



Community Rules, Restrictions, and Guidelines

Hello and welcome. At Winfield Manor we strive to make your home a place of rest, relaxation and enjoyment for you, your family, guests and neighbors. To do this we have some basic Rules, Regulation, and Guidelines that we like to think will help to ensure Winfield Manor remains a place that people want to live, not only now, but also for a longtime to come. This is not an all-inclusive list, so if you have any questions or concerns please discuss them with us immediately so that they can be addressed or clarified. Thank you again and welcome!

Occupants

We want to make the community as safe as possible and being able to identify tenants and regular guests will help various safety and authority organizations. As such, all tenants must be registered with the property management. This shall include adults, as well as children who reside on the premises fulltime, as well as on a regular or semi-regular basis. The registration applies to the head of household, his or her spouse (formal legal or common law), children, as well as long-term live-in or frequent stay-over partners. Lessees are responsible for the actions of all residents of the household, including children, guests, and visitors and shall be held liable for any damage or injuries that may result from them. Basically, be responsible, keep an eye on your kids, and make sure that everyone is safe.

Guests/Visitors

We all have friends and family that we like to have visit, and that is a good thing. With that said, please be advised that there are specific limitations in your lease regarding extended (more than 2 days) guest and visitor stays, which would need written approval of the park management. The same rules, regulation, guidelines, as well as state, federal, and local laws bind all guests/visitors. All guides/visitors are the responsibility of the tenant. Unruly or problematic guests/visitors may result in the eviction of the tenant to whom they are associated. You may not be able to pick your family, but please pick your guests carefully.

Sound/Noise

Winfield Manor is to be a "nice, quite community". Even though certain sounds may not bother you, please be VERY considerate of other in the community. We know that people want to have a good time, but there is a time and a place for everything. There should not be any loud music, revving of engines, partying, loud gatherings, etc. that disturb others in the community. In the event that you do wish to have a peaceful gathering of family and friends, please limit such things to the hours of 9 a.m. and 9 p.m. This time range does not give permission to be loud during those times, but rather it gives everyone in the community and idea of when enough is enough. Should local authorities (Police, Sheriff, etc.) be called in to the community due to your actions, or in the case of relatives and friends, in-actions, the resident may be subject to eviction. So, have fun, enjoy yourself, but if it's loud take it elsewhere.

Speed Limits

Everyone should be safe walking across the street near his or her home and within the community. Keep all vehicle speeds under 5 miles per hour.

Insurance

We want you to have your possessions when you need them most—in an emergency. As such, all residents are required to have renters insurance to properly cover the loss of your possessions in the event of fire, flood, tornado, or other natural or manmade disaster. The park is not responsible for any losses that you may incur either due to natural or manmade disaster, actions of state, federal, or municipal authorities, or any other situation or action that may result in the damage or loss of a tenants property even if the park ownership, park management, park representative, or other tenant(s) are at fault. Please protect your stuff; it's a very small price to pay for the peace of mind it brings. At the very least, all residents must have basic liability coverage. A copy of the policy must be on file with the management company.

Plumbing

Keeping the sewer lines well functioning is extremely important to all residents. Please do NOT flush any sanitary napkins, garbage, cigarettes, or any other objects that can plug up the sewer lines. Tenants are responsible for the unclogging and/or repair of the sewer line between your mobile home and the park sewer connection. Unclogging of the tenants line due to improper flushing of objects and materials will result in a \$50.00 fee, plus the actual cost of servicing the line. The community ownership and/or management are NOT responsible for any frozen water pipes between the community water connection and the inside of the resident's home.

Landscaping – General

Residents are expected to keep their place in a very presentable, nicely trimmed, and clean condition. Some specific of which are listed below. Please read the items in detail. Should management consider your residence to be wanting, you will be provided with a notice as to what items specifically are in need of attention. The Lessee must address any notices within 10 days.

