

**CITY OF LANDFALL VILLAGE  
HOUSING & REDEVELOPMENT AUTHORITY**

**LANDFALL TERRACE**

**RESIDENT  
HANDBOOK**

**INCLUDING  
EMERGENCY MANAGEMENT and  
EVACUATION PLAN**

**2019 REVISION**

Approved and Adopted by the HRA Board of Commissioners  
for the City of Landfall Village  
HRA Resolution No. 2019-004 / August 19, 2019

# LANDFALL TERRACE RESIDENT HANDBOOK

## TABLE OF CONTENTS

### 1. **Introduction**

Welcome, Handbook as Reference only; not all inclusive, Enforcement of Rules and Regulations, Right of HRA Board to revise and amend rules and regulations with 60 days written notice on substantive changes, City and HRA monthly meetings, HRA Chair and Board Names and Phone Numbers.

### 2. **Move In / Move Out Responsibilities**

Installing/Removal of Mfg. Home, Skirting, Utilities, Waste Removal, Cable, Home Title, Residential-Permitted Uses, Sale of Home and Inspection

### 3. **City Permits**

- A. BUILDING: Additions/Attachments, Carports and Garages, Fences, Utility and Storage Sheds
- B. OTHER: Plumbing, Mechanical, Sign, ROW etc.

### 4. **Automotive / Vehicles / Boats / Trailers / Tarps**

Designated Speed Limits, Automobile Registration, Automobile Repairs, Vehicles, General Unlawful Operation, Vehicle Parking, Vehicles-Parking Spaces, Vehicle Storage

### 5. **Resident Homes and Lots**

Air Conditioners, Fire Extinguishers, Building (House) Numbers, Clotheslines, Basketball Hoops, Swimming Pools, Spas and Trampolines, Lawn/Lot Maintenance, Landscaping and Gardens, Tree Removal, Mobile Home Maintenance, Storage, Temporary Structures, etc.

### 6. **Spring/Fall Clean-up Days, Street Sweeping and Snow Removal**

Key points of the City's Clean-Up Days, Street Sweeping, Snow Removal and fees/towing for non-compliance

### 7. **Pets**

Pets

### 8. **General**

Children, Noise/Nuisances Affecting Peace & Safety, Curfew & Prohibited Activities, Resident Complaints, No Unlicensed Business, Snow Removal, Fire Arms, Fireworks, Firewood, Outside Burning/Barbeques

### 9. **Tenant Responsibilities and Obligations**

Rent Payments/Past Due Account Balances, Returned Checks, Late Fees, Security Deposit, Insurance, Harassment

### 10. **Termination of Lease Procedures**

Examples of some of the reasons for eviction, Compliance with Rules and Regulations, Written Notice of Termination, Resident Termination of Lease-30 days written notice, Variance Request

### 11. **Emergency Management and Evacuation Plan**

Park Management and City Administrator Contact Information, City Storm Shelter Information, Emergency Numbers, Emergency Procedures for Fire, Utilities, Natural Disasters and Evacuation.

### 12. **Resident Handbook Acknowledgement**

# 1. INTRODUCTION

## The City of Landfall Village HRA Board of Commissioners As the Governing Body Welcomes You to Landfall Terrace

This handbook was designed to serve as a reference and to provide a small composite of the City of Landfall Village's City Code of Ordinances, Park Rules and Regulations, and the Lease which have been created to promote safety, health, welfare and equal treatment; establishing a responsible and acceptable standard of living for all city residents residing in Landfall Terrace. It is important for each resident to honor the privilege of living in our community by maintaining their property with a sense of pride and abiding by all rules and regulations.

This document is not intended to be all-inclusive. A complete copy of the City of Landfall Village's Code of Ordinances is available for review in the Park Office Library and can be signed out by residents during standard business hours Monday through Friday from 8:30AM to 5PM.

City Code and Park Rules and Regulations are enforced fairly for all residents, are considered a part of the tenant lease, and are enforceable through the administrative Maintenance Violations process (Procedure No. PR-6) and/or other legal means. Written Notice of Violation (Form PO-12) will be issued for maintenance violations and the resident advised of the violation, the action to be taken and the time allowed to complete the work. If the resident does not comply in the allotted time, the City will complete the work and the resident will be billed according to the established fee schedule. Failure to complete the work and/or pay the billed fee (for work completed by the City) will result in the fee being added to your lease balance thereby resulting in the imposition of late fees and/or eviction. The Landfall Terrace Park Manager and Lead Maintenance Personnel are the Enforcement Officers. The administrative Maintenance Violations Procedure and/or other legal means, including but not limited to, police, sheriff etc. is used for compliance to Federal, State, County, City, Park Rules and Regulations and the Lease.

The City of Landfall Village's HRA Board reserves the right to revise and amend rules and regulations from time to time by 60 days notice, on substantive changes, to residents in writing; new rules and regulations are published in the Landfall Citywide News and/or the Lillie News. Residents who have concerns about these rules, or any other matter, should contact the Park Manager. This document is effective on the date of revision/adoption and supersedes all previous revisions. The handbook is updated periodically and residents should come in and obtain a current copy if they have any particular issue or concern.

Please join us at our monthly City Council and HRA Board meetings, held the 3rd Monday of each month at 6PM in the City Hall. This is your city and we want to hear your voice! We are always in need of volunteers to assist in Community Events, Planning Commission, and other matters and encourage you to volunteer your time and talents.

We hope you will enjoy living here as much as we do and we look forward to meeting you!

**Board Chair:**

Stan Suedkamp                      612 290-4951

**Board Members:**

Joanne Menz                        651 735-8798

Katie McManus                    651 738-3167

John Menz                         651 735-8798

Don Gonser                        651-739-2706

## 2. MOVE IN / MOVE OUT RESPONSIBILITIES

### **INSTALLING OR REMOVING THE MANUFACTURED HOME [Reference: Lease – Point 5]**

The resident / dealer must give the Park written notice 5 days before the resident moves in or moves a home either in or out of the park. (This notice is different from the notice the resident must give to terminate the lease and end his or her obligation to pay rent. Read paragraph 17 of the lease.) The Park has the right to supervise the installation or removal of the resident's home. The Park may give the resident reasonable instructions concerning installation or removal in order to protect the Park's facilities or safeguard the homes of other residents. The resident must comply with these reasonable instructions. All hitches, tires with axels and rims must remain with the home at all times.

### **SKIRTING [Reference: Park Rule and City Code Section 1030.01-H]**

**Park Rule:** All homes must be skirted within 30 days from entering the park.

**City Code 1030.01-H:** Skirting shall be tight and a compatible color with the home. It shall allow access to utilities and be vented properly. It shall be made of aluminum, steel, vinyl, or treated lumber. It shall not be made of wood. Wood skirting existing at the time this code is adopted shall be replaced with aluminum, steel, vinyl, or treated lumber skirting when it has holes, becomes rotten, warped or is otherwise in disrepair.

### **WATER RISER COVER/HEAT TAPE [Reference: Park Rule]**

All Water Risers must be covered (and insulated) within 30 days of Lessee Move-In and exterior finished compatible to home. Heat tape must be in working condition and plugged in during winter time to avoid water line freeze-up.

### **UTILITIES**

The resident is responsible for the proper installation of their home and hook-up/connection of utilities per state and local codes.

