2 Primrose Lane
Brunswick, ME 04011
(207) 442-7224
baybridge@legacymhc.com

Welcome to Bay Bridge Estates

It is our intention and purpose to operate this Park as an outstanding owner-occupied residential community. We strive to render prompt and efficient service, and to provide you with an enjoyable place to reside, in quality surroundings.

The purpose of these policies is to allow each resident to enjoy his or her home, as well as the entire community, and to better ensure the safety of residents and the Park's appearance. As a member of this residential community, you assume certain responsibilities such as maintaining the grounds around your home. The ability to provide personal care and attention to your lot is one of the many benefits of this housing lifestyle.

Enclosed are policies and procedures regarding your residency. We believe you will find it informative and helpful in becoming acquainted with your community and surroundings. If, by chance, you have a particular question not addressed in this guide, please do not hesitate to contact the Bay Bridge Estates Office. Our management personnel are trained professionals who are committed to your satisfaction.

Sincerely,

Bay Bridge Estates a Legacy Community

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GENERAL INFORMATION

MANAGEMENT OFFICE

The Community Management Office is located at 2 Primrose Lane, Brunswick Maine

Telephone: 207-442-7224

Email: (baybridge@legacymhc.com)

Rent Payments can be made through the Tenant Portal (link available on baybridgemhc.com), in person at the Community Management office, or mailed to:

LGC BBE LLC
2 Primrose Lane
Brunswick, ME 04011

**Please make checks payable to: LGC BBE LLC verify your address or account number on memo line to ensure accurate credit to your account.

APPLICATIONS:

A. APPLICATION - All new homeowners and additional occupants to the home are required to complete a rental application and meet selection criteria, which include, but are not limited to, a credit report, a brief interview, verification of employment, and reference checks with former landlords.

B. APPROVAL - Upon approval of the rental application, the new homeowner or additional occupant will be provided a copy of these rules.

C. INSTALLATION - The homeowner is responsible for the set-up/installation of the home on the lot per applicable State of Maine statutes and regulations, any applicable local code, or ordinances. Detailed set-up standards are available from Management upon the homeowner's request. All new homes coming in to Bay Bridge Estates are required to have a check valve on their water feed line.

D. RESIDENT INFORMATION SHEET - All homeowners are required to complete the Resident Information Form on an annual basis. The form includes the names of all residents in the home, home description, vehicle identification, and emergency contact information. Homeowners must notify Management immediately whenever there is a change in any of this information (people occupying the home, change in vehicles, etc.).

CARE OF GROUNDS:

A. TRASH REMOVAL - Trash must be stored inside a utility shed or in secured garbage cans which are to be located at the rear of each home between collections. Homeowner shall move trash containers to the street for collection the morning of collection day. No garbage is to be kept on the street overnight. Within twelve (12) hours after collection, the homeowner will return trashcans to the appropriate storage area. The Town of Brunswick has implemented a “Pay by the Bag” program for trash pick-up. Homeowners are required to use the special “Brunswick Bags” for trash, which may be purchased at participating stores in Brunswick. Trash must be placed in the special “Brunswick Bags.” The bags must be placed in garbage cans and the cans are to be set out curbside. Trash may not be set out in the plastic bags and the bags must be in cans in order to prevent animals from scattering trash. If the homeowner’s trash is scattered, the homeowner must pick up the scattered trash immediately. If the homeowner does not pick up the scattered trash immediately, Management will do so at the homeowner’s expense and a violation will be issued to the resident and any applicable fees will be charged in accordance with the Bay Bridge Estates Rate Sheet. Trash pick-up for Bay Bridge Estates will be every Thursday unless a Holiday interferes with this schedule in which case the town will post information regarding make-up days on the Brunswick town website.

B. SNOW REMOVAL - Roads will be plowed and sanded by Management or its designated contractor as necessary. Homeowners are responsible for all snow removal on their lots and shall maintain a clear path to all doors and utilities, including the electric meter and fuel tank. The area alongside the home where the water riser and sewer drop is located under the home must be kept clear of snow and ice. Driveways must be cleared of snow after every snowstorm. Homeowners are responsible for any damage caused by plowing done by another party at the homeowner’s request. All obstacles such as rocks, posts and vehicles must be at least eight (8) feet from the roadway edges during the winter. **Snowplowing vehicles are not allowed on the lawns when removing snow**.

On Street Parking is Prohibited From the Onset of a Winter event (snow, freezing rain, ice) and for 36 Hours After the Storm Stops in Order for Vendors to Accomplish Their Work. Violaters will be towed at Residents expense.

C. LOT MAINTENANCE - Grounds must be kept clean and neat at all times. No discarded materials, unnecessary items, building materials, trash, junk, furniture, appliances, or other items, which create a cluttered appearance, may be stored or abandoned outside the home. Toys, bicycles, etc. are to be put away at the end of the day. Homeowners will, at all times, maintain the lot in an attractive manner and in good repair at their own expense.

Homeowners waive any and all right to have any improvements made at Management's expense. Homeowners shall not make additions or improvements on the space without first obtaining Management's written consent. Any additions or improvements approved by Management shall be made solely at the expense of the homeowner.

