

**GLENRIDGE MANOR MOBILE HOME PARK**  
**RULES AND REGULATIONS**  
(Effective 01/01/2026)

**PURPOSE AND INTENT OF REGULATIONS:** The purpose and intent of these rules and regulations as originally adopted, or as they may be hereafter amended or enlarged, is to provide controls over the use and operation of Glenridge Manor and its facilities. The following rules and regulations are to protect the financial investment in Glenridge Manor by its owners and its residents and to assure all residents of the park, insofar as possible, a pleasant, harmonious, and safe atmosphere for living.

**RESIDENCY:** Only new or used mobile homes in excellent condition are permitted to be moved into Glenridge Manor Mobile Home Park. Any mobile home that is not new must be inspected by the park management prior to the owner being accepted as a resident of the park.

New residents of Glenridge Manor Mobile Home Park are responsible for their own utility hook-up (electric, telephone, gas, cable).

**RENT:** The initial lot lease term is 12 months after which it becomes month-to-month. Rental payments are due on the first of each month. The water and its tax, sewage, and a \$2.00 administration fee are billed separately in addition to the monthly rent. Single trash can pick up is included with rent. A late charge of five (\$5.00) dollars per day will be added to any late payments after the fifth day of the month in which the rent becomes delinquent. Rent will be prorated for the first month of occupancy for the number of days occupied and will be paid on or before the date the mobile home is moved into Glenridge Manor. Rent will be accepted only if paid in full, with no partial payments accepted. Rent payments shall be made at the park office in check or money order form. Cash payments will not be accepted. Checks or money orders must be made payable to GLENRIDGE MANOR MOBILE HOME PARK. A Thirty (\$30.00) Dollar fee will be charged for any check that is, for any reason, not honored by the bank. Glenridge Manor reserves the right to require certified checks or money orders from residents who have written bad checks.

**SECURITY DEPOSIT:** A security deposit of One Hundred (\$100.00) Dollars will be due at the time of application for residency. This security deposit is in addition to rent, and it shall not be treated as any part of the first or last month's rent. The security deposit is intended to help defray any cost due to damage caused by accident or neglect or unpaid liabilities by any occupant or guest of the resident. The security deposit will be returned by U.S. mail within two weeks of termination of your lease and provided that there has been no cause for claim by the management.

**OCCUPANCY:** Park spaces are intended for residential use only. Permanent residence is restricted to not more than two (2) persons per bedroom. Home businesses that require the customer to come into the park are not allowed. Glenridge Manor lots are not zoned for commercial use. All title holders must be approved by park management and sign the lease agreement. All occupants must be approved in writing for park residency prior to moving into the home. Occupants 18 and older must provide a state issued driver's license or state issued ID prior to being approved for residence. Once a home is occupied in the park, any residents added after the initial move-in-date must be approved prior to moving into the home. All Occupants over 18 are required to sign the lease or lease addendum as applicable.

**REGISTRATION:** All tenants must register at the park office the serial number of their homes, the number of occupants, and occupants' ages. It is the responsibility of the lessor to report any changes of occupancy to his/her home. Each homeowner must provide a copy of the mobile home's title in his or her name to the Glenridge office. If the home is being financed, then a copy showing the buyer's name or names must be obtained from the lien holder. **Indiana state law IC 16-41-27-31 Sec. 31, requires the park to keep current copies of the titles for all the mobile homes in the park.** Glenridge Manor management reserves the right to refuse admittance to the property to anyone without cause or reason, and to refuse rent from anyone not desired as a resident. All lessors must own their own home. Subletting or sub renting is not permitted without prior written approval of the park owner.

**SET UP AND HOME MAINTENANCE:** The set up of homes in the park must be done by qualified persons and licensed where required. All work, procedures, and materials must meet state and local codes and are the responsibility of the mobile homeowner. All set up and essential utilities must be completed and approved before occupancy. This includes, but is not limited to, the installation of skirting, removal of hitch, and installation of steps or ramp. Improvements such as awnings, decks, etc. may be done after occupancy.

