

Marin Valley Mobile Country Club  
100 Marin Valley Drive  
Novato, CA 94949  
(415) 883-5911

## **PARK RULES AND REGULATIONS**

### **Purpose:**

The purpose of the following Rules and Regulations, by clearly identifying expectations of Residents and their Guests, is to foster harmony in Marin Valley Mobile Country Club, so that it remains a beautiful, safe, healthy, serene, and peaceful place to live with friendly neighbors amid the beauty and sound of nature in a quiet setting.

These Rules and Regulations have been established and apply to all Homeowners, Residents and Guests. These Rules and Regulations comply with all federal, state and city laws, rules and regulations. If there is an inadvertent conflict, the relevant law, rule or regulation shall prevail if required by law.

### **Definitions:**

“Park” shall mean the Marin Valley Mobile Country Club.

“Park Owner” shall mean the City of Novato (City).

"Park Operator" shall mean the Park Acquisition Corporation of Marin Valley Mobile Country Club (PAC).

“Park Management” shall mean the Helsing Management Group or such other person, firm or entity as shall be appointed from time to time.

“Homeowner” shall mean the person(s) who hold title to the Mobilehome, and who have been granted the privilege to place or retain a Mobilehome on a Mobilehome Space within the Park by a Rental Agreement.

“Rental Agreement” shall mean the agreement between the Park Owner and Homeowner permitting a Mobilehome to occupy a Space in the Park.

“Mobilehome” shall mean Mobilehome or Manufactured Home.

“Mobilehome Space” or “Space” shall mean the individual mobilehome space identified as a space by Management and specifically described in the Rental Agreement.

“Resident” shall mean any person who is approved in writing by Park Owner, Park Operator or Park Management to be an occupant of a Mobilehome in the Park for six months or more of any calendar year.

“Long-Term Guest” shall mean a person whom the Homeowner expects to remain living in the Mobilehome for a period of time less than six months in any calendar year but greater than either twenty consecutive days or thirty total days in any calendar year.

“Short-Term Guest” shall mean a person whom the Homeowner expects to remain living in the Mobilehome for less than twenty consecutive days or thirty total days in a calendar year.

Long-Term Guests and Short-Term Guests may be collectively referred to as “Guest(s).”

“HCD” shall mean the California State Department of Housing and Community Development.

## **1. OCCUPANCY REQUIREMENTS**

The Park is a residential mobilehome park and is intended to be and is operated for occupancy by persons over the age of 55. In order for a Mobilehome to occupy or continue to occupy a Mobilehome Space in this park the following occupancy requirements must be met:

- (a) At least one person occupying the Mobilehome as a Resident must be age fifty-five (55) or older and must occupy the Mobilehome as their principal residence. Occupancy as a principal residence means that the Resident age fifty-five (55) or older must physically reside in the unit unless there is express written permission from Management. For example, if this is your primary residence, all identification documents listing a residence address must list the address of the Mobilehome;
- (b) At least one Resident of the Mobilehome age fifty-five (55) or older must own or be part owner of that Mobilehome per HCD title records, or if that Mobilehome is owned by a trust, be the direct beneficiary of that trust;
  1. Notwithstanding Rule 1(b) in the event that a Resident under the age of fifty-five (55) is a co-owner of a Mobilehome in the Park and a registered Resident of the Mobilehome at the time of death of the co-owner who is fifty-five years of age or over, the Resident under the age of fifty-five may remain as a Resident/Homeowner within the Park, subject to all of the Park Rules.
- (c) All prospective Homeowners and Residents will be required to provide proof of age, including but not limited to a photocopy of a valid driver's license or certified birth certificate.
- (d) No person under age forty-five (45) is permitted to be a Resident of any Mobilehome within the Park. Allowances may be made for disabled dependents or live-in caregivers.
- (e) The maximum occupancy of a Mobilehome may not exceed two (2) persons per bedroom plus one (1) additional person. A bedroom is defined as that part of the original home designed for use as a bedroom and as otherwise defined by law.
- (f) Housesitting is permitted for a maximum of thirty (30) days, or maybe longer, if prior written approval from Park Management has been obtained by the Homeowner.

## **2. NON-DISCRIMINATION**

No discrimination against or segregation of any person or group of persons, on account of race, color, creed, religion, sex, marital status, source of income, age (excepting restrictions noted

herein), national or ethnic origin, disability, sexual orientation, gender identity and expression, veteran status, ancestry, political affiliation, or any other characteristic protected under applicable federal or state law, will be allowed with regard to sales of Mobilehomes. No discrimination against any Homeowner/Resident/Guest, as described in the previous sentence, will be allowed with regard to the transferring, use, occupancy, tenure or enjoyment of the rented Mobilehome Space and privileges derived therefrom. There will be no discrimination against any Homeowner/Resident/Guest who wishes to attend any Resident group or Resident organization meeting.

### **3. SUBLEASING**

Homeowners are prohibited from subleasing or renting their Mobilehome. All Mobilehomes in the Park must be owner occupied except as provided in California Civil Code Section 798.23.5, or any successor statute thereto.

### **4. CONDUCT**

All Homeowners/Residents/Guests are required to conduct themselves within the Park in such a way as to not constitute a substantial annoyance to other Homeowners/Residents/Guests.

#### **4.1 NOISE:**

(a) Noise volume from radios, vehicle radios, televisions, mobile devices, phone conversations, windchimes, music, musical instruments, air conditioner condenser, laundry, vacuum cleaners, unnecessary use of car horns, etc., must be low enough so as not to disturb neighbors. Quiet hours are between 10:00 P.M. and 8:00 A.M. Noise volumes from radios, televisions, etc. during quiet hours must not be able to be heard beyond the boundary of the individual space from which the noise is generated. The use of outdoor speakers which can be heard beyond the boundaries of the individual space upon which the speaker is located is prohibited, except at the clubhouse during clubhouse events approved by Park Management.

(b) All noise-producing construction or landscaping activity, including but not limited to the use of power tools, mowers, blowers, hedgers, warming up or servicing equipment, preparation for construction, whether such activity occurs indoors or outdoors, shall be limited to Monday through Friday between the hours of 8 A.M. and 6 P.M. and between the hours of 10 A.M. and 5:00 P.M. on Saturdays. No noise-producing construction or landscaping activity shall be permitted on Sundays or official national holidays, except as otherwise authorized by the City of Novato Community Development Director or designee.

(c) All vehicles in the Park shall be equipped with muffler equipment which is standard to the vehicle or which results in quieter operation than such standard equipment. No vehicle shall be operated in the Park which exceeds the noise standards of the Novato Municipal Code.