If a lot is not being properly maintained, Management reserves the right, after seven (7) days' notice, to take all necessary steps to clean the lot and to charge the homeowner the actual costs of maintenance.

D. LAWNS – Lawns must be kept neat and well-groomed by the homeowner at all times, which includes routine fertilizing, reseeding, and watering. Lots must be mowed, and the grass must be trimmed around the edge of the home once a week, or as often as necessary to maintain a neat appearance. If the lawn is not regularly mowed and trimmed, or if the height of grass exceeds five inches (5"), Management will mow and trim the lawn and will charge the homeowner the applicable fee as described on the Park Rate Sheet. It is also the responsibility of the homeowner to rake leaves in the spring and fall. Park Management is responsible for the reasonable and necessary removal or alteration of bushes or trees on the lot.

E. DAMAGE TO LAWN - Holes dug in the lawn by residents or their guests or their animals and holes or ruts created by motor vehicles being driven on the lawn shall be filled and re-seeded by the homeowner. If the homeowner fails to remedy the damage, Management may do so and will charge the homeowner the actual cost of this service.

F. VACANT LOTS - Vacant lots are not to be disturbed or used for any purposes. The use of a vacant lot for playing, foot traffic, vehicle traffic, vehicle parking, or any other use without advance approval is not permitted. Violators will be subject to violation notices and fees.

G. GARDENS - Gardens may be allowed with prior written approval of Management. Before digging a garden, homeowners are required to submit a sketch of the garden layout to Management. If the homeowner fails to properly maintain the garden by allowing weeds, dead plants, and debris to collect in the area, he/she will be required to remove the garden in its entirety and restore the area to its original state by applying loam and grass seed to regrow the lawn.

H. CLOTHESLINES - Clotheslines of the rotary, umbrella or collapsible type, and with a solid base in the ground, may be installed at the rear of the lot. Prior written permission from Management is required to avoid potential damage to water and sewer lines. Fixed and/or permanent point-to-point clotheslines will not be allowed for any resident, and retractable clotheslines will only be allowed for those disabled residents who desire clotheslines. If a resident feels they need a retractable clothesline due to a disability or other special circumstance, please submit a request in writing to Management. If approved, the resident will be notified in writing with a copy of the notice placed in the resident file.

I. PLAYGROUND EQUIPMENT - Swing sets, slides, basketball hoops, screen rooms, tents, volleyball/badminton nets, hockey goals, etc. of a temporary seasonal type may be allowed with prior written approval of Management. Approval must be requested annually. **No equipment will be placed so as to require play from or on the street.**

J. WADING POOLS - Small wading pools no larger than 60 inches across and 12 inches deep are allowed.

Wading pools must be emptied each day and stored off the lawns. Any damage to grass caused by wading pools will be repaired by the homeowner at the homeowner's expense. Because our water supply originates from wells, the use of sprinklers or hoses for playing or cooling off is not permitted.

K. FIREWOOD - A homeowner with a wood stove may store wood, neatly stacked, in the rear of the home only. Wood may not be stacked on the side of the home. All wood stove connections must be properly installed in accordance with the manufacturer's specifications and local fire code, and it is the homeowner's responsibility to ensure proper installation. Homeowners with wood stoves must provide Management with an annual certificate of inspection of the wood stove.

L. INSPECTION OF LOT – Management reserves the right to inspect any lot, the exterior of any home, or the utilities, both outside and under the home at all reasonable hours, upon reasonable prior notice.

M. FIRE PREVENTION - Open fires are prohibited in the Park. Charcoal grills, gas grills, gas fire pits, and hibachis may be used if they are operated properly and are in good working order. Wood Fire pits of any type (above or below ground) are not permitted.

Liquid petroleum, propane, or similar gas tanks shall not be stored inside or under any home or other structure. Gas fuel tanks must be properly installed by an authorized gas company, and must be placed at the rear of the home. No flammable materials, including, but not limited to gasoline, kerosene, lighter fluid, or motor oil may be stored under or within a home.

UTILITIES:

A. GENERAL CONCERNS - Because water is a limited resource that must be conserved, all residents are required to follow certain rules concerning its use. Management reserves the right to further restrict water use during emergency periods arising from weather conditions, mechanical breakdowns, or other circumstances.

B. WATER AND WATER LINES - It is important that plumbing be kept in good repair for the health and safety of residents, and to avoid unnecessary use of water. Management reserves the right to inspect inside or outside the home for leaky faucets, running toilets, or malfunctioning fixtures upon reasonable notice to the resident, and reserves the right to shut off water to the home in the event of a substantial water leak or constantly running water.

C. WATERING LAWNS AND WASHING CARS - Each household is permitted to water the lawn for one halfhour each day during the months of May, June, July and August, unless a drought warning has been implemented by any State agency. **Cars may not be washed in the Park at any time.**

D. PREVENT FREEZING - Water lines under the home must be protected against freezing by the use of heat tapes and proper pipe wrap insulation. Skirting should also be intact and without holes to minimize winter chill from affecting water lines. Any damage to the common utilities or other damage to the plumbing for that lot or the Park resulting from failure to comply with this provision will be repaired at the homeowner's expense. All outside garden hoses will be disconnected and removed from outside spigots no later than October 1st of each year and properly stored inside the home or homeowner’s utility shed or outbuilding.