- **GAS** - Natural gas will be furnished by Xcel Energy. Each service will be metered and billed separately. To set up service or for assistance, call Xcel at 1-800-895-4999; **for Emergency service call Xcel at 1-800-895-2999.**
- **ELECTRIC** - Electricity will be furnished by Xcel Energy. Each service will be metered and billed separately. If a resident requires assistance or service, please call Xcel at 1-800-895-1999.
- **WATER** - The City of Landfall Village maintains the water system to and including the water shut off valve to each individual lot. At that point, and thereafter to the resident's unit, the resident is responsible for proper connection and maintenance. Heat tape is mandatory to avoid a frozen water line. The resident is responsible for the maintenance and proper installation of the heat tape.
- **SANITARY SEWER** - The sanitary sewer system will be maintained by the City of Landfall Village. The initial connection of the sewer line is the resident's responsibility. Therefore, the resident will be responsible for a clean and proper sewer connection which will be securely attached to the home, have proper slope for good drainage, and be clear of obstructions. If a resident's sewer system becomes plugged, call the Landfall Terrace office at 651-739-8284. Maintenance staff will determine where the problem is and which party is responsible for any work/repair, i.e., the City or the resident.

### **WASTE REMOVAL**

All household garbage will be removed weekly by a City of Landfall Village contracted sanitation service. Contact the park office for day of pick-up and have your garbage placed curbside the night before, for ease of removal. Return containers to the home by evening of pick-up day. Residents shall be responsible for the prompt removal of large, bulky or heavy items from their lot at their own expense. Contact Tennis Sanitation at 651 459-1887 to arrange pick-up and pay for any "Extra" trash in advance; advise the Park Office to avoid a Violations Notice. The City of Landfall Village sponsors Spring and Fall Clean-up Days and notice of dates will be in the Landfall Citywide News.

**Recycling:** Upon move-in, contact the Landfall Terrace Office at 651-739-8284 for recycling containers.

**City Code: 630.03-F– Maintenance of Sanitary Conditions.** All approved, lidded garbage containers shall be fly tight and rodent-proof and shall at all times, be screened from view from the street and least visible from the front of the home. On trash collection day, all containers shall be replaced in their proper places by evening.

**CABLE** - The City/Landfall Terrace does not provide this service; contact your local provider.

### **HOME TITLE [Reference: Park Rule]**

**Park Rule:** A copy of the title / contract for deed of the home is required to be in your file at the Park office. Note: It may take 60+ days to receive the title to your home after the transfer of ownership; please bring or mail a copy to the Park office as soon as you receive it. **In the event a title cannot be found or is destroyed, the resident shall sign an Affidavit swearing that they are the rightful owner(s) of their home and that they shall undertake reasonable steps to obtain title.**

### **RESIDENTIAL - PERMITTED USES [Reference: City Code 1100.07, Subd. 2-A]**

Single family dwellings, one-story, owner occupied manufactured homes.

### **SALE OF HOME AND INSPECTION [Reference City Code Chapter 10 – Section 1030]**

If you sell your home and wish it to remain within the park, your buyer must complete a Park Application and be accepted before closing. The Park Manager will inspect the exterior condition of the home and advise owner of any other requirements for compliance, i.e. for safety, health or welfare. See also the Housing Maintenance Code beginning on Page 8 of this document.

MN-4 City of Landfall Village HRA – Landfall Terrace Resident Handbook Adopted 8-19-19 / REV 5-18-20 / 5-17-21/9-20-21

### **3. PERMITS – 3A-BUILDING: Additions/Attachments/Carports/Garages/Fences/Sheds**

**\*\* PERMIT PLACARD MUST BE POSTED IN LOCATION VISIBLE FROM THE STREET \*\***

#### **ADDITIONS/ATTACHMENTS [Reference: City Code Section 1030.01-L, M, & N]**

All additions/attachments to the resident's home must meet local building codes and have a 10 foot separation from the neighboring home. Written approval is required prior to construction from the City Building Inspector and Park Management. All unfurnished surfaces or additions/attachments must obtain a building permit and receive approval from the City of Landfall Village Building Inspector.

#### **CARPORTS and GARAGES [Reference: City Code Section 1030.01 - Z]**

Site plan and building permit is required, must be in compliance with MN State Uniform Building Code and MN State setback requirements for mobile home parks. The garage/carport must be positioned 10 feet from neighbor's home, built and with surface/footings as required by MN State Building Code, constructed with compatible materials and be a compatible color to the home. A shed may be combined with garage/carport to utilize full width of garage/carport in exception to existing ordinance, requiring shed to be on pallet/skid; neither can be attached to the home. The carport cannot be enclosed on more than one side and all plastic, tarps, vinyl or other covering that is placed on carports, may be put on no earlier than October 1<sup>st</sup> of the calendar year and are required to be removed no later than May 1<sup>st</sup> of the following calendar year. No such coverings shall be allowed between May 1 and September 30.

#### **FENCES [Reference: City Code Section 670.09] [ORDINANCE 2017-001 4/27/17]**

**Definition(s) for the purposes of this section:**

**Fence Definition:** A wood, vinyl or metal fence consisting of posts spaced no more than 8' apart and solid, non-flexible, horizontal or criss-cross rails, that extend between posts, of the same type material as the fence and posts, with pickets of like material that do not exceed 4' in height as measured from the grade, spaced no greater than 6" apart along the width of the overall fence.

- A. Privacy fences shall not be permitted. Snow, sand and/or roll-up/flexible types of fencing of any material shall not be permitted. All fences shall have 30% or more see-thru visibility.
- B. City Issued Permits are required for all fences. City Staff shall inspect for compliance with this section and final approval of the City Administrator. No fees will be collected for fence permits.
- C. Fences shall be a Picket, Decorative Metal, Invisible Pet, Post and Rail, or Chain Link fence, All fences shall be made of wood (treated, stained, painted or pressure treated), vinyl or metal (white or color to match home or earth tones as sold) not to exceed 4 feet in height; finials or other similar decorative caps may be used on posts and may add no more than 6" to the height of any post on which they are present. All fences must have a gate made of like materials, or an opening of at least 2' for accessibility, with the finished side of the fence facing outward.

Notwithstanding any other placement of any fence, no person shall install any permanent fence or fence structure so as to restrict replacement or removal of a home on a lot.

- D. Fences must be properly maintained and in good condition, including painting and repair.

**Park Rule:** If required for park maintenance a fence shall be moved at park expense and replaced at park expense after maintenance is complete. (See also Chapter 5 of this handbook)

*NOTE: See also Clotheslines on Page 7 of this handbook regarding hanging of items on fences.*

#### **STANDALONE UTILITY AND STORAGE SHEDS [Reference City Code Section 670.02] [ORDINANCE 2018-001 8/1/18]**

- A. Shall be no larger than 144 square feet. All sheds must have a solid floor with skid or joist sufficient to allow unit to be moved when necessary. (Park Rule: Sheds shall not exceed principal structure height.)
- B. Be in good condition or repairs.
- C. Exterior finished with metal, vinyl, siding, paint or stain and color to be compatible with home.
- D. Placed on lot 10 feet or more from neighboring home and minimum of 3 feet from retaining wall.
- E. Permits required for all sheds prior to placement with copy of site plan attached.
- F. One shed per lot. (Park Rule: Sheds shall not be serviced with water or electricity.)
- G. If required for Park Maintenance, utility and storage shed can be moved by the Landfall HRA at their expense. If the Landfall HRA determines that a utility or storage shed cannot be moved because the utility or storage shed is in such a state of disrepair then the owner must repair the utility or storage shed or have it removed.
- H. There shall be no temporary structure allowed, for the storage of personal property or being used as a workshop, such as tents, lean-to's, enclosed shelters of any kind. (Exemption – Camping tents will be allowed for one week. Screen tents and Sun tents used for recreational purposes.)
- I. Shed doors must fit tightly and remain closed at all time except when moving items in and out.

