
Community Guidelines

Klines Resort
22260 Klines Resort Rd.
Three Rivers, MI 49093

Updated February 2016

February 2016

Dear Friends,

Welcome to Klines Resort! The Resort offers a unique combination of facilities and recreational opportunities. With RV, park model and manufactured home sites available, we serve a diverse group with a common attraction to our beautiful lakefront location and active community life.

While the campground serves guests of all ages, the manufactured home sites are for those age 55 and better. As a result, retirees and those approaching retirement make up the majority of our Resort family. We are home to over 100 year-round residents. Many others are “snowbirds” who head south each winter and look forward to getting back together here in the spring. A third group comes to the lake for a summer get-away or fishing retreat, often with a future retirement home in mind.

This mixture creates many different – and sometimes competing – demands on our facilities, and is one reason our guidelines are lengthy. Some of the rules apply only to camp sites, others apply only to manufactured homes. Please read them carefully and ask the office if you have any specific questions about their meaning. There is a reason for each of these guidelines, and we would be happy to clarify them for you.

We take pride in our place and recognize that pride involves each of you. The friendly “hello’s,” helping hands, well tended yards, and active social life are a testimony to the character and integrity of the community, and are what make the Resort a special place to live.

This book incorporates changes previously announced. We hope these guidelines will contribute to the safe use and enjoyment of our facilities by all who take pride in making Klines Resort their “home at the lake.”

Sincerely,

Phil & Tama

Phil & Tama Kline

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Klines Resort Guidelines

TERMS OF OCCUPANCY

APPLICATION

Klines Resort welcomes applications from all interested parties. We do not discriminate on the basis of sex, race, creed or color. Applicants must complete and sign the application form. Applicants for manufactured homes and park models must also submit a nonrefundable fee to cover the cost of a credit report, employment verification and criminal record check. References may be contacted and an interview with **all** prospective tenants is required. Your application will be approved or denied in writing following the completion of the above. You may not complete the purchase of a home located in the community until you have received written acceptance for residency.

All occupants must apply and be approved by management, and each applicant must qualify separately for residency. Applicants must have good rental history, good credit, and truthfully complete all information requested on the application forms. Applicants with felony convictions or who are listed on a sex offense registry may be denied. In the case of applicants for manufactured housing lots, at least one applicant must verify they are at least 55 years of age by providing acceptable documentation.

HOUSING FOR AGE 55+

Manufactured Home Sites are intended for occupancy by at least one person fifty-five (55) years of age or older under the Fair Housing Amendments Act of 1988 regulations on "Housing for Older Persons." Except as noted below, at least one occupant of each residential unit must be 55 years of age or older, and no person under 21 years of age shall occupy or reside in a residential unit for more than ninety (90) days in any twelve (12) month period. Management may require residents provide documentation or other legal proof to verify the age of any and all occupants residing in their unit.

Under certain circumstances, Resort management may grant variances to the age restrictions, unless the granting of a variance would result in less than 80% of the residential units being occupied by at least one person age 55 or older or would otherwise jeopardize the Resort's status as housing for older persons under the Fair Housing Acts. For more information please contact the office.

RV Sites do not have an age restriction and may not be used as a permanent residence.

DEPOSIT

A security deposit and first months rent are required of all residents prior to occupancy. See lease agreements for terms of the deposit.

LEASE AGREEMENTS

RV's & Park Models: A seasonal camping agreement must be signed by all adult occupants each season. Monthly agreements may also be available.

Manufactured Homes: Leases are signed at time of occupancy by all adult occupants and are renewed annually on May 1.

Tenant Information Update: This form must be completed and signed annually by all occupants.

SINGLE FAMILY OCCUPANCY

Only one family **as defined by Mendon Township Ordinance** may occupy any one manufactured home or campsite at a time. Mendon Township defines a family as:

“An individual or group of two or more persons related by blood, marriage or adoption including foster children, together with not more than one additional person not related by blood, marriage or adoption, living together as a single housekeeping unit in a dwelling unit.”

NO SUB-LEASING

Owners must occupy home. Sub-leasing of manufactured homes and RV's is not allowed. Evidence of legal title to unit in occupant's name may be required by Resort Management.

SEASONAL OCCUPANCY

RV & Park Model sites are normally leased from May 1 to October 30. These dates may be modified if approved in advance on the seasonal agreement. Seasonal residents are encouraged to visit their units during the off season. However, they may not occupy their units for more than 2 nights during any month for which no rent is paid. **Seasonal Camping Agreements** for all seasonal RV sites should be completed and returned to the office by April 1st for each camping season.

RENT

Rent is due the first of each month. A late fee is added if not paid by the 10th of each month. Rent is paid in advance. Additional charges may also appear on your statement. Payments are applied to the oldest charges first. Any payment by check which is not honored for any reason will result in an NSF check fee.

Rent includes water, sewer and trash disposal. It does not include electric, gas, cable, telephone, taxes, yard maintenance or fees for optional services. It also does not include any personal property taxes levied on your leasehold improvements. Rental rates are published annually and are based on the size and location of the lots. See the rate sheet for details.

SPECIFIC TAX (Township Tax)

All manufactured homes, park models and RV's are charged the specific tax (currently \$3/month) for each calendar month in which the unit occupies the site for 15 or more days. This tax is collected by the Resort and sent to the township treasurer as required by state law.

LEASEHOLD IMPROVEMENTS - Personal Property Tax

Leasehold improvements are taxed as “buildings on leased land.” The township assessor may assess taxes on anything constructed in addition to the factory built manufactured home or RV. This includes sheds, decks, porches, carports, and garages.

Assessments are based on the value of improvements as of Dec. 31 of each year for taxes collected in the following year. An assessment notice is mailed in February; protests may be submitted in writing or in person to the Board of Review in March. Those with limited income may request a hardship exemption.

Taxes are split between summer and winter taxes, due in August and February. If your resort home is your primary residence, you may request a PRE (Primary Residence Exemption) to reduce the tax rate on your improvements. For more information, contact the assessor's office.

TITLE / PROOF OF OWNERSHIP

Manufactured homes in licensed communities are titled with the Secretary of State. Transfers of ownership must be made within 30 days of sale and sales tax paid on the value of the manufactured home only (less the value of leasehold improvements - see above). The fee for this title is \$90 plus the sales tax.

RV's that are road legal (able to have a license plate attached) are also titled with the Secretary of State. You are not required to purchase a license plate unless you plan to tow the trailer, but you must title the unit within 30 days of purchase and pay any applicable taxes.

Park Models over 8.5 feet wide may only be towed with a special permit. These do not require a title in Michigan. The “Certificate of Origin” issued by the manufacturer is proof of ownership and should be

transferred with sale. However, a park model may be titled as a trailer upon request, and once a title is issued the sales tax and title fee must be paid with each change of ownership.

When purchasing homes and RV's from licensed brokers/dealers, the application for title and collection of sales tax should be submitted to the Secretary of State by the broker/dealer.

Resort rules require all units to be owner occupied; this means the unit must be titled in the name of at least one of the approved occupants. For estate planning purposes, a non-resident may also be named on the title. However, this person is not approved for occupancy unless they apply with park management.

RESIDENTIAL USE ONLY

Homes and RV's may not be used for business or commercial activity. No signs, equipment, commercial vehicles or related activity should be used, displayed or stored at a residence or RV site.

JUST CAUSE FOR EVICTION

Manufactured Home Sites: Tenants may be evicted for just cause or for non-payment of rent. For additional information, see the Mobile Home Buyers and Residents Handbook.

Just cause evictions include but are not limited to:

1. Three or more late payments of rent or other charges during any twelve month period, OR
2. A violation of any of the park rules and regulations as provided herein, or their amendments.

Camp Sites: See information on back of your Seasonal Camp Agreement

DEFAULT

If the resident at any time shall default under the Community Guidelines and/or Lease Agreement and if Management shall institute an action or summary proceedings against the Resident based on such default, then the Resident will reimburse Management as such can be allowed by statute for the expenses incurred by Management and that so long as the Resident shall be a Tenant hereunder, the amount of such expenses shall be deemed to be additional rent, and shall be due from the Resident to Management on the first day of the month following the incurring of such respective expenses.

SPECIAL STATUTORY RIGHTS

A tenant who has a reasonable apprehension of present danger to him or her or his or her child from domestic violence, sexual assault, or stalking may have special statutory rights to seek a release of rental obligation under MCL 554.601B.

LIQUIDATED DAMAGES

In a contested action to terminate a tenancy for "just causes", the prevailing party shall receive the following as "liquidated damages" as allowed under the Michigan Mobile Home Commission Act, MCLA 125.2328C, and the Michigan Summary Proceedings Act, MCLA 600.5785:

Five Hundred (\$500.00) Dollars for an action in District Court.

Three Hundred (\$300.00) Dollars for each appellate level.

These "liquidated damages" are intended to reimburse the prevailing party for its expenses incurred in connection with the termination action and shall not be construed as a penalty. The payment of these "liquidated damages" shall not preclude either party from recovering their actual additional damages resulting from personal injury or physical damage to personal or real property caused by the other party or from recovering any unpaid rent or charges under the lease, if any is in effect, or these Guidelines.

GUESTS

Guests are welcome at Klines resort, and you may invite your guests to accompany you to most resort functions. It is your responsibility to supervise anyone who visits you at the resort. Accompany guests who use resort facilities and see that they know and follow park rules.

Short term guests (those staying 2 weeks or less) do not need to register. The number of guests you entertain should be limited to what you can reasonably house on your lot without disrupting your neighbors. You may not add a tent or RV to your site to house guests. A registered occupant must be present whenever guests are visiting the resort unless special permission is obtained.

By law, no more than 8 persons may occupy a licensed campsite (RV or park model) overnight.

GUEST PARKING

Residents should direct guests to park in guest or overflow parking areas. Always obtain permission if parking in a neighbor's space. Between the Friday before Memorial Day and Labor Day, guest vehicles staying overnight must register and hang a guest tag from their rear view mirror while parked at the resort. Residents may pick up a tag ahead of time from the office if guests are arriving after office hours.

