

W & I LEASEHOLDERS ASSOCIATION, INC.



W & I RESORT BUILDING CODE REQUIREMENTS & PARK RULES

**W & I RESORT
206 South Stewart Road
Mission, TX 78572**

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Revised: 12/17/2013

Replacement cost \$10.

**W & I Resort
206 South Stewart Road
Mission, TX**

INTRODUCTION

This material contains narrative and scale drawings that are essential to you, if and when you should decide to alter your lot in any way.

The attached narrative and drawings are the approved and established standards applicable to our park. Adhering to standards is essential to maintain a high degree of uniformity so that all leaseholders can share in the enjoyment of the park. Anything not specified in this Building Code Requirements Book will not be allowed in W&I Resort.

Your plans for alteration to your lot must be developed in detail and presented to the Park Manager for review and then for review and approval by the Buildings and Grounds committee.

It would be prudent for you, prior to any detail planning, to ensure that your information is current and up to date. This can be accomplished by reviewing the Buildings and Grounds Requirements master book in the manager's office.

Any lot alteration you wish to make that does not conform to these standards, could result in the termination of your lease, as stated in your lease with the W & I Leaseholders Association. However, if your plan does not conform to the established standards, you can request a variance. The Park Manager will review your request for a variance and refer it to the Buildings and Grounds committee. The Buildings and Grounds committee will review your request for a variance and refer it to the Board of Directors, for either approval or disapproval. A variance may be granted for hardship cases only. See page 17.

Again, any alteration of your lot cannot be done without Park approval, and would be in violation of your lease.

A degree of uniformity is needed to ensure esthetic qualities and the required maintenance support. Further, it is necessary to retain our RV status and present taxing policy.

Your help will assist all of us to protect our investment and membership in the W & I Leaseholders Association, Inc.

Board of Directors
W & I Leaseholders Association, Inc.

These rules supersede any previous rules – 12/17/2013

**W & I Resort
206 South Stewart Road
Mission, TX**

TO ALL LEASEHOLDERS

1. Your lot cannot be altered in any way and NO construction started on your lot without authorization of the Buildings and Grounds committee.
2. Once construction is started, it must be completed within 30 days.
3. All trailers left on the lot must be tied down and skirted. All 5th wheels left on the lot for the summer must be tied down.
4. Painting of the lot storage shed must be only the approved color per the Buildings and Grounds committee.
5. NO antennas are permitted for ham or CB radio base stations.
6. NO signs are to be displayed other than stated in **Park Rules # 9**.
7. Before planting trees, shrubs, etc, consult **FIGURE 8**.
8. NO free standing flag poles will be allowed.
9. Permits are required and it is the responsibility of the Leaseholder or the Contractor to apply for ALL permits as required by the City of Mission. Failure to obtain the required building permits from the City of Mission will void all approvals by the Buildings and Grounds committee. Absolutely no construction can be started prior to the granting of permits. This is a park strictly for recreational vehicles as stated in your lease, **page 1 - paragraph 4**.
10. Leaseholders will be responsible for the contractor during the time work is being performed on their lot.
11. No Park Model shall be set down on a lot without a member of the Buildings & Grounds Committee or Park Manager present.

Rev. 1/95
Rev. 1/96
Rev. 12/17/13

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APPROVAL FORM

This Approval Form must be attached to any plans for lot or park model alteration. The approval form and alteration plans must be in triplicate. One for the W & I office file, one for the leaseholder and one for the building permit that is being requested from the City of Mission.

PLEASE READ CAREFULLY

As the Leaseholder, I have reviewed and understand the W & I Building code requirements for alteration to my lot. There will be no deviation from the established plans after an approval has been given or resubmitted for approval, in the event of a change to the original plans.

I, as Leaseholder, acknowledge these basic requirements and understand that failure to comply could result in termination of my lease.

_____ LOT # _____ DATE _____
(Leaseholder signature)

I, as Contractor, have received & reviewed the W & I Leaseholders Association, Inc. Building Code requirements for _____ and understand them and will fully comply.
(Type of work to be done)

attach a copy of a plan that meet W&I CODE REQUIREMENTS AND PARK RULES

_____ DATE _____
(Authorized Contractor signature)

_____ DATE _____
(Member, Buildings and Grounds Committee)

_____ DATE _____
(Member, Buildings and Grounds Committee)

Office Leaseholder City DATE _____

Rev. 1/95
Rev. 1/96
Rev. 12/17/13

**W & I Resort
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CONCRETE PLANS

1. Allowable concrete to be added to existing patio, as per **FIGURE 1**.
2. A three foot (3') poured in place concrete sidewalk will be allowed as a walkway from the front of the unit to the storage shed, as per **FIGURE 1**.
3. Propane bottles shall be set on poured concrete or pre-cast slabs in rear of park model. Air Conditioners shall be set on poured concrete or approved pad and set in rear of park model if possible.
4. All concrete forms shall be inspected by the Buildings and Grounds committee as to Compliance with the requirements of **FIGURE 1** for approval **PRIOR TO POURING OF THE CONCRETE**.
5. Concrete trucks are limited to three (3) cubic yards on W & I Park streets when there has been more than (3") of rain in 24 hours, and seven (7) cubic yards when the streets are dry at least 48 hours after rain has stopped.
6. The concrete contractor shall be responsible for the protection of the curb from the truck's weight when backing on to the lot and will repair any damage caused by the trucks or any construction equipment.
7. It is permissible to add concrete to support skirting on the older Park Models where the side, opposite the shed, is on the ground. The concrete may extend three inches (3") maximum beyond the edge of the skirting and be exposed six inches (6") above the ground. (Will not require reinforcement)
8. All awning support posts shall be recessed back from the outer edge to the point where post bottoms can be secured to the present patio slab not on sidewalk. They will not be allowed to set out on the ground.
9. Requirements for concrete drive and sidewalk pad is thirteen feet (13') wide by sixty- six feet three inches (66'3") long, eight inches (8") thick at the street, tapering for ten feet (10') to four inches (4") thick for fifty- six feet three inches (56'3") as per **FIGURES 1 and 2**.
10. **CONCRETE REINFORCEMENT REQUIREMENT**: All concrete shall be reinforced with minimum of 6" x 6" x 6 gauge wire mesh.