**Park Rule:** All new utility sheds must be placed on skids to meet the local building code and if required for park maintenance these sheds shall be moved, at the Park' expense, except the resident shall have the shed empty during the moving. Upon written notice to the resident that resident shall have 14 days to empty the shed, which shall remain empty until it is moved back.

### 3. PERMITS – 3B - OTHER

**\*\* PERMIT PLACARD MUST BE POSTED IN LOCATION VISIBLE FROM THE STREET \*\***

The City issues Permits at the Park Office for the following types of work: Building, Plumbing, Mechanical, Signs (other than political), Demolition, Fence, Right-of-Way, Licensed Installer, Special Event and Shed. **Always check with the Park Office prior to beginning any work to see if a permit is required.**

General examples include the following, but are not limited to:

**Building Permits** are required for Additions, Decks, Stairs, Remodeling, Roofs etc.

**Mechanical Permits** are required for replacement of a furnace, central air conditioning, gas fireplace, addition to the existing gas lines (changing from electric to a gas appliance), any new gas line and replacing any duct work or vent pipes.

**Plumbing Permits** are required for replacement of a water heater, installing at a new location any waste/vent and supply lines to a fixture, and installing a new water softener.

### 4. AUTOMOTIVE / VEHICLES / BOATS / TRAILERS / TARP

#### **DESIGNATED SPEED LIMITS [Reference: City Code 700.02]**

The speed at which any motor vehicle may be operated within the City shall be a maximum of 10 miles per hour, as provided by the State Mobile Home Park Licensing Law. This maximum speed limit applies to all streets within the City and to the Landfall Village beach parking area, in addition, the streets and parking lots of the commercial district as well.

#### **AUTOMOBILE REGISTRATION [Reference: Lease – Point 8]**

The resident must register with the HRA office all automobiles owned and regularly kept in LANDFALL TERRACE.

#### **CERTAIN VEHICLES DECLARED A PUBLIC NUISANCE [Reference: City Code 710.06] [ORDINANCE 2018-008 12-17-18]**

Any vehicle, whether occupied or not, that is found stopped, standing, or parked in violation of this Section or that is reported stolen or found impeding fire fighting, snow removal, or other street maintenance operations or the orderly flow of traffic, or any junk or abandoned, that has remained for a period of 48 hours on public property illegally, or has remained for a period of 14 days on private property including designated off street parking areas unless housed in a garage or storage building, or is otherwise an unauthorized vehicle in violation of any other Ordinance, Rule or Statute, e.g., in violation of 710.09, shall be hereby declared to be public nuisance and the public nuisance may be abated in the manner set forth in this Section.

Any City Official or Peace Officer of proper jurisdiction, Firefighter, or other duly authorized personnel, may order the nuisance vehicle to be immediately removed and impounded in the manner provided for in this Section. The vehicle shall be surrendered only to the duly identified owner thereof or his or her authorized agent upon payment of the fees provided in this Section which shall be declared to be the vehicle towing and impound fees covering the vehicle.

The impounding of a vehicle pursuant to this Section shall not prevent or preclude the institution and prosecution of proceedings for violation of any provision of this Code, ordinance of the City, or State law, in the District Court or elsewhere, against the owner or operator of the impounded vehicle.

#### **AUTOMOBILE REPAIRS [Reference: City Code 710.09] [ORDINANCE 2017-003 7/17/17]**

Minor repairs and tune-ups, performed by a resident on their personal vehicle(s), such as replacement of spark plugs, spark plug wires, thermostat, radiator or heater hoses, batteries, wheels, lightbulbs/lenses, shock absorbers and brake service shall be permitted in residential areas of the City, providing they can be accomplished *within the same day and completed by 10:00 PM*, and do not in any way impede other ingress and egress of residents, guests and Emergency Vehicles. **Oil changes are not allowed.** Vehicles being repaired shall not be left unattended unless secured by the resident. All other repairs shall be considered major repairs and shall not be permitted on any City street, nor anywhere within a residential district unless the repairs are made within an enclosed structure allowed within the zoning district. No vehicle shall remain in an inoperable state for a period of more than 72 hours. Damage to City streets because of repairs or lack of repairs shall be charged to the LESSEE responsible for the damage to the City streets. Maintenance is not allowed “for hire” in the City and violations of this policy shall be considered a violation of the resident’s lease.

**Park Rule:** NO DISPOSAL of used motor oil is allowed in the Park.

#### **VEHICLES [Partially Dismantled/Wrecked/Junk/Discarded/Non-operating] [Reference: City Code 710.11]**

It shall be unlawful for any person in charge or in control of any property within the City to allow any partially dismantled, non-operating, wrecked, junk or discarded vehicle including parts thereof or there from to remain on any **private property** unless within an enclosed building

for any period longer than 48 hours.

**As additional reference: City Code 710.01, Subd. 8 - Private Property.** "Private Property" shall mean any lot, vacant lot, off street parking place, or business property not considered public property.

**GENERAL UNLAWFUL OPERATION [Reference: City Code 740.02 and 740.03]**

**City Code 740.02:** All streets of the City shall be off limits for operation of any snowmobile, ATV, or similar vehicle. No person shall drive or operate a snowmobile, ATV, or similar vehicle upon public lakes and rivers in the City within 25 yards of any fisherman or pedestrian, in any designated skating or sliding area, or in any other area where the use of a snowmobile shall be considered to be hazardous to others.

**City Code 740.03:** No person shall operate any motorized vehicle that is not required to be licensed under state law on or in any public street, park, beach area, playground or other public area.

**NO PARKING [Reference: City Code 710.02]**

- A. There shall be no parking on the following streets: Dellwood Sq. N., Dellwood Sq. S., Dellwood Sq. E., or any other street properly signed and marked.
- B. There shall be no parking on the East side (sidewalk side) of the following streets: Heather Way, Ivy Lane and Juniper Curve.

**VEHICLE PARKING [Reference: City Code 710.03 and 1100.05, Subd. 2-H]**

**City Code 710.03: Parking on City Streets and Residential Property.** Only currently insured and licensed passenger vehicles as defined in MN Statute 168.011 shall be authorized to park on City streets and residential properties at any time, as designated.

**City Code 1100.05, Subd. 2 – H: Parking in Residential District.**

Only vehicles with passenger license plates shall be parked in the residential district, unless special permission shall be granted by the City Council.

**VEHICLES [Reference: Park Rule]**

Each mobile home lot has two parking spaces. If more than two licensed drivers are on the lease, one additional space per driver is allowed; all vehicles must be licensed as passenger vehicles not exceeding a 1 ton weight. Any damage to Landfall property by any resident vehicle or resident's guest's vehicle/motorcycle will be the responsibility of the resident. Motorcycles must be parked on cement or have a kick stand plate and not block sidewalks.

**Tarps Covering Vehicles –**

- Tarps on vehicles in **off-street parking** are allowed as long as current license/tabs are visible.
- Tarps on vehicles in **on-street parking** are not allowed.

**UTILITY TRAILERS [Reference: Park Rule]**

- **Off-street Parking:** If residents have **off-street parking** and only one automobile, they may use the second parking space for a trailer all year-round.
- **On-Street Parking:** From April 1<sup>st</sup> through October 31<sup>st</sup>, if residents have **on-street parking** and only one automobile, the resident may use the second space for trailers. No such parking will be allowed from November 1<sup>st</sup> through March 31<sup>st</sup>.
- **Overnight Parking:** If a resident's lot allows at least 6' of space from the neighboring home for **overnight parking (8pm-8am)**, a trailer may park on the lot but must be unhitched so the sidewalk isn't blocked and moved daily. Any damage to the lot must be repaired by the resident.
- Trailers are not to exceed 5 feet by 8 feet. Nothing loaded on the trailer should exceed this width. Items must not protrude more than 6 inches from the rear of the trailer.
- Trailers are not allowed to be used as storage. When parked on the street, utility trailers should remain hitched and moved **daily**.
- Trailers loaded and used for hauling shall be covered with a tarp.

