



OAK FOREST
MOBILE HOME
PARK

301 Krenek Tap Road
College Station, TX
77840

Community Rules and Policies

Important Contact Information & Phone Numbers

Oak Forest Emergency Contacts

Emergency – Fire, Police, Ambulance	911
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IN THE CASE OF AN EMERGENCY, ALWAYS CALL 911.

Oak Forest Community Office	979-693-5206
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Owners

5 B Management, LLC.	979-575-1207
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Joseph M. Falcone / Managing Member

Non-Emergency Numbers

College Station Fire Dept. & Ambulance	979-764-3700
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College Station Police Dept.	979-764-3600
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College Station Animal Control	979-764-3600
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Hospitals

St. Joseph Medical Center	979-764-5100
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St. Joseph Regional Health Center	979-776-3777
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The Physician Centre	979-731-3100
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Services and Utilities

U.S. Post Office, College Station	979-693-4152
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Electric, Water, Sewer & Garbage Service

College Station Utilities	979-764-3535
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310 Krenek Tap Road
College Station, TX

Emergency	1-855-284-4278
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Gas

Atmos Energy	1-888-286-6700
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Telephone

Frontier	979-200-2060
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Cable TV

Optimum	1-877-739-1485
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Forward

Oak Forest Mobile Home Community was designed and constructed to provide a quiet and friendly community in which to live. In order to protect the interest of the Homeowner and to achieve the degree of excellence that was intended for this Community, the Residents must strictly follow certain rules and policies. Only through the cooperation of both Management and Residents can the aims and goals of Oak Forest be accomplished.

Rules and Policies

Rent

Rent is paid in advance.

RENT IS DUE THE FIRST OF EACH MONTH AND BECOMES DELINQUENT IF NOT RECEIVED BY THE 5TH.

A late charge of \$25.00 is added for the 6th day and \$1.00 per day late charge is applied until paid in full. All checks returned by bank will be deemed late and all late charges will apply. Manager mailbox is located at the clubhouse by the pool gate for the deposit of rent checks after business hours. **No cash will be accepted.** Rent must be paid by check, money order or other traceable or negotiable instrument.

Security Deposit

Security Deposit of **\$400** is required in addition to all rents due and will not be treated as a first or last month's rent. See Security Deposit Agreement for conditions of refund.

Occupancy

Homes must be owner occupied. Owner occupancy is defined as any member of the immediate family of the legal owner of the home. No home can be used as Rental Property.

SEE COMMUNITY RULES & POLICIES PAMPHLET

Roommate Registration

All roommates must be registered with the Community Office within 5 days of occupancy (city ordinance).

Mailboxes

Mailboxes are furnished for all residents. A \$3.00 key deposit is required.

Vehicles

ONLY TWO VEHICLES PER HOME ARE ALLOWED.

VEHICLES MUST BE PARKED ON THE PAVED PARKING AREAS. AT NO TIME WILL RESIDENTS BE ALLOWED TO PARK IN THE STREET OR ON THE GRASSED AREAS.

TEMPORARY GUESTS ONLY may park parallel on the street with only two tires on grass.

NO PARKING will be allowed in the NO PARKING-TOW AWAY ZONES (painted in yellow). Vehicles parked in these zones will be subject to towing at the owner's expense.

No unlicensed or inoperative vehicles are permitted. No major automobile repairs will be permitted within the park.

The use of motorcycles, motor scooters, mini-bikes, ATVs, etc. for sport or recreation within the community confines is PROHIBITED. If a person uses this type of transportation to and from work, Management must be notified.

Boats, trailers, and other recreational vehicles are allowed only when parked in one of the two parking spaces for your lot. These vehicles are not permitted to be parked on the grass or on the street at any time.

It is the Resident's responsibility to ensure that guests do not occupy another Resident's numbered parking spaces.

SPEED LIMIT IS TEN (10) MILES PER HOUR WITHIN THE COMMUNITY. It is the Homeowner's or Resident's responsibility to ensure that all guests and roommates obey the speed limit.

