

SPRING LAKES PARK NEW HOME INSTALLATION PROTOCOL

The following guidelines regarding the removal of an old mobile home and the installation of a new manufactured home have been designed to assist both the Partner/Owner of the home and the other Partners/Residents of Spring Lakes Park. Park management understands that the purchase and installation of a new home is both exciting to the owner, and an improvement for the Park. However, the process can be disruptive to the neighbors, and potentially damaging to the surroundings. The following guidelines should help smooth over any difficulties.

Application

In order to assure that everyone involved is aware of these guidelines, this document must be signed by the Partner/Owner of the new home and the dealer/Contractor involved. Only new manufactured homes may be installed in Spring Lakes Park; only partner/owners may initiate this process. Park management will provide a sketch-map of the lot, with proper dimensions, to the Dealer, who will use it to assure that all clearances are proper and that lot coverage does not exceed the 75% maximum allowed by State regulations. The Dealer will use the Park's dimensions on the diagrams which accompany each of the permit applications in the proposal. Dealer will also submit, to the park, a map of the lot showing all proposed structures, and a picture of the proposed new home from the front and from the side opposite the carport. New homes may not be more than one story in height.

This document, with all required signatures, and with any required deposits and/or fees must be submitted to the Park management before or concurrent with the submission of the proposals. The Park Manager, along with the Landscape and Architecture sub-committee, will then begin consideration of the proposal. It is the Partner/Owner responsibility to assure that all measurements submitted on the proposal are accurate. This includes, but is not limited to: the home, the shed, the deck, stairs and landings, and any awnings included in the proposal. Partner/Owner is also responsible for seeing that the installation follows all Park rules and regulations, and all rules and regulations contained in Title 25, State of California, HCD documents.

The dealer and all contractors will submit current California license numbers, and will provide current certificates of insurance to Park management. The dealer will pay a \$2,500 refundable deposit to the Park; this will be used to pay for the expense of any damages to neighboring properties or common areas which may occur during removal or installation. In the event that the installation requires re-locating any Park utilities, the dealer will pay a \$2,500 non-refundable fee to the Park, and dealer will provide a written warrantee to the Park for all parts of the work done. Movement of any utilities requires a separate HCD permit. All expenses involved in moving utilities are to be borne by the Dealer.

Removal of old mobile home

The Dealer will ensure that the old home is removed safely; if done by a third party/buyer, the Dealer will arrange for the contractor's license and insurance information to be given to Park management. The Park must be notified at least 24 hours before removal of a home. Only California licensed and insured contractors may perform this task. The lot must be prepared properly; it must be graded so that no water will drain under the new home, and all drainage must be directed to the street. After the lot is

prepared, dealer must place a chalk outline of all parts of the proposed installation on the surface of the ground; the Park management will inspect the site before the new home may be installed. Neither the home nor the towing vehicles may be left on Park streets overnight. The streets at the installation must be cleaned of debris at the end of each workday. Contractors/workers must observe the quiet hours of the Park, and may only work on the exterior of a home between the hours of 8AM and 5PM, Monday through Friday. Streets and fire lanes may not be blocked at any time, other than the time required to remove the old and replace the new homes.

Installation of New Manufactured Home

The new home may be brought in only after Park management has approved the measurements and placement on the lot. The Park must be notified 24 hours in advance of the arrival of a new home. Only California licensed and insured contractors may perform this task.

All work involved in placement, setup, and finishing of the new home must be performed by licensed contractors, and the Dealer must supply the park office with their certificates of insurance. Construction of other structures on the lot, such as sheds, stairs, decks, etc. must be performed by licensed contractors, and the Dealer must supply the park office with their certificates of insurance.

Any changes from the original approved plan in the external appearance of the home or other structures will void the previous approval, and must be re-approved in writing by the Park management, usually through use of the 'green sheet'. Any other additions to the plan such as fences, hardscape, etc. must be approved by Park management in advance, through the use of the green sheet.

Park must be notified at least 72 hours in advance before any disruption of any utilities; relocation of any Park utilities requires a \$2,500 non-refundable deposit before park will grant permission. Any relocation of utilities also requires an HCD permit. All utilities must remain accessible to park staff in event of an emergency, must be installed according to the current building code, and pass inspection.

Contractors/workers must observe the quiet hours of the Park, and may only work on the exterior of a home between the hours of 8AM and 5PM, Monday through Friday. Streets and fire lanes may not be blocked at any time, other than the time required to remove the old and replace the new homes. The streets at the installation must be cleaned of debris at the end of each workday.

Final

The Dealer and all Contractors hereby releases, waives, discharges (and covenants not to sue) the Park, its officers, agents, or employees from all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage or injury, including death, that may be sustained by its agents, employees, or sub-contractors, or to any property belonging to the Dealer, Contractor, its employees, or sub-contractors whether caused by negligence of the Releasees or otherwise, while in, on, or upon the premises of the park.

The Dealer and all Contractors agree to repair to the satisfaction of the Park (or individual property owners) any damages to Park property or the property of any Partner, or the property of any guest or employee incurred in the process of removal, preparing the site, or installing a new home.

Spring Lakes Park Management reserves the right to halt construction at any time, should circumstances warrant.

Signatures

Partner/Owner _____ Space No _____ Date _____

Dealer _____ Date _____

Contractor Name _____ Date _____

License No. _____

Transporter _____ Date _____

L&A Committee Member _____ Date _____

Park Manager _____ Date _____