**RECREATIONAL VEHICLE STORAGE [Reference: Park Rule]**

Storage of boats, campers, snowmobiles, jet skis, canoes and other small vehicles will be allowed according to the following criteria:

- **Off-Street Parking:** If residents have **off-street parking** and only one automobile, they may use the second parking space for a boat or camper all year-round. License/tabs must be current.
- **On-Street Parking: RV/CAMPERS** - From April 1<sup>st</sup> through October 31<sup>st</sup>, if a resident has **on-street parking** and only one automobile, the resident may use the second space for their personal, unoccupied RV/camper, for no longer than forty-eight (48) hours to pack/unpack. No parking of unoccupied RV's and campers shall be allowed by residents under any other circumstances and no such parking authorized herein will be allowed from November 1<sup>st</sup> through March 31<sup>st</sup>. Campers cannot be occupied and/or hooked up to water/electric under any circumstances. Occupied campers/RV's are only allowed in the fourteen (14) designated sites for same under separate contract..
- **BOATS** – From April 1<sup>st</sup> through October 31<sup>st</sup> boats on a trailer should remain hitched and moved every 48 hours. From November 1<sup>st</sup> through March 31<sup>st</sup> boats may be stored on the lot if it is on a trailer and 6' away from neighboring home. Any gas must be drained off site before storing. Damage to grass and maintenance of the lot will be the responsibility of the resident.
- Resident lawn must be properly cared for under the trailer.
- Non-gas powered watercraft will not be stored on the ground or above/below the home or shed. There is no limit but all must fit on one rack specifically manufactured for this purpose. Must be able to keep lawn properly cared for under the rack.

## 5. RESIDENT HOMES AND LOTS

### **AIR CONDITIONERS [Reference: City Code Section 670.03]**

**City Code 670.03:** A. Window air-conditioners shall be braced not propped up by supports on the ground, and shall be placed on the resident's yard side of the home. B. Central air-conditioners shall be placed on the resident's yard side of home.

### **BUILDING (HOUSE) NUMBERS [Reference: City Code Section 1010.01]**

No owner shall occupy nor let to another for occupancy any dwelling or dwelling unit or commercial structure unless the dwelling unit or structure displays the proper street number, conforming to the following requirements:

- A. All numbers shall be not less than three (3) inches high.
- B. All houses shall display numbers in a color that contrasts with the color of the structure.
- C. All homes shall display the proper house number not less than 4 feet from the ground level and which shall not be obstructed from view.
- D. All business buildings having a rear entrance shall display the proper street number near both the front and the rear entrances.
- E. All residential units shall display their lot numbers as assigned on the front **or** on both end-caps of their homes (when each end borders a street) and such numbers shall be displayed in a conspicuous area subject to the approval of the City Council/HRA and/or the law enforcement agency tasked with patrolling the park. Double wide homes shall display house numbers on the same side as the front (street) door opening

### **CLOTHESLINES [Reference: City Code: 670.07] [ORDINANCE 2018-002 8/1/18]**

- A. Hanging of clothes shall be permitted only on a retractable/collapsible clothesline and collapsed by dusk on the same day..
- B. Hanging of any other wet article(s) on deck railings, fences, trees or bushes is not allowed.
- C. Placement of one clothesline in yard.

**BASKETBALL HOOPS [Reference: Park Rule] -** Regulation basketball hoops portable or stationary are not permitted. Small plastic basketball hoops not exceeding 5 feet in height are allowed so long as their use is contained entirely on the lot and the ball is not permitted to escape the lot into a street or neighboring lot. (Amended 11-16-15)

### **SWIMMING POOLS, SPAS AND TRAMPOLINES PROHIBITED [Reference: City Code: 670.15]**

No public or private residential swimming pools or trampolines are allowed within the city limit **except a Kiddie Swimming Pool, defined as follows:** a temporary structure made out of plastic or other material that is no larger than five feet in diameter and a maximum of twelve inches in height.

### **LAWN/LOT MAINTENANCE [Reference: Park Rule, City Code Section 670.01 and 670.06-A/B/C/D/]**

**Park Rule:** Individual lots must be maintained by the resident in a clean and orderly fashion to comply with all state, county, local ordinances and regulations. Maintenance includes but is not limited to: mowing of grass and removal of all emergent vegetation (noxious weeds, volunteer trees and other herbaceous growth) through the use of string-trimmers, shears, pruners or other device. Properties which include a retaining wall on or as a border from a side or back lot shall also be maintained by the resident unless such maintenance shall be deemed hazardous by Management and so-noted on the Lease. (Amended 11-16-15)

**City Code: 670.01 Definition. Residential lots and yards** shall meet the following standards:

- A. Includes resident's own home
- B. Side yard and parking area between resident's own home and up to the neighbor's home.
- C. Front yard space to street and back yard space to street or other barriers.
- D. Each resident has three (3) feet of accessibility in neighbor's yard for repair and cleaning of home.

**Park Rule:** Where a fence defines a property-border the resident shall be responsible for all vegetation growing up to and on the fence on their side of it. (Added 11-16-15)

**NOTE: For clarity, the three (3) feet of accessibility in your neighbor's yard is ONLY for repair and cleaning of home.**

**City Code: 670.06-A/B/C/D - Lawns. A.** Property owners shall water when necessary. **B.** No overnight watering shall be allowed.

**C.** City of Landfall watering ban shall be followed. **D.** Grass and any other non -ornamental vegetation shall not exceed 4 inches in height.

**Park Rule:** Management of vegetation must include all areas around the home, the pedestal, riser, outbuildings, fences and retaining walls (where appropriate). (Added 11-16-15)

### **LANDSCAPING AND GARDENS [Reference: Park Rule and 670.13]**

**Park Rule:** New gardens, shrubs, trees, or other planting will not be allowed on individual lots without a site plan and prior written approval of Park Management. All plantings must be 3 feet from the asphalt.

### **TREE REMOVAL [Reference HRA Policy]**

Trees, shrubs and vegetation are considered to be permanent fixtures and owned by the City of Landfall. It is the intent of the City to enforce a Tree Management Policy that controls and prevents the spread of disease, eliminates trees and shrubs that are dead or dying and manage foliage that obstructs the views of intersections or impedes pedestrians within the City of Landfall. Disease control authority is granted pursuant to Minnesota Statute Section 18G.13. The Policy states: Landfall Public works may inspect all trees, shrubs or other vegetation within the City of Landfall at any reasonable time during business hours and at any time during an emergency/natural disaster, and as often as practical and necessary, to determine whether any conditions stated above exists. Should a tree, shrub or other vegetation be deemed a nuisance or impediment requiring its removal or physical modification, residents will be notified in writing with a door hang-tag of work to be MN-4 City of Landfall Village HRA – Landfall Terrace Resident Handbook Adopted 8-19-19 / REV 5-18-20 / 5-17-21/9-20-21



done, and workers shall door-knock and attempt to advise of the work immediately before work is to commence. Notification shall not be required in the event of emergency or public safety situations, as determined by the City of Landfall in its exclusive discretion.

**OUTSIDE STORAGE OF PERSONAL PROPERTY INCLUDING MATERIALS OR GOODS [City Code 670.11] [ORDINANCE 2018-003 9/26/2018]**

All Personal Property, Materials and Goods shall be stored within the home or storage shed. No items shall be permitted to be stored on top of, beside, or under the home (see Exemption) porch/deck, addition, shed or on trailers. One ladder may be stored outside in a safe and secure manner. Items allowed in yards or patios: ANYTIME – Patio Furniture and Bab-B-Que grill/smoker. SUMMER – Kiddie pool, kiddie outdoor furniture, kiddie bikes/toys and seasonally appropriate yard accoutrements. Exemptions: a.) Building materials or equipment being actively used in construction for time stated on building permit and b.) Limited storage is allowed under the home for non-flammable items that can be secured, do not block access to utilities and allow the home to be properly and securely skirted.