Pets

ONLY TWO PETS WILL BE ALLOWED PER HOME. ONLY INDOOR PETS WITH A FULL GROWN WEIGHT NOT TO EXCEED THIRTY-FIVE (35) POUNDS WILL BE ALLOWED. ALL PETS MUST BE APPROVED AND REGISTERED WITH MANAGEMENT. Visitor's pets are not allowed. No exotic pets will be allowed.

Personal liability may be required, if deemed necessary, for certain breeds of pets. The insurance must be kept current, and a copy of the policy must be kept in the Community office.

Prohibited breeds of dogs include: Rottweilers, Pitbulls, German Shepherds and Chows.

Residents must repair any damage caused by their pets.

Pets are not allowed to run free. When outside, they must be leashed and supervised. Pets are not allowed to be tied outside or left in fenced lots.

AT NO TIME WILL PETS BE ALLOWED IN POOL AREA OR THE CLUB HOUSE.

In the event of complaints, if an investigation reveals complaints are warranted, a warning will be issued to the Homeowner. After the third justified complaint, the owner will be required to dispose of the pet or vacate the premises.

Swimming Pool

Security cameras have been installed in the pool area to monitor the use of the pool and to ensure residents and guests are abiding by pool rules. The system will tell the office when someone enters and exits the pool. An **entry gate card** is required to obtain entry into the pool area. One (1) pool Ifob per lot may be purchased for \$20.00. This is a non-refundable charge and the pool Ifob must be returned to the office when you move out of the park. Only the Resident on the lease will be able to pick up and sign for the pool Ifob. **You may not let anyone use your pool Ifob. All residents using the pool Ifob must be registered with the office.**

SEE COMMUNITY RULES & POLICIES PAMPHLET

Pool Hours: 8:00 a.m. – 10:00 p.m. Tuesday-Sunday

Pool is closed on Mondays.

Pool Rules

1. Swimming pool is only for Oak Forest Residents and their guests. **Only two guests per resident are allowed.** Guests must be accompanied by a resident at all times.
2. **Residents and guests under fourteen (14) must have a parent or an adult Resident supervising them at all times.**
3. No pets or glass permitted in the pool area
4. No profanity, diving, running or horse play.
5. No furniture or chairs allowed in pool.
6. Swim diapers are required for anyone wearing diapers, if they are to use the pool. Swim diapers prevent accidental leaks associated with traditional diapers and help reduce the chances of E. coli bacteria from being released into the pool.
7. **Swimsuits are required at all times.** No swimming in pants, cutoffs, shirts, skirts, dresses, etc. No holes, unhemmed clothing, clothing with buttons, cotton shorts, or undergarments will be allowed. **Only white t-shirts and nylon wind shorts may be worn over your bathing suit, but you must have a bathing suit on under them.**
8. City ordinance: **Keep gate closed at all times.**
9. Climbing over pool fence and gates is not permitted.
10. **No alcoholic beverages in any common area in the park or at the pool or clubhouse area. All trash must be place in the trash container. All cigarette butts must be placed in the ash tray. No smoking in pool.**
11. Management and the pool person will be monitoring the pool, and if you are asked to abide by the rules, you must do so immediately.
12. Pool privileges will be refused to anyone, for any length of time, for misconduct at any time.
13. Management reserves the right to allow or disallow use of the pool by any resident or resident's guests.
14. Maximum user load is 27.
15. No swimming if you had diarrhea within two weeks.
16. Extended breath holding activities are dangerous and prohibited.

IF A RESIDENT IS FOUND TO BE IN VIOLATION OF POOL RULES ON THE SECURITY CAMERA VIDEOS OR BY MANAGEMENT, RESIDENT WILL RECEIVE A WRITTEN NOTICE. IF THE RESIDENT VIOLATES ANOTHER RULE, THEN A SECOND NOTICE WILL BE WRITTEN. IF VIOLATIONS CONTINUE AFTER THE SECOND NOTICE, THE RESIDENT WILL BE CODED OUT OF THE POOL GATE AND WILL NOT BE ALLOWED TO USE THE POOL FOR THE REMAINDER OF THE POOL SEASON AND/OR MAY BE SUBJECT TO EVICTION FROM THE COMMUNITY.