**HOME MAINTENANCE:** The resident is responsible for the maintenance and upkeep of his/her home. A neat and clean appearance of your home and lot area is as important to your neighbor as it is to the park management. Therefore, any neglect in this area will be brought to the attention of the resident by written or verbal notice and arrangements shall be made to correct the

problem within an agreed upon time frame between resident and park manger. If the problem is not corrected as agreed, the park manager reserves the right to correct the problem at the resident's expense, and this expense will be due and payable by the tenant at the time of the following month's rent. The park management reserves the right without liability to themselves to enter the premises of any mobile home space to clean up rubbish, repair faulty utility lines, or take any action required to keep the mobile home space up to Glenridge Manor standards. Licensed lawn and garden contractors are permitted to maintain lawns, provided that they are registered at the park office and provide proof of license and insurance. Any expenses incurred for the maintenance and/or care of the resident's lot is the sole responsibility of the homeowner.

Snow removal at mobile home spaces is the responsibility of the residents. Snow must be removed from patios, steps, driveways, and sidewalks.

A garden not to exceed 10 feet by 12 feet is permitted in the backyard of a mobile home. When the resident no longer wishes to have a garden or moves out of the space, the resident is required to reseed the garden area for grass.

Any exterior improvements or alterations to home or landscape must be submitted to the park manager, along with blueprints or drawings or any other information requested by the park management, for approval before any work may be commenced.

Any landscaping improvements to a mobile home space that are of a permanent nature, such as trees, shrubs or cement work, must be approved by the manager before installation and may not be removed when the homeowner moves from the space. Also, proofs of any required legal documents (permits) that may be necessary are the responsibility of the lessor.

**UTILITY MAINTENANCE:** Well-maintained utilities are essential for the health, safety, and well-being of our residents.

- A. All utilities (water, gas, sewer, electric, telephone, and television cable) are buried underground. **DO NOT DIG OR EXCAVATE** on your lot without prior written approval of the park manager.
- B. Dripping faucets, defective drain lines, etc. inside the home should be repaired in a timely manner.
- C. Any defects or leaks to sewer lines under or outside the home must be reported to the park manager and repaired immediately at the homeowner's expense. Clogged or plugged drains must be reported and freed as soon as possible. The resident is responsible for any maintenance and repair expense to drains or sewer lines to the point of connection to the main sewer line. To avoid great inconveniences and cost, the use of objects or materials which would tend to clog or plug the sewer line should be avoided.
- D. Water Lines. It is the responsibility of the homeowner to winterize all water pressure lines from freezing. Normally, this would be done by the use of heat tape and insulation installed around all exposed pressure water lines. Fully intact skirting around the home, including under decks is critical. Damage to the water supply can happen if skirting is missing, even if there is functioning heat tape and insulation on the water lines. It is the resident's responsibility to contact the park office if water lines are frozen. The park shall furnish heated water risers which must be plugged-in by the homeowner. The homeowner is responsible for any maintenance and repair cost to water lines to the curb box on his/her lot.
- E. Electric. Electrical service is connected at the meter pedestal. This power line will be installed by a licensed electrician and inspected. However, if damage occurs or a defect is suspected, resident shall notify the park manager immediately. Electrical repairs should be made by licensed electricians only. The resident or homeowner is responsible for maintenance and repair cost of all electrical wiring to the meter.  
  
Glenridge Manor provides each residential lot with a dusk-to-dawn yard light which is installed by the park. Maintenance of this light such as replacement of bulbs, etc. shall be the responsibility of the homeowner.
- F. Gas. The natural gas line is installed underground from the gas meter up to but **NOT** under resident's home. The gas meter is located near the back of each lot. In case of damage or a suspected gas leak, resident is to vacate the home, call the gas company immediately and notify park manager.
- G. Telephone and Cable Television Telephone and cable television will be installed by the respective companies. Any repairs and/or maintenance should be reported by resident to the company involved. Outside or external TV antennas and aerials are not permitted. As of June 1, 1997, Glenridge Manor will allow TV Satellite dishes that are fastened to the home only. These dishes may not exceed Eighteen Inches (18") in diameter and must be attached to the home only. No part of the dish can be supported from the ground. All dishes must be approved by the Park Owner or Manager, in writing before installation. No other antenna will be permitted.