**Park Rule:** No personal property belonging to any resident or guest may be left on any public street, sidewalk, or common area of the park.

**TEMPORARY STRUCTURES [Reference: City Code 670.02- H]**

See Section 3 of this handbook – Standalone Utility and Storage Sheds

**REMINDERS: CONTACT THE PARK MANAGER BEFORE YOU DO ANY DIGGING ON THE LOT TO AVOID HITTING GAS / WATER / SEWER LINES. YOUR ELECTRICAL SERVICE MAY NOT BE SPLIT, SHARED OR OTHERWISE USED FOR ANY FACILITY. FIXTURE OR DEVICE BEYOND YOUR LOT.**

**All residents of Landfall Terrace are required to be in compliance with City of Landfall Village City Code as cited throughout this handbook. Specific references are used herein and are not all inclusive; the full copy of the City Code is available for review at the Park and City Hall Offices.**

**HOUSING MAINTENANCE CODE: Authorized Structures and Standards. [City Code 1030.01]**

**All houses within the City shall comply with the following minimum standards:**

- A. Windows, storm windows, screens, storm doors and screens shall be substantially tight and in sound condition and good repair, all plastic, tarps, vinyl or other covering that is placed on windows and doors, may be put on no earlier than October 1<sup>st</sup> of the calendar year and are required to be removed no later than May 1<sup>st</sup> of the following calendar year.
- B. Bedrooms are required to have at least one (1) egress window operable from the inside.
- C. Windows shall be fully equipped with window panes and screens which shall be without open cracks or holes.
- D. Sashes shall be in sound condition and fit reasonably within the frame.
- E. Every window, other than a fixed window shall be capable of being easily opened and have hardware to hold it in an open position and locking hardware shall be required on all opening windows.
- F. Every entrance or exit door unit and its hardware shall be sound condition and fit within its frame. It shall be capable of opening easily, with all hardware in working condition and the doors and screens shall be without cracks or holes or rotting or splitting wood.
- G. Exteriors of homes or dwelling unit shall be neat and clean and in good repair including the roof. No house shall have any broken, torn, loose, or missing siding.
- H. Skirting shall be tight and a compatible color with the home. It shall allow access to utilities and be vented properly. It shall be made of aluminum, steel, vinyl, or treated lumber. It shall not be made of non-treated lumber. Wood skirting existing at the time this code is adopted shall be replaced with aluminum, steel, vinyl, or treated lumber skirting when it has holes, becomes rotten, warped, or is otherwise in disrepair.
- I. (Retained as marker).
- J. Every owner of a home, dwelling unit or structure shall be responsible for the control and/or elimination of insects, rodents, or other pests whenever infestation exists.
- K. (Retained as marker.)
- L. Remodeling, building of decks, porches, additions, carports, garages, and sheds shall require a building permit from the City. Approval of plans shall be obtained from the Building Inspector.
- M. Additions, porches, decks, carports, garages, and sheds shall be painted or stained and be of a compatible color with the home or dwelling unit, all plastic, tarps, vinyl, or other covering that is placed on additions, porches, decks, may be put on no earlier than October 1<sup>st</sup> of the calendar year and are required to be removed no later than May 1<sup>st</sup> of the following calendar year. Carports cannot be enclosed on more than one side.
- N. Porches and additions to homes of dwelling units shall not be permitted to be boarded up and/or used as animal pens, cages, or kennels.
- O. Stairs and steps shall be kept safe, solid, and in good repair. This includes railings, decks, porches, and additions. They shall be painted or stained in a compatible color with the home, or dwelling unit, unless they are concrete.
- P. There shall be no storage allowed on the roofs of homes, dwelling units, additions, decks, porches, carports, garages, or sheds.
- Q. Storage of flammable materials under the home, dwelling unit, or skirting shall be prohibited.
- R. All homes and dwelling units shall be equipped with operable smoke detectors (IRC R313) and fire extinguishers. Carbon monoxide detectors are required by MN State Statute 299F.50.
- S. All units must meet the requirements of MN Code 1350 for the installation and tie down requirements.
- T. All homes have to have tie downs and homes moved within the park or brought into the park must have cement footings to meet the requirements of MN Code 1350. If a home is 3 years or older it may not require cement footings.

- U. All homes shall be connected to the underground electrical power and shall be grounded. The home shall be properly connected to the gas meter and sewer and water lines and shall be connected according to code.
- V. A Plumbing Permit is required for installation of a hot water heater. (Contact the Park Office for the Permit application.)
- W. A Mechanical Permit is required for installation of a furnace. (Contact the Park Office for the Permit application.)
- X. All homes shall be equipped with an operable heat tape.
- Y. All air conditioners, whether central or window style, shall be placed on the yard side of the resident's home. Window air conditioners shall be braced and not propped up by supports.
- Z. Garages and Carports: Site Plan and Building Permit required, must be in compliance with MN State Uniform Building Code and MN State setback requirements for mobile home parks. The garage/carport must be positioned 10 feet from neighbor's home, built and with surface/footings as required by MN State Building Code, constructed with compatible materials and be a compatible color to the home. A shed may be combined with garage/carport to utilize full width of garage/carport in exception to existing ordinance, requiring shed to be on pallet/skid; neither can be attached to the home. The carport cannot be enclosed on more than one side and all plastic, tarps, vinyl or other covering that is placed on carports, may be put on no earlier than October 1<sup>st</sup> of the calendar year and are required to be removed no later than May 1<sup>st</sup> of the following calendar year. No such coverings shall be allowed between May 1 and September 30. [Ordinance 2013-004 / 2-13-13]

## **6. SPRING/FALL CLEAN-UP DAYS, STREET SWEEPING, SNOW REMOVAL**

**Refer to Actual City Code/Policy/Notice for Complete Details**

### **SPRING/FALL CLEAN-UP DAYS [Reference Policy MN-3T]**

The City sponsors two clean-up days annually to assist residents with disposal of items they no longer use or do not have room to store in their homes or sheds. A notice is sent in advance advising the date of the clean-up, which items are not allowed and stating items can be placed at the curb the evening before the Saturday pick-up. A small fee is charged for specific items; all other approved items are picked up free of charge. (REV 10-27-18)

### **STREET SWEEPING [Reference Notice PO-11]**

Street sweeping is generally scheduled for the Monday after clean-up. Vehicles must be removed by 8:00 AM on the day of sweeping. Any vehicle(s) left on the streets will be towed at owner's expense. PARK RULE: You may park in your yard until the streets are swept curb to curb. You must remove your vehicle(s) from your yard the same day work is completed. Any vehicle(s) not removed will be towed. (Adopted 6-17-18)

### **SNOW REMOVAL [Reference City Code Section 720 and Policy MN-3B]**

Snow removal will be carried out by the City of Landfall Village, or a contracted snow removal service. In an attempt to provide clean, safe and efficient snow removal, the City has established a snow removal plan for the park. Snow plowing will begin when snow starts to accumulate 2 inches or more regardless of the time of day or night. **Starting at 7:00 AM all vehicles parked on the streets should be moved to the temporary parking locations. When the streets have been plowed full width, the vehicles should be returned to their streets. All vehicles remaining on the streets that have not been plowed full width will be towed, after 8:00 AM.**

Snow and ice removal for off street parking spaces are the residents responsibilities. The city will maintain the sidewalks in the city. As there are a limited number of personnel available, the City will only maintain these sidewalks after the streets have been plowed. State laws prohibit the throwing of ice or snow onto the City streets.