USE OF SWIMMING POOL WILL BE AT YOUR OWN RISK.

NO LIFEGUARD ON DUTY.

Club House

General Hours	8:00 a.m. – 12:30 p.m.	Monday, Tuesday, Thursday & Friday
	8:30 a.m. – 5:30 p.m.	Wednesday
Private Party Hours	5:30 p.m. – 11:00 p.m.	Monday through Friday
	8:00 a.m. – 11:00 p.m.	Saturday and Sunday

General Use

1. NO alcoholic beverages permitted.
2. NO loud or unruly conduct.
3. NO profanity.
4. **A parent must accompany any individual under the age of twelve (12) in the clubhouse. A parent must accompany any individual under the age of fourteen (14) when using the pool or pool area.**

Private Parties

Residents may reserve the clubhouse for private parties by applying in writing to the management stating nature of the party, number of guests, and date desired. The request will be granted if type of party complies with restrictions, provided the date and the space do not conflict with previous commitments.

1. A deposit of \$250.00 is required. \$200 will be refunded if clubhouse is left clean, no damage has been done, and rules have been followed including the pool area rules if used.
2. The applicant is responsible for leaving the facilities clean and arranged.
3. All damage and breakage to the facilities will be charged to the person who reserved the room.
4. **NO student clubs or groups will be allowed to reserve the clubhouse.**
5. **NOT more than 40 guests will be permitted.**
6. The clubhouse facilities cannot be reserved for others not living in Oak Forest.
7. The Resident reserving facilities must be present at all times.
8. **NO** loud amplifiers permitted.
9. **NO** functions held primarily for the personal monetary gain of an individual
10. Residents may not reserve clubhouse more than once in a two-month period.
11. **NO alcoholic beverages permitted.**
12. Must have pool card to use pool for private parties.

NOTICE: THE CLUBHOUSE IS FOR THE USE OF RESIDENTS AND GUESTS ONLY!

SEE COMMUNITY RULES & POLICIES PAMPHLET

Management reserves the right to restrict use of the clubhouse by any resident who violates rules with regard to its use.

Recreation Areas

Recreational facilities are not supervised - use at your own risk. Play areas are provided for the enjoyment of our residents and their guests.

We do not provide supervision of these areas; therefore, Resident must supervise guests or anyone under the age of twelve (12) when using the recreational facilities. Age fourteen (14) in and at pool.

Alcoholic beverages are not allowed at any common areas within the Community.

Bows and arrows, BB guns, sling shots or other projectile shooting toys or sporting equipment are not to be used in the Community.

Residents are requested to notify Management of any unsafe condition, activity or facility in the Community.

Community owners and Management assume no responsibility for the safety of any resident or their invitees while using the recreational areas.

Good Neighbor Policies

Everyone is expected to conduct him or herself in a dignified and neighborly manner. Radio, television, musical instruments and all other sounds should not be loud enough to disturb your neighbors.

College Station Police Department and Oak Forest Community is committed to strict noise, alcohol, and illegal drug use enforcement. Any resident or occupant receiving a violation from any law enforcement officer of College Station for noise, or alcohol infraction within the Community will be asked to vacate the property immediately. Any resident or occupant receiving a violation for **illegal drug infractions** will be asked to vacate the property immediately.

Walking through or loitering in other resident's home sites is not permitted.

Respect for the rights of your neighbors will continue a friendly atmosphere within the Community.

Disturbance, Damage and Unruly Conduct

Disturbance of peace and willful or careless destruction of or injury to property will be cause for issuing notice of eviction to offenders. Homeowners will be held responsible for any damages done by any occupants of their home, invitees, guests, and roommates to Community property, or to property of others.

Unruly conduct or interference with other residents will not be tolerated.

