

# **Community Rules**

Freedom Village Cooperative, Inc.

*A Resident-Owned Community*

Owned and operated by: Freedom Village Cooperative, Inc.

## Introduction

We wish to welcome you to our **55+** community. It is our desire to provide a pleasant, attractive and affordable place for people to live. All communities need some form of regulations to accomplish this goal. The rules of this community are not intended to be unnecessarily restrictive but are meant to help provide you a safe and tranquil environment. The future value of your manufactured home rests, to a great degree, on our community's appearance and its reputation in the community at large.

The Board of Directors

## **IMPORTANT NOTICE REQUIRED BY LAW**

The rules set forth below govern the terms of your rental agreement with this manufactured housing park. The law requires all rules of this park to be reasonable. No rule may be changed without your consent unless this Park gives you 90 days advance notice of the change.

Subject to the terms of any written lease agreement, you may continue to stay in this Park as long as you pay your rent and any other lawful charges, follow the rules of the Park and applicable local, state and Federal law, do not damage Park property and do not repeatedly bother other tenants in the Park. You may be evicted for nonpayment of rent, but only if you fail to pay all rent due within 30 days after you receive written notice that you are behind in your rent.

You may also be evicted for not following the rules of this Park, but only if the rules are reasonable, you have been given written notice of your failure to follow the rules, and then you continue to break the rules. You may not be evicted for joining a tenant organization.

If this Park wishes to evict you, it must give you 60 days advance notice, except if you are behind in your rent, in which case only 30 days notice is required. The eviction notice must give you the reason for the proposed eviction.

You have the right to sell your home in place to anyone as long as the buyer and his/her household meet the rules of this Park. You must notify the Park if you intend to sell your home. Failure to do so may mean that the buyer will be required to move the home from the Park.

Copies of the law under which this notice is required, RSA 205-A, may be obtained from the Consumer Protection and Antitrust Bureau of the Bureau of the Attorney General's office, 33 Capitol Street, Concord, New Hampshire 03303 or may be accessed from the General Court website for the State of New Hampshire.

## I. GENERAL RESPONSIBILITIES

- 1) The cooperative is responsible for:
  - All underground utilities
  - Snowplowing of roads
  - Maintenance of roads and common areas
  - Trees
  - Utility Poles
  - Enforce the Community Rules of the Cooperative.
  
- 2) The homeowner is responsible for:
  - Hooking up the home to utilities and maintaining connections
  - The care and maintenance of their home and all other structures on their lot.
  - The care, maintenance and snow removal of their lot.
  - Obeying Community Rules
  - Payment of lot rent on time
  - Prominently displaying the street number on the front of the home for emergency location (911)
  - All state or local taxes on the home. You may not remove your home unless all taxes are paid and a copy of the permit from the local governing body allowing removal of the home is given to the co-op.
  - Water and sewer fees from the city of Concord.
  
- 3) All homeowners are liable for damages, injury or loss incurred in their homes and on their lot. Homeowners are strongly urged to carry homeowner's insurance for their protection.
  
- 4) Discharge of firearms, BB guns, archery equipment, paint ball guns, **fireworks** and any other dangerous weapon is **strictly prohibited**. This is a life safety issue!

## II. OCCUPANCY

- 1) All housing units are to be owner-occupied. No rentals or sub-leases are allowed, except as specified in the Cooperative's Bylaws. In order to promote the safety of the homeowners and make a fair distribution of services, the maximum number of adults allowed per home is ~~is~~ three (3).
  - A. Occupancy by more than three adults is permitted with the express permission of the Board of Directors.
  - B. Homeowners must obtain the approval of the Board of Directors when there is an additional occupant in their home for more than 30 days. The Board of Directors requires an Occupancy Agreement to be modified as needed to list the new resident as an occupant. Each additional adult must be screened using the cooperative's criminal background criteria; any

additional occupant with ownership interest must complete membership screening. All approved additional household occupants must abide by and sign acknowledgement for the Bylaws, Community Rules, and Occupancy Agreement.

- 2) All lot rents are due on the first (1<sup>st</sup>) day of the month. A fee of \$25.00 will be added if rent is received postmarked after the tenth (10<sup>th</sup>) day of each month. Cash is not acceptable for payment of rent. A returned check fee will be assessed thirty-five (\$35) dollars over the current bank fees per check. No re-deposits will be made. Non-Members will pay \$25.00 higher rent than the member rate.
- 3) Any homeowner wishing to sell or remove their home is required to give a thirty (30) day written notice of intent to the Board of Directors. Failure to give notice can result in 30 days additional lot rent. In either case, the homeowner is responsible for advising any potential buyers of the requirement to join the cooperative as a condition of allowing the home to remain in the community.

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

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

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

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

Notwithstanding any other Bylaw provision, the purchaser of a Manufacture home who acquired title at a foreclosure sale conducted by the holder of an "Eligible

Loan" (as defined by RSA 205-A:4-a), or directly from the holder of an eligible Loan, shall be exempt from any "low income" requirement.

