative in defending such action. In no event shall the Cooperative be responsible for paying the homeowner's legal fees. This is justified since the homeowner is a Member of the Cooperative and a partial owner of the Cooperative. The term legal action shall include any civil action brought before the court of law and any action or claim brought before a Board, administrative agency or other such body.

VIII. LIABILITY INAD INDEMNITY

The Homeowner and his or her family members, guests, and invitees (collectively, "the Homeowner") shall indemnify and hold the Cooperative, its Board of Directors, Members, representatives, and agents (collectively, "the Cooperative") from any and all property damage which the Cooperative becomes legally obligated to pay, including reasonable attorney's fees and court costs, as a result of claims, demands, judgements, or costs against the Cooperative arising out of the Homeowner's use or occupancy of the Homeowner's lot or any Cooperative property, including but not limited to, park streets and roads, caused by or arising from the negligence, fault or liability of the Homeowner or third parties, whether such negligence, fault or liability is sole, joint or several. The Homeowner's indemnification obligation hereunder shall include, but not limited to, any and all liability, loss and damage arising from (i) the installation, use or maintenance of above ground fuel-storage tanks and any and all hazardous waste claims associated with the same, (ii) the keeping of pet(s) and (iii) the installation, use or maintenance of plumbing, gas, water, steam or other pipes or sewage, or the bursting, leaking or running of any pipe, tank, washstand, water closet or waste pipe, or electrical lines, in, above, upon or about Homeowner's lot or Cooperative property. The Cooperative shall not be liable to Homeowner for any liability, loss and damage arising from acts or omissions, whether negligent or intentional, or other homeowners/occupants, members and their family members, guests and invitees. The Homeowner shall pay for any expense, damage, or repair occasioned by the stopping of waste pipes or overflow of water, and from any and all damages not occasioned by reasonable wear and tear, caused by Homeowner's improper use thereof. Nothing herein shall be deemed to release the Cooperative from its intentional or grossly negligent acts or omissions.

The Cooperative shall not be responsible for claims or damages that may be caused by the re-renting and taking of possession by the Cooperative of the Homeowner's lot

or house, as the case may be, under these rules and regulations of the laws of the State of New Hampshire regarding evictions.

Crossings At Sleepy Hollow Cooperative Community Rules

Total _____ pages – Approved on ____/____/____

By the Membership

The foregoing is a true and accurate account, attested by,

Erin M Williams, Cooperative Secretary