E. SEPTIC SYSTEM - Please do not flush or put garbage, sanitary napkins, paper towels, disposable diapers, fat, or any other non-soluble item or substance into toilets and drains. Doing so may cause a sewer backup, may damage the septic system, and may lead to system failure and unsafe conditions. A clogged or disconnected sewer line must be reported immediately to Management.

F. WATER/SEWER LINES – Water and sewer lines are Management’s responsibility at and below ground level, except for any problems caused by the homeowner’s actions, which occur above ground level between the ground and house connection, or at the house connection. Homeowners must keep the area under the home around the water riser and sewer drop clear of all debris and stored items. Water and sewer lines are the homeowner’s responsibility above ground level. Management reserves the right to require the homeowner to move utility sheds,

additions, seasonal equipment, etc. at the homeowner's risk and cost should any of these items interfere with the repair of water or sewer services.

G. REPAIRS – The cost of repairing sewer problems attributable to actions of the homeowner or his or her household members, guests, or invitees will be charged to the homeowner as set forth in the Park Rate sheet.

H. FUEL TANKS – Heating oil, propane, and other fuel tanks shall be installed in accordance with applicable State and local codes, and, in any case, shall be installed a minimum of a five foot (5') horizontal distance from the furnace, and shall be installed so as not to be visible from the side of the home facing the road. In the event that installation of the fuel tank causes it to be visible from the roadway, the homeowner will provide portable screening around the tank that is consistent with, and matches the appearance of, the home in color and design. A lot shall have a single tank no larger than 320 gallons, which is designed for use as a home heating fuel tank. Converting 55- gallon drums or similar containers is prohibited. All installations of heating oil tanks, LP gas, and related products must comply with town, county, state and federal codes governing it. Existing tanks must be suitably maintained, must have leaks repaired, must be painted and leveled, and must be properly screened from the roadway.

I. ELECTRICAL SERVICE – We advise homeowners to know how to operate the electrical shut off devices both inside and outside their homes. Homeowners are prohibited from attaching any objects in any manner to electric utility poles. Tampering with Park electric service, plumbing connections, or other Park utility connections is strictly prohibited. Please contact Management or your electric provider in the event of electrical problems.

ANIMALS:

A. RESPONSIBILITY - Any homeowner who chooses to own an animal does so subject to these rules. Homeowners are responsible for all actions of their animals, and are financially liable for any damages caused to property of the Park or any neighbors. Animals may not disturb the rights, comforts, or conveniences of other residents. Homeowners must apply for and receive written permission from management prior to bringing any animal into the Park. All rules governing animals also pertain to the animals of the homeowner's guests or visitors.

B. TYPES - Only dogs and cats may be permitted in the Park. No wild animals, farm animals, or any other classification of animals are permitted. Fish, birds, or small, constantly caged indoor animals are permitted without registering with Management. During hunting season, carcasses are not to be hung, displayed, placed, or be visible on any lot in the Park.

C. REGISTRATION - All dogs and cats must be registered with and approved by Management. Approval is contingent upon completion of an information sheet, submission of a certificate from a licensed veterinarian stating that the animal is in good health and has received all immunizations, and presentation of proof that the animal is properly licensed pursuant to municipal requirements.

D. RESTRICTIONS - Residents are limited to no more than two animals per home. The following breeds of dogs will not be permitted at the Park; Dobermans, Rottweilers, German Shepherds, Mastiffs, any breed of Bull Terrier, Pit Bull Terrier, or Staffordshire Terrier, or any mixed breed of those listed.

E. STANDARDS OF CARE - Dogs and cats may not be tied outside, nor may they be left unattended at any time. Doghouses, dog runs, or similar enclosures are prohibited.

Whenever animals are outside the home, they must be kept on a leash. Any dog found roaming in the Park will be picked up by the Animal Control Officer and taken to the Humane Society. Any cat found roaming will be picked up by Management and taken to the Humane Society. Playgrounds and other common areas of the Park may not be used to exercise animals.

Animal waste deposited anywhere in the Park must be removed by the animal's owner immediately. Dog waste must be disposed of properly in the trash, and not in leaf bags. Animals may not be taken to or exercised at bus stops, the sand filter area, wooded areas, empty lots, or other common areas of the Park. Homeowners must have a means of picking up waste with them at all times when walking their animals.

F. REMOVAL - Any owner whose animal is in violation of these rules will receive a written notice of the violation. Any animal that is determined to be a safety threat, or any homeowner in receipt of any three or more violation notices will be required to immediately remove the animal from the Park. Failure to comply with a removal order will lead to eviction of the homeowner.