Notwithstanding the rights of the Cooperative under RSA 205-A:4-a or other law, any holder of an Eligible Loan which is actively pursuing the right to foreclose or which has acquired title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing to it by the Member under the Occupancy Agreement or otherwise, shall be subordinate to the rights of the holder of an Eligible Loan, and amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly rent and other charges, have been paid in full.

**A. For sales of homes:**

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

**B. For removal of homes:**

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

**C. For homes to be moved in:**

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

- 4) Only those in-home businesses that do not create additional traffic, noise, the community are allowed.
- 5) It is the responsibility of the homeowner to provide for securing the home's water lines from leakage, especially during the winter months. At this time, the standard method is by heat tape. If using heat tapes, the homeowner is required to inspect and plug them in each year in the fall. The cooperative reserves the right to shut off the water at any home where there is a leak until such time as a repair is made. If the damages to the co-op's property and/or infrastructure are found to be due to the homeowner's failure to follow this rule, the homeowner may be responsible for the entire cost of the repair.
- 6) All homeowners are responsible for the actions of their guests, Members of their household and their pets. Community Rules apply to all guests and invitees, as well as the homeowner household.
- 7) Adults, children, pets, and their guests are not to be on the lot or property of others, uninvited.
- 8) Residents and guests will conduct themselves in a reasonable manner so as not to disturb others. Public drunkenness is strictly prohibited. This is a drug free Community. Use, sale or giving of illegal drugs to others in this community is prohibited and may be cause for immediate eviction and/or expulsion.
- 9) No more than a moderate noise level from radios, electronic equipment, vehicles is always expected. Quiet hours are from 10:00 p.m. to 7:00 a.m. Sunday through Thursday, and 11:00 p.m. to 8:00 a.m. Friday and Saturday.
- 10) The Homeowner owns and is responsible for all repairs and maintenance of any above ground fuel-Storage Tank (AST) on homeowner's lot. All ASTs shall be in compliance with the National Fire Protection Association Chapter 31, State Fire Code and the Best Management Practices as published by the New Hampshire Department of Environmental Services (DES) and incorporated herein by reference as if fully set forth herein. Any tank not in compliance shall be brought into compliance. Any tank not brought into compliance with such standards within the time given in a written notice from the Cooperative Board of Directors may be replaced by the Cooperative at the expense of the homeowner and such expenses may be collected and assessed in the same manner as rents under RSA 205-A:4-a. All fuel tanks must be located at the gable end of the home when possible and if not possible screening the tank from view is required. New tanks should be constructed according to rules set forth in Section III: Buildings and Structures, No. 5.

### III. BUILDINGS AND STRUCTURES

All homes need to be maintained in good condition, skirted, clean, neat, and properly painted or

stained in a manner in keeping with the general appearance of the community.

- 1) Accessory buildings, porches and decks are to be kept painted or stained and in good repair so the appearance of the home and lot are attractive overall.
- 2) Concrete blocks are not acceptable as stairs. All outside doors must have stairs with hand railing on opening side and in accordance with the town's building code.
- 3) Only one utility building is allowed. Metal buildings are permitted.
- 4) Any new structure is to comply to the following standards:
  - a) may not exceed 16' by 16' or 256 square feet
  - b) roof is pitched
  - c) doors and windows stay in good repair and are able to be closed
- 5) All buildings, additions, porches, sheds, towers, car ports, children's play facilities, and decks are to have prior written approval by the Board of Directors, who must sign the Permit Request. Said structures are to comply with the town building codes, and federal and state regulations. Homeowners are required to present a plan for any of the above structures, showing details of the structure and the location on the lot. A copy of the Town's building permit is to be given to the Board of Directors before work begins, which will be placed in the homeowner's file.
- 6) Other than a kiddie pools 4' in diameter, pools, hot tubs and trampolines are strictly prohibited. Kiddie pools will be kept out of sight when not in use. Any pool must always be attended by an adult when filled and must be emptied immediately and put away when the adult is no longer present.
- 7) Commercial signs are not allowed.
- 8) A commercial "For Sale" sign or a "For Sale by Owner" sign may be posted on the lot when homes are for sale.

#### IV. SITES

**Each household is responsible for the area from the telephone pole on their property to the telephone pole of the next property, unless the site has been otherwise modified with site additions.**

- 1) Clotheslines are permitted out of sight of the road or behind the home.
- 2) Rubbish removal is the homeowner's responsibility. Rubbish is to be kept in closed containers designed for that purpose and out of sight if possible.
- 3) Yards are to be kept free from clutter and debris, so as not to interfere with lawn

maintenance and infrastructure. Lawns are to be kept trimmed and mowed. If a lot is neglected, the cooperative reserves the right to have the lot cleaned and paid for at the owner's expense.