- H. Garbage and Trash. Residents of Glenridge Manor are provided with garbage and trash pick up once each week. Garbage must be contained in rodent-proof containers. Items such as newspapers, limbs, etc., must be tied or bundled. Glenridge Manor reserves the right to require residents to separate trash for environmental recycling. Trash may not be stored under the home, deck, or stairs. Additional trash cans may be used, but there is an additional charge.

Large items such as old furniture, appliances, carpeting, etc. must be wrapped in plastic before setting out at the curb. Except on the day of pickup, all garbage and trash containers must be stored towards the back of the property inside a shed or next to the home or shed.

- I. Air Conditioning. Central air conditioning may be installed under or at the back of the home only. Outside central air conditioner compressors must be placed on cement/slabs. Window air conditioners are not permitted.

**RECREATION AND ENTERTAINMENT CENTER:** Glenridge Manor has provided its residents with a clubhouse for entertainment on special occasions and general use of the residents. The Clubhouse contains the park office, a social room with kitchen amenities, and bathroom facilities. Also, the park has a recreation area which includes a swimming pool, tennis court, basketball court, volleyball court and areas for horseshoes and other activities. The recreation center also includes a play area for small children. Recreational and service facilities shall operate under separate rules and regulations which shall govern their individual use. These rules and regulations shall be posted in each specific area and shall be considered a part of the park rules and regulations.

- A. The recreational facilities, social room, swimming pool, and auto maintenance building will have usage time posted at or near each individual facility. The usage hours may change from time to time, and such changes will be posted.
- B. The clubhouse, recreational facilities, and auto maintenance building are for the use of residents and their guests only. Residents' children under twelve (12) years of age must be supervised by a parent or sibling over the age of eighteen (18) years of age. Guests under eighteen (18) years of age must be accompanied by an adult resident when using any recreational facility.
- C. Swimming pool use requires one tag per resident that may be purchased at the office. Each tag is issued for the length of residency in the park. Guest tags may also be purchased. Only swimming attire is allowed to be worn in the pool. Showers are required before using the pool. Other than bottled water, food and drinks **are not permitted within the fenced area of the pool.**
- D. Residents having guests will be responsible for their guest's conduct and will see to it that their guests observe all park rules and regulations.
- E. Hosts, and their guests, shall voluntarily retire from any recreational or service facility when these areas are over-crowded.
- F. Residents shall not allow guests to occupy recreational areas during his/her absence.
- G. A guest shall not in turn invite other guests without approval of park owner.
- H. No alcoholic beverage is permitted on or in any of the recreational and clubhouse areas.
- I. All sports-related activities demand sportsmanlike conduct and close attention to the rules.
- J. All amenities including but not limited to playground, basketball court, and tennis court are to be used at your own risk. We ask that you refrain from hanging on the rim of the basketball hoop and respect all amenity structures.

The park manager reserves the right to refuse anyone admittance to the activity center. The Clubhouse and activity center is provided for residents wishing to entertain family and friends and invited guests on special occasions. There is a kitchen for preparing and serving food and/or refreshments. The kitchen may be reserved in advance for private gatherings. The park manager will be in charge of providing availability dates and reservations will be made on a "first come, first serve" basis. Any resident wishing to reserve the clubhouse activity room must complete a reservation form which will be confirmed in writing by the park manager. The park manager reserves the right to refuse use of this facility without giving any reason. Meetings of a political or controversial nature will not be permitted and will be decided solely by the park management. Other rules and regulations regarding the use of the clubhouse activity room for individual events may prevail. A sixty (\$60.00) Dollar deposit is required at the time a reservation is made twenty (\$20.00) dollars will be refunded providing all necessary cleanup has been done and there is no damage to the clubhouse facilities. Please take all your trash with you.

The clubhouse must be vacated no later than 11:00 pm. unless special permission from the park manager has been obtained.

- K. Noise shall be kept at levels which will not at any time annoy or disturb other residents.
- L. The Office. The park office hours will be posted at or near the office entrance. All general business should be done during the posted hours. In case of emergency, you can reach the park manager by calling the office phone after hours. Leave a message and the manager will call you. The park office's telephone may not be used by residents.
- M. Restrooms. The resident's cooperation in keeping the restrooms clean is expected. Any complaints should be reported immediately to the park manager.
- N. No person shall remove from the park's premises any article belonging to Glenridge Manor, nor remove, transfer, or borrow any equipment for his own use without the specific consent of the park management.