MOTOR VEHICLES:

A. REGISTRATION - No unregistered, uninspected or inoperable motor vehicles of any size or type are permitted anywhere in the Park. This includes vehicles with expired registrations or State safety inspection stickers. Unregistered, uninspected or inoperable vehicles will be towed from the Park by Management or their authorized agent at the Owner's expense and risk. Although vehicles with an antique plate or registration do not require a State of Maine inspection sticker they must be road worthy and kept in good condition and appearance at all times and have a current antique license plate attached at all times. Road worthy is defined as able to start and legally drive town and State streets and roads. Management will provide written notice of intent to tow a vehicle, and will notify the police prior to towing.

B. MAINTENANCE – With the exception of changing tires, fuses, wiper blades, or cleaning the interior of the vehicle, vehicle maintenance is not permitted in Bay Bridge Estates. Vehicles are not to be left unattended on jacks, jack stands, or any device being used as a jack stand. No type of auto bodywork is permitted within the boundaries of the park. Any damage to paved parking areas or driveways caused by leaking gas, oil, or other fluids must be repaired at the homeowner's expense.

C. SPEED LIMIT – For the safety of all, residents and guests must comply with all posted speed limits at all times. Management reserves the right to make reasonable determinations of vehicle operating speeds. If the homeowner, homeowner's household members, guests, or invitees do not adhere to the posted speed limit, the homeowner will be subject to a violation notice, the restriction of the operation of, or the keeping of the vehicle within the Park, and will be assessed violation fees in accordance with section titled ENFORCEMENT of these Rules and Regulations. Receipt of three (3) or more violation notices within a twelve (12) month period may subject the homeowner to eviction proceedings.

D. COMMERCIAL AND RECREATIONAL VEHICLES - Residents shall not keep any commercial truck over 3/4 ton or any recreational vehicles in the Park. This includes trailers, motor scooters, motorbikes, snowmobiles, ATV's, dirt bikes, motorized go-carts, campers or boats, unless they are stored in an approved area. One canoe may be stored on the homeowner's lot, behind the home. ATV's, snowmobiles, dirt bikes and motorized go-carts may not be ridden within the Park. Motorcycles used for transportation purposes such as to and from work are permitted, but cannot be used for any recreational purposes within the boundaries of the Park. No one is permitted to live in or sleep in any recreational vehicle, camper, boat, etc. within the boundaries of the Park.

Recreational vehicles, utility trailers, campers, boats and snowmobiles belonging to residents that are routinely used may be parked in the RV parking area for an additional fee. No long-term storage of unused items is permitted. All boats and snowmobiles must have a current state registration sticker attached. All boat trailers, utility trailers and campers must have a valid license plate with current registration stickers attached. Upon expiration of registration, the owner must re-register the item within thirty (30) days. Any item that is not re-registered may be removed from the lot and stored at an impound lot at the owner's risk and expense. Snowmobiles must be kept on a trailer. All items in the RV lot must be kept in good repair and must be road-worthy or sea-worthy at all times. "Worthiness" will be determined by Park management. Residents shall not dispose of any trash, waste or debris of any type in the RV lot. Failure to comply with these standards may result in the item in question being towed and stored at an impound lot at the risk and expense of the owner and a written rules violation being issued to the responsible resident.

The RV parking area is at residents own risk. Management will not be liable for damages, theft etc. If there is no available spaces to store an item, the homeowner must find suitable storage outside the Park at his or her own expense.

There will be a $35.00 monthly charge for storing items inside the RV parking area. This charge is per item

stored in the RV parking area (one item is $35.00, two items is $70.00, etc.).This charge will be added to your ledger on the first day of every month. If this is not paid by the 15th of every month, you acknowledge your item(s) is a risk of being towed offsite and stored at an impound lot at your expense. This monthly fee secures the spot assigned as yours. You must come into the office, sign the RV Registration Form, and supply photos of your item.

E.PARKING – Homeowners may keep no more than two (2) vehicles in their driveway unless approved by Management. Overnight on-street parking is prohibited. Vehicles parked overnight in unauthorized places such as vacant lots, lawns, across driveways, or on the street may be towed away at the owner's risk and expense. Vehicles shall not be parked on the grass anywhere at any time. The homeowner may not keep any vehicle in their driveway that is covered in any manner, unless prior written approval is received from Management. No vehicle may be parked on the lawns, across driveways, or in any manner that causes any portion of the vehicle to protrude out into the street.

On Street Parking is Prohibited From the Onset of a Snowstorm, or winter event and for 36 Hours After the Storm Stops in Order for Snow Plows to Accomplish Their Work. Violaters will be towed at Residents expense.

F. GUEST PARKING - Guests will be permitted to park on the street only during daytime hours. Overnight parking is permitted only in areas clearly designated as "Guest Parking". Vehicles parked in the Guest/Visitor parking area must be road worthy and have a current State inspection sticker and registration. The Guest/Visitor parking area is not to be used as a long-term parking lot for residents. Vehicles, which do not meet the criteria of the Guest/Visitor parking area, may be subject to towing, without prior notice, at the owner's risk and expense.

G. DELIVERY VEHICLES - Delivery vehicles that violate the rules of this Park will be prohibited from returning.

HOME OCCUPATIONS AND BUSINESSES:

A. APPROVAL BY MANAGEMENT - All home occupations or businesses conducted in the Park must be approved by Management. Yard sales are prohibited, except in those limited circumstances where Management approval has been received for a community, Park-wide event. No outside signs of any type are permitted.