GUESTS WITH DOGS

We discourage visitors bringing their pets to the Resort. Residents are limited to one visiting pet per home. All visiting dogs must be registered and pay an annual registration fee. (See "Pets" pg. 9-10)

GUEST USE OF GOLF CARTS

Be sure your guests know and follow all golf cart rules. **Golf carts must be operated by a licensed driver age 16 or older.** Unlicensed drivers must have an **adult age 21 or older seated beside them and who is able to assume control of the cart.** Guests may not bring their own golf cart or ORV to the park.

VISITORS WITH WATERCRAFT

We encourage visitors to use the public access at the south end of the lake, as we have limited parking space for boats and trailers. If your visitors wish to use the resort for access, they must be accompanied by a resident while using Resort facilities, including boat ramp, docks and waterfront. You may have only one visiting watercraft at a time.

Guests must register and pay the daily or weekly fee to launch their boats from the Resort. Guest boats and trailers must be tagged and parked in designated areas (do not use guest parking spaces). (Fee does not apply to short term campers or non-residents who rent a boat slip or pay a non-resident dock fee.)

VISITOR USE OF DOCKS

Docks are intended for the use of our residents. Short term campers may register their boat and use the manager's dock at no charge. Visitors with watercraft (including those belonging to non-resident family members) may tie up to a dock only with its owner's permission. They also must pay the visitor boat fee (see above). If space is available, non-residents may rent a boat slip or dock space on a monthly or seasonal basis. Contact office for more information.

GUESTS WITH RV'S

Guest may not park RV's on the street or in driveways and no one may occupy an RV overnight unless it is located on a licensed camp site. Contact the office to arrange for overnight parking for such units.

GUEST REGISTRATION

Guest Registration is required for guests visiting more than fifteen days in a calendar year. A Guest Registration form must be signed and approved by management.

Guest Registration allows your guests to visit **up to 45 days in a calendar year.** However, a visitor must meet these conditions to be considered a "guest":

- A "guest" is defined as someone visiting temporarily, who either has their own residence elsewhere, is on leave from active military duty, is on vacation or making a family visit.
- Guests must be staying **with an approved occupant**. If an approved occupant is not currently residing in the unit, the guest must leave unless special approval is obtained in writing.
- As with any guest, residents are responsible for their guests and must insure they are aware of and follow resort guidelines, including the use of golf carts, resort facilities and grounds.
- Guests may temporarily forward their mail to Klines Resort but **may not use a Klines Resort residence as their legal address**.
- Guests with children may not register their children for school using a resort address. Guests may not use a resort address for the purpose of qualifying for in-state tuition.
- Guests are discouraged from bringing a pet. Residents are required to register and pay a fee for anyone bringing a pet to visit overnight.
- Anyone required to register as a sex offender, who is under a restraining order, or who is currently serving probation may not stay at Klines Resort as the guest of a resident.
- Registered Guests must agree to abide by the "Community Guidelines" for Klines Resort, including any amendments and updates, the terms of the lease and/or seasonal agreement, and all federal, state and local laws and ordinances.
- Non-residents, including guests, are strictly prohibited from using or possessing marijuana on the premises regardless of whether or not they are "qualified patients" under state medical marijuana laws. Use or possession of marijuana by non-residents, including guests, even within the resident's home, will be grounds for immediate termination of the lease and eviction.
- Klines Resort reserves the right to place additional restrictions on the use of facilities by guests.
- Providing false or misleading information regarding the status of a guest is grounds for termination of the lease and eviction.
- **Anyone wishing to extend guest visits beyond 45 days** must complete and submit resort application forms along with the credit check fee at least 2 weeks prior to the end of the agreement. After review of the application materials and the credit check and criminal history reports, extensions will be considered but are not guaranteed.

Anyone who does not meet the above definitions of "guest" may not use the Guest Registration form and may not stay at Klines Resort beyond the 15 day per calendar year limit. Before staying here, they must first **apply and be approved for residency**.

SHORT TERM CAMPERS

Guest privileges are not extended to short term campers except by special permission. Everyone occupying a short term campsite must be registered. Short term campers may not bring a golf cart.

GROUPS

Groups of 10 or more must request permission and schedule with the office to use resort common facilities such as the beach, playground and clubhouse. The playground, clubhouse, marina, beaches and other common areas are not open to the public, and we ask that you clear any plans for groups with the office before inviting them. We prefer that you reserve a space in the clubhouse for your gathering, where there is ample parking and space for a group.

HOME & LOT MAINTENANCE

Residents are required to maintain their home, lot and any leasehold improvements to meet the approval of management. Management reserves the right to inspect home sites and leasehold improvements, to require cleanup or removal of any unsightly or improperly stored materials, debris or equipment, and to require the repair or removal of any structure with rusting, peeling or deteriorating appearance.

Maintenance includes, but is not limited to the following:

HOME, SKIRTING, SHED AND ADDITIONS

- Each home to have lot # attached in numerals at least 4” high and clearly visible from street.
- No rust, mold, mildew, peeling or weathered paint, etc.
- Damaged siding, windows, doors, skirting etc. must be repaired promptly.
- Residents are responsible to maintain utilities to their meter or service connection.
- Heat tape to be maintained in good repair to lower shut off valve in crock.
- Concrete foundation, sidewalks, patios etc. must be protected from damage due to improper drainage. Gutter and downspouts may be required.
- Home sites shall be kept free of fire hazards; no combustible materials are allowed under home.
- All homes shall be equipped with at least one “ABC” fire extinguisher approved by the National Fire Protection Association and one smoke detector approved by the state Construction Code Commission. Fire extinguishers must be serviced or replaced at least every ten years.
- If the tongue is not designed be removed from home, it must remain and be hidden with an attractive skirting, landscaping or other design. Do not cut off tongue.
- Roof to be maintained in leak-free condition. Ceilings damaged by leaks to be repaired.
- Only one shed is allowed per site. If the home has a carport, shed should be incorporated into the carport. If home has a garage, no shed is allowed.
- **No seasonal tarping or plastic enclosure of RV’s, carports, porches etc. is allowed.** Windows may be covered from the inside as long as the outside appearance is unchanged. (However, items parked in the Resort storage area **may** be covered.)
- All improvements must also comply with rules in the **Additions, Alterations & Leasehold Improvements** section of this book.

LAWNS AND HOME SITE

- Residents will cut, trim and fertilize their lawns as needed. Lawns that are not mown in a timely fashion will be mown by management and billed to the resident.
- Lawnmowers are available for a small fee. Check with office for info.
- Litter, toys, bicycles, tools, golf carts, ladders etc. are to be removed from the yard daily.
- Flowers, shrubs, grass, gardens etc. are to be attractively maintained.
- Permission must be obtained from the office to plant any tree or large shrub. Trees must be spaced appropriately for their size when mature.
- Permission must be obtained prior to removing any tree, bush, or large shrub.
- Permission is required to place decorative fences, flag poles, lawn ornaments, landscape timbers, etc.
- A clear path 7 ft. wide must be maintained from front to rear lot lines.
- **No pine trees** may be planted in front yards, on the lake front, or in locations that may hinder a neighbor’s view.
- Shrubs, flower beds and lawn decorations may not be placed in areas near the road where snow may be piled in the winter. Any obstruction (rocks, ornaments, lights etc.) placed in areas in which snow is piled in winter must be removed by November 1st each year.

CALL BEFORE DIGGING

Warning! Presence of underground utilities require that you obtain approval from **both the resort office** (649-2514) **and “Miss Dig”** (1-800-482-7171) prior to any digging. Allow 3 to 5 days to mark utilities.

FIRE SAFETY

Each home and home site shall be kept free of fire hazards. By state law, Liquefied Petroleum (LP) gas containers shall not be stored on the manufactured home site when not connected to the home or an accessory. Combustible materials may not be stored under your home.

In case of fire, evacuate your home. From a neighboring home call 911 and resort emergency numbers to request assistance. Be sure your family has an escape route and knows how to turn off gas and electricity at service entrance outside your home.

All homes & RV's shall be equipped with at least one smoke detector and one ABC (not marine) fire extinguisher maintained in working condition. **Smoke detectors** must be located near each sleeping area and remain operable at all times. Fire Extinguishers must be replaced or recertified if discharged, if showing loss of pressure, or if more than 12 years old.

CO₂ detectors are recommended for homes with gas appliances, and **are required in any sleeping area where there is a gas water heater compartment located in an adjacent closet or bathroom.**

Every room used for sleeping must have a clear path of egress **to the outside**, either thru an operable **egress window** that meets current code OR thru an **exit door** located no more than 6 feet from the bedroom and that exits **directly to the outside** without passing thru a porch, garage, or other addition.

A **clear, unobstructed path at least 30" wide** must be maintained between each bedroom and all exit doors.

WATER CONSERVATION

All new or replacement plumbing fixtures and faucets must be water saving, including toilets, shower heads, sinks and faucets. **Dripping faucets and leaking toilets** must be repaired or replaced. Resale inspections and backflow prevention inspections will include inspection for dripping faucets, stools, etc. and may include requirement for repair within a specified time.

The cost of water and sewer service is built into your rent. By using water wisely, you can reduce the demand on our water and sewer system and help keep costs down. Here are some ways to conserve water:

- Make sure your faucets, toilets and other fixtures are maintained so as not to drip or leak.
- Run full loads in your dish washer and washing machine.
- When remodeling, install water saving toilets, shower heads, and faucets.
- Avoid watering lawns during midday heat. Water only when your lawn needs it.
- Longer grass means less evaporation. In hot weather let grass grow taller.
- In case of a power outage, turn off all hoses and sprinklers and limit water use to bare necessities.

CROSS CONNECTION CONTROL

Approved backflow devices are required on water softeners, hose spigots, underground sprinkler systems, hot tubs, and elsewhere as required by plumbing code. Toilet tanks must have properly installed anti-siphon valves, sink faucets must provide an air gap above water line.