**OTHER PARK AMENITIES:** Glenridge Manor provides for its residents an enclosed car wash that can also be used for light auto maintenance. Extended use of the wash bay (beyond one hour) for service work must be approved by the Manager. Use of the car wash bay will be on a "first come, first serve" basis. Car washing NOT is permitted at your residence.

All maintenance and auto repair in the park must be done in the maintenance bay (for example oil change, tire repairs, etc.). Maintenance and repairs are not permitted on the streets or in driveways. Only adult residents 18 years or older are permitted to use this facility and sign up is required at the park office for a time slot for the use of the maintenance bay. The park owner assumes no liability for loss or personal injury to any resident using the auto maintenance facility. Glenridge Manor provides storage or a parking area for recreational vehicles such as boats, motor homes, and large vehicles not permitted to be parked in resident's driveway. A Seventeen (**\$17.00**) Dollar per month fee is charged, which shall be due and payable with the resident's monthly rent. **One vehicle per space.** Glenridge Manor assumes no responsibility. The vehicle's owner is to provide his/her own insurance.

**MOTOR VEHICLES:** A speed limit of fifteen (15) miles per hour shall prevail on all streets in the park. Any unsafe operation of a motor vehicle is strictly prohibited. Unlicensed, uninsured, or inoperable vehicles are not permitted on homeowner's lot. Only licensed, insured persons are allowed to operate motor vehicles on park property. Golf carts, dirt bikes, mini-bikes, and all other unlicensed (non-plated) motorized vehicles are not allowed in the park. Electric bikes are the exception to that rule and are allowed. Only motorcycles licensed, insured, and properly mufflered are allowed to be operated in the park. **NO** off-road vehicles of any kind are permitted to be operated in any areas of the park property. Any gas engine vehicles operating in the park must be properly mufflered. For the consideration of residents, noise of any kind must be kept to a minimum.

**PARKING:** Each home is provided with two (2) off-street parking spaces on its lot. Parking on the grass is prohibited. Parking in vacant lot parking spots without talking to the manager is not allowed. If a resident has more than two vehicles, the use of an additional driveway may be rented for **\$10 per month for a single car** and **\$15.00 per month for two cars**, as long as the home site remains vacant. Contact the manager for parking spot assignment. The visitors' parking is provided at the recreation area parking lot. Residents' parking on the street is prohibited. Short-term (less than 6 hours), daytime visitor parking in front of a resident's home is permitted. Overnight parking (11:00 PM – 7:00 AM on weekdays, and 12:00AM [Midnight] to 7:00 AM on weekends) is not allowed.

Vehicles rated larger than  $\frac{3}{4}$  ton are not permitted to be parked in resident's driveway. Parking for larger vehicles is permitted in designated areas of the park (see park manager). Resident's parking space is intended for vehicles (IE passenger cars and pickup trucks) in everyday use only. Trailers, boats, and RVs are not permitted to be parked in the driveway or on the road. Parking on the driveway of a vacant lot is NOT permitted without prior arrangement with the manager.

**PETS:** Small, domestic house pets up to 20lbs. are permitted. Dogs over 20lbs are not allowed unless they are registered service dogs. Proof of registration must be provided to the manager. All pets must be registered at the park office by the homeowner. All animals must have all shots and vaccinations required by law or local ordinances. A veterinary statement which includes: age, name, weight, breed, rabies shots, and vaccination records, must be provided to the park manager annually.

No pet shall be permitted to remain within the mobile home park if it causes annoyance or poses a threat to other residents in the park. Any pet outside the home must be leashed and accompanied by an adult. Pet owners shall be responsible for immediate cleanup after their pets. Pet droppings are not permitted to remain on homeowner's lot. Pets are not permitted in the clubhouse or any part of the recreational area. Dog houses, kennels or runs are not permitted. No animal shall be tethered or enclosed outside the home. Pets are limited to no more than two (2) animals per household. These pets include cats, dogs, and the like.