Landscaping – Lawn Areas

Let's keep it looking nice! Each tenant is responsible for upkeep of the area around his or her home. This means keeping any grass cut (no taller than 5"), weeds removed or cut, including at the houses edge, near walkways, parking areas, etc. The upkeep is to be performed at regular intervals not to exceed 14 days. If you are not able to, or unwilling to, perform these duties please discuss the matter with the park management, Immediately. Though the tenant is totally and fully responsible for these functions perhaps there is someone else in the park that would be willing to help you with these duties, either for free or a small fee. Park management is responsible for the appearance desirability of the entire park. Neglecting of these matters may result in a fee of up to \$50.00 per incident.

Landscaping – Decorative Plantings

Want to make your home stand out? Consider setting up a box planter at the front of your home. If you decide to do this the planter must not extend into roadways, driveways, parking areas, walkways or similar. They should not extend beyond the width of your home either.

Landscaping – Trees

Trees can be nice, but they can also pose a danger as they mature due to weak or heavy limbs and roots that can damage pipes and sewer lines. If you wish to have a permanently planted tree near your home you must discuss it with and get approval with the park management. This would include a discussion of the desired location of the tree, type of tree, location of the home, utilities, etc. We're not saying no but it must be approved. If planted without approval it will likely be removed and the tenant will be responsible for all related expenses.

Landscaping – Fences

Feel the need to mark your territory? In general, we want to keep Winfield Manor an open and friendly environment. With that said, a picket fence can be nice. Park management must approve all fences. What might be allowed? The fence would need to be for a small area, such as the front of the house where you install a planter box with flowers. Fences are not to be any taller than 36", and made from open picket wood or vinyl that simulates wood. All fences must be painted WHITE. Fences must be maintained regularly (no leaning posts or loose pickets) and repainted no less than every two years. Chain-link fencing or gates will NOT be allowed.

Gardens

Want some of nature's finest? We can respect that. We ask that all gardens be above ground so as to not take root into the park landscape, which over time can cause problems and damage to park infrastructure such as pipes, sewer lines, gas lines, etc. There is absolutely to be NO tilling of any community soil, dirt, grassy areas, etc. We prefer that any such plantings be at the backside of the house. If at the side of the house, the planted areas shall not be wider than five (5) feet, and no closer than 12" to the house. If at the back, you must leave three (3) feet between the house and garden, and five (5) feet free of all property lines. Please be aware that the park will continuously have ongoing maintenance, and may have changing infrastructure, as well changes to the park design and layout. Any of these things may affect your garden and even require its short-term or long-term removal. Just keep this in mind. Though we hope it never happens, if you are asked to remove it, either with or without causes, please do so without complaint.

Storage Sheds

Need somewhere to store your stuff? We understand, but there are limits. Residents are allowed one (1) Storage Shed per home. All sheds must be no larger than 10' x 15' and are only allowed with the approval of the park management. All sheds are to be professionally constructed. Sheds must be maintained on a regular basis, with annual repainting. If your shed is old, paint is chipping, sagging, or otherwise, you will be asked to remove it. Continued use of a shed is at the discretion of park management. A poorly maintained shed is cause for its removal by park management and any related costs associated with its removal shall be the responsibility of the resident. Let's keep the place looking nice with clean looking sheds that keep the stuff out of sight.

Parking Canopies

Parking canopies are not allowed at this time. Please consult with management should you have a strong desire to erect your own canopy and it will be taken into consideration at that time.

Cloths Lines

Put it up, hang'em out to dry, and take it down. No permanent laundry lines are allowed. Temporary laundry umbrellas are allowed so long as they are up and taken down the same day by 6 p.m.

Signs

There is no advertising allowed in the park. The only exceptions are; 1) if you own the home and are selling it you may display a single sign in the window of the home or attached to the outside flat against it. 2) It's still a free country and you can express your support during election season for the political candidate(s) of your choice. We do however ask that you limit your signage to no more than two (2) standard size yard signs, and that you remove them within ten (10) days after the election of each candidate. Let's express and debate, but not agitate!

Service Connections

All service connections, including but not limited to, electrical, gas, water, sewer, satellite, cable, etc., shall be made/performed by a qualified licensed professional, where applicable, or professional representative (such as in the case of satellite dishes). Residents are not allowed to make any such connections. Even though you know you can do it, don't.