Miscellaneous

Antennas may be installed with Management approval and per Community guidelines. Ten inch satellite dishes are allowed. Location and means of installation of all satellite dishes must be approved and attached to the structure of the home or deck and disguised in a complementary fashion to blend with the appearance of the home.

Garage sales are permitted, but each resident may have no more than two per year.

The use of firearms, fireworks or explosives of any description is forbidden in the Community.

Residents are responsible for damages caused by their family, guests, invites, or roommates.

Anyone "visiting" a resident of the Community and living in their home for more than seven (7) days are considered residents and must be registered at the Community office.

Violations

If a resident is found to be in violation of one or more of the above-mentioned rules and policies, he will be informed of his violation by a written notice and asked to correct the problem. If the violation is not corrected in a reasonable length of time, or if a particular violation is being repeatedly committed, the individual will receive a second notice. This notice will inform the resident of the violation and indicate that further violations will require eviction. If the violation continues after the second notice, the resident will be required to vacate the community.

Management has the right to require the occupants of a space to vacate within 72 hours if their conduct is deemed detrimental or incompatible with the interest and welfare of the community.

Residents are encouraged to report infractions of these rules as well as complaints, suggestions and/or unsafe conditions to the Management. Resident should be prepared to put all complaints in writing. All requests, complaints, disputes and maintenance requests must be in writing. Community owner or management has no duty to provide security in any form.

Guidelines of Oak Forest Community and Homeowners' Responsibilities

All new residents of Oak Forest Community should use these guidelines when installing utilities to their mobile homes. The guidelines include information you should be aware of as utilities are installed. By following these guidelines, you will avoid doing the work over. **The City of College Station requires electrical utilities, gas, water, and sewer lines be installed by licensed professionals.**

To have utilities connected, the City of College Station requires 4 inch reflective lot numbers be placed on the manufactured home on the side that faces the street.

Water, Power, Garbage and Other Services

Water is furnished by the park.

Each resident pays for his own electric and natural gas service, metered separately according to amount used, and is billed directly by the respective companies.

Sanitary sewer and regular garbage service are billed directly to the resident by the City.

Telephone and television cable connections are available to each space.

Problems with Utilities

WHEN YOU HAVE AN ELECTRICAL, WATER OR SEWER PROBLEM, YOU SHOULD NOTIFY THE OFFICE.

MANAGEMENT WILL ADVISE YOU WHO IS RESPONSIBLE FOR REPAIRING THE PROBLEM.

WE MAY BE ABLE TO CORRECT THE PROBLEM IMMEDIATELY WITH NO EXPENSE TO THE HOMEOWNER IF IT IS DETERMINED TO BE THE COMMUNITY'S RESPONSIBILITY AND NOT THE HOMEOWNER'S.

OAK FOREST COMMUNITY IS NOT RESPONSIBLE FOR CHARGES BY AN ELECTRICIAN OR PLUMBER WHEN CONTACTED BY THE HOMEOWNER.

Water Lines

Important Note: College Station has high water pressure. Installation of a pressure regulator will help prevent leaks and broken water lines caused by the high water pressure. If your water heater is electric, you may want to install an anti-siphon valve to prevent it from draining in the event of water disruption.

1. The Homeowner is responsible for water lines from the Oak Forest Community's supply line to the mobile home.
2. The Community will maintain lines up to the cut-off and faucet. The Homeowner is responsible for maintaining the line from this point to the home.
3. Water line must be insulated from point of connection until it enters home.

Water Line Repairs

Periodically Management or the City of College Station will have to disrupt water service due to emergency or general maintenance/repair of water lines. We realize this is an inconvenience and management may not be able to notify you in advance. We suggest you keep a small amount of drinking water in a reserve.

Management is not responsible for damages due to disruption of water service. When water leaks are the responsibility of the Homeowner, leaks must be fixed in a timely manner. Management may require water to be cut off until fixed. **If leaks are excessive and water usage is not being conserved, Management reserves the right to charge a fee of \$10.00/day until leak is repaired.**

Electrical

Warning! Electrical wiring must be protected by metal or solid plastic conduit. The City Inspector will disconnect your electricity if he finds improper wiring.