4.2 LIGHTS: Outdoor lighting shall be directed downward and shall be designed and shielded so that light emitting from outdoor light fixtures does not spill onto adjacent Mobilehome Spaces.

- 4.3 COMPLIANCE WITH LAW: Homeowners/Residents/Guests shall not violate any law, rule or regulation, or undertake any activity which causes a public or private nuisance, in the use of their Space or any portion of the Park. No Homeowner/Resident/or Guests(s) shall use their Space or any portion of the Park in a manner which annoys, molests or interferes with the privileges of other Homeowners/Residents/Guests.
- 4.4 WEAPONS: No weapons are permitted to be used within the Park at any time, including but not limited to, firearms, pellet guns, BB guns, slingshots, bow and arrow, etc.
- 4.5 VEHICLE REPAIRS: No repairing or servicing (whether major or minor in nature) of any vehicles (including boats and recreational vehicles) will be permitted in the Park at any time, including but not limited to in driveways, carports, streets, guest parking or RV parking areas.
- 4.6 LAUNDRY AIDS: Use of scented dryer sheets and scented washing soap presents a problem for neighbors with asthma or breathing/lung issues or other chemical sensitivities. As smells travel well beyond the boundaries of units, perfumed products are prohibited.

## 5. GUESTS

### 5.1 LONG-TERM GUESTS REGISTRATION AND AGREEMENT REQUIRED:

- (a) Long-Term Guests are required to register with Park Management and to execute a Long-Term Guest Agreement to comply with Park Rules and Regulations and acknowledging the terms by which they may remain upon Park premises. Registration includes, but is not limited to, providing a government-issued I.D. and description of any vehicle the Guest owns or operates.
- (b) A Long-Term Guest residing with a Homeowner/Resident may occupy the Homeowner/Resident's Mobilehome on the condition that the Homeowner/Resident is a full-time occupant residing in the same Mobilehome in the Park. When the Homeowner/Resident with whom the Guest is residing vacates or for any reason ceases to reside in the Mobilehome with such Long-Term Guest, the Long-Term Guest must vacate the Mobilehome immediately.
- (c) Any Long-Term Guest remaining in the Park for more than 6 months will be required to either become a Resident or vacate the Mobilehome premises for at least 6 months. If the application for residency of such a Long-Term Guest is not approved, the Long-Term Guest must vacate the Mobilehome immediately.

5.2. SHORT-TERM GUESTS: In accordance with Civil Code Section 798.34, Short-Term Guests are not required to register with Park Management. However, a Short-Term Guest must register as a Long-Term Guest and execute a Long-Term Guest Agreement immediately after twenty (20) consecutive days or thirty (30) total days in a calendar year of occupancy of a Mobilehome in the Park.

### 5.3 GUESTS ARE NOT RESIDENTS

Occupying a Mobilehome in the Park as a Guest grants no rights of residency, and such Guests shall not be deemed Residents within the Park.

- 5.4 CONDUCT OF GUESTS: Each Homeowner/Resident is required to acquaint all of his or her Guests with the Rules and Regulations of the Park. The Homeowner/Resident is personally responsible for the actions and conduct of his/her Guests and is liable for any damage to any part of the Park or personal property of the Owner, Operator, or Park Management caused directly or indirectly by that Homeowner/Resident/Guest(s). Any violation of the Park Rules by a Guest of a Homeowner/Resident or by a Resident residing with a Homeowner in that Homeowner's Mobilehome shall be deemed a breach of the Rules and Regulations by Resident and Homeowner and shall have the effect as if Homeowner or Resident had breached the Rules and Regulations. Park Management reserves the right, for the mutual benefit of other Residents, to remove or exclude from the Park any Homeowner/Resident/Guest who fails to follow the Rules and Regulations of the Park.

## 6 PETS

Homeowners/Residents who have pets that are deemed by Park Management to be an unacceptable nuisance to neighbors or who fail to abide by the Park Rules relating to pets shall be required to remove those pets from the Park. Pets must be registered with Park Management and the Homeowner/Resident must sign a Pet Agreement. Each of the following regulations applies to the keeping of pets in the Park.

- 6.3 Pets permitted to be present in a Mobilehome within the Park are limited to the following: domestic dogs; cats; caged small animals such as birds, guinea pigs, hamsters, etc., commonly available in a pet store. Absolutely no wild animals may be kept as pets in the Park.
- 6.4 Pet waste must be properly disposed of by the Homeowner/Resident in whose Mobilehome the pet resides. Proper pet waste disposal includes the disposal in an acceptable trash container of all feces, soiled or used bedding, cage lining or similar material, indoor "potty pads," cat litter, etc. ("pet waste") on a daily basis or more often if necessary to eliminate odor, insects, rodents, etc., that are deemed by Management to be a nuisance. All persons in control of a pet present within the Park shall possess a scoop and container to address pet waste. Pet waste located in any area of the Park not within the Space where the pet resides shall be removed by the pet owner or person in custody of the pet immediately upon the deposit of such pet waste. Absolutely no pet waste may be disposed of in toilets.
- 6.5 ALL PETS MUST BE INDOOR PETS ONLY. All pets must be indoor-living pets. No pet may be left in an outdoor space at any time except under the direct supervision and concurrent outdoor presence of the Homeowner or Resident in charge of the pet.
- 6.6 ANIMAL BEHAVIOR. Pets and service animals must be under the control of a Resident at all times. Any dog (including a service animal), that has been determined to be a Potentially Dangerous Dog as such term is defined in California Food and Agriculture Code Section 31601 et seq. ("Dog Laws") shall only be maintained in strict compliance with the provisions of the Dog Laws. No Potentially Dangerous Dog may be present within the Park except within the Mobilehome Space where the owner of such Potentially Dangerous Dog is a Resident. No dog determined to be a Vicious Dog, pursuant to the Dog Law, shall be present in the Park at

any time. Any dog determined to be a Vicious Dog shall be immediately removed from the Park. Pets that whine or bark when Homeowner/Resident or Guest is away or disturb the peace and enjoyment of other Residents of the Park must never be left alone and may, unless corrective action is taken by the owner, be required by Park Management to be removed from the Park.