Satellite Dishes, Antennas, External Wiring, etc.

We desire to have a community that has as little exterior clutter as possible. Please limit satellite dishes and/or antennas to one (1) per residence. Please use existing dish/antennas mounting locations. Residents will be required to remove, or relocate excessive wiring, and/or satellite dishes, antennas, etc. that are considered an eyesore or similar.

Autos - Washing

Need to wash your car or truck? Go ahead but please limit it to the gravel areas. We would like to maintain the grassy areas fresh and green. Please do not wash your vehicle in your neighbors area without their expressed permission (ask them nicely please).

Autos - Maintenance

We know it happens—need to do something to your car or truck. However, the community is not an auto yard, repair shop, or storage lot. Please fix your vehicle in 1 - 2 days, a week, or two at the very most. If you can't get it fixed in 2 weeks, let's face it, it probably isn't going to get fixed anytime soon. Vehicles that are inoperable, appear inoperable, or are an eyesore are subject to removal at the resident's expense. So, if you have a problem let's get it fixed as soon as possible. If you need a little more time (sometimes you have to order parts) make sure to contact the park management so there aren't any misunderstandings.

Autos – Parking

Each resident is allowed to keep up to two (2) fully operational daily use vehicles, such as cars and trucks. These are to be parked in the appropriate gravel/dirt parking areas adjacent to the residence. They are not allowed to be parked on the roadways, curbsides, grassy areas, your neighbors' area(s), etc. However, guests can park curbside for short-term use, but only if other parking, either at the residence, or designated "open" parking areas, are not available. Inoperable vehicles are not allowed (see auto-maintenance).

Autos – Misc.

Vehicles of all types are required to be operated only on the designated roadways and parking areas. No vehicles will block roads, block driveways, drive on embankments, drive across lots or open areas; drive on or in other residents' spaces, yards, etc. All vehicles brought into or allowed into the community or on community roadways, driveways, parking areas, etc. shall not damage the community areas in any way. This would include heavy duty/weight trucks, trucks with large and/or off road style tires, etc. Any evaluation and repair costs associated with such damage shall be the responsibility of the associated resident.

Autos – Inoperable.

Vehicles that are inoperable or not properly registered (tagged) are subject to removal from the property at the owners' expense. Placing a cover over such a vehicle does not exempt it from removal from the park. There is not tearing down of vehicles. Long period of immobility are not allowed unless specifically approved by management for storage of such, at which a storage fee may be applied.

Other Vehicles - Boats, ATVs, etc.

Other vehicles such as ATVs, Boats, Four-wheelers, three-wheeler, mini-bikes, misc. watercraft, etc. are NOT allowed to be operated or stored without the express permission of management. There shall be no riding of such vehicles within the community at any time. In the event that management allows the parking of such vehicles/craft, the engines shall not be run, nor the vehicles operated except for a very brief time as to load or unload the vehicle. Prolonged running of such engines shall be considered a disruption of the peaceful atmosphere, an annoyance, and in violation of the community regulations regarding sound(s). If such vehicles are allowed to be stored/parked at the residence, the owner shall be responsible for mowing under the trailers in accordance with the other park landscaping/maintenance regulations.

Trash

Throw it away or haul it away. All regular daily living trash is to be gathered inside the residents home, bagged and then carried to and placed in the community trash dumpster. Individual outdoor trashcans are not permitted. Only items allowed by the trash/waste service provider are allowed in the community dumpster(s). If you have paint, make sure you dry out the can first so it becomes a solid. All oils, gasoline, and other flammable liquids are to be disposed of elsewhere in the appropriate environmentally safe and legal manner. There is to be NO dumping of mattresses, lumber, furniture, or other large or bulky items into the community bin(s). If you can't put it in a trash bag, please haul it somewhere else.

Property Inspections

Winfield Manor community management shall have the right to enter into and inspect any residence on the property in the interest of health, safety, and welfare of park residents (human and animal), guests and visitors. Additional inspections may be performed from time-to-time by community management to verify the adherence to lease agreements (number of residents, animals, etc.) and community rules. Management will attempt to provide advanced notice of upcoming inspections. Residents need not be present.