Oak Forest Community provides electrical service up to 100 AMP or 200 AMP services, to include electrical pole, meter, panel and breaker. If breaker becomes defective, we will replace it.

If the air conditioner unit is on a separate breaker, the breaker and wiring to the A/C unit is the Homeowner's responsibility.

The breaker panel, main breaker and meter loop become the property of Oak Forest Community and must remain when the home is moved out.

For 100 AMP or 200 AMP Service the Homeowner pays for connecting the home to existing breaker panel. **All wiring from the home to the panel and pole belongs to the Homeowner and therefore the Homeowner is responsible for it.**

Garbage

Garbage and refuse **MUST** be stored in closed garbage containers provided by the City.

Garbage containers must be removed from the street within 12 hours after pickup (city ordinance).

Sewer

Homeowner is responsible for line connection from home to sewer line as it enters ground. Community is responsible for only sewer lines owned by the Community.

Do not use tape on any joints when repairing sewer lines. Tape will not seal properly.

Natural Gas

Homeowner is responsible for the line connecting from Atmos Energy Meter connection to their home.

Community is responsible only for gas lines owned by the Community.

Homesites

The Resident is responsible for the overall appearance of the home site. It shall be kept orderly, neat, clean and free of litter at all times. STORAGE OF UNSIGHTLY ITEMS AROUND OR UNDER MOBILE HOMES OR ON PATIOS OR DECKS IS ABSOLUTELY PROHIBITED.

In the event Resident fails to keep home site in a clean and orderly fashion, Management will charge a minimum fee of twenty-five dollars (\$25.00) for services relating to the upkeep of the home site.

All decks, patio covers, storage buildings, etc. must be approved by Management before being constructed or moved onto lot. Size allowed will depend on individual lot sizes and utility locations. Decks and patio covers must be erected so as not to drill holes in cement or paved surfaces for supporting purposes. Poles cannot be concreted.

No fences will be permitted except those already installed by the Community.

No spas, hot tubs, or garden ponds are allowed. No above ground wading pools are permitted without Management approval.

Trampolines are not permitted. Management must approve swings or swing sets.

No clothes lines are permitted, unless approved by Management. Laundry may not be hung where it is visible from street.

Lawn Maintenance

The community mows each resident's lawn. Lots are mowed approximately every fourteen days during the months of April through October. During the remaining months, lawns will be mowed at the discretion of Management.

Residents may plant grass, flowers, trees and shrubs to beautify their home site. All shrubs and trees must have Management approval to type and location. Due to underground utilities, please check with Management before planting. The Resident will be charged for the repair of any utility lines damaged by digging or planting on the home site.

All items of landscaping installed on, or that exists on, any home site at any time, may not be removed without Management approval.

Gardens are not permitted. Vegetable plants, such as tomatoes, are permitted in flowerbeds and planter boxes, if they are maintained.

Residents are responsible for insect control, weed control, watering, and fertilizing their own lawns.

Selling Homes

The office must be notified when selling your mobile home. Residents cannot guarantee a prospective buyer a site in the community. The prospective buyer must apply to Management for approval. If buyer does not qualify, the mobile home must be removed from the premises at time of sale.

When selling a home in the park, Management must give approval for home to remain in park. For approval, the home must meet park's standards for condition, safety, and appearance. See Required Standards for Homes and Exterior Structures.

Home and Exterior Structure Standards

In order to enhance and maintain the appearance of homes and the Community, all homes will be inspected periodically for condition, safety, and appearance. Homeowners are expected to maintain their homes and any outside structures in good condition. Certain standards must be met in order to move a home into the Community or be allowed to remain. Management must approve all structures (decks, patio covers, storage buildings, etc.) before being built or moved onto the lot. Management will notify any Homeowner of home or structures not meeting the following standards. All work must be completed 45 days after notice or the home will be required to vacate the Community.