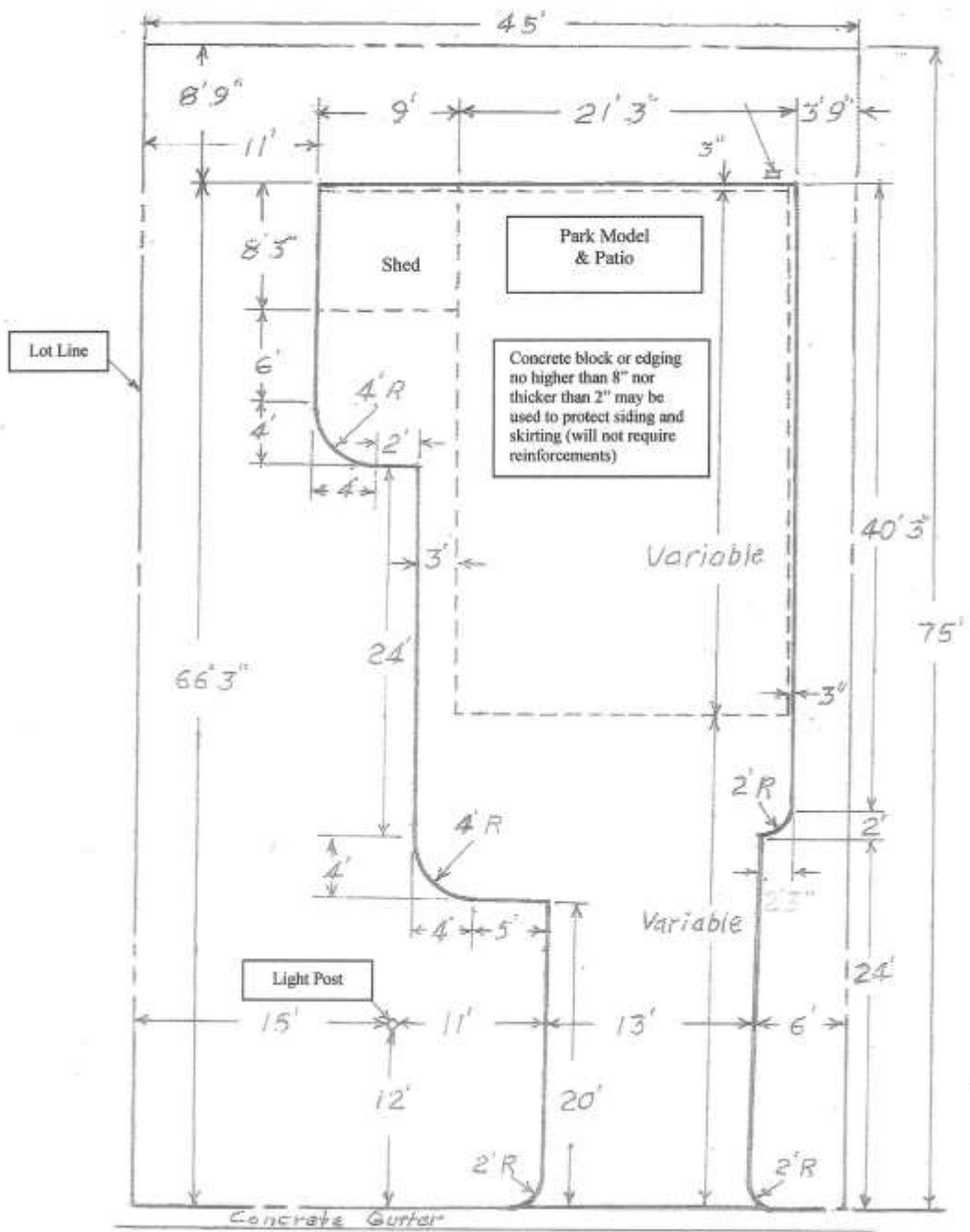
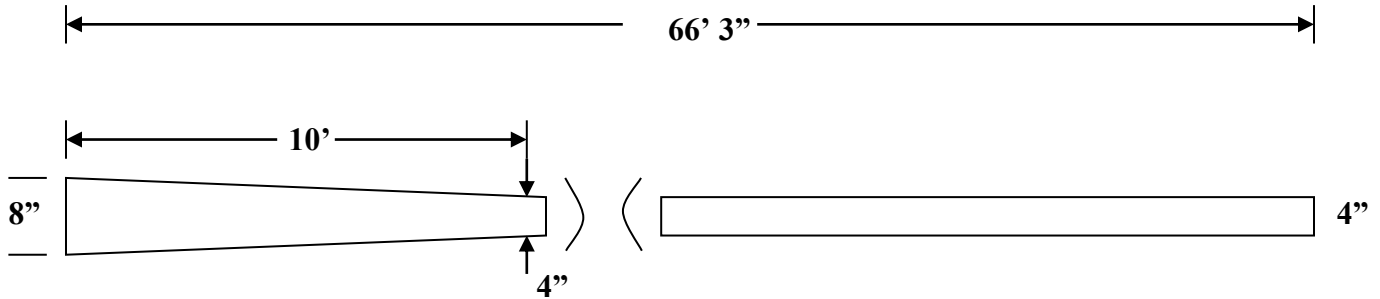


Figure 1 - Concrete Area

Rev 12/17/13

**W & I RESORT
206 South Stewart Road
Mission, Texas**

REQUIREMENTS FOR CONCRETE DRIVES



Pad is 13 feet wide and 66 feet, 3 inches long.

Concrete will be **8 inches** thick at curb, tapering to **4 inches** ten feet in from curb, and then **4 inches** (minimum) thick for the remainder of pad. Concrete is to be a minimum of 3000# mix.

REFER TO ACCEPTABLE CONCRETE PLANS AND FIGURE 1

FIGURE 2

cc: W & I Resort Office
cc: City of Mission
Rev. 1/96; Rev. 7/07 (FIGURE Re-drawn); Rev. 12/17/13

W & I Resort
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DECK PATIO ROOF

1. Plan outline with overhang. **FIGURE 3**
2. Maximum width of patio cover shall be to outer edge of the integrated 3 ft. sidewalk.
3. Patio roof support post will be set inside nine foot (9') dimension or in line with the edge of shed and anchored to concrete or deck. Refer to **FIGURE 1**. Maximum number of posts shall be five (5) for length of Park Model.
4. Overhang on door side of shed shall be a maximum extension three feet (3`6")
FIGURE 4, View 2.
5. Roof line from awning over shed shall be continuous, but not necessarily the same elevation and/or slope. **FIGURE 4, View 3.**
6. All overhang, not covered in item 4, shall be one foot (1'0") except the rear overhang of the shed and awning is to be the same distance as that of the Park Model so that there is a continuous line.
7. All material and color on the Texas Room and shed shall be the same as on the Park Model. Unique siding material must be approved by the Board.
8. There will be no free standing roofs or free standing patio roofs allowed in W & I Resort.
9. In cases where there is a free standing shed and a patio roof is added to the Park Model the color and trim of the shed must be made to conform to the color and trim of Park Model.
10. A room not to exceed 400 square feet may be built in the patio area. The length cannot extend beyond the corners (front & rear) of the Park Model and may not cover sidewalk.

