



Visit our properties on the web:
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Updated 1/27/2009

Must read and sign acknowledgement form on the last page of Guidelines. *Return the back form with signatures as soon as possible.* Please keep the Guidelines for reference.

Community Guidelines for Living

The goal of these guidelines is to promote orderly operation of the community and to create a pleasant and desirable place to live.

GENERAL SITE REGULATIONS

- A. **Site Up-Keep:** It is the responsibility of the Resident for lawn care and snow shoveling for vehicles within the boundaries of the site. The Resident is also responsible for mowing and trimming of the grass at least once a week during growing season. Snow shoveling shall be done in a timely manner, which means within 24 hours of a snowstorm ending.
- IF mowing or snow removal is not done within a timely basis, we will hire someone to take care of this and bill you at a minimum charge of \$35.00. The rate will be determined by the job size.
 - Any vehicle left in the road or in the way of plowing during winter months will be towed at the expense of the vehicle owner.
- B. **Outside storage of building materials, appliances, car parts, and other junk is not permitted.** Check with your local government for specific provisions for removal of junk. These must be stored in a shed or disposed of. Tarps are not permitted to be used for storage purposes. Lawn mowers, when not in use, must be stored in a shed.

- If you have excessive junk around your property, we will warn you to clean this up. If you are non-compliant, we will hire it to be cleaned up at a minimum rate of \$50.00. The rate is determined by the job size. This can also be grounds for eviction.
- C. **Trees, shrubs, and flowers** improve the overall appearance of the community. If you wish to plant trees, shrubs or flowers, contact your community manager for placement approval.
- D. **Satellite Dishes & Antennas:** no satellite dishes with a diameter greater than 40" sides are permitted. **Any Resident wishing to erect a television or other antenna must receive written permission from the Landlord.** Antennas must be placed by the home so that the antenna runs up the side of the home and must be securely attached to the home **without the use of guide wires.** Antenna height is limited to 20 feet measured from the ground.
- E. **No Fences** of any kind are permitted, to include wood, chain-link, wire fencing, for dog kennels, play areas, etc. Any fence that is in place when PVP purchases a community shall be “grandfathered” and permitted until home ownership changes. At this time, the fence would have to be removed.
- F. **No tree-to-tree clotheslines** are permitted. Umbrella-type clotheslines are permitted, as long as not permanently installed, and stored when not in use. **Before digging, DIGGERS HOTLINE MUST BE CALLED TO LOCATE UNDERGROUND LINES so as not to damage utilities.**
- G. Each home must **display lot number** clearly on the exterior of the home facing the street with **REFLECTIVE NUMBERS** large enough to be **visible at night** by emergency vehicle personnel so that they can locate the correct residence.
- H. **Construction of any accessory building, structure, deck or attachment** to the home must be in accordance with the local building code. If a permit is required, the Resident shall obtain such a permit only after receiving written permission from the Landlord. A copy of any permit shall be provided to the Landlord to be on file in the office. Chipboard, wafer board or blandex is not acceptable as exterior siding material or skirting material. Any accessory structure, deck or attachment will be approved only if the proposed color is in harmony with other existing homes.
- I. **Outside storage of FIREWOOD** is allowed **ONLY if used to heat your home.** It can be stacked no higher than four feet, no wider than four feet and must be stacked in a safe manner so it cannot topple over. It must be located out of sight at the rear of the home or behind any approved accessory structure. If grass is killed by the woodpile, it is the responsibility of the Resident to replace the grass when the firewood is removed.

- J. **All rubbish** must be put out only in fly-tight garbage cans or trash bags. Recyclables must be separate in accordance with local recycling regulations. Two garbage cans are allowed, but they **must have lids that clamp** on so that animals cannot get into them if tipped over. Garbage should be kept only at the roadside on garbage pick up days. They should be stored in a shed or area out of view. If at anytime we are called up to clean up any yards, we will charge a minimum of \$50.00 with charges based on the job size.
- K. **Window air conditioners** are permitted if installed with wall brackets. Bracing from the ground is not an approved installation method.
- L. **No trampolines, electric scooters, ATV's, snowmobiles, fire pits and no swimming pools or hot tubs** are permitted in the Community.

VEHICLES

- A. Parking: **ONLY TWO (2) VEHICLES ARE ALLOWED PER LOT.** For each vehicle that you have OVER the limit of two, you will be charged **\$20.00** per vehicle per month. RV's, boats, campers, etc. are to be stored off the premises unless the Landlord has storage available in another area of the Community that has been designated for this purpose. **No campers** (this includes travel trailers, motor homes, fifth wheels, and pickup campers) are permitted to be stored on a lot unless given **written permission**.

No vehicles are to be parked on the grassy areas anywhere in the Community. If you wish to have an additional parking space, you may construct at your cost, an additional parking pad of the same material as the existing parking pad. Prior written approval is required.