Beginning in 2016, the DEQ will require the Resort to perform inspections of each residence on a routine basis. Our plan requires the following:

1. Conduct an initial cross connection survey of each building, as follows:

- a. The initial cross connection inspections will be prioritized based on known hazards, beginning with those homes identified to have water softeners, in-ground sprinkler systems, and/or spa style hot tubs in the first year, followed by those homes built before 1977 (when HUD code was established) in the second year. In addition, each home placed "For Sale" in the community will be inspected.
 - b. Following these priorities, every building in the Klines Resort water system will be surveyed in the first 3 to 5 years of this program.
 - c. RV's displaying an RVIA tag are exempt from inspection because they have built-in backflow protection. (NFPA 1192 Standard). Garden hose connections in the campground will be inspected annually, at the beginning of each camping season.
2. Require the elimination of any potential and/or existing cross connections by the building's owner in compliance with all applicable codes and rules, to be completed within an established time frame (see #5).
 3. Designate the Resort's licensed waterworks system operator (myself) as the person to establish a time frame for compliance with any order for the installation of backflow prevention devices, assemblies, or re-plumbing.
 4. Utilize only the methods outlined in Chapter 4 of the Cross Connection Rules Manual to protect against the hazards of cross connections.
 5. Conduct periodic re-inspections of each building as follows:
 - a. The criteria for determining the time interval between inspections shall be based upon the degree of plumbing hazards associated with each building's drinking water plumbing.
 - b. Locations determined to be "high hazard" will be inspected annually. In addition, re-inspections will be conducted following any known or suspected modifications to the plumbing of any premises.
 - c. Locations determined to be "low hazard" will be inspected every 5 to 10 years. In addition, each home placed "For Sale" in the community will be re-inspected.
 6. **Require all testable backflow prevention assemblies be tested** at the time of installation or relocation and after any repair. In addition, all testable assemblies shall be **re-tested at least once every five (5) years**, and records of test results shall be maintained by the Klines Resort Water System. Testing of any testable assemblies may only be performed by a properly trained and licensed individual, this being the holder of a valid Michigan plumbing license who has successfully completed an approved backflow testing class.

Maintain sufficient and accurate records of this cross connection control program and report annually on the status of the program to the DEQ on a form provided by the DEQ. Anyone with a testable backflow apparatus (such as sprinkler systems) will also be required to have the device tested by a certified tester on a regular basis (at least every 5 years) and provide documentation of such to the office.

WATER SOFTENERS

All water softeners must have backflow protection (air gap on discharge) and must discharge into a drywell constructed to resort standards in an approved location on your site. Softeners connected to resort sewer must be removed. Costs of drywell materials, construction, & maintenance are the responsibility of the home owner.

WILDLIFE & PESTS

A wide variety of wildlife lives in our rural setting. Residents are responsible to discourage wildlife from becoming a problem around their home. Seal all openings in skirting and under sheds, porches and decks. Remove any source of food and habitat attractive to rodents, small animals and insects. Be alert to burrowing critters and seal any openings as soon as they appear. Do not allow wood to be in contact with soil where termites may gather. Use mouse poison in sheds. Remove sources of standing water that attract mosquitoes. Use an approved insecticide to reduce grubs and beetles, which attract moles and groundhogs.

If a pest makes their home somewhere on a home site, the resident is responsible for their capture and removal. Live traps are available on loan from the office.

GARDEN SITES

Sites are available in several locations. Check with the grounds manager for available spaces.

CLOTHES LINES

Only umbrella type clothes lines placed behind homes are permitted. Check with Management for safe and proper placement. Call MISS DIG before digging post holes.

FENCES

Decorative fences only may be installed with written approval from the office. They may not enclose an area, be used as pet runs, or be closer than 10' from sidewalk or roadway. Chicken wire is allowed around gardens, and should be removed in the fall.

ANTENNAS & DISHES

Location of all antennas and dishes must be approved by Management prior to erection. They should be placed at the rear one half of the home on the service side and may not be more than seven feet higher than the manufactured home roof line. Guy wires, rusty pipe or wood are not permitted for erection posts. Campers using free-standing dish supports must cover wire with sod to protect from tripping hazards.

CABLE & INTERNET

Digital cable & high speed internet is available on most sites. Call Comcast (800-707-7501) for details.

LANDSCAPING AND LAWN ORNAMENTS

Residents are encouraged to beautify their yards. No permission is required to plant annuals and perennials. However, additions such as trees, shrubs, fences, flag poles, permanent lawn ornaments, railroad ties and large stones must be approved by park management prior to placement or erection. All permanent additions shall be placed ten feet from adjacent sidewalk or roadway as not to obstruct snow removal efforts. Plants, trees and shrubs become the property of the resort when planted and may not be removed without approval. Landscaping may not interfere with access to service connections under home.

SNOW REMOVAL

Snow removal on each lot's sidewalks, driveways, roofs, decks etc. is the resident's responsibility. Do not shovel or blow snow into street. Management requests your cooperation in moving vehicles parked on the street when roads are being plowed. During snow season, do not leave a car parked on the street when you are going to be away from home. Management is not responsible for damage to lawns, flower beds, bushes, lawn ornaments, etc. caused by snowplowing or piling snow.

H.U.D. RULES

- A. **Performance Requirement.** The dwelling unit shall be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the occupants from the environment.
- B. **Acceptability Criteria.** Ceilings, walls and floors shall not have any serious defects such as severe bulging or leaning. No holes, regardless of size, can appear on the exterior of the home. No loose

surface materials, severe buckling or noticeable movement under walking stress, missing parts or other serious damage is allowed. The roof structure shall be firm and the roof shall be weather tight. The exterior wall structure and exterior wall surface shall not have any serious defects such as serious leaning, buckling, sagging, cracks or holes, loose siding, or other serious damage. The condition and equipment of interior and exterior stairways, halls, porches, walkways, etc. shall be such as not to present a danger of tripping or falling.

INSURANCE REQUIREMENTS

Occupant agrees to carry liability and hazard insurance for their home, pets, and all personal property, including leasehold improvements, boat, RV, golf cart and other motorized equipment, etc. Occupant agrees to provide Resort office with proof of liability insurance upon request for dogs, service animals, emotional support animals, golf carts and other motorized equipment used in common areas of Resort.

LICENSED CONTRACTORS

All licensed contractors performing work at Klines Resort must provide proof of liability and workman's comp insurance to the office before performing any work at any location inside Klines Resort. This includes work performed for residents on their private homes and RV's if they are located on Resort property. The office maintains a list of those contractors who provide proof of insurance certificates.

OPEN HOUSES,

Open Houses may be held for homes which have been inspected and approved for re-sale. Open House signs may only be posted on the day(s) of the event and must be removed immediately following. Care must be taken to direct parking and prevent traffic congestion. An owner or their agent must be on site during the entire time advertised for the event.

YARD SALES, MOVING SALES

Residents are encouraged to use the annual community yard sale(s). Private yard sales are at other times are not allowed. However, a **moving sale** is allowed after a home has been approved for re-sale. The moving sale may not be advertised outside the park and is limited to a max. of 10 days duration (a week and two weekends).

PETS

Pets are welcome additions to our community, but require care to insure they are properly supervised. Review these rules to insure that you & your pet can abide by them. If not, please do not bring your pet.

APPROVED PETS

Any pet which is to reside within Klines Resort must be considered a domesticated animal by the general populace and must be of the type that would normally stay inside resident's home. Any pet considered vicious or posing a threat to children or visitors is not permitted. Exotic pets, such as snakes and animals normally found in the wild, or animals which pose a health hazard, are not allowed.

Prohibited dog breeds include, but are not limited to, the following: Akita, Chow, American Staffordshire Terrier, Pit Bull, Rottweiler, Doberman Pinscher, Wolf Hybrids, Presa Canario, or a mix of any of these breeds. Any animal that has caused harm or has a record of previous biting is also unacceptable. A dog that barks aggressively at strangers or at other dogs is not allowed. Resort management reserves the right to judge the domesticity and temper of any animal kept as a pet and to rescind permission to keep a pet judged unacceptable by these standards.

A maximum of one (1) dog and two (2) pets total are allowed per household. However, a 2nd dog may be allowed for new residents and campers who own a 2nd dog at the time of application and who agree to pay a monthly fee for the life of the dog. The 2nd dog may not be replaced.

PET CARE & SUPERVISION

- **INDOOR PETS ONLY:** All pets must be kept inside the home/RV except when attended on a short hand-held leash while outside. No pet is allowed outside unattended.
- **CLEAN UP:** Pet owners are responsible for the immediate removal of all pet excrement and litter from the home site or from any place in the community where pet is exercised.
- **RESTRICTED AREAS:** Pets (other than service animals) are not allowed on swimming or playground areas, or in the clubhouse, rest rooms, office, or other common buildings. No pet may invade the privacy of anyone's home site, campsite, flower beds, shrubs, etc.
- **LEASH AREAS:** Pets may be walked on a short leash (max. 8 ft.) upon streets, sidewalks, trails and lakefront common areas other than the swimming and playground areas.
- **PET RUN:** Pets may run loose in designated areas outside the park; **however, pet owners remain responsible for their supervision and for clean-up of excrement.** Designated areas are: open field west of the water tower or the mowed area west of the wastewater lagoons. Pets must be leashed along the entire length of the main road (between the tree lines), on all trails and in all areas east of office.
- **NOISE:** Noisy or unruly pets, or those causing a legitimate complaint, may not remain in the community. Disturbances such as barking, snarling, growling, etc. is cause for revoking permission to keep your pet. Pets prone to making noise may not be left home alone.
- **NO ROPES:** Pets may not be staked, chained, roped or tied to anything other than a person.
- **NO ENCLOSURES:** Fenced-in enclosures, kennels and dog houses are not allowed.
- **NO SIGNS:** No "Beware of Dog" or similar notices are allowed.
- **ANIMAL CONTROL:** Should an animal/pet be found running at large, it may be held for pickup by or delivery to animal control. If a pet is picked up a second time, it will not be permitted to return.

