

Sunset Acres Residents Association Inc.
Application for Membership Packet – Cover Sheet

Enclosed you will find the following documents:

1. Letter to Applicants
2. Living in a Resident-Owned Community
3. Application for Membership
4. Summary of Rights Under FCRA
5. Bylaws/Community Rules/Occupancy Agreement Acknowledgement Form
6. Consumer Authorization and Release Form
7. Pet Registration – when applicable
8. Member Interest Questionnaire
9. Community Rules
10. Cooperative Bylaws
11. Member Occupancy Agreement
12. Massachusetts Required Disclosure Form
13. Important Notice Required by Law (M.G.L. c 140- 32P)
14. Selling the Home – Homeowners Responsibilities



COOPERATIVE
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The Northeast Center
for Cooperative Business

Resident-Owned Community Living

Living in a Resident-Owned Community ("ROC") is different from living in an investor-owned park. This type of community living is unique – homeowners in ROCs are not simply tenants in a park, they are *members* of a ROC and *owners* of a business. As a ROC member it is important for you to understand that:

- The ROC is a nonprofit organization incorporated under applicable Massachusetts laws. It is owned by its members. Individual homeowners do not own the land underneath their homes; the ROC does. Despite its nonprofit status, the ROC is run much like a business.
- The ROC has member-approved Bylaws, which spell out how the business is governed.
- The ROC is democratically governed by a one-member, one vote system. Each member (that is, each household), has equal decision-making authority.
- New homeowners moving into the community are required to become members, binding them to the Bylaws and Community Rules and enter into an Occupancy Agreement, which is the tenancy agreement with the ROC. The Occupancy Agreement also refers to and is subject to the Bylaws and Community Rules.
- Members elect a Board of Directors to carry out the day-to-day tasks of running a business. The Board then appoints committees to take on other tasks.
- Members have control over big decisions, such as carrying charges (rent), approving the annual budget, electing a Board and amending the Bylaws or Community Rules.
- Members can be expelled from the ROC (which is *different* than being evicted from the community) for obstructing the management of the ROC. This is a serious matter and not to be taken lightly – members who are expelled typically lose voting and other privileges.

The Board, officers and the appointed committee members must adhere to the ROC's Bylaws and Community Rules, as well as to state and federal laws. They are also ROC members, and are accountable to their fellow members. They must run the ROC in a fair, consistent, democratic and businesslike manner.

ROC membership has rewards, rights and responsibilities. The strength of a ROC is directly related to the participation and commitment of its members. By participating in the ROC, members can help reduce costs, build a vibrant neighborhood, and grow as leaders. Participation includes everything from baking brownies for the annual community barbecue to operating the well system, from an hour a month to a two-year commitment on the Board of Directors.



Sunset Acres Residents Association, Inc.
Application for Membership

All information must be filled out completely. Incomplete applications will be returned to the applicant(s). If a question does not apply, place "n/a" in the space provided. Please print all information legibly.

Applying for: _____ (Address)

Current owner: _____

Applicant: _____

Co-applicant: _____
(if more than two applicants, please ask for an additional application)

Name(s) on Title: _____

Current address: _____ (street)
_____ (city, state, zip)

Home phone: _____ Work phone: _____

Length of time at this address: _____

Current landlord: _____ Phone: _____

If less than three (3) years at current address, list previous addresses:

Address (street, city, state, zip):

Landlord _____ Phone: _____

Address (street, city, state, zip):

(continued)

Landlord _____ Phone: _____

Applicant employer: _____ Phone: _____

Address: _____

Co-applicant employer: _____ Phone: _____

Address: _____

Please list all *monthly* income to be considered towards payment of lot rent:

Applicant income:

Income amount	\$ _____
Income amount	\$ _____
Income amount	\$ _____
Total monthly income	\$ _____

Co-applicant income:

Income amount	\$ _____
Income amount	\$ _____
Income amount	\$ _____
Total monthly income	\$ _____

Anticipated monthly expenses:

Mortgage(s): _____

Car Payment(s): _____

Electric: _____

Auto Insurance: _____

Cable/Internet: _____

Homeowners Ins.: _____

Heat: _____

Phone(s): _____

Other: _____

Number of persons who plan to occupy home _____

Are you or any members of your household required to register as a sex offender?