Burning of Trash

There is to be NO burning of trash of any kind in the park. This includes leaves, common daily trash, wood, lumber, or anything else, whether locally permitted or not.

Fire Pits

Fire pits are NOT allowed. This means don't build one, or use one, or use anything that might look like one.

Garage Sales/Items for Sale

Spring cleaning comes around every year. However, individual resident garage sales are NOT permitted. Nor are placing items for sale on public display, either on the resident's area(s), as seen through windows of the residence, or on other areas within the community. With that said, it's not a bad idea to hold a community garage sale once or twice a year. This often attracts more interested customers than a single yard. If you or your neighbors are interested in having a community sale, please discuss it with the community management so that it can be coordinated among all the residents.

Vehicles for Sale

Winfield Manor does not allow for the continued and/or repeated advertising and/or sales of vehicles of any kind. Selling a car once every few years? Fine. Operating a side business of buying and selling vehicles with signs in their windows, etc? That's not allowed.

Heating, Wood/Coal Burning Stoves

The use of wood/coal burning stoves is not allowed. If auxiliary gas heaters are used, they must be properly vented (based on local codes and approval of management), and strict attention must be made to ensure that proper wall and ceiling clearance regulations are observed. Residents of rental homes are not allowed to modify the home, including the making of vents or venting, without the written approval of management. Residents who alter rental residence will be liable for all costs and efforts required to revert the property back to the prior state. This is NOT negotiable. Get approval, and have it done right.

Subletting

There is no subletting of any type allowed.

Contraband

The possession, use, and/or distribution of illegal (Local, State or Federal) drugs are not permitted. Nor is the illegal selling, distribution of alcohol or any other items to minors not of legal age and not with proper license, certifications, etc. Community management has the right to immediately evict anyone found in violation.

Law Enforcement Intervention

Management reserves the right to evict any resident, or household, in the event that law enforcement authorities should repeatedly be called to intervene in a matter relating to a person or persons who reside at the residence, as well as guests and visitors of the residents. In this matter, repeatedly shall mean more than once per a six month period, or more than twice in a twelve month period. This does not apply to law enforcement presence in response to health related medical emergencies, fire emergencies, and similar matters.

Outdoor Items

Unfortunately, due to strict insurance requirements, swing sets, play gyms, gym equipment, trampolines, titter-totters, swimming pools (of any size), and similar items are NOT permitted on the grounds. Small porch swings, picnic tables with or without shade umbrellas, and chairs are allowed. The owners of such items shall bear all responsibility for these items, including their safety, maintenance, and upkeep to community standards.

Exterior Home Maintenance

All homes are to be well maintained in all respects to safety and appearance. Homeowners are responsible for periodic cleaning/washing of the exterior of their home. This shall further apply to any items of decoration or display that are visible to the public from the community, as well, as public, roadways, etc. Residents will be provided notice in such a situation and provided 30 days to remedy the mater(s). Any and all costs associated with the enforcement of this regulation shall be the responsibility of the resident.

Pets

Often, pets are an important part of our family. At Winfield Manor we wish to remain a pet-friendly community. However, keeping a pet is a big responsibility and we take it seriously and expect our residents to as well. With that said, there are some limitations as well as requirements as to what is allowed. Residents are allowed up to two (2) small/medium sized indoor pets per household. Rottweiler's and Pitbull dog breeds are NOT allowed. Wild animals are not allowed; including recently domesticated wild animal breeds. Venomous snakes, boa constrictors, or any other snake or animal that can reasonably be considered dangerous to other residents or their children or pets should they escape their enclosures, are NOT allowed. Noisy and/or unruly pets ARE STRICTLY PROHIBITED. Our community is first and foremost, for people.

The resident is responsible for all aspects of any animals that either they, a member of the household, visitors, or guests of the resident, brought into the community. All pets must be secured and present no danger to anyone else in the area. Animals are not allowed on/in other residents areas. When walking dogs, please make sure they are on a handheld leash. Pet owner/caretakers are responsible for picking up after their animal and properly disposing of the waste in the trash dumpster.