DOG REGISTRATION

All dogs must be registered with the office, and their owners must sign a pet agreement. This agreement spells out responsibilities of the dog owner and acknowledges that violation of the agreement is grounds for removal of the pet from the community. If a pet is replaced, a new agreement is required.

DOG LICENSE

All dogs, including service and emotional support dogs, must wear a collar with license/rabies tags and a tag bearing the owner's name and lot number. A license is required for any dog more than 4 months old and must be renewed by March 1 of each year. Licenses are available from local veterinarians or from St. Joseph County Animal Control at 652 E. Main St., Centreville MI. Phone 269-467-6475

CATS

A maximum of two (2) inside domesticated cats are allowed per household, or one cat if you also have a dog. Cats are to be kept indoors at all times, or carried in arms or pet carrier when outside. Cats running loose will be turned over to animal control.

VISITORS WITH PETS

We discourage visitors bringing their pets. Visiting pets must be registered and pay an annual registration fee. Limit one visiting pet per household. Should a visitor unexpectedly bring a pet, it is resident's responsibility to see that the pet is properly supervised on their site until registered.

At no time may visitors bring any of the above listed prohibited dog breeds, or any dog with a history of aggressive behavior as described above. It is the resident's responsibility to see that any guest bringing a prohibited dog as described above remove it from the park immediately.

Residents are not allowed to offer a pet sitting service in their home, and may not accept payment for caring for another's pet in their home. If pet sitting for a neighbor or family member, pet may stay overnight no more than 30 days per year.

PET LIABILITY & INSURANCE

Residents are solely and totally responsible for the behavior of their pet and are liable for any damages or injuries caused by them. Residents must keep appropriate liability insurance for property damage or medical injuries caused by pets. Management is not responsible for any harm, injury or death to a pet or for damages/injuries caused by a pet.

PET VIOLATIONS

Violations of these rules may result in verbal and written warnings or a formal "Notice of Violation" (see Guidelines pg. 24). Permission to keep the pet may be revoked for any violation of these rules, and may be grounds for termination of tenancy.

PET RULE CHANGES

These rules may be changed at any time. In the event these guidelines are revised to prohibit pets, residents with pets shall not have the right to replace them.

SERVICE & EMOTIONAL SUPPORT ANIMALS

A service animal or emotional support animal is allowed if it meets the applicable definition under the Americans with Disabilities Act or the Fair Housing Standards Act.

Registration: The owner of a service/emotional support animal **must register and provide verification** to the office from either the Service Dog Training Association or their health care provider that the animal will assist with a disability. In addition, proof of liability insurance is required, and the owner must maintain control and proper care for the animal at all times.

WASTE DISPOSAL

COMPOST

Leaves, lawn clippings, garden waste and other organic matter are not to be disposed of in the garbage dumpsters. Please either bag the waste and leave it beside the dumpster or deliver it to the compost pile. Inform the office if you have large amounts of waste and brush for pickup.

BRUSH & BURNING

Please do not place brush or other woody matter in the compost pile. There is a separate location for brush. No open burning. Do not burn trash or leaves in a barrel or in yard, garden area or on the street. **Campfires** must be in an approved fire circle and monitored for safety and to avoid becoming a nuisance.

TRASH DISPOSAL

Dumpsters are for your residential garbage only. Bag all household waste and place inside dumpsters. Crush boxes. Only household waste generated while staying at the Resort may be placed in dumpsters. Anyone bringing waste from outside the Resort will be charged a fee and issued a violation notice. Non-residents may not use our dumpsters. Waste from cleaning out your vehicle or RV after a trip is allowed.

The following items are **prohibited in the dumpster**. It is your responsibility to properly dispose of these items in an approved manner. For info call St. Joseph County Household Hazardous Waste at 1-467-5540.

- Petroleum based products such as gas, oil, stains and paints.
- Formaldehyde, asbestos, poisons, pesticides or herbicides.
- Corrosive chemicals/other hazardous waste
- Tires and car batteries. (Always recycle these where you purchase the new ones.)
- Construction materials, large appliances, air conditioners, water heaters, upholstered furniture, carpet, roofing, etc. (The Resort may be able to help dispose of these for an additional fee.)

RECYCLING

Cardboard, milk jugs, metal cans and clear glass may be placed in the recycle container behind the shop. Telephone directories (remove covers) and newspapers (bagged in brown grocery bags) go in the recycle shed. Please follow all posted directions. **No magazines or batteries please! Waste motor oil only** may be placed in leak proof containers and left outside door to shop. A fee will be charged for recycling/disposal of certain items as listed on the current rate sheet.

DUMP STATION

RV dump station is located at car wash near office. Formaldehyde based chemicals in holding tanks may not be dumped. **Please do not use acid cleaners on pavement or cement anywhere in the community.**

SEWER SYSTEM

Our waste treatment system is a state licensed lagoon system with groundwater discharge. **DO NOT allow** any hazardous wastes, oil based products, formaldehyde, solvents, poisons, pesticides, herbicides, highly acidic or alkaline liquids to enter your drains. Water softener discharge may not enter sewer (see pg. 7). **No cleaning wipes may be flushed - even if they are called flushable! They clog our pumps.**

To prolong the life of our system, **garbage disposal use is discouraged.** Stools, sewers and drains should not be used for grease, lard, cooking byproducts, tampons, pads, condoms, diapers, rags and other solid materials. (These may be placed in your household trash instead.)

HAZARDOUS WASTE

Anyone disposing of hazardous waste in the trash, sewer, compost area, recycle area, ground, lake, storm drains, etc. will be liable for cleanup costs and prosecuted to the full extent of the law.

COMMON AREAS

Resort facilities are intended for the use of residents and their guests. The playground, clubhouse, beaches, trails and other common areas of the resort are not open to the public, except for special events (such as pancake breakfasts). When using resort facilities, residents must accompany their guests and are responsible for rule violations by their guests. Groups of 10 or more must have permission from the office to use park facilities. Scheduled activities always take priority over private use, except in the case of funeral luncheons.

CLUB HOUSE

The Clubhouse houses activities, coin laundry, library, and handicap accessible bathrooms. The basement serves as a storm shelter, recreation room and exercise area. Children (minor under age 18) must be accompanied by an adult age 21 or older in the clubhouse at all times.

Residents may reserve the clubhouse for private family gatherings. The following rules apply:

- Resident must reserve, pay a fee and sign a use agreement in advance.
- Residents and their guests only. Resident must be present with guests.
- Please direct guests to **park only in clubhouse or overflow parking areas**.
- No tobacco products or alcoholic beverages allowed.
- Use table top decorations only. Attach **NOTHING** to walls, ceiling, lights, fans, etc. No tape, tacks, staples, etc. No red punch,
- Minors (under age 18) must be accompanied by an adult (age 21 or older).
- Exercise room is to remain locked and is off limits to your party.
- Groups are responsible for their own cleanup. Please return all equipment and furnishings to their original locations. Take trash to the dumpsters. Check bathrooms and other areas your group uses.
- See office for additional information, reservations, rates, etc..

EXERCISE ROOM:

Residents wishing to use the exercise room must complete an agreement form in the office. They will then be issued the code to the lock. Minors must be accompanied by an adult resident, and must be at least 16 years old to use exercise equipment.

GAMING:

No games may be played at the clubhouse where coin or currency is visible on the table. Please use poker chips or other means to tabulate scores.

ROADWAYS:

Observe posted signs and normal rules of the road. Speed limit is 10 MPH, except on one-way section of Lakeshore Dr. where it is 5 mph. Do not block streets; pull to the side if visiting. No playing in street. Bicycles, in-line skates etc. may use the street but should not obstruct traffic.

SPORTS FACILITIES

Playground, ball courts, tennis courts, horseshoes, shuffleboard, volleyball, pool tables, table tennis and other recreational facilities are available to residents on a first come, first serve basis. Scheduled park activities take priority. Please follow all posted rules and be considerate of anyone waiting a turn. Please return balls to container on basketball court. Contact office for combination to shuffleboard equipment.

SWIMMING

Swimming is allowed only in the two buoyed swim areas during daylight hours. Children must be supervised by a responsible adult. **Caution! Use at your own risk.** Portage Lake has a deep drop-off, weeds and uneven bottom near shore. No boats in swim areas. Do not roughhouse or play on the rocks. **Life guards are not provided.** Residents are responsible for children and guests. **NO DIVING!**

BOATING & DOCKS

Portage Lake and its tributaries are public waterways. Klines Resort is not responsible for and does not test for the safety of these waters, including water quality, subsurface hazards, and water-borne disease. For information on the consumption of fish and wildlife taken from these waters, please contact the DNR.

WATER RECREATION

Know and follow Michigan boating and safety laws. Portage Lake is routinely patrolled by the St. Joseph County Sheriff's Department Marine Unit. Boats must be licensed. Life jackets are required. Operators under age 16 must be supervised by an adult and possess a boating safety course certificate. Motor boats are to be operated at least 100 feet from fishermen, swim areas and shore line. When in the marina or near shore, please drive at no-wake speed.

HOURS FOR FAST BOATING:

For our fishermen's benefit, we ask that tubing, water/jet skiing and fast boating be done **between the hours of 10 am and 8 PM (or dusk, if earlier)**. (This is a resort rule, not a lake rule.)

FISH CLEANING:

Fish cleaning building **is located at south end of marina, near boat launch. See posted instructions. No fish cleaning in restrooms or clubhouse!**

BOAT RAMPS

Boats are to be launched at the boat ramp in the marina or at the public boat ramp at the south end of the lake. Small boats only may be launched from the ramp in front of the manager's residence.

Guests with watercraft must register and pay a daily or weekly fee to launch motorized watercraft. Registered guest boats will receive a tag to park their boat trailers in the designated area near south ramp. Guests must be accompanied by a resident to use Resort ramps (or they can use the DNR public access ramp at the south end of the lake to launch their boats and park their trailers).

RESIDENT DOCKS

Spaces for residents to place their docks are assigned by management. **Docks are private property.** Do not enter other residents' docks or boats unless you have their permission. All docks must meet the requirements of our state Marina Operating Permit. An **annual fee** is charged. Residents sharing a dock may split the fee. Management reserves the right to assign multiple residents to a dock to satisfy resident demand and to meet capacity set by our Marina Operating Permit.