Rev. 1/96; Rev. 12/17/13

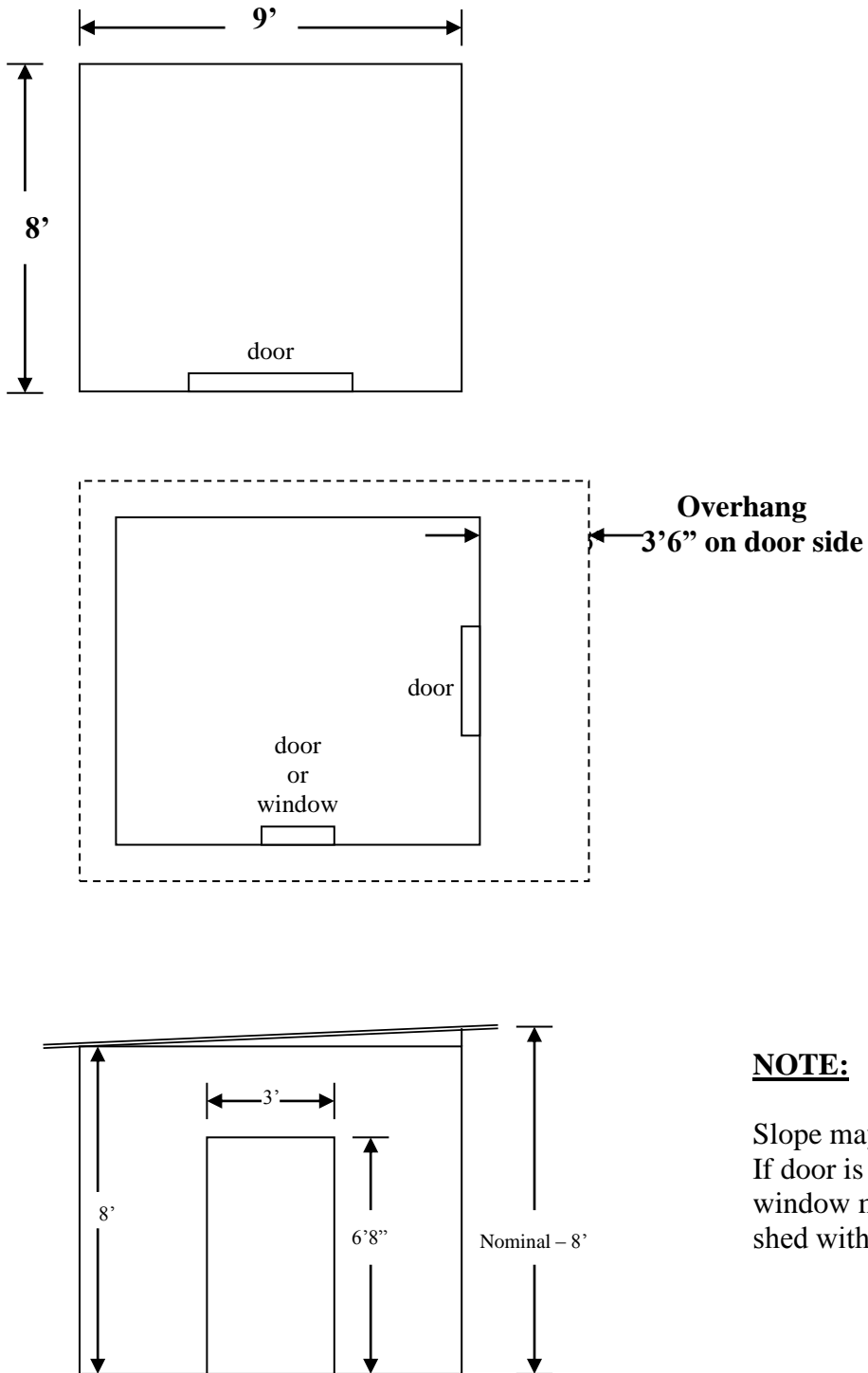
**W & I Resort
206 South Stewart Road
Mission, TX**

FREE STANDING SHED OR REPLACEMENT

1. Plan view – **FIGURE 3.**
2. Street elevation – **FIGURE 4.**
3. Specifications:
 - A. Shed must be of metal or vinyl siding and matching color and uniform design of Park Model, approved by Buildings and Grounds committee.
 - B. Door must be on the street side or patio side. Door size is to be three feet (3') by six feet eight inches (6'8") and metal clad. Window is optional in the shed. If the door is on the patio side, a window is required on side the facing the street, with a minimum size of eighteen inches by twenty-four inches (18" x 24").
 - C. A minimum of seven-sixteenth inch (7/16") plywood or (7/16") OSB board nominal for sheeting and 2 x 4 studs, wood or steel, sixteen inches (16") on center. Bottom sill plate will be treated 2 x 4's and lagged to concrete.
 - D. NOTE: It may be necessary to replace siding or paint siding of shed to match colors when an awning, an extra room, or a Park Model is installed.
 - E. Where a wall or an enclosure is added between the shed and the Park Model, the color and trim must conform to the color and trim of the Park Model.
 - F. Roof line may have to be changed to comply with **FIGURE 4, View 3.**
 - G. Roof overhang shall be one foot (1'0") on three sides and may be 3'6" over door.

Rev. 12/02; Rev. 12/17/13

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NOTE:

Slope may vary with trailer height.
If door is on patio side of shed, one window must be on street side of shed with a minimum size of 18" x 24".

FIGURE 3

Rev. 1/96
Rev. 7/07 (FIGURE Re-drawn); Rev. 12/17/13 (FIGURE Re-drawn)

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SECOND ROOF

1. Plan outline with overhang – **FIGURE 5**
2. Elevation

FREE standing roofs or free standing patio roofs are **NOT ALLOWED** in W & I Resort. Refer to **FIGURE 5, Views 1 and 2.**

Refer to **FIGURE 6, Views 1 and 2.**

- A. The method of support and attachment will be considered on an individual basis. Because of the construction and load bearing capacity of individual units, second roofs can be supported with 4" x 4" posts, if done in good taste and is acceptable to the Buildings and Grounds Committee. The contractor will furnish specifications.
- B. In no case shall the existing unit, be it a Park Model or Trailer, be enclosed entirely in a manner as to lose the original RV configuration.
 1. Roof pitch will be at least a 3/12 up to Industrial standards of current model.
 2. Rafters will be 2" x 6" on 16" center according to "City of Mission building code". The ridge board shall be 1" x 8".
 3. Roof sheathing shall be a minimum of 7/16" plywood or OSB board.
 4. Roofing, 3-1 wind seal self-sealing tabs with starter strip over 15lb. felt paper and stapled or nailed. All other roofing material may be used **ONLY** if both the color and construction plans are approved by the Board. Hurricane clips and plate to be installed as per City of Mission code.
 5. Fascia to match either color of aluminum or vinyl siding or trim color of existing building.
 1. Second roof rafters must be attached directly to existing roof or 4" x 4" posts with 2" x 6" plate.
 7. Roof overhang will be a maximum of seventeen inches (12") with ventilation.
 8. Roof ventilation will be according to standard building practice and code.
 9. Second roof plans are to be presented to the Park Manager for review and then for review by the Buildings and Grounds Committee for approval before obtaining a building permit from the City of Mission.

NOTE: If the second roof is over the trailer or Park Model only, the owner should survey or have the contractor survey their patio roof pitch for the correct pitch for water run-off to prevent the back up of water under roof overhang.