B. DAYCARE/BABYSITTING – Daycare/babysitting of children may be permitted with the prior approval of Management. No more than two (2) children, other than those registered to reside at that specific address may be cared for. Any daycare being operated in the Park must be licensed by the State of Maine, and a copy of the license must be provided to Management. Any daycare being operated in the Park must carry daycare liability insurance, and a copy of the policy must be provided to management.

C. The rental of rooms within a mobile home, for any reason, is strictly prohibited.

CONDUCT OF RESIDENTS: CARE OF RESIDENTS' PROPERTY:

A. COMPLIANCE WITH LAWS - Homeowners, their household members, guests, and invitees shall comply with all local and State laws. No tenant shall knowingly harbor any person that can be considered a danger or has caused harm to any other tenants. Doing so will result in immediate eviction proceedings.

B. GENERAL CONDUCT – The Homeowner is responsible for his/her conduct and that of all members of the household as well as guests and visitors to the home or on the grounds of the Park. The Homeowner shall recognize that all residents have the right to the quiet, peaceful enjoyment of their homes at the Park. Loud parties, loud music, and any other offensive noise at any time of the day are prohibited in the Park. Shouting, profanity, public drunkenness, fighting, or any other form of disorderly behavior is also prohibited. All residents, guests, and invitees are prohibited from harassing or interfering with management personnel, employees, or contractors, in the performance of their duties. Skateboard or bicycle ramps are strictly prohibited on any street, lot, or driveway in the Park. Toys and bicycles are not to be left in the streets, parking lots, or common areas of the Park.

Violation of any of the above rules will result in the Homeowner receiving a Violation Notice. The receipt of 3 or more Violation Notices in a 12-month period is grounds for eviction proceedings.

C. NEIGHBORS - If problems arise with neighbors, we encourage you to speak with them about the problems. If this does not resolve the problem, please contact Management. Rules violations should be reported in writing to Management. In the event of after-hour disturbances, which you cannot resolve, or in case of an emergency, we ask you to contact the police department for corrective action. We also ask that you advise us in writing during the next working day of the offending resident and the circumstances surrounding the complaint, so that we can follow up and help correct the problem.

D. OCCUPIED LOTS - The use of an occupied lot for foot or vehicle traffic (shortcuts, etc.) without advance approval from the resident of that lot is not permitted. Violators will be subject to violation notices. Any resident violating this rule will subject the homeowner with whom they reside to a violation notice. All others will be considered trespassers in the Park and the proper authorities will be contacted.

E. FIREARMS - Absolutely no firearms may be fired in the Park. Firearms may not be carried in the Park except to and from one's motor vehicle. This includes, but is not limited to, rifles, shotguns, handguns, black powder weapons, BB guns, pellet guns, paintball guns, and crossbows. All firearms must be unloaded at all times while in the Park. Explosives of any nature are prohibited in the housing areas.

Fireworks, air rifles, pellet guns, paint guns and all firearms will not be discharged anywhere within the community

F. PROPERTY - Residents are responsible for their own property, whether on their own lot or elsewhere in the Park. Management assumes no responsibility for lost, stolen, or damaged property of residents. If any damage is caused to any Park property or equipment by the homeowner due to negligence, misuse, or intentionally, or by that of his or her household members, guests, or invitees, the homeowner shall be responsible for those damages. The assessed damages shall be measured by the restoration or replacement cost. These damages shall be due and payable ten (10) days after Management has provided a written demand for payment.

G. TAXES - Homeowners are responsible for paying municipal and personal property taxes on a timely basis.

H. SATELLITE DISHES/ANTENNAS – Satellite dishes may not be installed in the Park without permission of Management. Satellite dishes over 18" in diameter, or antennas outside the home are not permitted. Satellite dishes may not be installed on trees. Cable television may be purchased directly by the homeowner from the cable company.

I. HOMES DAMAGED BY FIRE - Any home damaged by fire in a manner whereby it becomes uninhabitable, or whereby its exterior walls are burned, paint peeled, windows broken, or smoke damaged so that it appears unsightly, shall be removed from the Park at the homeowner's expense within forty-five (45) days after written notice from Management, regardless of when the insurance company promises settlement.

If the home can be repaired on-site so that no danger to anyone exists, and so that it is no longer unsightly or a nuisance, Management shall make a decision regarding its appearance and continued tenancy after repairs are made.

J. SUBLETTING OF HOMES - Lots are not transferable, and no home in the Park is to be sublet, rented, or leased. Residents may not rent out room(s) in their home or allow anyone who has not been approved as an additional occupant of the home by Management to move into the home.

K. CURFEW – Any resident, guest, or invitee age 17 years of age and younger may not be out in the park between the hours of 11:00 p.m. – 6:00 a.m. Violations of this curfew will result in Violation Notices to the homeowner.

CONDITION OF HOMES IN THE PARK:

This section of the rules is designed to ensure the safety of residents in the Park. The safety and condition of your home should be important to you and your family, but it is also important to your neighbors.