- 6.7 Pets are at no time permitted in the clubhouse, laundry room, pool room, or swimming pool gated area, or any other indoor common area in the Park. These restrictions do not apply to service animals. Pets may not enter onto other Homeowners' Mobilehome Spaces without that Homeowner's consent.
- 6.8 Pets must be kept on a leash or in a fenced area at all times.
- 6.7 SERVICE ANIMALS: The Homeowners/Residents/Guests who have a requirement for the services of guide, signal or service dogs or animal must provide to Park Management copies of the medical verification of the requirement. Such animals must be registered with Park Management and the person requiring such animal must sign a Pet Agreement.
- 6.8 WILD ANIMALS: Feeding wild, non-domestic animals shall not be permitted in any way that directly or indirectly encourages the presence of wild animals such as deer, turkeys, etc. or that contributes in any way to the presence of rodents. Bird feeders are acceptable if the food is contained to the feeder and not spread on the ground so that other animals have access to it.

## **7. BUILDING AND SPACE IMPROVEMENTS**

### **7.0 ARCHITECTURAL APPROVAL REQUIREMENTS**

Any exterior addition or modification to any structure or improvement to a Space may be done only after written approval from Park Management is obtained. All work (both exterior and interior) requiring a permit from either HCD or local jurisdictions may begin only after required permits are obtained and a copy of such permit is provided to Park Management. All work on any Space must meet all applicable city & state building codes and Title 25 requirements.

Replacement homes and modifications to current homes and Spaces: All replacement homes, modifications to current homes and accessory structures, including, but not limited to, structural, electrical or plumbing work, installation of solar equipment, awnings, porches, decks, air conditioning equipment, steps, ramps, skirting or any alterations or other improvements to the Mobilehome Space must comply with all local, state, and federal laws, and to the requirements under (1) California Code of Regulations, Title 25, Housing and Community Development, Chapter 2, Mobilehome Parks Act; and (2) California Civil Code Provisions, Mobilehome Residency Law. [Copies of these documents are available at the Park office for review.]

All replacement Mobilehomes, modifications to current homes and modifications to any Space, including, but not limited to, accessories such as awnings, decks, skirting, patios, landscaping, storage lockers, and air conditioners must have written approval of Park Management prior to installation. Park Management has the sole discretion in determining whether or not changes or modifications are consistent with Park Rules and the overall

aesthetics of the Park. All applications for landscaping installation or alteration must comply with the Landscaping, Tree, and Shrubs Requirements set forth in Section 8.

All applications for replacement homes or modifications to existing homes must include a Mobilehome Space diagram of the current Mobilehome Space and current Mobilehome placement, indicating decks, storage units, fences, drainage ditches, retaining walls, etc. The diagram must include all dimensions to scale including both footprint and height. (This diagram is in addition to the diagram required by the State of California, Department of Housing and Community Development, Form HCD-538.)

### **Approval Process**

- 7.1 Resident must submit a completed Request for Architectural Approval packet (available in Park office) along with the application for HCD permit.
- 7.2 Exterior modifications, replacements, etc., may not begin until Park Management has given written approval of the project, the Application for HCD permit is signed by Management, and all required permits have been obtained.
- 7.3 For installation of new homes, a manufacturer's specification sheet showing floor plan, dimensions, style, etc., must accompany the request for Management approval and application for HCD permit.
- 7.4 For installation of a replacement (used) home, pictures of the proposed replacement home depicting the home from each side must accompany the request for Management approval and application for HCD permit.
- 7.5 Replacement (used) homes must be no more than five years old as of the date the application is submitted to Management.
- 7.6 Homes of more than one story or homes with a loft are not permitted.
- 7.7 Setback requirements in Title 25 of the Health & Safety Code must be adhered to except that under no conditions may the front setback from the curb be less than three feet.
- 7.8 The replacement or remodeled home may not exceed 16 feet in height (lowest point of the home at ground level to the roof peak), unless prior approval is obtained by Park Management. Park Management shall provide notice to all Residents within 100 feet of any application for the installation of a new home or modification to the exterior structure of any existing home. Residents shall have twenty (20) days from the date of such notice to submit comments, if any, to Management. Management may approve, deny or condition any application for such home installation or alteration at any time after the expiration of such twenty (20) day comment period. Management may, at its sole discretion, review any application with the Novato Building Department, the Novato Fire District, the PAC Board or other Park organizations or individuals for input prior to Management making its final determination.
- 7.9 Replacement homes must meet the requirements for being located in a Wildland Urban Interface (WUI) zone.

- 7.10 All new home installations and modifications to any structure, Mobilehome Space and landscaping must be completed within 60 days after the start of construction or alteration except with consent of Park Management.
- 7.11 Park Management must approve home color, siding material, roof type, color, landscaping, etc.
- 7.12 Utilities may not be connected to the home nor may the home be occupied until Management has inspected and approved the installation in writing.
- 7.13 The relocation of utilities or other modification required for the new home will be done at the cost of the Homeowner by a specialty underground contractor and only after prior written approval by Park Management.
- 7.14 NONCONFORMING STRUCTURES: Homeowners/Residents/Guests are cautioned that there are Mobilehomes and other structures in the Park that do not conform to current Mobilehome standards and/or guidelines, and should not assume their plans will be approved because they are similar to structures on existing Mobilehome Spaces.
- 7.15 Residents must maintain access to utility pedestals in compliance with Title 25 of the HCD codes. Any existing nonconforming structures impeding access must be removed.

Failure to strictly comply with the above Rules and Regulations (7.1 - 7.14) will result in immediate action by Park Management to remedy through all legal means available, including eviction proceedings.

## **8. LANDSCAPING, TREES AND SHRUBS**

- 8.1 Park Management and Residents of the Marin Valley Mobile Country Club will comply with the California Civil Code Section 798.37.5 as respects trees within the Park.
- 8.2 All trees within the Park, whether located on an individual Homeowner/Resident Space or within Park common area and regardless of whether said tree was planted by Park Management or a Homeowner/Resident are the property of the Park.
- 8.3 Landscape Planting

No Homeowner/Resident may plant any landscaping material whatsoever, including any tree, shrub or plant, at any time in any location within the Park other than completely within the limits of such Homeowner/Resident's own rented Space and subject to the terms of this Landscaping Policy. No Homeowner shall plant a tree within the Homeowner/Resident's own rented Mobilehome Space without first submitting a complete application and obtaining written approval from Park Management.

Applications to plant a tree shall be submitted to Park Management at the Park office and shall be accompanied by a location drawing of the space the tree is proposed to be planted on, the location of all trees, structures, easements, and utilities within 25 feet of said space, and the name of the licensed contractor the Resident proposes to perform said work. Park Management may deny an application to plant a tree for any reason. Park Management will advise the applicant of its decision in writing regarding an application to plant a tree.



If planting is to be done by a contractor, all contractors proposed to complete landscaping and planting work in the Park must possess the required contractor's license and appropriate insurance required by Park Management.