### **SNOW REMOVAL [Reference Policy MN-3B]**

When streets have been plowed full width, vehicles are to be removed from off-street parking locations and returned to streets, within 12 hours, or they may be towed without notice and at owner's expense. (Adopted 11-20-14)

## **7. PETS**

### **Park Rule: Animals not owned and licensed by you are not to be fed, housed or assisted in any way.**

It is a known fact that stray animals suffer much more when they are assisted with occasional food or allowed to be harbored in any way. Those animals are typically intact/not spayed and tend to procreate and exacerbate the problem. Wild and feral animals on the other hand tend to harbor disease and prey on healthy domestic pets when the opportunity arises. It is therefore a Park rule that animals not owned and licensed by you are not to be fed, housed or in any way assisted. Stray cats and dogs should be reported to the authorities using the non-emergency line into law enforcement. Vermin such as rats should also be reported. The exception to this general rule is the reasonable use of bird feeders, which must be suspended in such a way as to deter vermin. Residents caught with observed evidence of violating this rule such as the presence of food "bowls" outside on their lot or the regular sightings of non-domestic non-licensed animals on their lot will be cited. Those cited more than 3 times in a calendar year for this shall have their lease terminated.

## **PETS [Reference: City Code Section 500]**

**City Code 500.01 – Licenses Required:** In summary - Annual licenses for dogs and cats (over 6 months old) are required and expire on February 28. No dog or cat license shall be issued by the City, at the Park Office, unless the person requesting the license produces proof of a rabies vaccination within two (2) years of the date of application for license. (Refer to City Code 500.01 for full details on Pet Licensing.)

**City Code 500.06 - Animals At Large Prohibited:** No dog shall be off the premises of the owner, whether licensed or not, unless under control on a leash not longer than six (6) feet or other physical restraint held by some person able to hold the dog in control. Any dog off the owner's premises and not so leashed or under control shall be considered running at large.

- **Subd. 1 – Dogs Prohibited from Beach and Playground Areas.** Dogs leashed or unleashed, shall be prohibited from being on any beach or playground area.
- **Subd. 2 – Leashing.** All pets shall be leashed at all times when outside of owner's home and in such a manner as not to interfere with public services such as, but not limited to, meter readers, repair persons, mail delivery, maintenance workers, etc. Outside leashing shall be allowed only when owner shall be at home. No overnight outside leashing shall be allowed.
- **Subd. 3 – Animal Waste Disposal.** All pet waste shall be removed by the pet owner daily and disposed of properly. All animal waste deposited on empty lots, public and private property, and City streets shall be removed immediately and disposed of properly. Owners walking their pets shall be required to have on their person some means, such as paper, plastic bag, scoop, etc. to remove pet waste immediately.
- **Subd. 4 – Leashing On Public Property.** Leashing any pet on public property or on vacant or private property other than the owner's shall be prohibited.
- **Subd. 5 – Outside Kennels, Cages, Pens, or Houses.** Structures of any kind outside for the purpose of housing pets including but not limited to kennels, cages, pens or houses shall be prohibited.

**City Code 500.09 – Keeping Noisy Dogs.** No person shall keep a dog which habitually barks or howls, inside or outside, either during the day or at night. Continuous barking, howling, or other noise audible off the premises of the owner for a period of at least five minutes with interruptions of less than a minute shall be evidence of habitual barking under this Section.

**City Code 500.10 – Number of Dogs and Cats. Subd. 1 – Limit.** No more than two dogs and/or cats shall be allowed per household.

**ANIMALS IN PUBLIC BUILDINGS:** As a safety measure, **no animals are allowed** in Landfall Village Public Buildings, unless otherwise designated by current law(s) The exception is as follows:

- **ANIMALS IN THE STORM SHELTER:** Animals are ONLY allowed in the shelter during a storm. They must be in the control of the owner at all times and stay on the tiled area, not the carpet. Animals must be on a leash, in a cage or held on owner's lap. A muzzle is required if there is any possibility that your animal poses a threat to the safety of others.

## **8. GENERAL**

### **CHILDREN [Reference: Park Rule]**

**Park Rule:** Residents are responsible for the actions of their children, guests and pets and for any damages caused by them. Children are not allowed to play in or cut through neighboring yards or vacant lots without the permission of the neighbor.

**Park Rule:** Children under the age of 10 years must be accompanied by an adult when at the City playground, park, or beach.

### **NOISE / NUISANCES AFFECTING PEACE & SAFETY & PROHIBITED [General Reference: City Code Section 640 & Park Rule]**

**Park Rule:** "Quiet Hours" will be observed from 10:00 PM to 7:00 AM.

**City Code 640.1 Public Nuisance Defined:** A public nuisance shall be defined as a thing, act, occupation or use of property which shall unreasonably annoy, injure, or endanger the safety, health, comfort or repose of the public.

**City Code 640.04-G/H Public Nuisances Affecting Peace and Safety. G.** All unnecessary noises and annoying vibrations. **H.** All operation of any motor vehicle radio receiving set, tape player, compact disc player, paging system or other device for the production or reproduction of sound in a distinctly and loudly audible manner so as to unreasonably disturb the peace, quiet and comfort of any person nearby or at a distance of 25 feet or more.

**City Code 640.05 Public Nuisance Prohibited.** No person shall knowingly cause or create a public nuisance, or permit any public nuisance to be created, to be placed upon, or to remain upon any premises owned or occupied by him or her.

### **CURFEW & PROHIBITED ACTIVITIES [Reference: City Code 610.04 & 810.04-J]**

**City Code: 610.04**

**Subd. 1 - Minors Under Sixteen.** It shall be unlawful for any minor under the age of sixteen (16) years to be in a public place within the City during the period ending at 5:00 AM and beginning at 10:00 PM every day of the week.

**Subd. 2 - Minors Sixteen and Seventeen.** It shall be unlawful for any minor who is sixteen (16) or seventeen (17) years of age to be in any

public place within the City during the period ending at 5:00 AM and beginning at 12:00 AM (midnight) every day of the week.

Note: Exceptions - Refer to City Code 610.05 for complete list of exceptions to the above.

**City Code 810.04-J Prohibited Activities.** No person shall be in or remain in any public park between the hours of 10:00 PM and 5:00 AM, except by special permit issued by the City.

**RESIDENT COMPLAINTS – Complaints must be submitted on the Complaint Form (PO-7)**

Residents are encouraged to resolve differences among themselves. If a resident has a complaint against another resident which cannot be solved mutually, then said complaints must be submitted in writing to the City Administrator, on the complaint form (available in the Park Office and City Hall), and dated and signed by the complainant. No complaint shall be investigated, entertained, or otherwise addressed unless submitted on the Complaint Form. Complaints are anonymous unless they go to court.

**NO UNLICENSED BUSINESS [Reference 1100.7, Subd. 3]**

No unlicensed operation of a business. The City may authorize a home occupation business through issuance of a Special Use Permit.

**FIRE ARMS [Reference 660.03, Subd. 1]**

Private discharging of fire arms is absolutely prohibited.

**FIREWORKS [Reference 640.4-F, 660.7, 660.8, and 660.9]**

As a general reference, the only fireworks allowed in the City are those that can be legally purchased for personal use in the State of Minnesota. If you observe illegal activity, call the Sheriff’s Dispatch at 651 439-9381 to report the incident, ask for the incident number and notify the Park Manager, providing the incident number.