- B. **No on-street parking is permitted.** Your vehicles must be parked in the spaces provided at your lot.
- C. The **speed limit** in the community is **10 mph** at all times for all persons **including your guests**.
- D. No **unlicensed or non-operating vehicles are permitted.** Unlicensed or non-operating vehicles will be towed at the owners expense.
- E. **No semi-truck/trailer rigs are permitted in the Community at any time.**
- F. **Working on, repairing, overhauling, and changing of oil is not permitted.** Vehicles that are non-operative **may not be parked on the lawn** or be used for storage of garbage, junk, cans, etc. Non-operating vehicles **MUST** be removed

from the Community if incapable of being driven under its own power - it will be ticketed and towed at your expense.

UTILITIES

- A. **Residents are responsible for winterizing the home** and shall be responsible for damages to the Landlord's equipment if freezing occurs caused due to the Residents failure to properly winterize. Residents shall not run water in the home to prevent freezing. All pipes under the home must be heat-taped and insulated to include the water meter, which must also be heat-taped and insulated all the way to ground level.
- B. **Foreign objects** including but not limited to sanitary napkins, paper towels, and toys must not be flushed down toilets. The Resident will be responsible for unplugging and repairing sewer pipes and drains caused by any foreign objects in the sewer pipes.
- C. **WATER METERS** are the property of the Landlord or Municipality. No one is allowed to tamper or alter any meter for any reason, including but not limited to diverting the flow of water or bypassing the meter. Tampering will be considered a breach of the rental agreement. **The Landlord may reasonably estimate water usage for as long as the Landlord believes the meter was tampered with and charge the Resident accordingly.** The Resident will also be responsible for all costs to return the Landlord's meter service to its original condition.
- D. **The Resident must furnish and maintain water and sewer lines above ground level. The Resident must also furnish and maintain any electrical lines from the electric meter to the home and gas lines from the gas meter to the home.** Water and sewer lines must be protected from freezing. **(All water pipes must be wrapped with heat tapes and insulation, including the water meter from the home to ground level).** Any frozen or broken water or sewer lines and any plugged sewer line leading to the main caused by negligence of the Resident(s) must be corrected and paid for by the tenant. A water shut-off valve inside the home is recommended in the event of a leak or faucet repair.
- E. Placement of any **fuel or gas tanks** must be approved by the Landlord in advance.

HOME SET-UP AND REMOVAL

- A. **Installation, set-up and removal** of the home shall be **the responsibility of the Resident.** This includes all utility charges for home set-up, changed and charged to Resident's name. All Homes must have a separate water shut-off valve installed before the water meter. Any Home with an electric water heater must have a back flow valve installed at the water heater connection point.

- B. All **utility hook-ups** must be done in accordance with local and state regulations. Work must be done by licensed plumbers and electricians.
- C. Any Home to be removed from the community must be preceded by at least **48 hours notice to the Landlord**. All contacts to the utility company for remaining charges are the Resident's responsibility.
- D. All removable hitches must be removed within 15 days of entering the community or whenever skirting is installed, whichever is earlier, unless hitch is welded to the home.
- E. The Resident shall cover from the ground up to the home with vinyl or other **skirting material approved** by the Landlord around the entire perimeter of the home within 15 days after installation of the home. Skirting must be kept in good condition at all times. "Good condition" means that skirting is free of buckling, cracking, broken and loose pieces. **Door cutouts and pressed board are NOT approved skirting materials.**
- F. **Tie-downs** are required to be installed according to the manufacturer's specifications.
- G. **Steps** must be constructed in accordance with state building codes and shall consist of materials resistant to the weather such as concrete or treated wood. Generally, all steps shall measure at least three feet wide and a landing of at least three feet in the direction of travel shall be provided at the top of the stairs. The landing may not be more than 8 inches below the interior floor elevation. Stairs of more than three risers shall have at least one handrail. Handrails shall be provided on all open sides of stairs. Existing steps in the community must be brought up to code.

PETS

A. YOU MUST HAVE WRITTEN PERMISSION FROM THE LANDLORD and MUST ALSO BE REGISTERED WITH THE LANDLORD AND THE MANAGER OF THE COMMUNITY.

Pets are NOT allowed in homes that are rented from the Landlord.

Pets can be no taller than twelve (12) inches tall and there will be an additional \$10.00 fee.

NO reptiles or other type of pet will be allowed. If you question any type of pet....PRIOR to getting the pet please call in and see with management if it is approved.

Residents have a special responsibility to maintain control over their pet so that the peaceful enjoyment of the Community by all can be maintained.

Permitting pets to stray, allowing a pet to soil other Residents' lots or unreasonable noise WILL BE CAUSE FOR EVICTION. The owner of the pet is also responsible for all damages or injury caused by the owner's pet, which includes all costs to repair damages and all medical costs for injury to other people.