## 8.4 Tree Trimming, Pruning and Removal

### 1. Action by Park Management

In accordance with California Civil Code Section 798.37.5, Park Management is responsible for the trimming, pruning or removal of any tree that poses a specific hazard or health and safety violation. It shall therefore be the policy of Park Management not to trim, prune or remove any tree at Park expense unless it is dead, diseased, a safety hazard, a health and safety violation, a fire hazard, has a root or branch structure that is or will be damaging infrastructure or property, or is or will become, in the sole judgment of Park Management, of such high maintenance that it is in the best interests of the Park to trim, prune or remove the tree. Park Management will not pay to trim, prune or remove a tree for any other reason, including but not limited to, Resident aesthetic desires, landscape upgrades or view preservation.

### 2. Action by Residents

A Resident who desires to trim, prune or remove any tree, at such Resident's own expense, must first obtain specific prior written approval from Park Management in accordance with the rules set forth herein.

A Resident desiring to trim, prune or remove any tree must submit an application to Park Management. The application must be accompanied by: (1) a schematic scaled drawing of the space the tree is located on which depicts the tree in question and the location of all other trees, structures, easements, and utilities within 25 feet; (2) a written trimming or removal plan; (3) a detailed description of the reason(s) for the requested trimming, pruning or removal; and (4) identification of the licensed contractor who the Resident proposes to perform the work. The application must be made only by the owner of the home on the Space upon which the tree is located. Any tree trimming or removal work performed by a contractor requires a current valid contractor's license and verifiable sufficient liability insurance to protect Park Management and the City of Novato as required by Park Management. Prior written approval from Park Management is required before commencement of any work.

Park Management will, no less than ten (10) calendar days prior to action on an application, notify any Homeowner/Resident whose rental space is located within six (6) feet of the tree proposed to be trimmed, pruned or removed of the application. Park Management will provide an opportunity for said notified Resident to review the application and to comment upon same to Park Management during said ten (10) calendar day period. Park Management may approve, approve with conditions, or deny an application to trim, prune or remove a tree. Generally, tree preservation is preferred whenever feasible. Park Management will consider approval of tree trimming, pruning or removal by Residents where necessary for such reasons as approved physical improvements to the rental space, installation of approved landscape plans, and maintenance considerations. Park Management will take into consideration the location of the

tree, health of the tree, type, species, maintenance and whether the tree provides screening in considering applications for trimming, pruning or removal of trees. An application to prune, trim or remove a tree may be denied at the sole discretion of Park Management. Approval may be conditioned on the provision of replacement trees, landscaping or fencing.

When a tree on a Mobilehome Space is removed by a Resident, the stump and any roots must also be removed to grade level. All trimming and removal must be completed in accordance with the approved written plan and must be performed only by a licensed contractor approved by Park Management and who has provided proof of the required insurance.

## 8.5 Shrub Trimming, Pruning and Removal

### 1. Action by Park Management

Park Management is responsible for the trimming, pruning or removal of shrubs located in the common areas of the Park. Park Management will not pay to trim, prune or remove a shrub located on any individual Mobilehome Space in the Park.

### 2. Action by Residents

A Resident who desires to, at such Resident's own expense, trim, prune or remove any shrub which is six (6) feet in height or greater and which is located within three (3) feet of any adjacent rental space boundary line (a "Regulated Shrub"), must first obtain specific prior written approval from Park Management in accordance with the Rules set forth herein.

A Resident desiring to trim, prune or remove any Regulated Shrub must submit an application to Park Management. The application must be accompanied by: (1) a schematic scaled drawing of the space the shrub is located on which depicts the Regulated Shrub in question and the location of all other trees, structures, easements, and utilities within 25 feet; (2) a written trimming or removal plan; (3) a detailed description of the reason(s) for the requested trimming, pruning or removal; and (4) identification of the licensed contractor which the Resident proposes to perform the work. The application must be made only by the Homeowner of the home on the Space upon which the Regulated Shrub is located. Any trimming or removal work performed by a contractor requires a current valid contractor's license and verifiable sufficient liability insurance to protect Park Management and the City of Novato as required by Park Management. Prior written approval from Park Management is required before commencement of any work.

Park Management will, no less than ten (10) calendar days prior to action on an application, notify any Homeowner/Resident whose Mobilehome Space is located within six (6) feet of the Regulated Shrub proposed to be trimmed, pruned or removed of the application. Park Management will provide an opportunity for said notified Resident to review the application and to comment upon same to Park Management during said ten (10) calendar day period. Park Management may approve, approve with conditions, or deny an application to trim, prune or remove a Regulated Shrub. Park Management will consider approval where necessary for such reasons as approved physical improvements to the rental Space, installation of approved landscape plans, and maintenance considerations. Park Management will take into consideration the location of the Regulated Shrub, type, species, maintenance and whether the Regulated Shrub provides screening in considering applications for trimming, pruning or

removal of Regulated Shrubs. An application to prune, trim or remove a Regulated Shrub may be denied at the sole discretion of Park Management. Approval may be conditioned on the provision of replacement shrubs, trees, landscaping or fencing.

When a Regulated Shrub on a rental Space is removed by a Resident, the stump and any roots must also be removed to grade level. All trimming and removal must be completed in accordance with the approved written plan and if performed by a contractor, the contractor must be a licensed contractor approved by Park Management and provide proof of the required insurance.

#### 8.6 Other Landscaping

Maintenance of shrubs and bushes and other landscaping on individual Mobilehome Spaces is the responsibility of the Homeowner/Resident and may be required by Park Management to be trimmed or removed for fire safety, death, disease, visual considerations or damage as well as legal requirements such as visual clearance at street intersections. It is the responsibility of the Resident to maintain all plantings on such Resident's Space, except trees, in a manner which prevents such plantings from extending beyond that individual Space, including over the street boundary or an adjacent Space.

8.7 Residents should note that tree trimming and removal is also subject to Chapter XVII of the Novato Municipal Code.

### 9. MOBILEHOME SPACE MAINTENANCE

9.1 Homeowners shall maintain their Mobilehome Spaces and all improvements thereon (including, but not limited to: Mobilehome, sheds, and other structures and landscaping) in a clean, well-kept, attractive fashion. Conditions that are not acceptable include: Broken or unsafe stairs or decks, broken or missing skirting, broken windows or frames, tarps covering parts of homes or sheds, mold on structures' exteriors, rain gutters containing debris, and faded exterior paint. Yards must be well maintained, tidy and uncluttered. Homeowners are required to use proper irrigation techniques so as not to waste water or cause unnecessary runoff. Pursuant to California Civil Code Section 798.36, in the event a Homeowner fails to maintain his/her Mobilehome Space, the Homeowner will receive a 14-day Notice to Perform Maintenance. Failure to comply shall result in the Park performing the required maintenance at Homeowner's expense.