The following standards are applicable at all times with respect to all homes in the Park, and these rules may be invoked with respect to a home whenever Management has reason to believe that an unsafe condition or a deviation from these standards may exist.

In order to ensure that homes have been maintained in a safe condition, and that any additions and alterations are safe for human habitation, the homeowner must certify to Management that the home and any additions or alterations meet these standards. Management may inspect the home to determine if these standards are being met. Owners of homes which fail to meet the standards contained herein will be given reasonable opportunity to correct any deficiencies in order to meet the standards. If the home is not brought up to these standards, Management may require that the home be removed from the Park.

Management may allow a home to remain after sale only if it meets the standards for safety and construction set forth below.

Management takes no responsibility for the safety of any homes or of its occupants, nor do we certify that a home has met these standards.

A. EXTERIOR COATING AND SIDING - The original or replacement siding must be of a safe and secure condition without holes, rust, mold, or substantial dents, scrapes, patching or fading. All homes entering the Park must have residential or lap siding.

The lot number must be affixed to the end of the home on the left side when viewing from the street. The number must be in compliance with the requirements of the Codes Office, Town of Brunswick.

B. ROOF – Homes must have a pitched roof and shall be designed to resist a forty (40) pound per square foot live load applied downward on the horizontal projection of the home. The original roof or any replacement roof must not be in a deteriorated state or condition. There shall be no leaks.

C. WINDOWS AND DOORS - Windows, storm windows, screens, exterior doors, and storm doors must be fully operable and must not be in a deteriorated condition. There must be at least one (1) egress window or door in each bedroom. Each egress window shall have a minimum clear opening of at least five (5) square feet, the smallest dimension of which shall not be less than twenty-two (22") inches, and the bottom of which shall not be more than thirty-six (36") inches from the floor. There shall be at least two exterior doors in the home, and each shall have an exterior light adjacent to it. All exterior doorways must have steps. Interior window and door coverings cannot include towels, sheets, blankets, etc. but must be curtains, drapes, or blinds, and they must not be allowed to be damaged or deteriorated to the point of unsightliness viewable from outside the home.

D. PLUMBING, HEATING, AND ELECTRICAL SYSTEMS - The **plumbing system** must be functioning properly with no leaks and must be designed and installed in accordance with the local codes to accommodate the pressure of the water supply system to which it is attached. Any additions or alterations to the original factory installed plumbing systems must be of durable material, free from defective workmanship, and designed and constructed to perform satisfactorily with reasonable life expectancy.

The component parts of the **heating system**, especially the stack, tank-to-burner connections, flue, chimney, and heat compartments must be fully and safely operable. Any additions or alterations to the original factory-installed heating systems must be of durable material and free from defective workmanship. They must be designed, constructed, and installed in a manner appropriate to their use. The location, installation, and condition of fuel tanks must comply with applicable local and State standards, and with Section VII, item H of these Rules and Regulations.

The **electrical service and wiring** must be in accordance with the specifications of the edition of the National

Electrical Code in effect at the date of manufacture of the home, or, if built on or after June 15, 1976, to the specifications of the HUD code in effect at the date of manufacture of the home. There must be no electrical shortages or other unsafe conditions, and any aluminum wiring must be installed in accordance with the present standards of the National Electrical Code, or, for homes built on or after June 15, 1976, to the HUD Code. All fixtures must be safe and suitable for the purpose for which they are used. The service entrance must be adequate for the electrical load imposed by the manufactured home and any additions, given its number of occupants and the type and number of electrical appliances.

Management, in its sole discretion, may require the homeowner or occupant to obtain written certification from an appropriately licensed trades person that the plumbing, heating, and electrical systems are safe and fully operable, and meet or exceed all applicable State and local standards.

E. SKIRTING REQUIRED – Vinyl skirting is required around all homes and must be installed within thirty (30) days of the home entering the Park. The hitch must be removed from the home before it is skirted. Skirting must not display any deterioration, and must enclose the area between the home and ground. Skirting shall be installed in accordance with the manufacturer's installation instructions. It shall be secured, as necessary, to assure stability, to minimize vibrations, to minimize susceptibility to wind damage, and to compensate for possible frost heaves.

F. STEPS, HANDRAILS, DECKS, OR OTHER ADDITIONS TO THE HOME AND EXTERIOR STRUCTURE, AND STORAGE SHEDS - All additions must be constructed in accordance with applicable local building codes. Prior to construction, the homeowner must consult with Management, and must receive written approval from Management of the design, color, materials, and location for the construction. Decks may not be larger than 150 sq feet. Failure to obtain prior approval from management will result in the homeowner removing the project at his/her expense.

Existing steps, handrails, decks, or other additions to the home and exterior structure, including storage sheds, must not be in a deteriorated condition and must be properly constructed in accordance with local codes, and be safe for all proper purposes.

Steps are to be located at all home entries. They must be sturdy and shall be made from durable materials. No cement blocks may be used for steps. Steps must be in good condition and must be repaired and painted when necessary using a color that is compatible with that of the home. Steps must comply with local codes and regulations. Please contact the local code enforcement office for specific requirements.