Required Standards for Homes and Exterior Structures

1. Paint in good condition (not faded, chipped, etc.). Management must approve paint colors.
2. No mold or mildew on homes or structures.
3. No excessively dented or torn vinyl or aluminum siding on homes or structures.
4. No rotten or defective wood siding or trim.
5. Condition of skirting must meet Skirting Requirements and hitch must be removed or skirted.
6. Plumbing must be in good condition (no leaking faucets, running toilets, drain lines must be connected to sewer line, etc.).
7. Steps must be in good condition.
8. Decks must be enclosed and in good condition.
9. Patio covers must be in good condition.
10. Storage buildings and additions must be in good condition and painted to compliment your home.
11. Windows, doors, screens or shutters must be in good condition and fully intact.
12. Foil, sheets, blankets, flags, gang-related paraphernalia, etc. are not acceptable as window treatments. Melted and damaged blinds must be replaced immediately.
13. City requires each home be numbered with 4" reflective numbers. Each number shall be easily readable from the street-servicing site. If numbers on home are faded, they must be replaced.
14. No construction, highway or business signs allowed on homes or home sites.

Skirting Requirements

1. All homes must be skirted within 45 days of move-in or purchase.
2. Skirting materials such as vinyl, aluminum or materials that match your home must be used. Treated wood must be used for frames or bracing. Skirting materials and colors must be approved by Management.
3. The front of the home (around hitch) must be enclosed. Corners must overlap or have molding over them. All sides must be enclosed. Homes must have 1 sq. ft. of vent space per 200 sq. ft. of floor space. Vents must be no more than 75 ft. apart.
4. An access door is required near the water and gas cut-offs for easy access to cut-offs in case of emergencies.

5. Corrugated tin, unpainted metal, fiberglass, or wood (wood scrapes, plywood, picket fencing, etc.) are not acceptable materials. Get Management approval before you purchase your materials.
6. Skirting must be replaced should it become damaged or unsightly.
7. If a non-approved skirting material is on a home when purchased, it must be replaced with an approved type of skirting (within 45 days)

Amendments and Testaments

Oak Forest Community Management may change the Rules and Policies by giving written notice of the change at least thirty (30) days prior to the effective date of such change unless such change was made for safety reasons.

The failure to enforce any rule or policy shall not be deemed a waiver of such rule and regulation.

In the event of any inconsistencies between these Rules and Policies and the Lease agreement or state law, the Lease agreement and/or state law shall apply.

All posted rules and policies shall be deemed a part hereof by reference.

All other rights, duties and obligations of both Resident and Management, as required by law, are incorporated herein by reference.

The Rules and Policies are hereby made part of your Lease agreement and as such, your residency will depend upon full compliance with all the rules and policies as well as the provisions of the Lease. Serious and/or repeated violations of Community Rules and Policies will result in cancellation of Resident's Lease.

THE MANAGEMENT OF THIS COMMUNITY OFFERS EQUAL OPPORTUNITY HOUSING. WE DO BUSINESS IN ACCORDANCE WITH THE FEDERAL FAIR HOUSING LAW AND WILL NOT DISCRIMINATE AGAINST ANY PERSON BECAUSE OF RACE, COLOR, RELIGION, SEX, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN.

Disclaimer

MANAGEMENT AND OWNERS OF OAK FOREST MOBILE HOME COMMUNITY ABSOLVE THEMSELVES FROM ALL LIABILITY OR RESPONSIBILITY WHATSOEVER PERTAINING TO LOSSES BY FIRE, THEFT, ACCIDENT OR ACT OF GOD, OR ANY OTHER CAUSE BY RESIDENT, GUESTS, INVITEES OR ROOMMATES TO THE COMMUNITY; NOR SHALL MANAGEMENT OR OWNER BE LIABLE FOR LOSS, DAMAGES, OR INJURIES RESULTING FROM FAILURE, INTERRUPTION OR MALFUNCTION OF UTILITIES PROVIDED TO THE RESIDENT, NOR SHALL MANAGEMENT OR OWNER BE LIABLE FOR INJURIES IN OR AROUND THE SWIMMING POOL OR ELSEWHERE ON THE PREMISES.