Yes No

Please list three personal (not professional) references who can speak to your likelihood to pay your rent in a timely manner, obey the community rules and be a good Association member. References may not include relatives.

1. Name: _____ Phone: _____

Relationship: _____

(continued)

2. Name: _____ Phone: _____

Relationship: _____

3. Name: _____ Phone: _____

Relationship: _____

Please read the following information before signing this application:

To join Sunset Acres Residents Association, I/we are aware that a Membership Fee of \$100 must be paid before I/we occupy the home. I/we understand that I/we may not move in until approval is made. I/we understand that the monthly lot rent fee is \$553. I/we understand that the home must be lived in by the family/household purchasing and cannot be rented out except under extraordinary circumstances as determined by the Association. I/we understand that this application in no way guarantees my/our acceptance into the Association /Community. I/we authorize the Association to obtain information from current/former employers, friends and current/previous landlords. I/we hold harmless the Association, its contracted Property Manager, and its employees and/or tenants, from any action arising from these inquiries.

The Association does not discriminate based on age, sex, race, religious creed, color, marital status, marital status, familial status, physical or mental handicap, blindness, hearing impairment, ancestry, receipt of public assistance, veteran status or membership in the armed forces, children or national origin or on account of that

If any information in this application is found to be false, this is immediate grounds for denial of membership.

Disclaimer: I/we understand that should I/we be accepted as a member of the, misrepresentation of information on this Application for Membership may be grounds for member expulsion according to the Association Bylaws. Such expulsion would result in the loss of membership. Loss of membership/expulsion would result in the loss of voting privileges, loss of member credit toward rent, and may lead to eviction. By signing this application, I/we attest that this is accurate and true information to the best of my/our knowledge.

(continued)

Applicant signature: _____ **Date:** _____

Co-applicant signature: _____ **Date:** _____

NOTE: Applications that are incomplete, illegible and/or are not accompanied by the proper documentation will be returned to the applicant(s) and considered as NOT having applied for tenancy in a manufactured housing community relative to 940 C.M.R. 10.01(2).

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus that gather and sell information about your creditworthiness to creditors, employers, landlords, and other businesses. The FCRA gives you specific rights, which are summarized below. You may have additional rights under state law. For more information, go to www.ftc.gov/credit, or write to: Consumer Response Center, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

You must be told if information in your file has been used against you. Anyone who uses information from a consumer reporting agency to deny your application for credit, insurance, or employment - or take another adverse action against you - must tell you and give you the name, address, and phone number of the agency that provided the information.

You can find out what is in your file. At any time, you may request and obtain your report from a consumer reporting agency. You will be asked to provide proper identification, which may include your Social Security number. In many cases the report will be free. You are entitled to free reports if a person has taken adverse action against you because of information in a report; if you are the victim of identity theft; if you are the victim of fraud; if you are on public assistance; or if you are unemployed but expect to apply for employment within 60 days. In addition, you are entitled to one free report every twelve months from each of the nationwide credit bureaus and from some specialized consumer reporting agencies. See www.ftc.gov/credit for details about how to obtain your free report.

You have a right to know your credit score. Credit scores are numerical summaries of a consumer's creditworthiness based on information from consumer reports. For a fee, you may get your credit score. For more information, click on www.ftc.gov/credit. In some mortgage transactions, you will get credit score information without charge.

You can dispute inaccurate information with the consumer reporting agency. If you tell a consumer reporting agency that your file has inaccurate information, the agency must take certain steps to investigate unless your dispute is frivolous. For an explanation of dispute procedures, go to www.ftc.gov/credit.

Inaccurate information must be corrected or deleted. A consumer reporting agency or furnisher must remove or correct information verified as inaccurate, usually within 30 days after you dispute it. However, a consumer reporting agency may continue to report negative data that it verifies as being accurate.

Outdated negative information may not be reported. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need as determined by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Identity theft victims and active duty military personnel have additional rights. Victims of identity theft have new rights under the FCRA. Active-duty military personnel who are away from their regular duty station may file "active duty" alerts to help prevent identity theft. For more information, visit www.ftc.gov/credit.