Any new addition or utility building may not exceed the maximum size of one hundred forty-four (144) square feet. Storage sheds may not exceed twelve (12) feet in any floor dimension, and their height must be equal to or lower than the eaves of the home. Storage sheds must be painted or stained a color compatible with the home. Only one storage shed is permitted on each lot. Particleboard, chipboard, tarpaper, or plastic may not be used as an exterior finish or cover on any home or accessory structure.

Fencing is not permitted in the Park, with the exception of decorative flower fencing, which must be approved by Management prior to installation. The homeowner is responsible for keeping the decorative flower fencing in good repair.

Any addition, alteration, or improvement to the home exterior or the lot must first be submitted to Management for approval. This approval must be obtained prior to construction and placement. Management will approve only those modifications, which meet design criteria, and comply with all the rules and regulations. Modifications not approved by Management are not permitted. This provision includes, but is not limited to, patio rooms and storage sheds. Any addition, alteration or improvement must be painted or stained, when necessary, in a color that is compatible with the home. Any addition must be completed within thirty (30) days.

G. SMOKE DETECTORS - All homes in the Park must have at least one (1) smoke detector installed on or near the ceiling areas within, or giving access to, each bedroom. The make and model of the smoke detector must be one which has been approved by the State Fire Marshall and is UL (Underwriters Laboratory) listed.

H. HOMES LESS THAN 11' 6" WIDE - Homes less than eleven feet, six inches (11' 6") exterior width at floor level will not be accepted into the Park.

I. OTHER ASPECTS OF THE STRUCTURAL SAFETY OR SOUNDNESS OF THE HOME - The home must be mechanically sound and structurally safe. There must be no weakness or defects in the home affecting the health or safety, or the potential health or safety, of its occupants and their guests.

SOLICITATION:

Solicitation of any type is prohibited in Bay Bridge Estates. The distribution of pamphlets, handouts or any type of literature is not permitted in Bay Bridge Estates. Furthermore, it shall constitute a nuisance for any person to go upon any premises and ring the doorbell upon or near any door, or create any sound in any manner calculated to attract the attention of the occupant of such residence, for the purpose of securing an audience with the occupant thereof and engage in soliciting.

NOTICES:

Except as otherwise stated herein or required by State statutes, all notices required by these rules and regulations will be delivered in writing, by delivery in-hand, left at the homeowner's door, and/or by first-class mailing to Management at its local office, or to the homeowner at his residence.

ENFORCEMENT:

These rules and regulations were developed to ensure the health, safety, and welfare of all homeowners, their household members, guests, or invitees. Your cooperation in observing these rules will assure all residents equal enjoyment of their home and the entire community. Management is responsible for the fair and consistent enforcement of these rules. Nonconformance to these rules will be considered unacceptable behavior and a serious violation of the conditions of tenancy.

A. VIOLATIONS AND FEES – Any violation of a provision of these rules must be corrected within the time specified on the written notice. Notice of a violation will be served by Management. The homeowner will pay a fee of Fifteen dollars ($15.00) for the first violation notice. Fifty dollars ($25.00) will be paid for the second violation notice, and One Hundred dollars ($100.00) for the third violation notice. These fees are due upon presentation, and payable with the monthly rent.

B. TERMINATION OF TENANCY – The landlord reserves the right to terminate the tenancy of any homeowner or resident for any of the reasons set forth in State law, as well as the violations of Park Rules and Regulations.

During the pendency of any action for forcible entry and detainer, including any notice of termination, the homeowner shall continue to be obligated to comply with all provisions of these Park Rules, including, but not limited to, the obligation to pay rent and any other charges that shall become due, as long as the homeowner remains in possession of the premises. By incorporating this provision in these Park Rules and agreeing to be bound by its terms, the Parties wish to clarify that they do not intend to create any type of new tenancy, and they wish to clarify that until a court has ordered that possession of the premises be returned to the Landlord, and that the homeowner's right of appeal has expired, the Park Rule obligations remain in effect. Any payment received by management during or after an eviction is for use and occupancy only and is not accepted as rent, and shall in no way create a new tenancy.

SALE OF HOME BY HOMEOWNER:

A. HOMEOWNER'S RIGHTS - Although the owner of a home in this Park has the right to sell his home to

whomever he or she chooses, the decision as to whether or not the home may remain in the Park rests solely with Management, Before any home can be removed from the Park, sold, or occupied by a new owner, all rental payments and other charges and fees then due must be paid in full. This rule is intended to comply with 10 M.R.S.A. §9093(4). The homeowner must provide Management with a forty-five (45) day written notice of the homeowner's intent to sell the home either by the homeowner himself or herself, or by listing with a real estate agent, sales person or broker. In addition, Management must be notified of the actual sale of the home at least five (5) days prior to sale. No homeowner shall sell the home to a buyer without advising that buyer that the decision as to whether or not the home may remain in the Park rests solely with Management.