Marina Docks may remain in the water year around. Residents are urged to protect the shoreline from erosion. Report any burrowing in shoreline. Boats shall be operated at a **no-wake speed in the marina.**

Docks are to be owned and maintained by the residents assigned to the dock space. **Lot numbers must be posted on the dock surface** near the shore line or on a small post or sign on the shore near the dock. Any dock deemed by management to be unsightly, unsafe or in need of repair will be served notice to repair. Management reserves the right to remove docks in disrepair if not corrected within 30 days of notice.

Goose Line may be used along shoreline to discourage geese. Do not "fence off" an area, as this creates a tripping hazard.

MARINA BOAT SLIPS:

Boat slips on Resort owned docks are available for rent by the season or month. See office for details

BOAT & DOCK STORAGE

Boat and trailer parking and storage is not allowed in overflow parking areas, on or behind your lot, or under carports or awnings on your lot. They may not be parked on the street, in carports or driveways. Loading and

unloading at your site is allowed during daytime hours. They may also be parked or stored inside a garage as long as the garage door can be closed.

Off-season Lakefront Storage: Docks may be stored on the land in front of dock site from September through May. Do not kill the grass. Block up at least one foot above grass and at least ten feet in from the high water line. Small boats must be stored upside down on top of docks. Do not lean boats against trees. Do not store your boat, lift or dock in such a way as to block access to neighboring docks. **Do not cover docks with brightly colored tarps (orange, blue, green).** Use gray or neutral colors. All lakefront boats and docks should be pulled from the water after Labor Day and reinstalled in the lake by June 15. After June 15, management may remove these items if they are unsightly or causing problems with the lawn and mowing.

Storage Area: Pontoons and larger boats must reserve a space in the storage area. Please follow all storage area instructions. An annual registration fee will be charged in October for each space reserved.

SERVICING BOATS / TRAILERS

Boats and trailers must be **parked in the storage lot for service and repairs.** Power is available on the center light posts or near the gate if needed. While servicing boats at the beginning and end of the season, you may use the car wash areas or storage lot. **Please do not use acid cleaners** (or toilet bowl cleaner) **while parked on pavement or cement anywhere in the community.**

PARKING

AUTOMOBILES

Each site may park **two passenger vehicles.** Please note the following:

- No commercial/utility trucks, trailers, boats, RV's etc.
- Do not park on lawns or common areas except those designated for overflow parking.
- No overnight parking on Cherry Oak, North Center, and East & West Court Street. Residents must park in driveways, carports or garages. Visitors may park on the street during the day, but overnight parking on the road is not permitted.
- Camp lots 101 through 114 and 14-24 may not have room for two automobiles and we ask that extra vehicles be parked in overflow areas defined below.
- Sites 14-24 may park a second vehicle on lake side of street if necessary. However, this space is not reserved for them and may also be used for lakefront access to docks.
- Always obtain permission from neighbors before you or your guests use their space.
- Vehicles with extended wheelbase, such as maxi-cab pickups, will be considered to take two parking spaces on streets with parallel parking.
- On streets with parallel parking, each site is limited to the standard lot width on their street (40 or 50 ft.) unless otherwise marked.

VEHICLE REGISTRATION

Residents must register all motor vehicles with the office and adhere a numbered sticker in the front windshield on the lower driver's side. (Units kept in storage need not register.)

OVERFLOW PARKING

Residents may not use overflow parking areas unless they **first use the assigned parking spaces at their site.** Overflow areas are for temporary use only. Please save these spaces for guests. If you routinely have more vehicles than fit in your allotted space, you must place them in the storage lot or make arrangements with the manager for parking excess vehicle(s).

Boats, boat trailers, RV's, cargo trucks, cargo trailers etc. may not be parked in overflow areas at any time. Boat trailers may temporarily park in area near south ramp. No overnight parking here unless registered as a visiting boat at the office and tagged.

Passenger vehicles may be temporarily parked in the following overflow/guest parking areas:

- east side of office parking area
- paved parking area north of the horseshoe pits
- on alley behind lots 52-56 and behind lots 288-297
- west of the Marina beside and between carports
- visitor parking spaces on N. Center St., East & West Court
- paved area in front of split rail fence by Lot 170
- Clubhouse parking – use spaces south near marina and away from clubhouse

HEAVY EQUIPMENT

Semi-tractors, toters, semi-trailers, construction or farm equipment shall not be stored, parked or kept within the community except by written consent of management. **No vehicles over 1 ton** may enter the park except for local deliveries.

ACCESS TO REAR OF LOTS

Unless served by an alley, parking is not allowed behind lots on grassy areas. Access is limited to necessary trips to load, unload and service vehicles or home. Boat & RV parking is also not allowed. Keep off grass if ground is soft.

CARPORTS AND STORAGE UNITS

Units are rented on a first come first served basis. Priority for carports will be given to winter residents who need car storage. The right to rent a storage unit does not automatically transfer with the sale of a home. Flammable liquids or fire hazards are not allowed in storage units. No refrigerators, freezers, welders, or other large appliances may operate using electric supplied in these units. We are not responsible for damage caused by insects, pests, vermin, condensation, humidity, rain, storm, flood, or consequential damage from “acts of god.” Renter must carry insurance on all contents and personal property. Renter must give a min. 30 day notice to vacate or be responsible for additional month's rent.

RV PARKING

Motor homes, campers, and travel trailers, which are not registered in the campground are to be parked in designated storage areas approved by management. Do not use overflow parking areas. In order to be used for camping or to house guests, RVs must make reservations and be located on a licensed camp lot. RV's may not park overnight anywhere except in the storage area or on a licensed camp site.

RV LOADING & UNLOADING

When loading and unloading your RV, you may park on the street or in driveway during daylight hours only. You must return RV to storage for the night. **No exceptions!** If you are planning to leave early in the morning, you may park next to the first light pole in storage area and plug in there if needed. There is also room there to attach a towed vehicle if desired.

UNLICENSED AND INOPERABLE VEHICLES

No unlicensed or inoperable vehicles may be kept at the Resort, including storage areas. You will be given 30 days notice to repair, renew license tags or remove items from the Resort altogether.

VEHICLE REPAIR

Vehicle repairs are not allowed on any lot at Klines Resort, except for inside a garage. Minor repairs and oil changes are allowed in fenced storage area. Do not park on street, drive or yard for vehicle repairs.

RV STORAGE AREA

Residents must use the fenced storage area north of the office for boats, RV's, commercial vehicles, trailers and seasonal storage of passenger vehicles. The following conditions apply:

- All spaces are assigned by office. There is an annual registration fee for each space used.
- Lot #'s must be displayed on every item placed in storage
- Current license tags must be displayed on all boats, motor vehicles and RV's
- Storage is not intended for inoperable equipment, except while being repaired.
- Metered electric is available on certain RV sites and will be billed seasonally.
- Spaces may be shared if approved and registered by office. Example: a space may be used by a boat in winter and an RV in summer. However, only 1 unit per space at a time.
- Exception – 2 items may be combined in one space if approved by management, such as a canoe under a pontoon, or a flatbed trailer with a boat on top.
- Management is not responsible for theft, vandalism, damage from weather or accident. Appropriate insurance should be maintained by resident for any property in storage.

GOLF CARTS & ORV'S

Only resident-owned equipment may be operated at the resort, and the resident assumes full responsibility for its safe operation, supervision of any operators, and damages to any property or person related to its use. Use of golf carts, mopeds, ORV's etc. is a privilege that may be revoked by resort management or security if they determine anyone is driving in a reckless manner or in violation of the rules.

- **INSURANCE REQUIRED:** A minimum of \$100,000 liability and hazard insurance is required to use a golf cart or other motorized equipment at Klines Resort
- **NO GAS POWERED GOLF CARTS:** only battery operated electric carts are allowed.
- **LOT NUMBERS** must be clearly visible on left rear side of cart.
- **NO "SOUPED-UP" GOLF CARTS:** Golf carts manufactured or modified to run at speeds greater the 15 mph or as all-terrain type vehicles will be treated the same as motorcycles, 4-wheelers and mopeds. They may not be operated by visitors or children, and may not be run on Resort trails. They must be operated by a licensed driver at all times and be used only on paved streets for access into and from the park or to and from your unit and dock.
- **MOTORCYCLES, 4-WHEELERS, MOPEDS, ETC.** These units must be licensed for road use as required by law. They may not be used for recreation inside the park or operated on paths, trails and open fields at the Resort. They may only be run on paved roads to enter and exit the park.
- **NIGHT OPERATION:** If operated after dusk, golf carts must have front and rear lights and must remain on paved streets only. Fields, trails, woods & lakefront are closed to motorized vehicles after dusk except to access boat docks or by park security and night watch.
- **PARKING GOLF CARTS** Golf carts shall be parked in a storage building, behind home, or on private driveway where available. They may not be parked on front yards or sidewalks overnight.
- **ACCESS TO THE LAKEFRONT:** Golf carts only may be driven to boat docks if lawns are not being damaged. Use the golf cart path by marina for access to lakefront south of the beach. Do not drive on hillside by clubhouse, tennis courts, or across swim beach and playground areas (exceptions will be made for the disabled). Never drive across another person's lot.

- **SAFE OPERATION:** Persons must be properly seated when the golf cart is in motion. Feet, arms and legs must be inside the cart. Seating is limited to the capacity and design of the cart. Passengers may not sit in the lap of the driver.
- **SNOWMOBILES:** Snowmobiles may not operate on Resort property at any time or be kept in resident's yards or driveways.

APPROVED DRIVERS

When driving on any roadway or common area in the park, golf carts must be operated by **a licensed driver age 16 or older**, except as follows: Unlicensed drivers may operate a cart with the owner's permission if and only if they are accompanied by a licensed driver age 21 or older, who is seated beside the unlicensed driver, maintains visual supervision and is able to take physical control of the cart.