Your consent is required for reports that are provided to employers. A consumer reporting agency may not give out information about you to your employer, or potential employer, without your written consent. Blanket consent may be given at the time of employment or later.

You may choose to remove your name from consumer reporting agency lists for unsolicited credit and insurance offers. These offers must include a toll-free phone number you can call if you choose to take your name and address off lists in the future. You may opt-out at the major credit bureaus by calling 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, a user of consumer reports, or, in some cases, a furnisher of information to a consumer reporting agency violates the FCRA, you may sue them in state or federal court.

The FCRA gives several federal agencies authority to enforce the FCRA:

TO COMPLAIN AND FOR	PLEASE CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission CRA Consumer Response Center - 1-877-382-4367 (Toll-Free) Washington, DC 20580
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision 800-842-6929 Consumer Programs Washington, DC 20551
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance and Consumer Affairs Washington, DC 20429 Affairs 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management 202-366-1306 Washington, DC 20590
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator GIPSA - Washington, DC 20250 202-720-7051

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

Sunset Acres Residents Association, Inc.
Bylaws/Community Rules/Occupancy Agreement
Acknowledgement Form

I/We _____ are applying for membership in Sunset Acres Residents Association, Inc., which is the member-owned association operating the Manufactured Home Park Community known as Sunset Acres, as a condition to ownership of the lot located at _____ (street address). I/we have received and read a copy of the Association's Bylaws and Community Rules governing conduct at Sunset Acres, and the Occupancy Agreement governing my/our tenancy at the Community.

By signing and dating this form, I/we acknowledge that we understand and will obey the Bylaws, Community Rules, and Occupancy Agreement governing our occupancy and conduct at lot # _____. If I/we do not follow these Bylaws and Rules, I/we understand that this could be grounds for expulsion from membership and/or eviction from the Community.

By signing and dating this form, I/we acknowledge that I/we understand and will obey the Bylaws, Community Rules, and Occupancy Agreement of Sunset Residents Association. By signing and dating this form, I/we acknowledge that we have been duly informed that a copy of the Massachusetts Attorney General's regulations regarding conduct of Manufactured Homes Communities is posted in the office of the Corporation.

Applicant signature: _____ Date: _____

Co-applicant signature: _____ Date: _____

Sunset Acres Residents Association, Inc.
Consumer Authorization and Release
(Please print clearly)

Applicant _____
 First MI Last

Social Security # _____

Date of birth _____/_____/_____
 Month/day/year

Current address: _____

City State Zip

How long at this address? _____

Co-Applicant Name _____
 First MI Last

Social Security # _____

Date of birth _____/_____/_____
 Month/day/year

Current address: _____

City State Zip

How long at this address? _____

I/We hereby authorize Bristol South, Inc., acting for Sunset Acres Residents Association, Inc., to obtain my/our consumer report/credit information, credit risk scores and other enhancements to my/our consumer report (hereinafter collectively referred to as "Report") from one or more of the three national credit reporting repositories (Equifax, Experian, Trans Union) and provide a copy of the Report to Bristol South, Inc., for the purpose of assessing my/our **Application for Membership** in said Association. I/We understand that 'other enhancements' include conducting a national criminal background check, to which I/We give my/our consent.

This authorization is intended to comply with a consumer report request as set forth in 15 U.S.C. § 1681b(a)(2).

I/WE further authorize Bristol South, Inc, acting for Sunset Acres Residents Association, Inc., to contact the references listed on my/our application in order to assess my/our **Application for Membership** in said Association.

I/WE further authorize Bristol South, Inc, acting for Sunset Acres Residents Association, Inc., to verify past and present landlord references in order to assess my/our **Application for Membership** in said Sunset Acres Manufactured Home Park.

It is understood that a photocopy and/or facsimile of this document shall also serve as an authorization to provide the information requested.

The information obtained is only to be used in the processing of my/our Membership Application.

Applicant

Date

Co-applicant

Date

Sunset Acres Residents Association, Inc.