- 4) Appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, and other discarded items may not be left on lawns or around homes. No furniture of any kind except for lawn furniture may be kept outside the home.
- 5) Outside burning of leaves, rubbish, etc. is not permitted. Gas and charcoal grills are permitted. Temporary propane fire pits are permitted for use in yards. However, no other fuels are allowed for use in fire pits in yards.
- 6) Fences may be used for decorative purposes only and no higher than eighteen (18") inches. No lot perimeter fences are allowed. The Board of Directors has final approval on fences.
- 7) The use of the lot by the homeowner will not interfere with the cooperative's ability to perform any upkeep and maintenance of the community infrastructure. Ask before you dig or plant! DIGSAFE regulations apply. This includes patio squares, gardens or planting of anything (raised bed or not), and permanent structures. Permission from the Board of Directors through a Maintenance Request Form is required to ensure the safety and care of the water lines and infrastructure of the community. The homeowner will be responsible for replacing these items if damaged in the repair or replacement of anything related to infrastructure.
- 8) Prior written approval by the Board of Directors for planting, trimming and replacement of all trees, and planting or replacing shrubs is required.

## V. VEHICLES

- 1) Unregistered and/or un-inspected motor vehicles are not allowed in the community. No vehicle repair or fluid changing is to be performed in the community. Tire changes and minor actions such as adding windshield fluid are permitted.
- 2) Parking spaces in the existing driveway will be allocated to each home with only one being allowed as a business vehicle. Daytime parking only is allowed on the streets if it does not block snow plowing, mailboxes or emergency vehicles. Parking on the lawn is always prohibited. Overnight parking on the street is prohibited between the hours of 11PM and 8AM. Vehicles non-compliant with overnight parking will be towed at the owner's expense.

- 3) Requests for visitor overnight parking on the street will be considered by the board of directors when a request is presented to the board prior to the visit and the vehicle information and plate number are provided within the request. These vehicles may never block snow plowing, mailboxes or emergency vehicles.
- 4) Motorized trail bikes, snowmobiles, go-carts, and all-terrain vehicles are not to be used in the community.
- 5) There is to be no racing or inappropriate use of any vehicles in the community.
- 6) The speed limit is fifteen miles per hour (15 MPH).
- 7) Boats and boat trailers, campers, RVs, vehicles over 15,000 pounds or that are designed to transport more than 16 passengers are not allowed to be parked in the community. Special consideration will be considered with a written request to the board of directors and upon approval.
- 8) Tractor trailers and any vehicles transporting hazardous materials are strictly prohibited from parking in the community.

## VI. ANIMALS

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

- 1) Domestic pets are allowed in this community with restrictions. All outdoor domestic pets are required to have proper and timely immunizations, and all outdoor domestic pets must be neutered or spayed. The homeowner shall, upon request, provide to the Board of Directors, a signed letter or other document from a licensed veterinarian showing these actions have been taken.
- 2) Farm animals, including but not limited to, cows, chickens, horses, sheep, goats, pigs and the like, and wild animals, may not be kept or raised on Cooperative property, either as pets or for any other reason.
- 3) A resident bringing a new pet into the community, either as a new or replacement pet, must file the pet form, provide a picture of the pet, and provide proof of immunizations and spay or neuter from the veterinary office in the homeowner's file.
- 4) Per City of Concord Ordinance all dogs will be licensed. A copy of the license will be provided to the Board of Directors annually and be placed in the homeowners file.

- 5) One dog no larger than 50 pounds is allowed per home. The following dogs are not allowed per liability insurance rules for the cooperative:
  - a. Any animal that is on a list of prohibited pets that was provided by the insurance company: Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, and Wolf-hybrids
  - b. Any dog with a history of aggressive behavior or biting.
  - c. Service dogs must be certified, and a copy of the certification must be on file in the cooperative's member file.
- 6) Dogs will always be leashed.
- 7) A barking dog may not be left outside for longer than ten minutes.
- 8) Dogs shall not be left unattended outside when the owner is not home. When the owner is home, the dog must be leashed on the property while outside.
- 9) No more than three cats per household. Cats are allowed to roam free provided they are not damaging any property of another homeowner.
- 10) No dog can be on another resident's property unless specifically invited by the resident; including during the times owner's walk their dogs. All solid wastes from pets are to be picked up by the owner immediately (including from the wooded areas along the street lines and the common areas of the park) and disposed of in the proper manner.

## VII. REQUESTS FOR REASONABLE ACCOMMODATIONS

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

## VIII. ATTORNEY'S FEES AND COSTS

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

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

#### IX. SEVERABILITY

Should any Rule, or part of a Rule, be found to be illegal, invalid and/or unenforceable, in whole or in part, by a court of competent jurisdiction or authorized local, state or federal agency, the remaining Rules, or the remaining part of the Rule affected by the invalidity, shall be unaffected and shall remain fully enforceable.

#### X. LIABILITY AND INDEMNITY

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

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

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

Freedom Village Cooperative Community Rules  
Total 12 Pages —Amended and Approved on October 29, 2019  
By the Membership

The foregoing is a true and accurate account, attested by, Secretary Freedom Village Cooperative:

Maggie Knoll  
October 29, 2019

Amended December 11, 2022 by Erin O'Toole