**TERMINATION OF LEASE:** The full security deposit shall be returned to the tenant only if they provide the park manager with proof of payment of all taxes assessed or levied against the mobile home. Residents are requested to notify the park manager as soon as possible when they intend to terminate their lease or vacate the park. A minimum of thirty (30) days' notice is required. All rents, fees, taxes, and applicable charges must be paid before the homeowner removes his home from the park. The park manager may deny a home from vacating the park to enforce this rule. **Homeowners are reminded that a removal permit must be obtained from the City-County Building and provided to the park manager before the resident's home can be removed.**

**HOME SALES:** Sale or transfer of ownership of a home intended to remain within the park must have prior written approval of the park manager.

- A. The prospective purchaser/resident must sign a copy of the park's rules and regulations and be accepted by the park management before a sale is closed.
- B. The seller must have in writing a clearance from the park manager that the home may remain in the park if sold.
- C. Glenridge Manor has the right of first refusal. If you plan to sell your home, and it will be moved out of the park, Glenridge has the option to purchase the home first at the matching price. If the home stays in the park, Glenridge Manor will help the owners sell their home by posting on the Glenridge Manor website, Glenridge Manor Facebook Page, and by contacting a list of prospective buyers.

We do not anticipate problems in this respect, but some repairs or improvements may be required before such clearance is given.

- (1) No clearance can be made if any charges or assessments are due to the park.
- (2) The sale clearance must be obtained from the park manager prior to transfer of ownership.

Only the park owner and authorized park manager have the authority to rent, lease or in any way permit prospective residents into the park community. No part of this right shall ever be designated to any other person or entity. No lot shall be rented, leased, sublet or otherwise occupied by any person other than those to whom park management has approved.

**GENERAL RULES AND INFORMATION:**

- A. Residents shall not trespass on another resident's lot.
- B. Homeowners and residents are responsible for any liability to their personal property or to people in connection with occupancy.
- C. The park owner/manager is not responsible for injury or loss due to fire, theft, windstorm, flood or any other casualty to the home, auto, or personal property belonging to park residents or resident's guests.
- D. The park owner/manager shall not be liable for damage or injury to any residents or any other persons, as a result of the failure, breakage, leakage or obstruction of water, sewer pipes or lines, electrical apparatus, gas system, an act of God, resulting negligence, carelessness or improper conduct on the part of any resident or resident's guest, invitees, assignees or successors, or attributable to any interference with, interruption of or failure, beyond the control of the park owner. Residents are advised to review their insurance for adequate protection against such matters.
- E. If, for any reason, a mobile home is left unkempt or abandoned for a period of thirty (30) days or more, the park owner/manager reserves the right to enter the home, correct any unsafe conditions, disconnect utilities, and remove the home from the park or to a storage area at some other location in the park at the homeowner's expense.
- F. Consideration for neighbors and other residents is ever present. Loud parties and amplified sound will not be permitted. Noise must be held to a minimum after 10:00 pm.
- G. Residents are permitted to have tradesmen and deliveries of various goods and services to their homes; however, vendors or delivery services making regular visits into the park must register at the park office and show proper identification. The park manager reserves the right to require any non-resident to register at the park office and identify

their business. Vendors or salespeople of any sort are not permitted to solicit in the park without written permission from the park manager. Residents are urged to notify the park manager if they are aware of this rule violation.

- H. Any resident convicted of a violent or drug-related crime while residing in the park shall be subject to eviction. Substance abuse by anyone on park property will not be tolerated. Any evidence regarding this problem will be reported to the proper law enforcement agency.
- I. Management reserves the right to remove and store a home that has been damaged by fire, vandalism, etc. and has not been corrected by the owner within a reasonable time. This shall be done at the owner's expense.
- J. "For Sale" and other types of signs are not permitted in the park. A bulletin board in the park office will be available to place notices of mobile homes for sale within the park. Signs bearing homeowner's name and address are permitted; however, they must be attached to resident's home, carport, or porch/deck and not exceed 144 sq. inches.
- K. Privacy fences are not permitted on residents' lot. Temporary fences must be approved by park management prior to installation. Temporary fences must not exceed waist height, allow complete visibility of the lot, and should be aesthetically pleasing to the community. Swing sets, slides, etc. are not permitted in yards; however, wading pools not exceeding 6 foot in diameter are acceptable. Per the Allen County Health Inspector, wading pools must be drained each night and put away.
- L. The park owner reserves the right to disconnect utilities in order to make repairs or improvements. The park manager will make an earnest attempt to notify residents in advance of any interruption in services; however, in emergencies this will not be possible. The park owner shall in no way be responsible for loss or inconvenience for any utility interruption. Shutdowns or interruptions in utility services of any kind shall not be an excuse for partial or non-payment of rent.  
  