**FIREWOOD [Reference 670.08]**

The storage of firewood in the City of Landfall is not allowed at any time for any purpose. [Ordinance 2019-002]

**FIREWOOD/FIREPLACES [Reference Park Rule]**

Park Rule: There shall be no storage of wood. Indoor wood burning fireplaces or wood burning units of any kind are not allowed.

**OUTSIDE BURNING / BARBEQUES [Reference – Park Rule]**

**Due to the density of homes in the Park and the related safety issues, Fire Pits and Outside burning of any kind is prohibited within the park.**

Barbeque grills are allowed for cooking food ONLY and must be attended by an adult constantly whenever in use. Barbeque grills are not allowed to be used for burning. If you observe illegal activity, call the Sheriff’s Dispatch at 651 439-9381 to report the incident, ask for the incident number and notify the Park Manager, providing the incident number.

**STREET LIGHT OUTAGE**

If you notice an outage, contact the Park Manager advising the approximate location and pole number (shown on all Xcel street light poles). The Park Manager will create a work order for handling.

**9. TENANT RESPONSIBILITIES and OBLIGATIONS**

**The following are some of the primary responsibilities and obligations in the LEASE and CITY CODE:**

**RENT:** LESSEE will pay LANDFALL TERRACE the full monthly rent (in the form of personal check, cashier check or money order) on or before the first day of each month while this month to month lease is in effect. Rents are to be received at the Management Office at 50 Aspen Way, Landfall Village, MN 55128. (Lease: Sec. 1)

**LATE RENT/PAST DUE ACCOUNT BALANCE LATE FEE AND RETURNED CHECK FEE:** Lessee will pay a penalty of \$20.00 if LESSEE does not pay the full monthly rent or any other past due balance, i.e. Maintenance Violations, Court Fees etc.) on or before the close of business on the 10<sup>th</sup> day of every month. Payments found in the drop-box at office opening on the 11<sup>th</sup> or next business/week day shall be deemed received. LESSEE also will pay a fee of \$36.00 for each returned check. Any payments made after the 10<sup>th</sup> day of the month must be made by money order or certified funds and in full. (Lease: Sec. 2)

**WHO IS RESPONSIBLE TO PAY THE RENT:** The LESSEE(S) on the Lease are responsible for paying the full amount of rent, including any party who has signed as a LESSEE Co-Signer, and any other money owed to LANDFALL TERRACE. (Lease: Sec. 3)

**SECURITY DEPOSIT:** Before actively leasing a lot in LANDFALL TERRACE, the LESSEE must pay MANAGEMENT a security deposit. MANAGEMENT must give the LESSEE a written receipt for the deposit. When the LESSEE moves from LANDFALL TERRACE, the LESSEE will give the MANAGEMENT a forwarding address. Within 21 days of termination of Lease, MANAGEMENT must either:  
a. refund the LESSEE’S security deposit plus the amount of interest required by law to be paid, or

b. write the LESSEE stating that MANAGEMENT is keeping some or all of the deposit and explain why. MANAGEMENT will keep security deposit money only if the LESSEE has moved out owing rent or any other past due balance or if the LESSEE has wrongfully damaged the community's property. MANAGEMENT must not hold the LESSEE responsible for ordinary wear and tear or for damage due to extreme weather or other unusual causes beyond the control of the LESSEE. (Lease: Sec. 4)

**LOT MAINTENANCE AND COMMON AREAS:** The PARK must maintain the streets and common areas of the PARK and must obey all health, safety and building code regulations which apply to LANDFALL TERRACE. The RESIDENT must obey the reasonable Policies, Rules and Regulations about lot maintenance and about common areas such as streets and playgrounds. If the LESSEE does not meet the conditions imposed on the use of common areas, such as parking restrictions, or if the LESSEE fails to do lot maintenance work required by this Lease or by the Policies, Rules, and Regulations, such as cutting grass, removing garbage or debris etc., the MANAGEMENT may tell the LESSEE in writing that the work must be completed by a certain deadline. If the LESSEE does not do the work by the deadline, the MANAGEMENT may do the work for the LESSEE. MANAGEMENT shall then charge the LESSEE for the actual costs of doing the work. MANAGEMENT must give the LESSEE an itemized bill which states the work done. (Lease: Sec. 9)

**LOT INSPECTIONS / PRIVACY / PETS:** In order to maintain a safe and secure environment for all residents, City staff and County staff are authorized to perform physical inspections of the rented lot and exterior of homes to maintain compliance with applicable City and County Rules/Code. This activity is intended to be non-invasive and is authorized during regular business hours on weekdays. As a reminder, if you have a pet that is leashed outside the residence: it must be in such a manner that does not interrupt or hinder City staff. (reference City Code Section 500.06 subd. 2) If City or County staff are prevented from conducting their work on the basis of an animal not so-restrained, the residence will be charged \$50.00 for administrative time for each time their inspections are hindered. (Lease: Sec. 11 and City Code 500.06 subd. 2)

**COLLECTION POLICY:** Landfall Terrace has no "Pay Plan" structures for past due balances. If you are having financial difficulties, the office staff will meet with you to share information on local organizations that may be able to offer assistance.

*The Policy for past due account collections is as follows:*

LESSEE'S with past due balances after the 10<sup>th</sup> of the month will be assessed a penalty of \$20.00 on the 11<sup>th</sup> of every month. Any past due account balances over 30 days, will be processed for legal action on or after the 5<sup>th</sup> of the following month going into a 35 day default.

LESSEE will be responsible to pay all balances due including Legal process and service fees. These fees could be up to \$420.00 (or more) and must be paid in full. (Lease: Sec. 22)

## **Additional Obligations and Responsibilities**

### **INSURANCE**

Residents are strongly advised to obtain homeowner's insurance to protect against injury, property loss damage, or pet damage. Management is not responsible for injury or damage done to residents, their personal property or guests on their personal property that is not caused by Management. Insurance held by the CITY/HRA does not protect a resident from loss of personal property by theft, fire, water damage, or any other cause.

### **HARASSMENT**

**Harassment by or towards anyone on the basis of sex, race, religion, etc. violates Title VII of the Civil Rights Act of 1964 and will not be tolerated.**

## **10. TERMINATION OF LEASE PROCEDURES**

Your lease may be terminated and you may be evicted by the Pak for a number of reasons. Those reasons include but are not limited to the following:

1. Non-payment of lease charges (rent, Maintenance Violations, Court Fees, etc.)
2. Violation of lease terms and/or Park Rules and Regulations
3. Violation or failure to comply with Minnesota State Statutes, Federal Law, Health Codes or City ordinances.

Residents are encouraged to voluntarily comply with the rules and regulations. Failure to comply may result in your eviction from the Park.

You will be provided with a written termination notice at least thirty (30) days prior to the date of termination unless a shorter period is allowed or necessary due to health, safety or welfare concerns.

In the event that you want to terminate your lease you must provide the Park with a thirty (30) days written notice.

You may request a variance from a specific rule by appearing before the Landfall Housing and Redevelopment Board at their regular meeting on the 3<sup>rd</sup> Monday of each month in the City Hall. Please ask the City Administrator to add your variance request to the agenda. The HRA Board and/or City Council has the final authority on acceptance or rejection of all variance requests.

## 11. EMERGENCY MANAGEMENT PLAN

It is very important that the residents, staff, and visitors of Landfall Terrace be assured of protection in an emergency. The following information is the Emergency Management Plan for Landfall Terrace Mobile Home Park and is prepared as a means of offering assistance by providing some basic guidance and direction in an emergency. This information will be very useful in the event of an emergency situation and should be kept in an accessible place at all times. Please take the time to go through this information with everyone in your household.

All emergency situations cannot be neatly defined into basic categories for which hard and fast guidelines can be established. Continuing and meaningful efforts to prevent incidents leading to emergency situations should be of the greatest concern. Individual judgments and basic common sense will dictate the overall reaction of Landfall Terrace residents in an emergency.