Rev. 1/14/03; Rev. 12/17/13

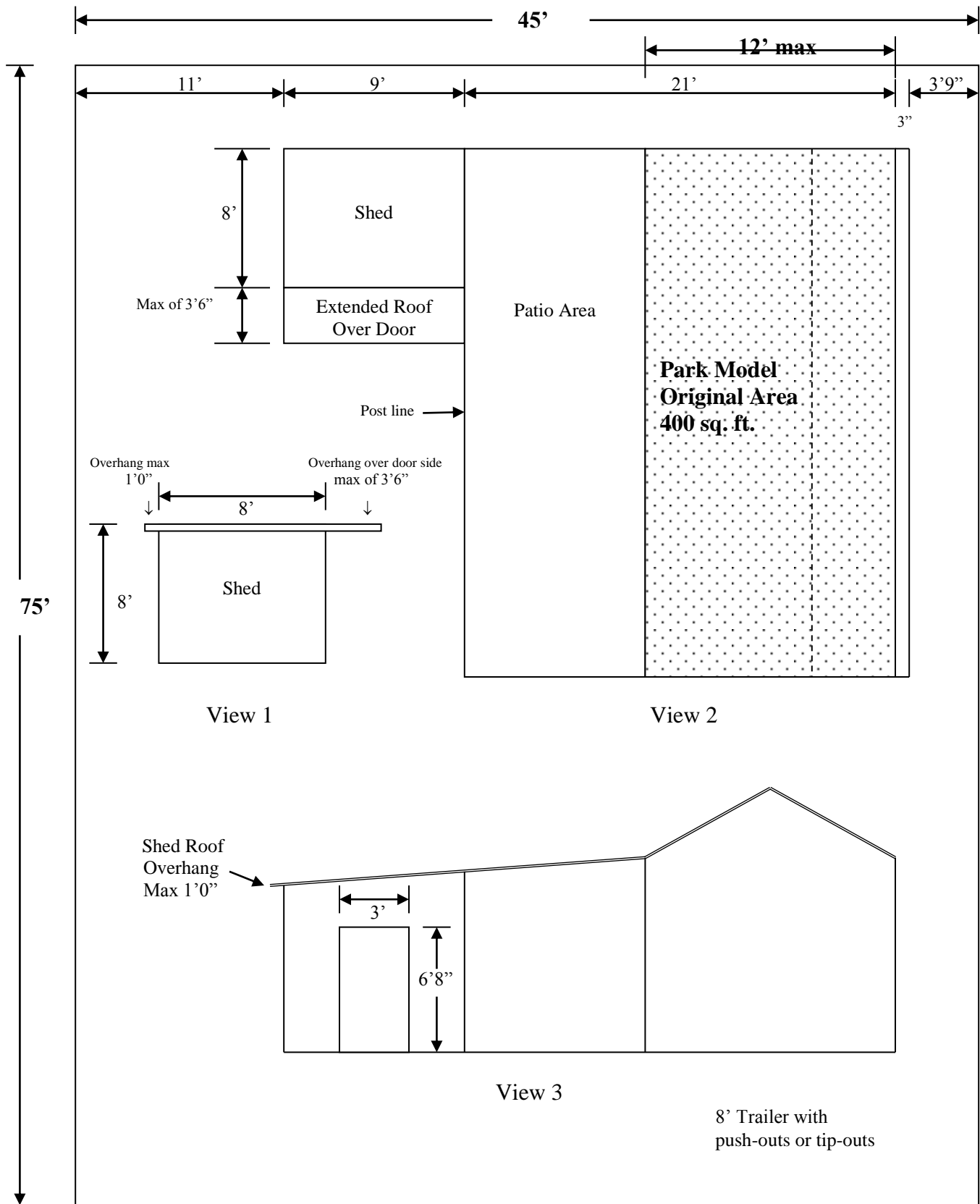
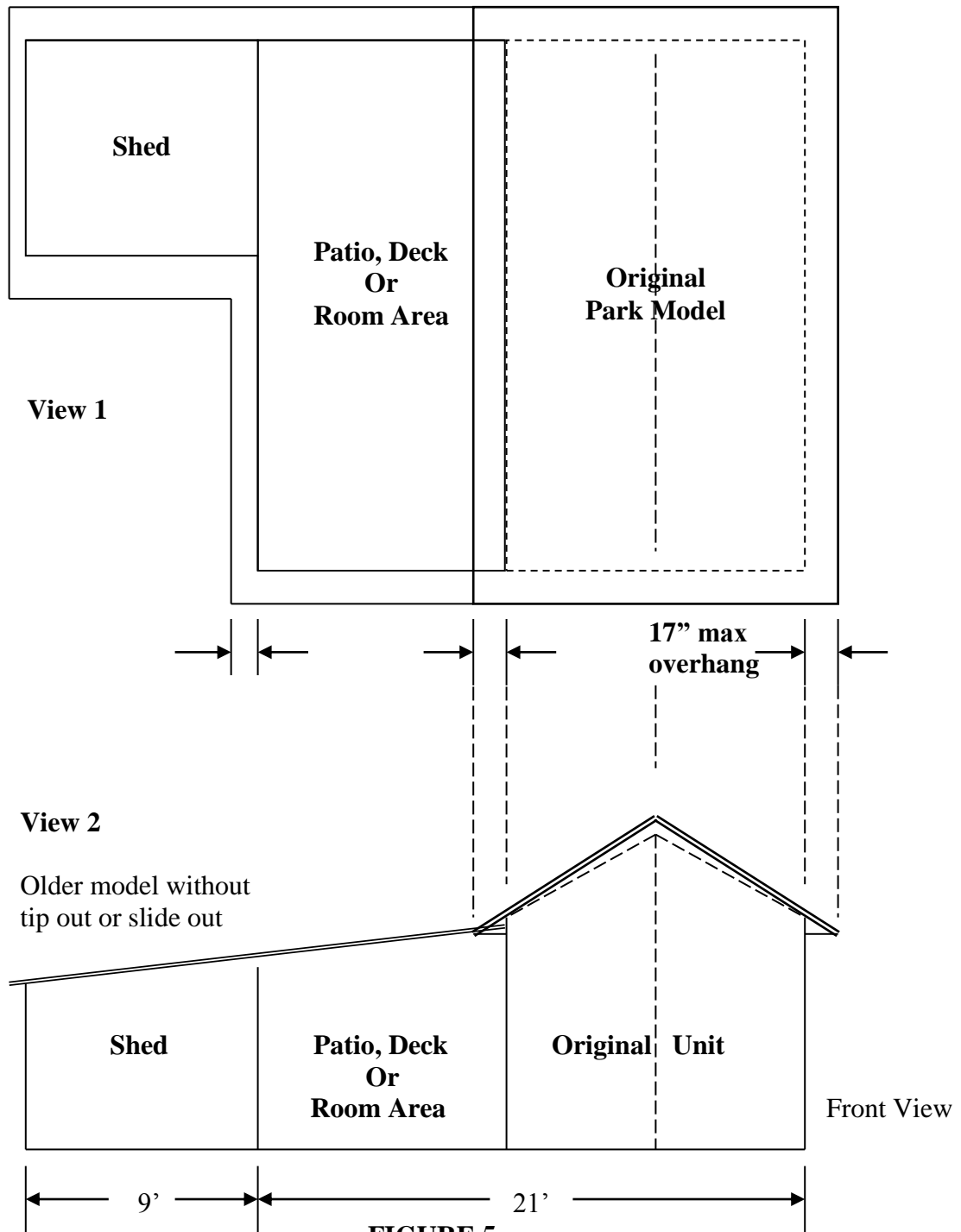