Pet Registration Form

Please fill out one form per pet

Pet owner's name(s) _____

Pet owner's address: _____

Pet owner's phone number: _____

Pet owner's email address: _____

Pet's name: _____ Tag #: _____

_____ cat

_____ dog

_____ other – specify: _____

Breed: _____ Color: _____

Insurance company: _____ Phone: _____

Account #: _____

Address: _____

Agent: _____

If you are not at home, who can handle this pet?

Name: _____ Phone: _____

Failure to comply with the Community Rules, specifically related to pets, is a breach of your Occupancy Agreement and is sufficient grounds for eviction. C.M.R. § 10.04(10)

The Community Rules, specifically related to pets, will be strictly enforced.

Signature: _____

Date: _____

**Sunset Acres Residents Association, Inc.
Member Interest Questionnaire**

In order to fully understand the resources that exist within our members in this community, it is important that we know what it is you like to do. We prefer people volunteer, but sometimes the Board of Directors will ask for assistance. They prefer to ask a person to help out in ways that they know he/she would enjoy.

1. What do you like to do for fun?
2. What skills/talents do you possess?
3. What is your best attribute (if someone else were to describe you as a person, what might they say)?
4. What are you good at doing? (i.e. gardening, building things, leading meeting, etc.)
5. If you were asked to participate in the community, what would you **want** to do?
6. What days and/or times work best for you?

Please check all interests that you feel comfortable doing (or are willing to learn):

- | | |
|---|---|
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Water systems |
| <input type="checkbox"/> Taking Notes | <input type="checkbox"/> Septic Systems |
| <input type="checkbox"/> Nature Walks | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Book Club | <input type="checkbox"/> Book Club |
| <input type="checkbox"/> Bookkeeping | <input type="checkbox"/> Publishing a newsletter |
| <input type="checkbox"/> Working with teenagers | <input type="checkbox"/> Fall/Spring Clean-up |
| <input type="checkbox"/> Recycling | <input type="checkbox"/> Knitting group |
| <input type="checkbox"/> Flower Arrangements | <input type="checkbox"/> Filing |
| <input type="checkbox"/> Organizing events | <input type="checkbox"/> Carpentry or Wood-working |
| <input type="checkbox"/> Crime Watch | <input type="checkbox"/> Yard Sales |
| <input type="checkbox"/> Baking | <input type="checkbox"/> Easy fundraisers (bake sale, etc.) |
| <input type="checkbox"/> Board games enthusiast | <input type="checkbox"/> Childcare |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Making Reminder Phone Calls |
| | <input type="checkbox"/> Grilling |

I am interested in learning more about the following roles on the ROC's Board of Directors:

- | | |
|---|--|
| <input type="checkbox"/> President | <input type="checkbox"/> Member at large |
| <input type="checkbox"/> Vice-President | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Maintenance/Operations Director |

There are many ways for members to have a voice in the community. One great way to get to know your neighbors, as well as to have a say in how things are run, is to join a committee.

Please check the committee below which you feel best serves your interests and talents:

- Membership Committee
- Finance Committee
- Social Committee
- Community Rules Enforcement
- Maintenance Committee
- Ad-hoc committees, as needed.

Thank-you for completing this questionnaire. A member of the community will be contacting you shortly about your volunteer interests.

Name (s): _____

Phone : _____

Best time to call: _____

COMMUNITY RULES
OF
SUNSET ACRES

A Resident-Owned Community

Owned and operated by:
Sunset Acres Residents Association, Inc.

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IMPORTANT NOTICE REQUIRED BY LAW

The rules set forth below govern the terms of your lease or occupancy with this manufactured housing community. If these rules are changed in any way, the addition, deletion or amendment must be delivered to you, along with a copy of the certified mail receipts indicating that such change has been submitted to the Attorney General and the Director of Housing and Community Development and either a copy of the approvals thereof by the Attorney General and said director or a certificate signed by the owner stating that neither the Attorney General nor said director has taken any action with respect thereto within the period set forth in Paragraph (5) of Section 32L of Chapter 140. This notification must be furnished to you at least 30 days before the change goes into effect. The law requires all of these rules and regulations to be fair and reasonable or said rules and regulations cannot be enforced.