The park owner/manager shall make every effort to keep all common grounds and amenities in excellent condition and repair; however, from time to time these services or amenities may not be available for use due to repair or improvement or some other unforeseen reason. This shall not be an excuse for partial or non-payment of rent.
- M. BB/Pellet/Air-Soft guns, firearms, fireworks, paintball guns, etc. may not be displayed or discharged or in any way used on park property.
- N. All homes must be skirted with solid manufactured skirting before the owner can occupy their home. Any additions such as a porch, steps, ramp, etc. must be skirted separately and approved by the park manager.
- O. Each homeowner must have one utility building. The size, design, color and kind of material used shall be approved by the park manager in writing before installation. Only one shed per lot will be permitted. The storage shed and installation shall be done at homeowner's expense. The utility building is to be used for storage of garbage and trash cans, hand tools, lawn mowers, etc. No tools, toys, bicycles, or equipment may be stored on lot except in the shed. Maximum size for storage shed shall not exceed 10 feet x 12 feet and not extend higher than 10 feet at its highest peak without written consent of the park manager.
- P. Awnings and carports or improvements of any kind must be approved in writing by the park manager. Patios, decks, and porches cannot be used for storage except for appropriate furnishings (IE., patio furniture, grill, etc.).
- Q. Playground equipment, including toys, or clotheslines are not permitted in resident's yard. Playground equipment is provided at the recreation center for children. Umbrella clotheslines at the back of a home or in the least conspicuous area of resident's home, is permitted if taken down at the end of each day's use. Clotheslines will not be permitted to stay out overnight.
- R. It is the park management's desire that all minor children have a safe, happy and positive atmosphere in which to live and grow. The park management urges parents/caretakers of minor children to be mindful of their children's activities and whereabouts and to supervise them at all times. Children under the age of eighteen (18) years must be accompanied by an adult after 10:00 pm while on park property.
- S. No trash burning or open burning of any kind is permitted. No bond fire rings or fire pits will be permitted. Residents may have propane, charcoal, or woodburning grills so long as they are properly monitored and covered throughout use. Barbecue grills should not be used as a fire pit and are only permitted when cooking.
- T. No violation of any law or ordinance of the city, county, state, or federal government will be tolerated.

**ENFORCEMENT OF RULES:** The lessor will be contacted in person, by telephone, or by written notice by the park management of a rule or regulation violation. An additional \$25 violation fee may be added to the resident's account to be paid with the rent at the beginning of the month if the resident does not correct the violation within a specified period of time as indicated in violation letter. Uncorrected violations or repeated violations may lead to eviction.

A failure in one or more instances to insist upon terms, conditions, or provisions of these rules and regulations in order to enforce and same shall not be construed as thereafter waiving or relinquishing any right that the owner may have and the waiver of one default or right shall not constitute a waiver of any other default or right.

No acts or demeanor shall be permitted which would place the park owner or manager of these premises in violation of any law or ordinance.

**REVISION OF RULES AND REGULATIONS:** The park owner reserves the right to amend, revise, and add to the rules and regulations to Glenridge Manor Mobile Home Park from time to time, at his discretion, for the best interest of the park and its residents. Notice of any such amendments, revisions, or additions shall be posted on the bulletin board in the park office, be sent to each lessor, and a current copy of the rules and regulations in force can be found on the Glenridge Manor Website at [www.glenridgemanor.com](http://www.glenridgemanor.com), and shall at all times be maintained in the park office and shall be available for inspection by residents.

**RULES AND REGULATIONS:** Tenant shall, at all times, comply with the Rules and Regulations of Glenridge Manor Mobile Home Park. Tenant hereby acknowledges that he has received a copy of said Rules and Regulations and has read the same prior to his/her signing of the Lease.

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