9.2 Prior to digging or driving rods and/or stakes anywhere in the Park, Homeowner/Resident/Guest(s) shall obtain written approval from Park Management to prevent inadvertent utility line damage. In the event of lack of information on the part of Park Management as to where utility lines are located, Homeowner/Resident/Guest(s) shall contact utility companies as listed in Park Management office to obtain information as to the location of utility lines. If Homeowner/Resident/Guest(s) fails to obtain Park Management approval, Homeowner must pay the cost of repair to any utilities or the Owner's, Operator's or Park Management's property damaged by Homeowner/Resident/Guest(s).

### 10. MOBILEHOME SPACE USAGE

Anything that detracts from the overall attractiveness of the Park or that creates a threat to health

and safety is not permitted.

- 10.1 Residents/Owners/Guests may not construct any structure (including, but not limited to, any shed, fence, carport, retaining wall, landscaping) or store or place any personal property on the Space of another Owner/Resident or on City property outside their Mobilehome Space.
- 10.2 No towels, rugs, wearing apparel or laundry of any description may be hung outside the Mobilehome at any time. State law prohibits storage under the Mobilehome. Items such as well-maintained BBQ equipment, landscape equipment, planters, and patio furniture are permitted outdoors on the individual Mobilehome Space if they are neat, uncluttered and do not encroach into common areas or adjacent Spaces. Not permitted are such items as trash not contained in an approved trash receptacle, building materials, indoor furniture, and other personal items.
- 10.3 No flammable, combustible, or explosive fluid, material, or chemical substance (except for those customarily used for normal household purposes) may be stored on a Space. No environmentally hazardous or prohibited substance or material may be placed in the trash or sewer system or dumped or otherwise disposed of in the Park.
- 10.4 STORAGE BUILDINGS: Each Mobilehome Space may have up to two (2) exterior storage buildings, which shall not exceed a combined floor area of 120 square feet or exceed ten (10) feet in height. The buildings must be of a manufactured type and must match or complement the Mobilehome's exterior and meet all building and fire code standards.
- 10.5 AIR CONDITIONERS AND GENERATORS: Air conditioners must be in good operating condition and must not make noise that will violate any City noise standard or be disturbing to any other Resident. All air conditioners and personal generators must be compatible with the electrical output of the Park. Condensation accumulation from any air conditioner must be piped away from the Mobilehome and not be allowed to fall onto the ground under the Mobilehome. Window air conditioners will not be permitted without Management consent. Rooftop air conditioners and swamp coolers are prohibited. Personal generators must be installed as far as possible from adjacent Spaces and shall include noise attenuating shielding. Permanent standby generators must be natural gas only and installed with a permit by a licensed generator contractor. Resident generators must conform to Novato Municipal Code Section 19.22.040.
- 10.6 CARPORTS: Carports are required and must be covered by an awning and approved by Park Management. Carports and porches are not to be used as storage facilities. Carport supports or extensions must be parts manufactured for mobilehome carports and made from aluminum or steel, not wooden or homemade.
- 10.7. DRIVEWAYS: Gutter plates and any other type or form of modifications, either permanent or temporary, to the original design of roads and gutters are prohibited. Driveways and gutters may be modified only with prior written approval by Park Management. Driveways are to be kept reasonably clean at all times. Any and all spills and stains (including oil stains from parked vehicles) must be cleaned promptly on a regular basis. Damage to driveways, cul-de-sacs or other roadways or parking areas caused by a Homeowner/

Resident/Guest's vehicle, or other acts shall be repaired at the Homeowner/Resident/Guest's expense.

- 10.8 DRAINAGE: Homeowner/Resident/Guest(s) may not take any action that would alter drainage within the Park at any time without Management approval. In no event may drainage be altered in any way which will impede the natural flow and drainage of water from the Mobilehome Space.
- 10.9 PORCHES AND PATIOS: Porches must be made of materials that match or complement the Mobilehome's exterior. Steps must have approved handrails, as required by law, and sidefaced to match or complement the Mobilehome's exterior.
- 10.10 SATELLITE DISHES: Antennas or miniature satellite dishes, one (1) meter or less in diameter, may be permitted subject to approval by Park Management as to location and installation method. All satellite dishes must be placed in a location least visible from the street that allows an acceptable signal to be received. Satellite dishes over one (1) meter are unacceptable. All satellite dishes must be installed in accordance with the manufacturer's installation instructions/guidelines and shall be installed in a manner to withstand wind and other elements. No satellite dish may be installed on a roof in any temporary manner with weights as the only anchor.
- 10.11 SKIRTING: Skirting is required on all Mobilehomes and must match or complement the Mobilehome's exterior. Replacement skirting must be WUI compliant.
- 10.12 HOT TUBS: All hot tub installation must be approved by Park Management, and must meet all City of Novato noise standards and be installed in accordance with the manufacturer's installation instructions/guidelines.
- 10.13 SPEED LIMIT All Homeowners/Residents/Guests shall at all times observe the posted speed limits and other traffic control signage. In the event that a speed limit is not posted, the maximum speed limit shall be 15 miles per hour.
- 10.14 INOPERABLE VEHICLES: Parking or storage of inoperable, unsightly, or unlicensed vehicles is not permitted within the Park. Violations of this Rule will subject the vehicles to towing and impounding of vehicles at the vehicle owner's expense.
- 10.15 PARKING:
  - a) All Resident and Guests must register all vehicles with Park Management, at no cost to the Resident/Guest. Parking at each Mobilehome Space is limited to the number of vehicles that fit within the carport or driveway. Except in areas striped and/or signed for parking, no parking is permitted on the streets or other common areas of the Park. Parking in cul-de-sacs (in areas other than driveways and carports) is permissible if it does not interfere with ingress/egress of other vehicles and only with written approval by Management. No parking is permitted in vacant Mobilehome Spaces without written permission of the Homeowner/Resident or the estate of the Homeowner/Resident and confirmed by Park Management.

Guests must park in designated Guest parking areas only. Any

Homeowner/Resident who wishes to use Guest parking on a regular basis may do so only upon written approval of Park Management and for a \$50/month fee. Such agreements may be terminated upon thirty (30) days' notice from Management. This monthly charge must be paid along with Homeowner's/Resident's Mobilehome Space rent but does not guarantee a specific space. No vehicle may be parked in Guest parking in the same space for any period of time exceeding 72 consecutive hours. All vehicles parked within the Park must be currently registered and operable. Only one (1) Guest parking space may be assigned per Mobilehome Space.