B. RESERVATION OF RIGHTS – Management reserves the right to approve or refuse the tenancy of any prospective homeowner or additional tenant based on the selection criteria. Any prospective homeowner or additional tenant must complete a Rental Application, receive written approval by Management, and agree to comply with all current rules and regulations (and subsequent amendments thereto). The homeowner is not permitted to sublease/rent the lot, the home or any part thereof. A homeowner may not have an additional occupant living in their mobile home without the express written approval by Management.

C. REAL ESTATE AGENTS - A homeowner who intends to sell his or her home through a real estate agent must have that agent contact Management prior to listing the home for sale. A copy of our Rules and Regulations and a screening criteria sheet will be furnished to the agent. If Management has not been contacted prior to listing the home for sale with an agent, it will be assumed that the home is to be removed from the Park when sold. Real estate agents must obtain the approval of Management to place a "For Sale" sign on Park property. A "For Sale" sign may not be placed until Management has received a written notice from the homeowner of his or her intent to sell. "For Sale" signs may be placed only inside the window of the home, and may not exceed 20 x 20 inches in size.

D. HOMES BEING SOLD BUT REMAINING WITHIN THE PARK - A homeowner may sell his or her home and have it remain in the Park if all of the following conditions are met:

1. All homes being sold but remaining in the Park are subject to an inspection of the premises by a representative of Management. Management will notify the homeowner whether or not the home is in conformance with the standards and conditions specified in these Rules and Regulations.

2. If the home fails to meet the standards and conditions specified in these Rules and Regulations, the homeowner will be required to make repairs, change or modify any portion, including any additional improvements, in order to bring the home into compliance. These repairs, changes, or modifications must be completed before approval will be given for the home to remain in the Park.

3. The homeowner will be responsible for ensuring that the potential purchaser submits a rental application to Management twenty (20) days prior to closing. Management must approve the potential purchaser ten (10) days prior to closing. Approval is based upon selection criteria which include, but are not limited to, a credit history and other references, as well as the homeowner's and the potential purchaser's compliance with the Rules and Regulations. The homeowner will inform the potential purchaser that the purchaser is responsible for the entrance fee, and that he or she must contact the Park office to receive copies of the Park Rules and Regulations and the Park Rate sheet.

REMOVAL OF HOMES FROM THE PARK WHEN SOLD:

1. The homeowner must provide Management with a forty-five (45) day written notice of intent to remove his or her home from the Park. In addition, Management must be notified of the actual removal date at least ten (10) days prior to removal of the home from the Park. The person who is engaged to remove the home from the Park must provide Management with a letter signed by the homeowner, which indicates that the homeowner has authorized this person to remove the home. It is the homeowner's responsibility to obtain any necessary municipal or State permits in order to move the home.

2. The homeowner is responsible for remaining current with the rent at all times throughout the sales

process and until closing occurs and the home is actually removed from the Park, subject to the forty-five (45) day notice requirement above.

3. The homeowner assumes full responsibility for any utility disconnection and for notifying any utility company of the disconnection.

4. The homeowner is responsible for moving the home and for leaving the lot space free of debris and in good repair. A security deposit in the amount of three hundred dollars ($300.00) in the form of a cashier's check or money order made payable to both LGC BBE, LLC and the homeowner must be given to Management prior to removing the home from the Park. In addition, the address and telephone number of the person owning the home at the time of removal must be provided to Management. If the lot owned by the Park is left undamaged, the check will be returned to the homeowner when the removal is completed. Any debris, including trash, paving stones, bricks, miscellaneous parts, or furniture that is left behind will be removed by Management, and the homeowner will be charged time and equipment use.

5. Homes may be removed from the Park only between the hours of 8:00 AM and 4:00 PM, and only after the requirements listed above have been met.

REPLACEMENT HOME TO REMAIN IN PARK - When a homeowner sells his or her home in order to buy a newer or replacement home to be placed on the same lot, the following must be done:

1. The homeowner must provide Management with a thirty (30) day written notice of his or her intent to upgrade or change homes in the Park. In addition, the homeowner must submit to Management four (4) clear color photos of the home he or she would like to place on the lot. Management will notify the homeowner whether or not the home may be brought into the Park.

2. Homeowner must submit an updated application and requested documentation and be approved for the upgrade in writing by Management. The homeowner and/or dealer must confirm the date of the move with the site representative prior to the home being placed on the lot.

3. It is the homeowner's responsibility to confirm with the homeowner's own sales representative, dealer, or mobile home mover that the mover has appropriate liability insurance and has obtained any necessary permits.

4. If the homeowner's previous home is to remain in the Park and has not sold, the homeowner will be fully responsible for both lot rents until such time as the previous home is removed from the Park or sold to a Park approved tenant.

WAIVER:

Park Management retains the right, for demonstrated good cause, to waive any one or more violations of any rule with respect to one or more Residents. Waiver of any rule shall not be deemed a waiver of any other rule unless expressly stated therein, nor shall a waiver on behalf of any specified individual or individuals be deemed a waiver for any unspecified individuals.

AMENDMENTS:

Management may make periodic amendments to these Rules, and copies of the amendments will be distributed to Park residents. Amendments will become effective after a thirty (30) day amendment notice is given to Park residents.