The management of Landfall Terrace has the responsibility for the dissemination of emergency procedures to the staff and residents of the park. This is mandatory so the residents may carry out emergency procedures in the absence of the manager.

**LANDFALL TERRACE MANAGEMENT TEAM: ED SHUKLE, HRA EXECUTIVE DIRECTOR /651 739-4123  
PARK MANAGER, REBECCA KINSEY 651 739-8284 and TROY CARLSON, PUBLIC WORKS MAINTENANCE LEAD/651 739-8285**

**CITY STORM SHELTER:** The City of Landfall Village has a storm shelter located at 2 Fourth Avenue, to the east of City Hall. The shelter will be opened for resident use whenever the sirens are sounded. Residents are encouraged to become familiar with the shelter location prior to the time that they may wish to seek shelter.

**ANIMALS IN THE STORM SHELTER:** Animals are ONLY allowed in the shelter during a storm. They must be in the control of the owner at all times and stay on the tiled area, not the carpet. Animals must be on a leash, in a cage or held on owner's lap. A muzzle is required if there is any possibility that your pet poses a threat to the safety of others.

For any questions regarding the storm shelter, please do not hesitate to call the: **CITY ADMINISTRATOR – ED SHUKLE / 651-739-4123**  
The storm shelter also serves as the Community Center and is available to residents to rent for personal use. For any questions regarding the use of the Community Center, rental fees and/or to reserve a date for use, please contact the:

**PARK MANAGER – 651 739-8284**

*Note: There is no charge for a registered resident and immediate family members to hold a funeral gathering at the center. (6-20-16)*

## EMERGENCY NUMBERS

### LIFE THREATENING EMERGENCY – Call 911

### NON LIFE THREATENING:

#### AGENCY -

- |  |                |
|--|----------------|
| 1. Washington County Sheriff / 24 Hr. Dispatch.....      | 651-439-9381   |
| 2. Oakdale Fire Department (Effective June 1, 2013)..... | 911            |
| 3. Oakdale Ambulance.....                                | 911            |
| 4. Xcel Energy – Emergency.....                          | 1-800-895-2999 |
| Xcel Energy – Regular.....                               | 1-800-895-4999 |
| 5. Landfall Terrace Park Management.....                 | 651-739-8284   |

# TO OUR RESIDENTS:

**YOU MUST PLAN AND PREPARE TO SEEK SHELTER, RENDER FIRST AID, AND TAKE OTHER REQUIRED LIFE SAVING MEASURES ON YOUR OWN WITHOUT THE AID OF ANY EMERGENCY SERVICE.**

Unfortunately, during a major emergency event such as a tornado, large explosion, large chemical release, etc. the event or disaster would affect the emergency service response. It is anticipated that telephone lines, radio towers, power lines and possible emergency equipment would be damaged or destroyed in the event of a major emergency. Also during a major emergency there would not be sufficient resources to attend to everyone's immediate needs. Emergency services have made plans to deal with all emergencies as effectively and efficiently as possible given the resources available.

**PLAN AND PREPARE TO BE ON YOUR OWN UNTIL HELP ARRIVES.**

## EMERGENCY PROCEDURES – FIRE

A. On discovery of a fire, proceed according to the following plan:

1. Evacuate the home or building immediately
2. Call 911 giving the name of the park and location (address) of the fire.
3. Evacuate the area to at least 500 feet, including neighboring mobile homes.

**NOTE:** It is required by law that all manufactured homes be equipped with smoke detectors. It may save your life.

## EMERGENCY PROCEDURES – UTILITIES

### **TOTAL POWER FAILURE**

Call Xcel Energy at 1 800 895-4999.

### **GAS LINE BREAK/LEAK**

Call 911. Clear the immediate area. Contact Xcel Energy at 1-800-895-2999. Notify the Park Office at 651-739-8284.

### **WATER OR SEWER LINE BREAK**

Call Park Office at 651-739-8284. If it is an After Hours Emergency, the phone message will advise the current phone number to use to reach our after hours on call Maintenance service. A call to the after hours on call service number will result in a phone call to the City's dedicated emergency cell phone number.

## EMERGENCY PROCEDURES - NATURAL DISASTERS

### **PUBLIC WARNING SIRENS**

**THE STORM ALERT SIRENS WILL BE SOUNDED. EVACUATE YOUR MANUFACTURED HOME IMMEDIATELY AND GO TO A SHELTER OR SAFE PLACE. THE LANDFALL STORM SHELTER OPENS WHEN SIRENS SOUND.**

### **WHAT IS A TORNADO?**

A tornado is a short lived storm containing high speed winds that generally rotate in a counter-clockwise direction. Tornadoes are often observed by funnel shaped appendages to thunderstorm clouds. Their destructive power is immense as swirling winds develop at speeds sometimes in excess of 100 miles per hour.

### **TORNADO WATCH**

**This means the possibility of a tornado occurring exists.** Stay tuned to a local radio or television station for further weather developments.

MN-4 City of Landfall Village HRA – Landfall Terrace Resident Handbook Adopted 8-19-19 / REV 5-18-20 / 5-17-21/9-20-21

Page 14 of 16

Watch the sky for changing conditions including severe thunderstorms, heavy rain, hail frequent lighting, a roaring noise or a funnel cloud. Be prepared to seek safety quickly. Prepare to evacuate the mobile home to a storm shelter.

Tune in radio or TV to the following local commercial stations:

WCCO, 830 AM Dial on radio / KARE, Channel 11 NBC / KSTP, Channel 5 ABC / WCCO, Channel 4 CBS / KMSP, Channel 9 FOX

### **TORNADO WARNING**

**This means a tornado has been sighted in a given area.** The warning will include time of detection, location and direction of movement. Listen for warning sirens which mean protective cover should be taken **IMMEDIATELY.**

### **SEVERE THUNDERSTORM WARNING**

**This means the possibility of severe thunderstorm conditions.** The warning includes the location, time of detection, direction and speed of movement. When this warning is issued, you should do the following:

Stay tuned to your radio or television for weather bulletins.

Get inside a building where you have adequate protection.

If you are driving, remain in your automobile provided it has a metal roof.

If you are in a boat, head for shore immediately.

If you are swimming, get out of the water immediately. Never swim during a storm.

Do not use the telephone except for emergencies.

## **EMERGENCY PROCEDURE – EVACUATION**

In case of sirens sounding or tornado, seek immediate shelter at the City Storm Shelter located at 2 Fourth Avenue.

In case you need to leave the city and the South entrance is blocked, exit through the North gate.

In case you need to leave the city and the North entrance is blocked, exit through the South exits.



# CITY OF LANDFALL VILLAGE

## HOUSING & REDEVELOPMENT AUTHORITY

### 12. RESIDENT HANDBOOK ACKNOWLEDGEMENT

I / We hereby acknowledge receipt of the Landfall Terrace Resident Handbook Rules and Regulations, which are considered a part of the lease, and some of the regulations are actual City of Landfall Village City Code. (The entire City Code is available in the Park and City Offices for resident review).

I / We understand that the Emergency Management and Evacuation Plan is informational and, while not all inclusive, is intended to be a guide and offers some basic procedures to be followed in case of an emergency and/or evacuation.

I / We do not hold Landfall Terrace responsible in cases of damage to property due to the emergencies covered in this information packet.

ADDRESS: \_\_\_\_\_

Date: \_\_\_\_\_ Resident: \_\_\_\_\_

Date: \_\_\_\_\_ Resident: \_\_\_\_\_

Date: \_\_\_\_\_ Management: \_\_\_\_\_