- b) Travel trailers, campers, motor homes, boats and their trailers, (RVs) shall be parked in the area designated for such parking in RV storage areas only. No RV may be parked on any Mobilehome Space or on any streets within the Park at any time. RV parking in the RV storage area may only be permitted pursuant to a written month-to-month Parking Agreement with Park Management. Renewal is not guaranteed and is subject to space availability and compliance with all applicable Rules. Any vehicle containing a propane or butane tank must be stored in an RV storage area regardless of whether such vehicle is an RV. RV parking is not to be used for vehicles that are inoperable or stored permanently without being used. Operable and currently licensed vehicles other than RVs may be stored in RV storage area on a space available basis, subject to a Parking Agreement and monthly fee of \$50. RVs and vehicles subject to an approved Parking Agreement shall be issued an RV Parking placard. All RVs and other vehicles parked in the RV storage area shall prominently display the RV Parking placard at all times while said vehicle is parked. No personal property other than RVs or other vehicles may be stored in the RV parking area.
- 10.16 FENCES: A plan outlining the location and specifications of the fence must be submitted for Management approval prior to installation. All fence installations require a utility location specialist, and the Resident must bear the cost. Any underground utility damage as a result of Resident fence installation is the responsibility of Resident. Side and rear yard fences shall not exceed four (4) feet in height unless all necessary permits, including Management approval, are obtained. Management can provide a variance of one foot in height with lattice installed for the increased size. Any fence bordering a street or that extends from beyond the front or side of a home adjacent to a street shall not exceed three (3) feet in height. No fence may extend beyond the front of a home towards the street.
- 10.17 SIGNS: No Homeowner/Resident/Guest may install any sign on any portion of the Park other than the Mobilehome Space which the Homeowner/Resident/Guest occupies in accordance with a Rental Agreement. All signs installed upon a Space shall comply with Novato Municipal Code Section 19.32.040, relating to signs. No signs are permitted with any letters or wording.
- 10.18 SOLAR PANELS: Solar panels for individual power to a Mobilehome may be installed only with approval by Park Management. Solar panels may not be installed on the ground on a Space. Solar panels may not be installed on a roof in a manner which exceeds the overall height limitation for Mobilehomes set forth herein. No panels may be connected to the Park utility pedestal, but only to the Resident's subpanel.

## **11 MOBILEHOME MAINTENANCE**

The exterior of the Mobilehome (whether occupied or vacant) must be kept by Homeowners/Residents/Guests (or the estate of any deceased Homeowner) in a clean, good, safe and neat condition and in accordance with all state and municipal laws and these Rules and Regulations.

## **12. USE OF COMMON FACILITIES**

### **12.1 PARK FACILITIES**

Park facilities are provided and are available at specified hours for the exclusive use of Homeowners/Residents and accompanying Guests. If Homeowners/Residents are not able to accompany their Guests, a waiver, subject to Park Management approval, may be obtained by registering each Guest with Park Management. Park facilities are not to be used to conduct any type of business or commerce of a public nature except as set forth within the clubhouse use Rules set forth herein.

Homeowner/Resident organizations are permitted to host meetings and affairs in any of the Park facilities, and they are subject to the Rules set forth herein. Private individual uses by Residents of common facilities such as the clubhouse, swimming pool, Jacuzzi, sauna, pool tables, shuffleboard, ping pong, exercise rooms, card room, downstairs activity room, library, and Fireside Room, are subject to availability on a first-come, first-used basis. Such uses are not exclusive, and all common facilities are open to all Residents and Guests except when such facilities are closed or are subject to approved special events use. Closing hour for all facilities is 10:00 p.m., except for special events or as otherwise posted and approved or determined by Park Management. Smoking is not allowed in any indoor Park facility or in any common outdoor area of the Park, including on the streets and sidewalks. No one under the age of eighteen (18) will be allowed to play pool unless accompanied by a sponsoring Homeowner/Resident. Please observe a limit of two (2) games if others are waiting to play pool or ping pong.

### **12.2 CLUBHOUSE SPECIAL EVENTS**

The MVMCC clubhouse is a community asset and an amenity that, in general, is meant to be accessible and available for use by Residents. However, it also is appropriate for the MVMCC clubhouse to be reserved by individuals and groups in accordance with this policy. All use of the clubhouse and its individual areas is subject to availability and approval by Park Management, which may be withheld in the exercise of the judgment of Park Management. All use of the clubhouse for events shall be subject to this event policy.

Individual use of the clubhouse shall be subject to the clubhouse hours set by Park Management. Residents should remember that individual and group use of the clubhouse and its various areas is not guaranteed.

Use of the clubhouse or any area within for events requires a reservation be made in advance. All events must be held in accordance with the Rules set forth below.

## **Event Types Defined:**

1. Private Event: A Private Event is any activity sponsored by an individual Resident or group of Residents with attendance by invited guests.
2. Resident Sponsored Event: A Resident Sponsored Event is an activity sponsored by an MVMCC Resident and only attended by MVMCC Residents.
3. MVMCC Sponsored Event: An MVMCC Sponsored Event is an event sponsored by the PAC, HOL, MarVal, Park Management, or City of Novato (Park Owner).
4. Outside Organization Events: Outside Organization Events are events scheduled by organizations other than PAC, MarVal, HOL, Park Management or Park Owner.

### **1.1 Private Events**

#### Available Spaces:

- Only three spaces may be reserved for Private Events -- the ballroom, Fireside Room, and the downstairs activity room. All three may also include use of the kitchen.
- Maximum attendees at Private Events:
  - Ballroom – 145 persons maximum
  - Fireside Room – 64 persons maximum
  - Downstairs activity room – 16 persons maximum
- All other spaces in and around the clubhouse including, but not limited to, the library, the billiard room, the card room, the swimming pool, and the sauna and exercise rooms are not available for reservation for Private Events.

#### Requirements:

All Private Events are subject to all of the following requirements:

- A completed Reservation Application, Clubhouse Use Agreement, deposit and insurance are required from the sponsoring Resident for all Private Events.
- Private Events are a one-time only activity and may not be regularly scheduled.
- All Private Events require insurance whether alcohol is served or not.

### **2.1 Resident Sponsored Events**

#### Available Spaces

- The ballroom, Fireside Room, and the downstairs activity room may be reserved for Resident Sponsored Events. All three may also include the use of the kitchen. A Resident may also reserve the library, the billiard room, or the card room for a small Private Event, but that space must also remain easily available for use by other Residents during that activity. The swimming pool and the sauna and exercise rooms are not available for reservation for Private Events.