PROPERTY IDENTIFICATION

All personal property stored or used at the Resort shall be identified with your lot number using three inch adhesive numbers or equivalent (4" on homes). Location of numbers shall be as follows:

- * Park Models & Manufactured Homes Left front as viewed from the street (min 4" high)
- * Golf carts & ORV's Left rear of vehicle
- * Boats and Pontoons Front visible from dock
- * Docks Top left side within four feet from shore
- * Boat trailers Behind hitch on top of tongue

GENERAL GUIDELINES

ALCOHOLIC BEVERAGES

Alcoholic beverages may not be consumed in the common areas of the park, including beach, clubhouse, trails, lakefront and docks. Alcohol in moderation may be consumed by adults age 21 and older **on your private lot only**. Anyone driving with open alcohol in a motor vehicle or golf cart on resort property, or driving while under the influence of alcohol or drugs, is subject to prosecution, expulsion and/or eviction.

COMPLAINTS

Violations of park rules and other complaints should be reported to Park management, preferably in writing. Please include the date, time and location of the incident and your name. Management will attempt to resolve all disputes in a fair and equitable manner, and their decisions are final.

DAVIS DRIVE

SPECIAL NOTICE REGARDING DAVIS DRIVE: "A Court Order was entered in the St. Joseph County Circuit Court which limits the use of Davis Drive to the owners of lots in Summer Haven Subdivision and/or their guests or invitees. Residents of the Resort shall not use Davis Drive for ingress and egress to Kline's Resort or for recreational purposes and may only use Davis Drive if they are guests or invitees or a lot owner in Summer Haven Subdivision." In addition, "Use of Davis Drive in violation of this Order is unlawful and may subject a violator to prosecution."

FIREARMS & WEAPONS

Residents may keep in their homes any **legally licensed or permitted weapon** allowed under state and federal law. However, hunting and the use of firearms, BB guns, slingshots and other weapons is not allowed on resort property. **Weapons may not be discharged, openly carried or concealed carried onto the streets, fields,**

facilities or common areas of Klines Resort. Holders of concealed weapons permits **may not carry weapons around the property** except in the course of traveling to and from their home.

Weapons may only be carried by members of law enforcement acting in an official capacity. An exception is allowed for licensed hunters carrying weapons to their vehicle or boat while engaged in sport, and for archery target practice in approved locations.

FIREWOOD & CAMPFIRES

Campfires must be contained in a fire ring in an approved location, and must be tended at all times. Do not move a fire ring without permission from management. Fires should be extinguished immediately if smoke is being blown toward a neighboring unit. Firewood must be purchased from the Resort. Do not bring firewood from outside the resort. Do not use campfires to dispose of garbage or trash.

FIREWORKS

Use of firecrackers and similar exploding or flying devices are prohibited in the Resort at all times.

LIABILITY

All equipment and facilities at Klines Resort are used at the resident's own risk. Klines Resort assumes no responsibility for any injury or death resulting from the use or misuse of any of its facilities.

Residents should consult with their doctor before participating in any new physical activity, including but not limited to use of the exercise room, line dancing, biking, etc. Participation in any resort program is voluntary and at your own risk. The Resort does not provide lifeguards, emergency medical personnel, or medical insurance for participants in any of its programs.

On occasion we offer the use of our facilities to outside individuals and organizations who provide clinics, immunizations, educational and recreational programs. Klines Resort is not responsible for the actions of these agencies, their employees or volunteers.

MAIL & NEWSPAPER BOXES

These are provided for each resident. Notify the mail carrier at the Three Rivers Post Office if you wish delivery. **Please be sure your lot number is included on all items addressed to you.** Your address is:

22460 Klines Resort Rd., Lot ____, Three Rivers, MI 49093

For newspaper delivery call the **Kalamazoo Gazette** at 388-7789 or the **Three Rivers Commercial News** at 279-6186. Newspaper boxes are also used to delivery park notices, newsletters and statements.

MEDICAL EMERGENCIES

We encourage Resort residents and employees to train and prepare for medical emergencies and disasters. However, Klines Resort does not provide medical services, equipment or personnel. Any action taken by residents, volunteer groups or employees responding to an emergency are "good Samaritan" acts taken until trained medical personnel arrive. The Resort is not responsible for their actions or lack thereof.

PARK PATROL

The Resort does not provide security personnel. Our volunteers and night watch coordinator simply observe and report any problems. Residents can discourage theft and vandalism by removing keys and valuables from boats and vehicles. Lock and secure vehicles, doors and windows. If you observe any suspicious activity, report it at once to the office. Report any theft or vandalism to the resort office and to the St. Joseph County Sheriff's Department.

PEACE & TRANQUILITY

Any act that violates the law, damages park property or disturbs the peace and tranquility of other residents violates park rules. Such acts include but are not limited to; vandalism, theft, drunkenness, excessive noise, profane language, barking dogs, recklessness, trespassing and air pollution (smoke).

All motorized vehicles must have a good muffler; any vehicle considered too noisy or in poor repair by management will not be allowed in the park. Residents are responsible for acts of children, guests, pets.

QUIET HOURS & CURFEW

Please limit operation of loud equipment (mowers, blowers, power tools, etc) and construction noise to the hours of **8am to 8pm**. (Fast boats & jet ski hours are 10 am- 8 pm or dusk, whichever is earlier.)

Quiet hours are from 10 PM to 8 am. Please lower the volume on electronic equipment and keep voices and other noises to a minimum.

Curfew is from 11 PM to 5 AM; park common areas are closed and minors should be on the lot and under the direct supervision of a responsible adult. Children should never be left alone in a manufactured home, camper or park facilities.

SOLICITING PROHIBITED

Soliciting, peddling and door-to-door canvassing/sales by non-residents is prohibited, as are ice cream vendors. Businesses engaged in home delivery are welcome only if you have invited them to serve you (ie. Avon, Schwaans, etc.). Please report soliciting to the office or park security.

Newspaper tubes may be used for advertising. These materials are not necessarily endorsed by the office.

Residents and their children involved in fundraising may approach friends and acquaintances, post a sign in the clubhouse, place fliers in paper tubes, or request permission to set up a table at coffee, potluck or other resort event. Door to door sales are prohibited.

SPEED LIMIT

The park speed limit is 10 mph, except on the one-way section of Lakeshore Drive where it is 5 mph. Please drive safely and watch for pedestrians. Management reserves the right to determine by visual observation whether anyone is driving in an unsafe manner or at excessive speed, and to issue warnings and violations on this basis. Repeated warnings may lead to penalties or eviction.

STORM SHELTER

Mendon Township has not designated a storm shelter in the immediate area. In absence of an official shelter, we allow the clubhouse basement to be used for shelter. Clubhouse will be opened after hours in the event of a severe storm, power outage, or other emergency. Use at your own risk.

TORNADO SIREN

Our tornado siren is tested the first Saturday of each month at 12:05 PM from March through October. Siren is automatically sounded (by the St. Joseph County 911 Center) whenever a tornado warning is issued for our area. Siren may also be sounded manually by management should severe weather conditions warrant its use. During a power outage, siren will operate briefly on battery backup. We encourage you to use all available media to stay informed whenever unstable weather is forecast, and remain alert as siren may fail or may not be heard from inside your home.

TRESPASSING :

Trespassing over another site, onto a private dock, or on neighboring property is not permitted.

DRUG FREE COMMUNITY / MEDICAL MARIJUANA

Klines Resort is, and will continue to be, a drug free community. The possession, use, manufacture or sale of any illegal substance, including marijuana, is strictly prohibited anywhere on resort property. The lease specifies that if a Tenant, a member of the Tenant's household, or other person under the Tenant's control manufactures, delivers, possesses with intent to deliver, or possesses a controlled substance on the premises, Landlord may terminate the tenancy by giving the Tenant a written Notice to Quit.

However, the Michigan Medical Marijuana Act (MMMA) allows qualifying patients to lawfully use medically prescribed marijuana. Resort residents who are "qualifying patients" as defined by state law may be permitted to possess and use medical marijuana under the terms and conditions set forth below:

1. **PRIOR TO ANY POSSESSION OR USE** of marijuana on the premises, any resident wishing to establish his or her status as a "qualified patient" for marijuana use **MUST** provide management with the **ORIGINAL** valid Registry Identification Card issued by the State of Michigan. Any possession or use of marijuana on the premises without providing management with the proper documentation prior to such possession or use will be grounds for immediate termination of the lease agreement.
2. Only the **ORIGINAL** valid Registry Identification Card will be sufficient to establish the resident's status as a "qualified patient". A copy or facsimile is not acceptable. An expired Registry Identification Card is not acceptable. Resident must allow management to copy and place such copy of the valid Registry Identification Card in the resident's file.
3. If any change is made in the status of the Registry Identification Card, such as expiration, revocation, renewal, or re-issuance, the resident must immediately notify management of such change and provide the **ORIGINAL** valid Registry Identification Card to management.
4. Once the resident's status as a "qualified patient" has been established, the resident will be permitted to use medical marijuana in the course and scope of his or her treatment as directed by their physician.
5. If the Registry Identification Card expires, is revoked, or is non-renewed any possession or use of marijuana on the premises will be grounds for an immediate termination of the lease.
6. Management reserves the right to limit the use of medical marijuana only to areas designated as permissible use areas. The resident is strictly prohibited from using medical marijuana in any area not specifically designated as a permissible use area. Any use or possession of marijuana outside a permissible use area will be grounds for immediate termination of the lease.
7. The permissible use areas are as follows: 1) a qualified resident may use medical marijuana within the confines of his or her unit as long as the doors and windows of the residents unit are closed (use of medical marijuana near an open window or doorway may disturb other residents and could result in further action by management, such as a 10 day notice for non-compliance with this addendum).
8. The following areas are specifically designated as **NOT PERMISSIBLE USE AREAS**: yards, porches, patios, decks, and any common areas including but not limited to sidewalks, trails, playground, lakefront area, clubhouse, parking lots, or office.
9. Non-residents, including guests, are strictly prohibited from using or possessing marijuana on the premises regardless of whether or not they are "qualified patients." Use or possession of marijuana by non-residents, even within the resident's permissible use area, is grounds for immediate termination of the lease.
10. No resident may grow or cultivate marijuana on the premises. In addition, no medical marijuana dispensaries, including licensed dispensaries, are allowed.
11. Management may revoke the permission for use and possession of medical marijuana on the premises for any violation of these guidelines, including but not limited to selling, sharing, trading, or use in a non-permissible area, and could result in immediate termination of the lease.