Pet owners are responsible for providing their pets good, safe, living conditions. This means providing water bowls with water, feeding your pet on a regular basis, not allowing the pet to be teased, poked, or otherwise agitated. We strongly prefer that animals be kept indoors at most all times. However, we know there are times when Fido would prefer to get some fresh air at times when it is not a good time for you to take a walk. If a pet is allowed to be outside, other than on a leash for a walk, they MUST be provided with shelter from direct sunshine, rain, hail and other weather conditions that can be harmful to the pet. It is required that the dog have a visually pleasing doghouse that provides shade and protection to rest in for the short periods of time they won't be indoors (like an hour at the most). Additionally, the dog will need to be secured in some manner as to be safe to itself and others without being overly confined. The shelter must also prevent water, mud, etc. from entering, as well as fresh water & food when outside to help prevent dehydration.

If you have a pet, or management believes that you have a pet, management is authorized to enter your residence to ensure that good and safe living conditions exist. Any animals not being treated and cared for properly may be removed with or without notice to the resident.

Be Neighborly

Residents are expected to treat each other, as well as guests and visitors in a respectful manner. At NO time shall any resident, visitor, or guest threaten or attempt to intimidate any other resident, visitor, or guest. This includes verbal as well as visual gestures. These behaviors simply will NOT be tolerated and are grounds for immediate eviction.

Solicitations

There is no solicitation on the property. Help make our community a place of rest and relaxation without the bother and worry of neighbors and/or their guests, relatives, and visitors, soliciting other residents in the community.

Home-based Businesses

Winfield Manor is a residential community, not a business park. If you do run a home-based business it must be done so in a manner that no one could ever tell from the outside. There are NOT to be business related visitors at the property. Only businesses that are legal at ALL levels, including Federal, State, and Local levels are permissible. There is to be NO storage of any kind, no excessive wiring, connections or otherwise, visible from the outside. Businesses related to drugs (prescription or otherwise), alcohol, tobacco, or "adult only" oriented materials are NOT allowed.

HOMEOWNERS

Moving Your Home

The moving of all homes, either into or out of the community must be done by a fully licensed and insured mobile home transport company.

Setting Up Your Home

All homes must be properly tied down meeting all local, State, and Federal regulations and/or guidelines. Safer is better. All costs related to securing the home are the responsibility of the homeowner. Within 45 days, your home must be skirted with properly installed and visually pleasing skirting.

Exterior Home Maintenance

All homes are to be well maintained in all respects to safety and appearance. Homeowners are responsible for periodic cleaning/washing, as well as painting of the exterior of their home. This shall further apply to any items of decoration or display that are visible to the public from the community, as well, as public, roadways, etc. Residents will be provided notice in such a situation and provided 30 days to remedy the mater(s). Any and all costs, including management time, associated with the enforcement of this regulation, shall be charged back to the homeowner.

Renting/Subletting

Rental and/or subletting of any type is not allowed.

Selling/Moving

If the homeowner is moving out of the park the home may, at the full discretion of the community management and community ownership, may allow for the house to remain for a period of time. This will only be allowed providing that space/lot rents are current and continue to remain current.

Move Out

Homeowners must provide no less than a 45-day advance written notice of their intention to move their home out of the community. In accordance of Missouri law, all past rent must be paid prior to moving the home off of the property.

Disparity with Tenant Lease

Should any disparity or conflict exist between the rules, terms and conditions in this document and the Tenants Lease, the Landlord (Lessor) reserves the right to make further clarification, delineation, or selection, upon the presentation of the matter by the Tenant.

In Closing

All adults that are to reside at the property must acknowledge that they have carefully read, fully understand, and accept the terms herein as conditions to be consider for residency at the Winfield Manor private residential community. As well as understand and agree to continue to adhere to all community rules, regulations, and requests from management in order to develop, grow and maintain a peaceful, quiet, and safe, residential community.

Name (Print) _____ Signature _____ Date _____

Name (Print) _____ Signature _____ Date _____

Name (Print) _____ Signature _____ Date _____