FIGURE 4

Rev. 7/07 (FIGURE Re-drawn); Rev. 12/17/13

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SECOND ROOF



Rev. 1/96
Rev. 7/07 (FIGURE Re-drawn)
Rev. 12/17/13

W & I RESORT
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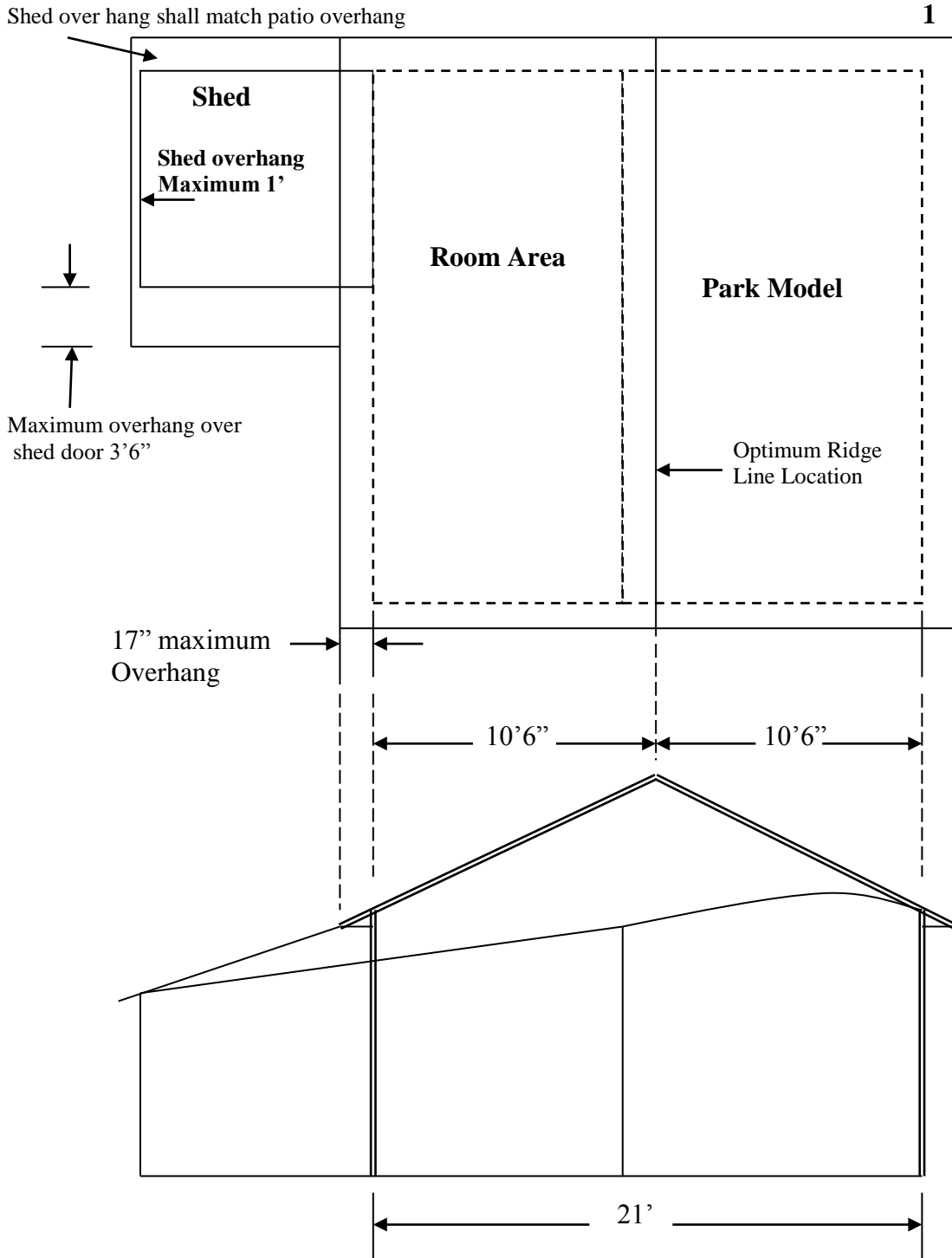


FIGURE 6

Cc: W & I Resort
Cc: City of Mission
Rev. 1/96
Rev. 7/07 (FIGURE Re-drawn)
Rev. 12/17/13 (FIGURE Re-drawn)

**W & I Resort
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ELECTRICAL REQUIREMENTS

1. When a new or used Park Model is placed on a lot, a new 240 volt meter with post, wiring and panel, if not already there, shall be installed at the leaseholders expense. The 240 volt meter shall become the "Parks" responsibility to maintain in good operating condition. All wiring to be done per National Electrical Code for RV's.
2. A permit must be obtained and a copy filed with the Park Office. All work from the panel to and including the meter post is to be completed by a licensed electrician.
3. Post, meter and panel are to be installed as per **FIGURE 7**. See **FIGURE 1** for location of panel.
4. All supply cable/wire is to go through center of 4" schedule 40 PVC.
5. The power supply cord from the Park Model shall be plugged into a receptacle on that lots breaker supply receptacle. Power cords from Park Model must be plugged in, not hard wired to breakers.

Rev 1/95

Rev 1/96

Rev 12/02

* Revision 01/15/07

Rev. 7/07 (Changed Drawing #8 to FIGURE 7)