LEASEHOLD IMPROVEMENTS

Leasehold improvements are those additions or modifications which are not part of the original manufactured home or RV and are not part of the original features of the lot as designed and prepared by Klines Resort. These include porches, decks, carports, garages, steps, storage sheds, room additions, fences, landscaping, trees, shrubs, antennas, etc. Backup generators, transfer switches, package furnaces, and other electrical/mechanical modifications are also considered leasehold improvements.

PERMISSION:

Residents shall make no additions, alterations or improvements without written consent of management. Please follow the following steps:

1. Complete a "Request for Leasehold Improvements" form and return to the office. Management will then review your request and discuss any details or concerns. Do not proceed until you receive this form back signed by management.
2. Make sure all contractors are properly licensed and insured. Contractors must provide proof of insurance to the office for both liability and workman's comp coverage. It is illegal to hire unlicensed workers to assist you on any project valued at over \$600.
3. If you perform the work yourself, check with your homeowners insurance for liability coverage. However, any work requiring electrical, plumbing or mechanical installations must be performed by a licensed contractor.
4. Obtain permits, if required. The office must first FAX a letter to the building inspector to inform him you have permission to proceed.
5. Contact MISS DIG by calling 811 and requesting the utilities be staked.

LOT PLAN & SETBACKS

Location of home and any additions, sheds, porches, decks, carports, garages etc. must be approved by management. Homes and any additions must maintain all of these **minimum distances**:

	60x120	50x100	40x80	Camp
Distance between home & any part of a <u>neighboring</u> home & attachments used for living purposes.	20	20	15	10
Distance between home & any <u>neighboring attached</u> or detached structure not used for living purposes, on site parking or roadways.	10	10	10	10
Distance between home & <u>detached</u> storage building.	3	3	3	4
Distance from home to <u>front side</u> lot line (left side): 12 except on Cherry Oak (to neighbor's carport)		15 10	10	10
Distance from home to <u>service side</u> lot line (right) except on Cherry Oak carports on Cherry Oak, to side lot line	5	4 12 2	3	3
Distance to "front" (street) lot line:	20	20	10	10
Distance to rear lot line:	10	10	5	5

UTILITIES

1. **Buried gas lines** may not be covered in any way, including under additions, steps or decks.
2. **Gas meters** may not be covered and must be accessible.

3. Resort **water supply** must be accessible. Do not block access to skirting in front of water supply. Do not allow piping or ductwork to restrict access to water crotch.
4. **Resort electrical pedestal** may not be modified. Transfer switches for generators must be mounted separately in an approved location.
5. The homeowner is responsible for cost of correcting any unapproved gas, mechanical, water, or electrical modifications.
6. **Package furnaces, air conditioner units, and backup generators:** Location must be completely on your lot and maintain egress between you and your neighbor. Management will also consider aesthetic issues (e.g. noise and appearance) prior to approving location for these units.

SPECIFICATIONS

Specifications of any additions, sheds, porches, decks, carports, garages, etc. must be approved by management. Tenants must provide drawings and specifications that show:

1. Dimensions, cross-section view, roof design, door opening locations, steps, & brand names.
2. Insulation and 'R' factor of walls, floor & ceiling for living spaces.
3. Wiring diagrams. Outlets on sheds, porches and exterior must be GFI protected. Air conditioning units must run from service pedestal directly and have separate disconnects per code. Lines must be in conduit or buried to code with UG rated cable. RV's must use GFI protected plug at service pedestal to run power to sheds and decks (no hard wired circuits).
4. Plumbing diagrams. Note: Plumbing fixtures and appliances may only be installed in heated areas. No plumbing may be run to sheds or detached structures. Garden lines must be plumbed to allow for easy drainage and winterization. Backflow preventer are required. Park models & RV's may not add laundry or bathrooms in additions or sheds.
5. Name of contractor, or person performing the work. Unless work is performed by resident, all work must be performed by contractors properly licensed and insured for the work. Proof of insurance must be provided to office.

Construction should not begin until you obtain permission in writing from park management and you obtain any required building permits required. Permits are required for structural modifications, entry steps and railings, and any structure over 100 sq. ft. Location is to be staked and approved by management prior to construction. Be sure to call "Miss Dig" before any digging.

ADDITIONS:

Additions include any structure attached to the home, including porches, decks, carports, storage areas and living spaces. Except for carports and storage areas, an addition is considered to be living space if it is roofed or enclosed, even if it is only to be used as a porch. The following rules apply to all additions:

- Siding, roofing and color must match or blend in with home.
- Additions attached to the side may not protrude beyond end of home.
- Garages and storage rooms must install fire wall between house and addition, and no windows may be included between home and garage/storage area.
- Carports must remain open on end and one side.
- Lots with a carport must build storage shed into carport wherever possible.
- Decks must include railing, steps and handrails to code if more than 16 inches high.
- Bedrooms must have an escape window directly to the outside and not into a carport, porch, or other addition.

- Total sq. footage of all additions - including garages and carports - **may not exceed:**
Park models and single wides: 75% of the sq. footage of home.
Double wides: 50% of the sq. footage of home.
All lots: 40% of total lot area, including home and all additions.
- Windows, doors, insulation R-values and other specifications for additions must meet or exceed specifications required for new homes.
- A building permit is to be obtained from Mendon Township prior to construction, and all building codes followed.
- **On RV & park model sites** all additions must be non-permanent. No “stick” construction, except for decks.
- **No temporary or seasonal structures, tents, plastics or tarps may be used.**
- All new **handrails and railings** must be maintenance free vinyl or vinyl clad construction. Existing railings that are not vinyl clad must be replaced with vinyl if more than 50% of the railing is in disrepair.

DETACHED STRUCTURES

Detached structures include storage sheds, barns, gazebos, etc. Plans, specifications and location shall be approved by management before construction. **Only one detached structure is allowed per lot.** Buildings must be painted or stained so as to be attractive. Any wood touching soil shall be pressure treated lumber. Concrete pads are not allowed. Water must drain away from home and additions.

SHEDS: Metal sheds are not allowed (existing metal sheds must be removed when unit is sold). Sheds must be a minimum of 3 ft. from adjacent homes (4 ft. on RV sites). No concrete. Sheds are to be attached to a treated wood base of min. 4x4 construction, and able to be slid if required to access buried utilities in the area. PVC sheds must also be attached to a wood base as above. Perimeter of shed is to be protected from access by animals.

Storage areas built as additions to the home, with a firewall, matching siding and roofing to home, are encouraged over separate shed. **Lots with a garage may not have a both a detached storage shed and a garage.** Existing sheds must be removed when home is sold if the home has a garage.

Size limits for detached structures

- Camp lots: Due to building permit requirements, any new shed on an RV site must be less than 100 sq. ft. (existing sheds are grandfathered). Max. 9’ high at peak.
- Manufactured home lots: The max. size is 200 sq. ft.
If located directly behind home, the length shall not exceed the width of home and its additions.
If located behind patio or driveway the maximum size 8’ x 16’ x 9’ high at peak.
Height shall be limited to width of the shed + 12” unless located directly behind home in which case it shall not be higher than home.

REMODELING

Any improvements and modifications to existing homes should meet park rules for new homes entering the park. At no time should the structural integrity of the home be changed. Changes in window and door openings, exterior or bearing walls, or other modifications may require a building permit and an engineer’s inspection to verify structural integrity.

SEE ALSO: HUD Rules, Home and Lot Maintenance

RV SETUP REQUIREMENTS

All units placed on camp lots must be titled as recreational vehicles (RV). RV's include travel trailers, campers, 5th wheel units, motor homes and park models.

RV's may **not** be set up as permanent homes. The campground is open April 15 to November 15. Seasonal residents pay for a 6 month season, May through October. Additional charge applies for any additional month or fraction thereof the RV is occupied. Seasonal residents may leave their unit on the lot during winter months unless management requires them to be removed for necessary maintenance.

On an RV site, **an unobstructed path which is not less than 4' wide** and which extends completely around the recreational unit must be maintained. Rules for "Michigan Residential Code Requirements for Structures on Campground Sites" must be followed. No "**permanent structure requiring footings**" may be placed on a campsite. Decks, porches and 3-season rooms must be "freestanding" and designed in such a way that the RV or park model may be removed independently (R403.1.4.1 Exception 3). Stand-alone structures, defined as any occupiable space, are not allowed (R101.2).

STANDARD RV's: The following conditions apply to all RV's except park models:

1. **Age:** An RV may be no more than 10 years old when it enters the park as a seasonal unless approved by management. RV's must be removed or replaced when greater than 25 years old.
2. Axles and tires must remain on RV.
3. **A flush toilet or marine toilet** is required. RV's lacking toilet facilities may not be used for seasonal camping.
4. **Skirting** is not required. If used, it must have adequate venting and be installed for easy removal.
5. **No concrete pads or sidewalks** may be placed on camp lots.
6. **Decks** must be of treated lumber and easily moveable, lying on top of ground or on a single block with no footings or post holes. Decks larger than 8' x 12' must be built in sections. Location and size must be approved by management.
7. Standard RV's may not attach metal awnings, 3 season rooms, or other structural additions. However, retractable **canvas awnings and canvas type enclosures** may be used. Existing structures are grandfathered and may be subject to personal property tax.
8. **Sheds** must be built on a solid treated wood deck and able to be easily moved. Max. size is 100 sq. ft. and 9' high at peak. Location must be min. 4' from home and approved by management.
9. **Size:** Standard RV's may be no more than 8.5 feet wide and be a size that can be road licensed in Michigan. Tip outs, slide outs, etc. must be positioned to allow unit to meet setback requirements when fully opened and to avoid trees, utilities, etc.
10. A "**park model**" trailer less than 8.5 ft. wide with metal or rubber roof and metal siding may be placed on a standard RV site if it meets the above criteria.