B. Only **HOUSE PETS** are allowed AND only when approved by management first. **YOU MAY NOT HAVE MORE THAN ONE PET** and you must apply for and receive a license for your pet from the city or township and your pet must have current vaccinations. You must send proof of your license and vaccinations to the office to be kept on file. **The pet must remain in your home and not be tied out or allowed to run loose.** Pet droppings must be contained to your lot and **cleaned up daily**. Consent to have a pet shall be revoked for failure to follow these guidelines or if your pet is noisy, unruly or causing complaints from other Residents. If at anytime we find that you are not cleaning up daily, we will charge you at a minimum of \$50.00 to have someone do so. The cost of the clean up will be determined by the job size.

C. **No farm animals of any kind (rabbits, chickens, goats, sheep, pigs)**
*******No Pit Bulldogs, Rottweilers, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Great Danes, St. Bernards, Akitas, Boxers or any other breeds having a reputation of being vicious, whether large or small breed, is allowed.** Any demonstration of aggressive behavior by **any** dog will be considered reason for removal of the pet from the Community and privilege of having a pet revoked by the Landlord.

D. **All pets must be kept inside the home at all times.** When a pet is outside it must be on a leash **and** be accompanied by a member of the household older than twelve years old. Any unattended pet will be taken to animal control and **the pet's owner will pay for all costs.** Your privilege of having a pet may be revoked if you are reminded of this violation.

E. **NO feeding stray animals.**

Pleasant Valley Properties does not discriminate against the handicapped. Any handicapped Resident will be allowed a guide animal provided a statement from medical professional acceptable to the Landlord identifies the animal as necessary to the life functions of the Resident and the Resident furnishes credentials issued by a school accredited to train animals for individuals with impaired vision, hearing or mobility. Animals required by the handicapped will be permitted to the extent they are medically necessary. The Landlord reserves the right to require an independent medical opinion to determine medical necessity. The Resident shall be responsible for sanitation with respect to damages to the home and/or site caused by the pet.

CONDUCT

- A. Care must be taken not to cause or create excessive noise from **9:00 pm to 8:00 am**. Loud music, loud parties or excessive noise will not be tolerated. The Resident is responsible for the conduct of guests as well as guests' children.
- B. **Parents** will be held responsible for the **conduct of their children**. Be sure your children understand the community guidelines.
- C. **Action** in the Community that is against the law, illegal or damaging to the reputation of the Community **WILL NOT BE TOLERATED** and will be cause for eviction.
- D. The Community is designed for residential use only and not for conducting retail business.
- E. **No fires** are permitted except in a barbeque grill. **NO OPEN FIRES IN FIRE RINGS OR BURNING BARRELS ARE PERMITTED.**
- F. **EXPLODING TYPE FIREWORKS ARE NOT PERMITTED AT ANY TIME.**

MISCELLANEOUS

- A. There is no **storm shelter** in the Community. You will need to find other shelter during weather conditions such as tornados and severe thunderstorms with damaging winds.
- B. If you have **questions or concerns**, please call your Manager FIRST. If your Manager is not available, please call the office. Your problem or concern will be directed to the person who is most capable of handling your question. The office phone is available 24 hours for you to leave a message. Someone will return your call as soon as possible. The office number is 715-879-5179.
- C. **Vacating or selling of your home:** Written notice must be received in the office at least 30 days prior to the 1st of the month that vacating or selling takes place. If your home is to remain in the Community, the buyer must complete an application for residency and be approved prior to purchase. If buyer is not approved for residency, the buyer may still purchase your home but the home must then be removed from the Community at his/her expense and **you will be responsible for the clean up of the lot after the home is removed** or be charged for clean up if our personnel have to do the clean-up.

- D. Management must have 48 hours notice before any home is physically removed from the Community.
- E. Regarding your **Security Deposit**: All aspects of your lease regarding vacating the premises must be in compliance before any Security Deposit will be returned. Any unpaid charges to your account must be paid in full prior to leaving, including but not limited to lot rent, parking fees, garbage charges, water/sewer charges, REC charges, gas charges, late charges and any clean-up charges. If any of these remain unpaid at the time you vacate, these charges will be deducted from Security Deposit. If charges exceed the amount of Deposit, you will be held responsible for the remainder of the amount owed. If these requirements are not met, we have the right to retain your Security Deposit, and it will not be returned to you. A forwarding address will be needed to return your Security Deposit, if any is due to you.
- F. Regarding **Non-Sufficient Funds: personal checks** written to pay rents - a \$45.00 NSF FEE will be charged to your account when the **FIRST NOTICE IS RECEIVED FROM OUR BANK** that your check is NSF, even if it has not been presented twice to your bank. This may require you to make your future rent payments by money order, bank draft or cash if more than two of your personal checks are NSF.
- G. Lot rent payments are due on the 1st day of each month. Any payment received after the 3rd of the month, a \$3.00 per day late charge will be added to your account. It is your responsibility to make payments on time without having to be notified each month that payment is due.
- H. **ALL ADULT MEMBERS IN THE HOUSEHOLD MUST BE ON THE LEASE.** If they are not on the lease, they will be reported to the authorities as trespassers.
- I. **SMALL CLAIMS** proceedings for **non-payment** of rents will begin if rental payments are not made on a timely basis each month. Rents are due on the 1st day of the each month.