- Maximum attendees at Resident Sponsored Events:
  - Ballroom – 145 persons maximum
  - Fireside Room – 64 persons maximum
  - Downstairs activity room – 16 persons maximum
  - Billiard room - 18 persons maximum
  - Card room -15 persons maximum

Requirements:

All Resident Sponsored Events are subject to all of the following requirements:

- A completed Reservation Application and Clubhouse Use Agreement are required from the sponsoring Resident for all Resident Sponsored Events. Resident Sponsored Events at which alcohol is not served do not require insurance, but a refundable damage/cleaning deposit of \$300 will be required to be posted by the sponsoring Resident if there will be 15 or more Residents attending the event or if food will be served.
- The sponsoring Resident of a Resident Sponsored Event at which alcohol will be served must secure and provide proof of insurance.
- Resident Sponsored Events are a one-time only activity and may not be regularly scheduled.

***Approval of all Private Events and Resident Sponsored Events will be subject to the following additional requirements/conditions:***

- Event requests will be granted on a first come, first served basis.
- Resident Sponsored Event - Each Reservation Application must include the name of the sponsoring Resident who is in charge of the activity. All Private Events and Resident Sponsored Events require execution of the Clubhouse Use Agreement, which must be signed by the sponsoring Resident named on the Reservation Application. The sponsoring Resident shall be responsible for any and all cleanup costs or damages incurred as a result of the event.
- At all events, the sponsoring Resident named on the Reservation Application must be physically present during the entire event, including set-up and clean-up and at all times that there are guests or vendors present.
- No admission fee may be charged at the door or for anything at the event. No fundraising activities are permitted except those directly benefiting the PAC, MarVal, HOL or their respective members, or the City of Novato.
- No activity or event for which a part of the clubhouse is reserved may be advertised or publicized in any manner to solicit the attendance of the general public.
- Except as set forth in this policy related to Outside Organization Events, no part of MVMCC, including the clubhouse, may be rented (either directly, or through a Resident sponsor), to another organization or person.
- Reservation of these spaces will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, MarVal, HOL, Park Management and Park Owner.

- Memorial services for deceased residents will need a reservation, but need not pay deposit or provide insurance unless alcohol is served.
- Failure to carry out all the appropriate terms of this policy, the Reservation Application or the Clubhouse Use Agreement shall result in forfeiture of the sponsoring Resident's right to sponsor an event for a period of one calendar year.

### **3.1 MVMCC Sponsored Events**

#### Available Spaces:

- The ballroom, Fireside Room, the downstairs activity room, the library, the billiard room, or the card room may be reserved for MVMCC Sponsored Events. All such events may also include the use of the kitchen. The swimming pool and the sauna and exercise rooms are not available for reservation. No food or drink is permitted in the billiard room nor the library at any time.
- Maximum attendees at Private Events:
  - Ballroom – 145 persons maximum
  - Fireside Room – 22 persons maximum with furniture, e.g. tables and chairs; 64 persons without furniture
  - Downstairs activity room – 16 persons maximum
  - Library - 8 persons maximum
  - Billiard room - 18 persons maximum
  - Card room - 15 persons maximum.

#### Requirements:

All MVMCC Sponsored Events are subject to all of the following requirements:

- Events sponsored by the PAC, HOL, MarVAL, Park Management or Park Owner will be scheduled on an annual basis by the sponsoring entities and Park Management. Additional MVMCC Sponsored Events may be scheduled as required through the year.

### **4.1 Outside Organization Events**

#### Available Spaces:

- Only the ballroom may be reserved for Outside Organization Events, which may also include use of the kitchen.
- Maximum attendees at Outside Organization Events:  
Ballroom – 145 persons maximum
- All other spaces in and around the clubhouse including the Fireside Room, the downstairs activity room, the library, the billiard room, the card room, the swimming pool/spa, and the sauna and exercise rooms are not available for reservation for Outside Organization Events.

#### Requirements:

All Outside Organization Events are subject to all of the following requirements:

- Events of outside organizations may be scheduled no more than four times in a calendar year.
- Twenty Percent (20%) of the members of the organization must be MVMCC Residents (list of names required).
- The event must be open and publicized first to all MVMCC Residents.
- If admission to the event is charged or there is a charge at the event, then any MVMCC Residents must receive a significantly discounted admission.
- There is significant financial benefit to an official MVMCC organization from the event.

***Approval of all Outside Organization Events will be subject to the following additional requirements/conditions:***

- Event requests will be granted on a first come, first served basis with a maximum number of one event per organization per year.
- Each Reservation Application must include the name of the entity holding the event and the identification of the individual who is in charge of the activity. All Outside Organization Events require execution of the Clubhouse Use Agreement. The outside organization shall be responsible for any and all cleanup costs or damage incurred as a result of the event.
- All Outside Organization Events require a deposit and provision of appropriate required insurance.
- Reservation will be subject to availability, including, but not limited to, availability due to the scheduled activities and events of PAC, MarVal, HOL, Park Management and Park Owner.

12.3 CLEANUP DUTIES: A list of cleanup duties will be provided at the time reservations are made.

12.4 ALCOHOL: The service or consumption of alcohol must be approved by Park Management to be served anywhere on or in Park common facilities at a private function. Alcohol may not under any circumstances be sold at a private function.

12.5 GARBAGE FACILITIES: NO DUMPING of any type of refuse is permitted anywhere in the Park or on land adjacent to the Park by either Homeowners/Residents/Guest(s) or Park Management. Homeowner/Resident garbage may not be placed in the Park's trash containers. Exceptions will be made for chipper days.

12.6 LAUNDRY FACILITIES: Coin-operated laundry facilities are for the use of Homeowners/Residents and their adult Guests only. Homeowner/Resident/Guest(s) shall be liable for any damage due to their misuse of equipment. No tinting or dyeing in the machines is allowed, nor is washing of rugs too heavy for the machines. Only non-scented detergents and dryer cloths are permitted. The facility must be kept neat and clean. Pets are not allowed in the laundry facility. Park Management does not assume responsibility for lost, stolen or damaged articles.

## 12.7 SWIMMING AND THERAPY POOLS:

- a) The swimming pool and therapy pool (“pool”) is for the use of Homeowners/Residents/Guests only. Guests must have permission from Park Management when not accompanied by a Homeowner/Resident.
- b) The following are the hours that the pool may generally be expected to be open for use. Notwithstanding the noted hours, Park Management may change these hours from time to time as allowed by law. In addition, the pool and therapy pool may be closed at any time by Management for servicing or repairs.