Rev. 12/17/13

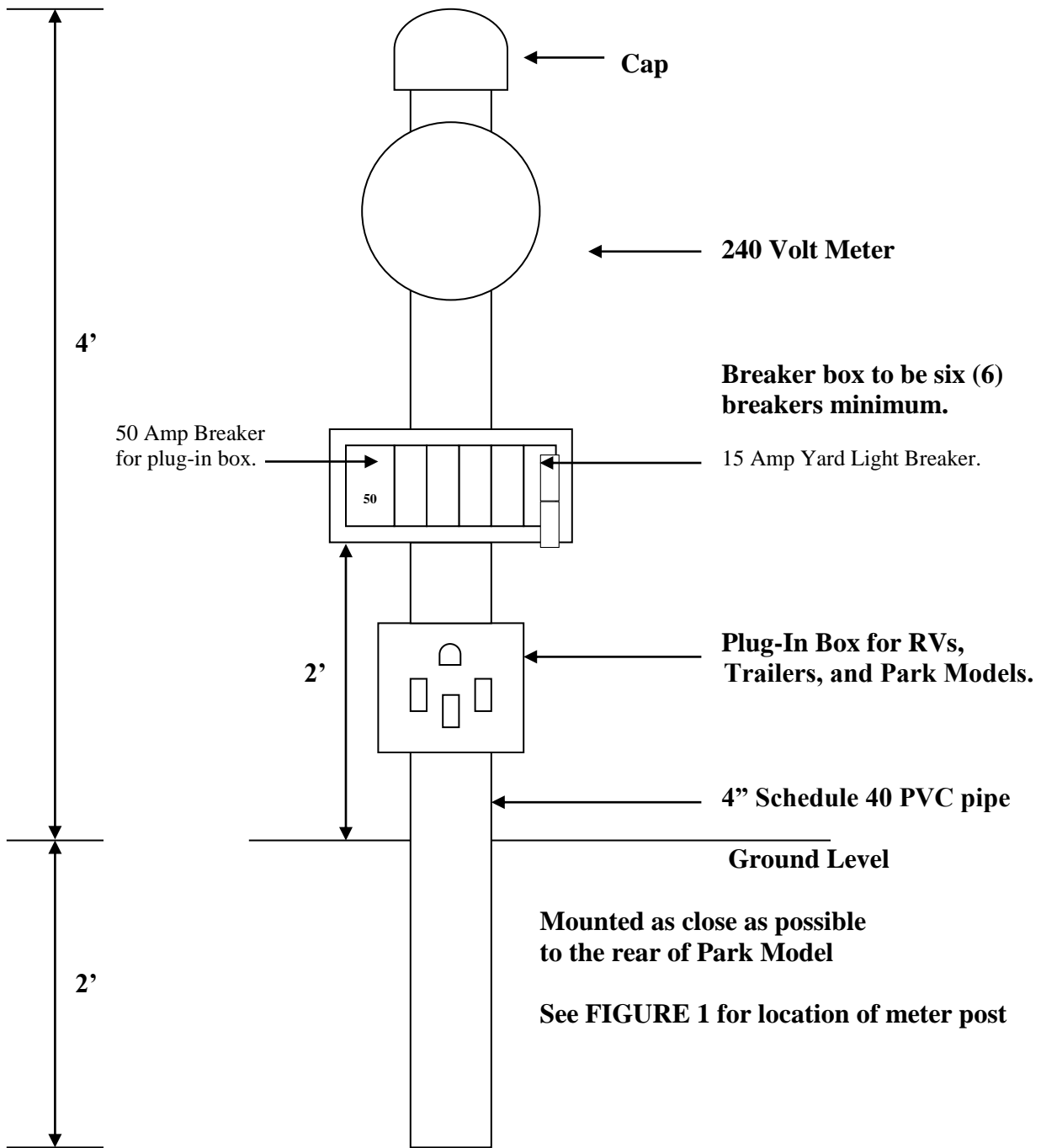


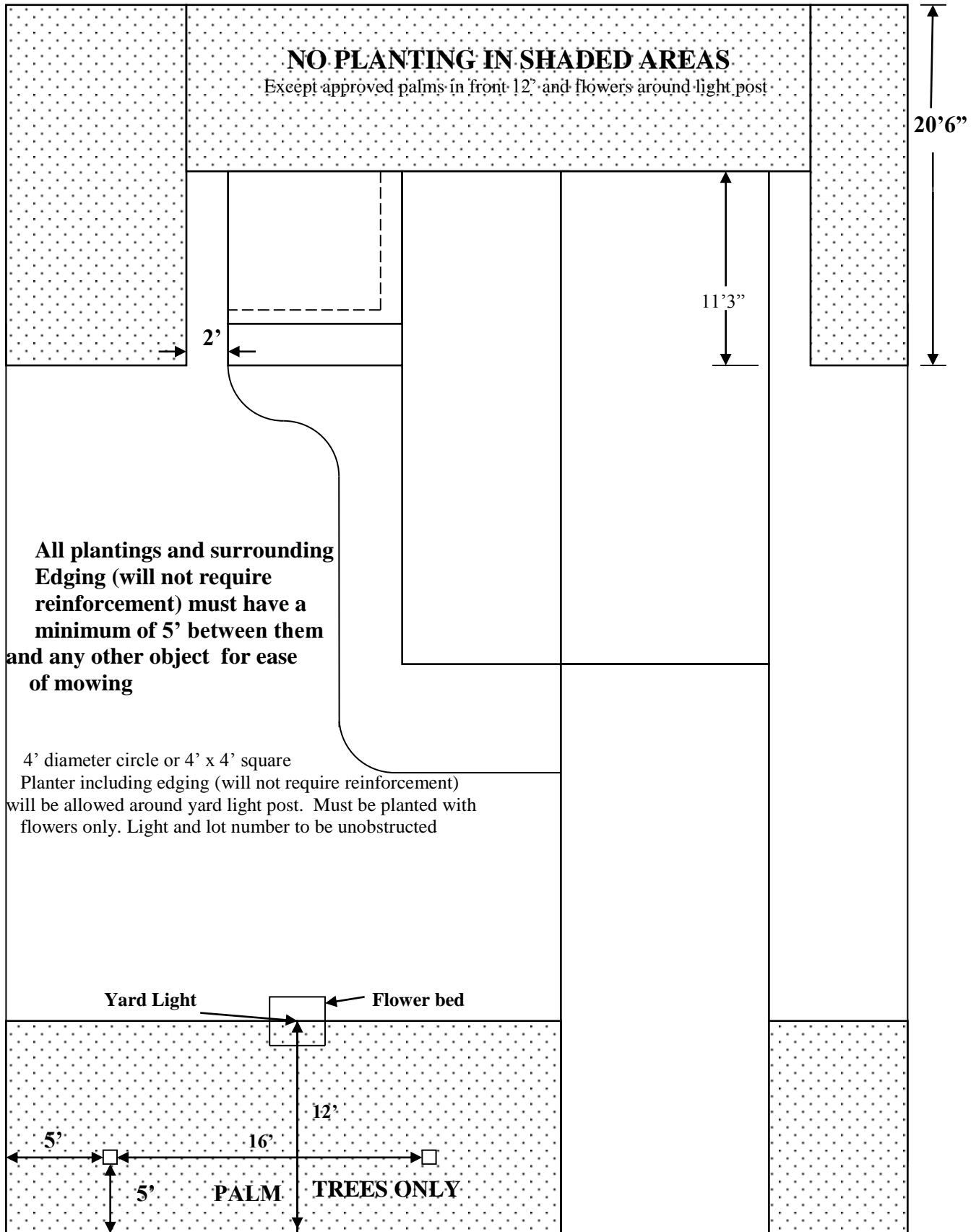
FIGURE 7

Sch. 80 changed to Sch. 40 – 12/12/95

Rev. 1/96

Rev. 7/07 (FIGURE Re-drawn)

Rev. 12/17/13



Rev. 1/10/96
 Rev. 7/07 (FIGURE Re-drawn)
 Rev. 12/17/13

FIGURE 8

W & I Variance Criteria

A variance may be granted only when the strict enforcement of the Building Code will result in a hardship. A determination that a hardship exists upon the consideration of the following criteria.

- | | | | |
|----|--|---|---|
| 1. | Is the alleged hardship due to circumstance <u>unique</u> to the property? | Y | N |
| 2. | Were the circumstances causing the hardship <u>created by someone or something other than the property owner</u> ? | Y | N |
| 3. | Is the variance <u>reasonable</u> ? | Y | N |
| 4. | Will the issuance of the variance <u>maintain the essential character</u> of the locality? | Y | N |
| 5. | Does the alleged hardship involve <u>more than economic considerations</u> ? | Y | N |
| 6. | Is the variance <u>consistent</u> with the Building Code and park rules? | Y | N |
| 7. | Without the variance will the Leaseholder be denied <u>reasonable use of the property</u> ? | Y | N |

**W & I Resort
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W & I FIRE PROTECTION

RECOMMENDED

To provide fast response to a fire a 75' - 5/8" or 3/4" garden hose with a sprayer nozzle attached shall be on a proper hose holder attached to or near the rear of the shed or park model and hooked to a live hose bib. This will provide 3 to 5 sources of water for first response to any fire.

PROPANE BOTTLES

ALL propane bottles shall be secured to a metal post or to Park Model with metal chain to prevent falling, per fire code.

All propane bottles shall be on concrete pads, either poured or pre-cast. (pre-cast will not require reinforcement)

SEWER TRAP

A sewer trap shall be installed between Park Model drain and sewer inlet.

Rev. 1/95

Rev. 1/96

Rev. 3/07 (mowing disk removed)

Rev. 12/17/13 (SPA's Eliminated)

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**SPECIFICATIONS FOR THE INSTALLATION
OF SATELLITE ANTENNA DISHES AND CABLE ANTENNAS**

SATELLITE DISH

1. Satellite antenna size is not to exceed industry standard.
2. Satellite antenna is only to be installed at the rear of the unit or Shed.
3. Lower edge of Satellite antenna dish not to be more than two feet (2') above the roof of the unit.
4. Satellite antenna, size not to exceed industry standard, to be installed on the roof or on a metal or PVC pole, firmly anchored in concrete in rear of unit, abutting and flush with existing pad. On empty lots, the Satellite antenna is to be installed on the shed or at the rear of the blacktop or cement pad. Satellite antennas not useable must be removed.
5. Approval must be obtained from Buildings and Grounds Committee or Park Manager before erecting any satellite antenna dish.

Rev. 1/95; Rev. 12/17/13

TV ANTENNA

TV antennas are permitted if they are mounted at rear of Trailer or Park Model or attached to rear of the unit. There will be **NO** wires from pole to ground. TV antennas not useable must be removed.