PARK MODELS: Park models entering the park must be new and have shingled, pitched roofs, vinyl lap siding, and be 11' to 12' wide. They may only be placed on designated sites, and must meet park construction and setup standards. **Enclosed porches, awnings or screen rooms**, if desired, must be pre-manufactured units built in panels that can be easily disassembled and removed. No "stick built" porches are allowed.

MH SETUP REQUIREMENTS

There is very limited availability of vacant sites. Persons interested in placing a new home at Klines Resort should complete an application and ask to be placed on the waiting list. All manufactured homes entering the park must be new. Klines Resort has specific minimum construction standards and setup requirements for new homes entering the park. Please contact the office for a copy of this information.

MH RESALE

CONDITIONS FOR RESALE

Manufactured Homes must meet the following conditions to be placed “For Sale” on the lot:

1. Inspection: Prior to listing a home for sale, it shall be inspected by the management and a list made of defects needing correcting. All listed defects must be corrected and approved by Management before the home is sold and the new owner takes occupancy.
2. Resale Inspection Fee: \$50 per inspection. Inspections are valid for one year. Home will be re-inspected and billed annually while home is “For Sale.”
3. If listing with a broker, broker must obtain a written statement from the office that home is approved for resale and lists any conditions of resale.
4. One (1) “FOR SALE” sign no larger than 12”x18” may be posted on the inside of a front window after home has been inspected and approved for resale. An information page no more than 8.5” x 11” may also be posted on a window or door. No signs of any kind may be erected on the home site or the exterior of the home. Homes approved for resale may also be advertised in publications, on the bulletin board in the Clubhouse, and on handouts from the office.
5. Approval of Applicants: All sales are subject to approval of prospective residents by park management. Approved residents will be issued an acceptance letter. All sales are subject to this approval, and sales should not be closed until after approval process is completed.
6. NOTE: “Resale” includes any transfer of ownership, including inheritance. Inspections and approvals listed above apply to family members or others who inherit the home.

INSPECTION REPORT

To remain in the park, homes situated on manufactured home licensed lots must meet these minimum standards or be improved to meet them prior to sale:

1. Manufactured home and lot must be neat, clean and attractive. Any manufactured home, addition, outbuilding etc., that is considered by Management to be rundown or unsightly, must be removed from the Park or repaired to approved standards.
2. Manufactured Home must meet all Federal, State, Township and Park regulations pertaining to home and home site. Violation of HUD Rules must be corrected. Front entry steps, handrails, and deck railings must meet current building codes or be replaced.
3. Skirting must be vinyl material in good condition with frost heave expansion allowance, access doors, and venting. No gaps, holes, damaged panels or staking that shows from the outside is permitted. Aluminum/metal skirting is to be replaced, including top and bottom channels.
4. Access to water supply must be clearly marked and readily accessible. Water line, shutoffs at water supply, heat tape, sewer connection, electric connections, gas line, tie downs, steps and address must meet the same requirements as for a new home entering the park.

5. Home and any additions (attached or detached) must meet the size and spacing requirements listed above or be corrected to meet them. Only one detached structure (shed) is allowed per lot; others must be removed. All metal sheds must be removed.
6. Windows in heated areas must have thermopane glass. Jalousie style and non-thermopaned windows in heated living areas must be replaced.
7. Doors: Front door to be insulated or solid core wood. Storm doors are not required but if they exist must be in good condition. Rear door may be an out-swing “cottage” style door if in good condition and seals when closed.
8. Condition: Home and all leasehold improvements to be clean, safe and in good repair. This includes:
 - Paint and stain in good condition. Siding and trim in good repair.
 - No steel siding allowed. To be approved for resale, homes must have vinyl lap siding or aluminum lap siding in good condition.
 - Foundation and supports in good repair. No combustible materials stored under home.
 - Roof in good repair. No leaks or evidence of prior leaks inside. Ceiling stains repaired.
 - Furnace in good repair. Inspection by an outside contractor may be required at owner’s expense if furnace has not been used recently or condition is questioned by management.
 - Adequate drainage around home. Gutters may be required if there is evidence of water draining under home or additions.
 - Shrubs and landscaping to be neat and trim. No trash or rubbish present.
 - Fire extinguisher and smoke alarm(s) in good condition.
 - Safety railings, steps and handrails in good repair. Concrete walks and patios in good repair.
 - Windows and screens in good condition.
 - Misc. items as noted by inspection of management.
 - Home must have the following appliances/fixtures in good operating condition: Furnace, water heater, cook stove, and bathroom with shower or tub.
 - Any LP gas appliances in home must be converted and connected to natural gas.
 - Leaking stools and dripping faucets must be repaired or replaced with water-saving fixtures or faucets.
 - Testable backflow prevention devices must be tested by a certified inspector.
 - CO₂ detectors are required in bedrooms where a gas water heater is located in an adjacent closet or bathroom.
 - Sleeping areas must have a clear path of egress through an egress window to code or an exit door within 6 feet of the sleeping area that exits directly to the outside.
9. If manufactured home has been modified in any way which may have damaged its structural integrity, owner is responsible to verify work was completed to code. Modifications include changes in door or window openings, changes to bearing walls, roof loads and weight of additions bearing on home. A building permit or certification by an engineer may be required.

Any deficiencies in the above areas will be noted on the inspection report and must be corrected and re-inspected prior to sale. Sale of home without correcting items noted on report is grounds for eviction.

RESALE OF SEASONAL UNITS

STANDARD RV: NO RESALE

Standard Recreational vehicles (RV's) may not be placed "for sale" while on site or resold to remain on site. Lot must be vacated. "FOR SALE" signs may **not** be posted. Any decks, porches, additions, shed and other additions must be removed when lot is vacated. Terms of seasonal agreements will be enforced.

PARK MODEL RESALE

Park Models & Single section manufactured homes on lots 14-24, 63-79, and 101-114 may be sold on site if inspected for resale and approved by management (see "Resale of Manufactured Homes" above). Management reserves the right to require improvements before sale, or to require a unit be removed should its age and/or condition warrant.

NOTICE TO VACATE

Management reserves the right to require any RV site to be vacated upon 30 days notice if deemed necessary by management in order to complete construction or repairs in the park. Seasonal campers who receive such a notice will be offered first choice of any available camp lots.

REMOVAL OF HOMES & RV'S

Residents must provide Management with at least thirty (30) days written notice of their intent to remove their unit from the Resort. All terms of lease or seasonal camping agreement must be met. All rents and other applicable charges must be paid in full prior to removing the home or RV from the community.

Any resident who removes their unit is responsible for removal of all trash, steps, sheds, decks and additions. The home site must be left in a clean and neat fashion. Any expenses incurred by Management in restoring the site to its original condition will be charged to the Resident.

Should the tenant's residency in the park be terminated in a court proceeding, and the tenant does not voluntarily remove his or her home within the time provided in the court's judgment, management shall move the home outside of the park limits at the tenant's expense. Tenant shall be responsible for removing the home from its new location, at tenant's own expense. Tenant shall reimburse the park for any and all costs paid by the park on behalf of the tenant in the removal of the tenant's mobile home.

The Resort assumes no responsibility in the event that a dealer, bank or other secured party should opt to remove the mobile home or RV of a resident from the community. In case of a death, abandonment or other obligation, a home that is unoccupied for a period of 12 months will be considered abandoned and shall be removed from the park. Under certain circumstances the management has the right to rescind, alter or waive this removal.

ABOUT THESE GUIDELINES

CHANGES TO GUIDELINES

These guidelines may be updated at any time. Changes will be announced by letter or in the "Resort Report," and take effect 30 days after they are published. Residents will receive notice in writing using park paper boxes or US Mail.

ENFORCEMENT

- Each resident must acknowledge in writing receipt of these Guidelines.
- Ignorance of these Guidelines and their amendments is not an acceptable excuse for violation.

- Annually, residents will also receive a copy of any changes and amendments to these Guidelines, for which they must also acknowledge receipt in writing.
- Observance of these Guidelines by guests is the responsibility of the resident, and resident may be cited for violations by their guests.
- Management will contact residents who violate a Guideline by one of the following means: Personal visit, phone call, written notice or letter, formal “Notice of Violation.”
- It is expected that all violations will be corrected within the time noted on the violation.

NOTICE OF VIOLATION

Repeated violations of any Guidelines, or a violation which management considers a major infraction, will result in a formal NOTICE OF VIOLATION. There is a \$15.00 fee for each formal notice issued. Your permanent tenant record will be affected for failure to correct the violation within 5 days of notice being issued. Any repeated violations may be entered on your record without the 5-day grace period.

PRIVACY POLICY

What this Privacy Policy Covers

This Privacy Policy covers Klines Resort, Ltd., our treatment of nonpublic personally identifiable information that we collect when you, the “customer” or “consumer,” apply to rent a lot from us. This policy also covers our treatment of any nonpublic personally identifiable information that our business partners share with us.

This policy does not apply to the practices of non-affiliates of Klines Resort, Ltd.

Information Collection and Use

- We collect nonpublic personal information about you from the following sources:
 1. information we receive from you on applications or other forms;
 2. information about your transactions with us, our affiliates, or others; and
 3. information we receive from a consumer reporting agency.

Information Sharing and Disclosure

- We do not disclose any nonpublic personal information about our customers or former customers to anyone, except as permitted by law.

Confidentiality and Security

- We restrict access to nonpublic personal information about you to those employees who need to know that information to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal standards to guard your nonpublic personal information.

Recordable Media, Advertising & Publications

- We may publish photos, video, and other recordable media of our residents and guests on our website, newsletter, advertisements, and other media. We may also publish your name, phone number, address, email, etc. for the use of residents, emergency personnel (fire-police-ambulance-911) and delivery services (UPS, postal service, etc.). Use of this information for marketing or solicitation by outside organizations is prohibited.
- Please inform the office in writing if you do not want media containing your picture or other information published.