HOURS: Summer Months: 8:30 a.m. to 10:00 p.m. Daily  
Winter Months\*: 10:00 a.m. to 10:00 p.m. Daily \*Therapy pool only (pool is closed)  
Other hours may be permitted by arrangement with Management.

- c) Each Homeowner/Resident/Guest who uses the pool facilities is required to sign the Swimming Pool and Therapy Pool Release Agreements.
- d) No food, no glassware, no glass bottles and no alcoholic beverages of any kind are allowed in the pool area.
- e) Children and persons under the age of 18 (with permission from Park Management) and when accompanied by the responsible Homeowner/Resident) may use the pool between 10:00 a.m. and 2:00 p.m. No child who is not toilet trained is permitted in the swimming pool or therapy pool. The Homeowner/Resident is responsible for the appropriate conduct of the children they bring to the pool.
- f) The therapy pool is restricted to the use of Homeowners/Residents and Guests only.
- g) All persons using the swimming pool and therapy pool must shower immediately before entering these facilities. Those using suntan or other lotions or oils must re-shower before entering the swimming pool and therapy pool.
- h) Management may deny the use of the swimming pool, therapy pool, saunas, or exercise room to anyone not observing the above Rules.

12.8 EXERCISE ROOM: The exercise room is for Resident use only. Guests and children under the age of 18 are not allowed to use this facility, and the facility is used at Residents' own risk.

12.9 SMOKING: Smoking is not allowed in any Park common facility or common outdoor area, including, but not limited to the clubhouse, exercise room, showers, restrooms, pool area, streets, sidewalks, outdoor trails and walking paths, outdoor seating areas, and parking lots.

Smoking is permitted ONLY in the following areas:

- In a Resident’s own home and Space, or the home or Space of another Resident, with consent.

**13. SALE OF MOBILEHOME:** See the provisions of Section 798.70 of the California Civil Code.

Prior to purchasing a Mobilehome, potential Homeowners must submit a written application for residency to Park Management for approval.

- The applicant must include whether their intent is live in or to sell the unit.
- A person who buys a home with the intent of removing it and installing a new home will be required to own it for one year after the new installation before they can sell, unless with written permission from Management.
- Only a licensed Manufactured Home builder who deals in Manufactured Homes is permitted to buy and replace on “speculation” any home in the Park.

The right to occupy a Mobilehome Space may be limited, and income limits and restrictions may apply in accordance with any affordability requirements applicable to the Park by lender agreements, deed restrictions or other pledges, as noted in the Standard Rental Agreement. The right to occupy a Mobilehome Space shall not be transferred or assigned without prior Park Management approval.

In addition to the foregoing, for any resale whereby the Mobilehome is to remain in the Park, the Seller or Buyer must agree, in writing, to perform the work necessary to bring the Mobilehome into compliance with all structural and other applicable federal, state and local laws, ordinances, rules and regulations.

- Full skirting is required.
- Siding must be repaired or painted.
- Awnings must be in good condition.
- Decks and porches must be in compliance with state and local code requirements and be in good repair.
- All landscaping must be neatly trimmed and attractive.
- Mobilehome Spaces must be free of weeds, dead plants, and debris.
- Carports must be reasonably free of oil and grease.
- Earthquake bracing must be installed.
- Water heaters must be adequately braced.

**14. MOBILEHOME LICENSE:** The Homeowners of those Mobilehomes licensed through the Department of Housing and Community Development are required to have a current Mobilehome License installed on the Mobilehome. Such licensing is subject to inspection at all times. The Homeowners of those Mobilehomes subject to property tax are required to provide to Park Management a copy of the property tax bill. Those Mobilehome owners whose Mobilehome is subject to property tax are responsible for the payment of those taxes in a timely manner and are required to provide Management evidence that the tax has been paid.

**15. REMOVAL OF MOBILEHOME:** At least sixty (60) days’ notice must be given prior to removal of any Mobilehome from the Park. Failure to provide the required notice will result in an additional rental charge prior to the mover being given approval to remove the home from the Park premises. Only licensed, bonded and insured movers may remove or bring in a Mobilehome to or from the Park.

16. **INDEMNIFICATION:** Homeowners or Residents and Guests by the acceptance of the right to occupy a Space in the Park agree to release, defend and indemnify Park Management, Owner and Operator and the respective officers, officials, agents, employees and contractors of each, from and against any and all claims arising from any act, omission, or negligence of Homeowner/Resident or any of Homeowner's/Resident's Guests, contractors, licensees, agents, servants, or employees, and from and against all costs, attorney's fees, expenses and liabilities incurred in or about any such claim, action or proceeding brought thereon.
17. **SPECIAL RULES INCORPORATED BY REFERENCE:** Other rules of conduct concerning the use of the Park's facilities are posted throughout the Park and, by this reference, are incorporated herein as though set forth in full. Homeowners/Residents/Guests must read and comply with all posted rules.
18. **VIOLATIONS:** In order to promote a harmonious community atmosphere and to improve Park operational efficiency, Homeowners/Residents are encouraged to register complaints regarding compliance with these Rules and Regulations, or make suggestions, as the situation may warrant.

Complaints of violations and/or suggestions concerning these Rules and Regulations of the Park should be submitted in writing to Park Management on the Resident Input Form during normal business hours. Complainants must sign their name(s) and provide their address and specify the nature of the violation, date, time and witnesses. If complainant requests that identification remain confidential, it shall not be divulged by Park Management, subject, of course, to appropriate legal action or action by other appropriately constituted authority.

**19. EMERGENCY INFORMATION:** Homeowners/Residents/Long-Term Guests are encouraged to provide the following information to Park Management:

The name, address, and telephone number of a relative or friend to be used in case of emergency.

**MVMCC RESIDENT EMERGENCY CONTACT INFORMATION**

NAME #1 \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

NAME #2 \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

HOME PHONE # \_\_\_\_\_

CELL PHONE # \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

Any important additional information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MVMCC RULES AND REGULATIONS ACKNOWLEDGMENT**

The following Homeowners and Residents acknowledge the Rules and Regulations as put forth in this document.

**Name of Homeowner(s):** \_\_\_\_\_

MVMCC Address: \_\_\_\_\_

Signature of Homeowner(s): \_\_\_\_\_

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

**Name of Resident(s):** \_\_\_\_\_

Signature of Resident(s): \_\_\_\_\_

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

Make, model and license plate number of all vehicles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_