Rev. 12/17/13

W & I CODE COMPLIANCE CHECKLIST

RV Lot Park model For Sale

Lot # _____ Owner _____ Date ____ - ____ -20__

Inspectors (2) _____, _____

	OK	NA	??	Comments
1. Post light (flower bed)		<input type="radio"/>	<input type="checkbox"/>	_____
2. Trees		<input type="radio"/>	<input type="checkbox"/>	_____
3. Patio roof		<input type="radio"/>	<input type="checkbox"/>	_____
4. Concrete		<input type="radio"/>	<input type="checkbox"/>	_____
5. Shed		<input type="radio"/>	<input type="checkbox"/>	_____
6. Electrical		<input type="radio"/>	<input type="checkbox"/>	_____
7. Antennas		<input type="radio"/>	<input type="checkbox"/>	_____
8. Propane tanks		<input type="radio"/>	<input type="checkbox"/>	_____
9. AC unit		<input type="radio"/>	<input type="checkbox"/>	_____
10. Roof park model		<input type="radio"/>	<input type="checkbox"/>	_____
11. Park model		<input type="radio"/>	<input type="checkbox"/>	_____
12. No plant zone		<input type="radio"/>	<input type="checkbox"/>	_____

Other _____

Comments _____

Date Filed ____ - ____ - 20__ RED TAG OK

HIRING AND WORKING WITH A CONTRACTOR



What should I know or do?

There is little government regulation to protect you from shoddy workmanship. Indeed, you are on your own in making the appropriate choices about what process and professionals to use. So when hiring a professional to do a job, ask the right questions and diligently pursue the answers.

You have now received the **W & I Resort Building Code Requirements Booklet**, which provides the forms and information requirements for construction or improvements on your lot at W & I Resort. **Please read it before starting your project.**



A word on preparation – If you are unfamiliar with remodeling projects or improvements, you should do some research to determine what is involved. Your research should cover the job you want done, the materials to be used, and the way to install them. This knowledge will help you differentiate good contractors from bad ones. The more you know about the job to be done, the easier it will be for you to monitor the work and determine that it is being done correctly.

Who is a general contractor? A general contractor is a project manager who coordinates all aspects of the job – including hiring, scheduling, and paying subcontractors. The general contractor also orders, pays for, and coordinates the delivery of all materials, inspects the work that is being done, and makes sure that the job is finished on schedule and at the price agreed upon.

Choosing a Contract – There are many places to look for names of contractors. Start by asking friends and neighbors who have had work done. Building supply stores and home care centers have regular business associations and may be able to give you some names of good contractors. Trade associations usually offer good referrals because it is important to them that their members maintain good reputations. You can also check the yellow pages. However, you will be able to find out more about a contractor from persons who have worked with that contractor. After you have obtained the names of some contractors, contact them to see if they are interested in doing the job and when they might be able to start.



Investigating the Contractor – Before you sign any agreement or contract, you need to find out what the contractor's reputation is for reliability and fairness. Find out how long the company has been in business and how long its' workers have been doing the type of work you are contracting them for. Some places you might check include the City inspection department and the Better Business Bureau, but the best place is former customers. Check several references, and if possible, contact past customers, as well as current ones. Some questions you might ask include asking if the work has held up well, would they use the contractor again, and were the workers tidy, prompt, and pleasant. You will also want to find out if the contractor is licensed, bonded, and insured. While licensing isn't required for most contractors, it may be a sign of stability if they are. Make sure they are **insured**, so you are not liable for any injuries the contractor's employees might sustain. You will also need to find out how long the job will take and what hazards may be present for you and your family during the project. Be specific about who is going to clean up and haul away debris from the job site. The contract should clearly state that the contractor will remove all debris and leave the project in "broom-clean" condition. It should also state how the contractor will dispose of waste, particularly any hazardous waste, **and under no circumstances, will the contractor be permitted to use W & I Resort dumpsters to dispose of any waste materials.**



Bids – Get several bids and be sure you are getting bids for work of the same quality on any construction, painting, plumbing, electrical wiring, etc. Pay attention to red flags, such as a sense of discomfort with the contractor, a failure to get information in writing, or inability to get any references. Beware of evasive responses to questions. You should not accept any verbal bids, regardless of the size of the job. When you receive the bid, be sure everything you want done is included and that no unwanted extras have been added. A good estimate should also be itemized. This helps you identify the most expensive parts of the project so you can look for less expensive alternatives. It also makes it possible to more easily compare estimates from competing contractors and negotiate their prices. The best reason for getting several estimates is to see the range of prices. Prices may vary because one contractor plans to do a more thorough job or is building more durability into the project. Some contractors may purposely bid high because they have plenty of work and either don't need or want the job. To discover the difference, ask the high bidders what you are getting for the extra money. You can also ask the low bidders if they can include all of the features of the high bidders and how this will change their estimate. If you are going to scrutinize bids in this manner, they should be itemized, but even an itemized estimate can cause trouble if the language is vague. Details make a big difference in price. Keep in mind that the **low-bid contractor may not necessarily be the best one for the job.**

Contract – Many contractors will have standard contracts with spaces to fill in specifications, but there is no assurance that all the items you want are included, so make sure you add them. A printed contract form is merely a starting point for negotiation and can be revised. Remember that promises and verbal agreements often lead to misunderstandings, so put everything in writing.

Make sure specifications are described in great detail. If you do not, you and the contractor may misunderstand each other and then problems could develop. When applicable, specify type of material, brand names, size, color, grades, styles, etc. Specify that all work must comply with **City of Mission building codes and the W & I Resort Building Code Requirements Booklet.** All material and labor costs should be listed in detail.

The contractor should obtain all necessary building permits for the work to be done. If the contractor asks you to obtain the permits, refuse. The person who takes out the permit must ensure that the work is done to code. If you obtain the permit, you will be responsible for any violation of the building codes.

Discuss with the contractor, the terms and payment for the contract. Find out if the contractor wants some funds up front. Try not to succumb to pressure to pay half or more before any work is started. If possible, try to set up payment terms that are “only upon completion” of the project. You will also want to specify if the contract has a cancellation clause, the date the work will commence, how much time will be allowed to complete the project, and if extensions will be granted. Once preliminary discussions are over and you have a written estimate, go by what is written, and don't put any stock in verbal assurances about features that didn't make the transition from discussion to writing.

Guarantees and Warranties – The contractor should specify whether all or part of the work is guaranteed, and if so, what the guarantee covers and for how long. The Contractor should also inform you if any of the materials used are guaranteed or carry any warranties. A one-year guarantee on the work of the contractor and any subcontractors is a legal minimum.

Summary Checklist

- Know what your project involves.
- Write clear and precise specifications.
- Always get bids from at least three contractors and don't accept any verbal bids.
- Investigate your contractor thoroughly.
Take your time and be sure all needed items are in the contract before you sign it.

W & I Resort Park Rules

The rules apply to the reader as well as to his neighbor and are to assure uniformity in our park so that we, as well as visitors, will enjoy and admire our park and it will continue to be the best-looking park in the Valley.

1. **Registration:** All leaseholders and renters MUST register at the office upon arrival.
2. **Maintenance Fee:** Includes water, garbage, sewer and parking area for extra vehicles.
3. **Badges:** Name badges are issued at the office and should be worn at all functions.
These badges should be worn when attending Bingo.
4. **Phone Calls:** All emergency calls will be delivered to you as soon as possible. Other calls will be put in the mailboxes in the clubhouse on the east wall.
5. **Clubhouse:** The laundry room is on the northwest end of the clubhouse and is open 24 hours a day. There is poolroom, library, poker and card tables and a TV available in the clubhouse. Each and every person should help keep the clubhouse, laundry and restrooms neat and clean at all times. The last person to leave the clubhouse, library or poolroom is responsible for turning off the lights, coffee pots, fans, TV, VCR, etc. and making sure all doors are locked. Equipment in the clubhouse cannot be removed for personal use. Clubhouse showers are for emergencies and guests.
6. **Private Functions:** Any leaseholder or renter wishing to conduct any function in the clubhouse or other recreational areas, must first obtain permission from the Activities Director. If it is the same time as a regular scheduled activity, a written permission must be obtained from that activity chairperson to cancel that activity for that date. Those with permission shall be responsible for clean-up. The building shall be left in the same condition as found. On Valentine's Day and St. Patrick's Day no regular activity is to be scheduled so that special events can be arranged by the Activities Director.
7. **Electricity:** Meters will be read on the last business day (weekday) of the month and bills will be put in the mailboxes in the clubhouse on the east wall. If you are not staying in the park and your monthly bill is over \$25.00 or more, your bill will be mailed to your home address.
8. **Pets:** Pets (any domesticated animal) must be on a leash at all times not to exceed ten (10') feet. You are responsible for the actions and conduct of your pets, including noisy and barking pets. Do not leave pets outside unattended. Pets (excluding service dogs) will not be allowed in any common areas, including swimming pool, clubhouse, mailboxes, shuffleboard courts or similar areas. Pets are not allowed to walk on or relieve themselves on any leaseholder lot, which also includes the area around sign

poles and the poles themselves. Pets may be exercised in the park streets, if the rules are followed. Designated areas for pet walking include the south side of Sage Street, the landscaped strip along Stewart Road and the pet owner's own lot. A container must be carried and waste must be picked up immediately. It is recommended that all children walking pets should be under the supervision of an adult. All pet owners are required to register at the office. Pet owners new to the park will be asked to document their understanding and intent to comply with the pet rules. Leaseholders will be required to register only once, unless their pet status needs to be updated. All pet complaints must be taken to the Pet Committee, where an attempt will be made to resolve the issue. When an individual has been contacted by the Pet Committee for violating pet rules for the third time, he or she will be sent a letter of warning. Upon the fourth time and for every additional complaint there will be a penalty of \$10.00

9. **Advertising**: No leaseholder or renter may establish a sale facility or transact business within the park area. No advertising signs may be displayed except "For Sale" or "For Rent" which must be posted on the front or side window of the unit or front of shed. A one-time, two-day garage sale is allowed when selling and moving out of the park. Signs may be posted in the laundry room and on bulletin boards only. Exceptions are licensed vehicles, motorcycles, golf carts which may have a "For Sale" on them.
10. **Self-Contained Units**: No tents or tent trailers are permitted. All units must be self Contained. NO PORT-A-POTS to be accepted in the park.
11. **Heated Swimming Pool**: Rules are posted at the entrance to the pool. PLEASE abide by them. Children must be accompanied by a responsible adult and supervised at all times while in the pool area and all other common areas within the park.
12. **Smoking Code**: NO tobacco use (smoking or chewing) in the clubhouse.
13. **Trash and Garbage**: All garbage MUST be in plastic bags, tied and deposited in the dumpsters at the southwest corner of the park. No changing of oil or disposal of oil filters is allowed in the park (maintenance vehicles are the exception). All waste, such as grass clippings and shrub trimmings (not fruit or rinds) must be put in the front of your lot for pick up by the maintenance crew. The following items **CANNOT** be put into the W&I dumpsters nor discarded or left within the premises of W & I Resort.
 - **Large household goods**: Refrigerators, water heaters, stoves, microwaves, household furniture, mattresses, carpeting, etc.
 - **Building materials**: Doors, windows, roofing, gutters, toilets, sinks, cabinets, etc. Also, propane cylinders, gas cans, motor oil, a/c units, heating units, bicycles, scooters, wet cell batteries, auto/truck tires and parts, patio furniture, etc.

These items must be removed from W & I Resort and the removal paid for by the person(s) responsible for the item(s). Anyone found in violation of this rule will be required to retrieve the item(s), regardless of where they are and have them disposed of properly.

14. **Lights:** All yard lights are to have electricity to them so the light will come on during the night time hours all year long.
15. **Individual Lots:** It is your responsibility to keep flowerbeds weeded and trees pruned. No storage is allowed under travel trailers or motor homes. No clothes lines are permitted that can be seen.
16. **Units:** Only one RV used for living quarters is allowed on each lot.
17. **Transportation:** Only one vehicle (automobile, van or pickup) and 1 golf cart and 2 motorcycles may be parked on each lot with the exception of a Motor home , 5th wheel or trailer when you arrive or leave. These vehicles may be parked on the street overnight for a maximum of 72 hours for unloading and loading.
18. **Parking Area:** Units in the parking area at the south end of the park need to have the lot number of the owner displayed on them at all times, so it can be seen from the street, or they will be subject to towing at the owner's expense. There needs to be a 6 foot space all the way around the vehicle or trailer so mowers can get around them.
19. **Parking Permits:** If you park your vehicle, 5th wheel trailer or motor home on someone's lot, you need to have written permission, filed in the office, in the lot owner's folder.
20. **Visitor Parking:** Visitors can park on the north side of the street between the hours of 6:00am and 11:00pm ONLY. NO OVERNIGHT PARKING ON THE STREET. Extra parking space is available in the area at the south end of the park.
21. **Speed Limits:** Any vehicle driven in the park needs to observe a 15 mph speed limit.
22. **Construction:** There is to be no construction or alteration on your lot without first having your plan approved by the Park Manager and the Buildings and Grounds Committee, that the plans are following our Park Building Codes. This includes all electrical work, and outside construction.
23. **Electric:** All electrical connections for park models, trailers, and 5th wheels are required to have a 30 amp plug (for 120 volt meters) or 50 amp plug (for 240 volt meters) so they can be unplugged for safety. In no case shall two adapters be used for your hookup. All permanent units installed after March 1985, must have a 240 volt meter and a 220 volt power source. All work must be accomplished by a licensed electrician after obtaining a "Buildings and Grounds Approval Form" from the office and signed by the Buildings and Ground Chairman.

24. **Trees**: Two types of palm trees are permitted on your lot. They are the Washingtonia or Chinese Fan Palms. They must be planted between the light post and five feet from the edge of the street. The planting of other types of trees are acceptable in allowable areas. See page 16, Figure 8, to see where you can plant trees and shrubs. For **Tree Trimming & Removal**: If you hire a tree service or a private individual from outside the park, to trim or remove any tree or shrub in your yard (including the palm trees), they are responsible for hauling all debris out of the park.
25. **Safety**: It is advised that bicycles ridden after dark have a white light in front and a red light in the rear. Bicycles ride with traffic. Walkers who walk after dark are advised to carry a light or wear a blinking device and face traffic. No driving of scooters, mopeds, motorcycles or golf carts is permitted on sidewalks. The only exceptions are handicap scooters, electric wheel chairs and maintenance vehicles. Walkers shall always have the right-of-way.
26. **Recycling**: Aluminum cans must be washed and crushed. Tin cans need to be washed out and both ends cut out then flattened. Bi-Metal cans can be recycled as tin cans. Clear or green plastic bottles/containers should be cleaned and flattened before placing in bin. Corrugated cardboard and cereal boxes must be flattened. Newspapers are to be bundled up and stacked neatly. No magazines, white office and computer paper, brown grocery bags, telephone books or **OIL BOTTLES, Please!** **PLEASE refer to current recycling procedures posted at the recycling area.**
27. **Leaseholder Property**: All goods and personal property of any kind placed by Lessee in or upon the leased premises, shall be the sole responsibility of Lessee, and in no event shall Lessor be liable for any loss or damage to said goods or property for any reason whatsoever. **Note**: This includes all trees and shrubs.

Board of Directors

Revised 12/17/13