You may continue to stay in the community as long as you pay rent and abide by the rules and regulations. You may only be evicted for nonpayment of rent, violation of law or for substantial violation of the rules and regulations of the community. In addition, no eviction proceedings may be commenced against you until you have received notice by certified mail of the reason for the eviction proceeding and you have been given 15 days from the date of the notice in which to pay the overdue rent or to cease and desist from any substantial violation of the rules and regulations of the community; provided, however, that only one notice of substantial violation of the rules and regulations of the community is required to be sent to you during any six-month period. If a second or additional violation occurs, except for nonpayment of rent, within six months from the date of the first notice, then eviction proceedings may be commenced against you immediately.

You may not be evicted for reporting any violations of law or health and building codes to boards of health, the Attorney General, or any other appropriate government agency. Receipt of notice of termination of residency by you, except for nonpayment of rent, within six months after your making such a report shall create a rebuttable presumption that such notice is a reprisal and may be pleaded by you in defense to any eviction proceeding brought within one year.

Any group of more than 50% of the residents residing in the manufactured housing community has certain rights under Section 32R of Chapter 140, to purchase the community in the event the owner intends to accept an offer to sell or lease the community in the future. If you wish to receive further information about the financial terms of such a possible purchase, you may so notify the owner at any time by signing the attached Request for Information and returning it to the owner in person or by certified mail. Such request for information shall not obligate you to participate in any purchase of the community. For a proposed sale or lease by the owner which will result in a change of use or a discontinuance of the community you will receive information at least two years before the change becomes effective. Otherwise, Requests for Information or similar notices from more

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than 50% of the residents residing in the community must be on file with the owner before the owner is required to give you information concerning the financial terms of a sale or lease.

This law is enforceable by the Consumer Protection Division of the Attorney General's Office.

These rules govern the homeowners'/residents' occupancy and use of the home site and common areas in the community. They are intended to promote the convenience, quiet enjoyment, safety, and welfare of the residents in this community; preserve the property of both residents and the community owner/operator; preserve and enhance the quality of life in the community; and allocate services and facilities in a fair and appropriate manner.

These rules use the terms, "Association," "Property Manager," and the "Board of Directors" to refer to the owner(s), the operator(s), and/or the manager of the community. Where those entities are provided the right to approve under any of these rules, such approval shall not be unreasonably withheld or delayed.

We wish to welcome you to our community. It is our intention to promote the convenience, quiet enjoyment, safety, and welfare of the residents in this community; preserve the property of the residents *and* the Sunset Acres Residents Association, Inc.; preserve and enhance the quality of life in the community; and allocate services and facilities in a fair and appropriate manner.

All communities need some form of regulations to accomplish this goal. The rules of this community are not intended to be unnecessarily restrictive but are meant to help provide you a safe and tranquil environment. The future value of your manufactured home rests, to a great degree, on our community's appearance and its reputation in the community at large.

The Board of Directors

Sunset Acres Residents Association, Inc. Contact Information

Mailing Address 45 Washington Street Unit 117, Plainville, MA 02762
Community address sunsetacresresidents@gmail.com

Sunset Acres Residents Association's Property Manager's Contact Information

Name Bristol South, INC.
Address 814 Broadway, P.O. Box 77, Raynham, MA 02767
Phone Number (508)-823-2300
Emergency Phone Number (508) 823-2300 Ext. 2200

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REQUEST FOR INFORMATION

The undersigned, a resident in the manufactured housing community known as Sunset Acres and located at 45 Washington Street, Plainville, Massachusetts, 02762, desires to receive information concerning any proposed sale or lease of the community as required under Section 32R of Chapter 140 of the General Laws. I understand that this request shall not obligate me to participate in any purchase or lease of the community, but is only a request for information. This notice is being delivered to the owner or owner's manager either in person or by certified mail on _____(date).

Resident(s) Name(s) _____

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RETIREMENT COMMUNITY

Sunset Acres is a retirement community for residents 55 years of age or older. In order to qualify as a resident of this community, all residents must be 55 years of age or older at the time of application.

1. Application for Residency

- a.** Any person intending to establish residency in this community (the “applicant”) must first fill out an application in advance with the Property Manager. The approval process must be completed after the initial agreement is reached, but before the sale or transfer of the manufactured home is finalized. Resident applications shall be submitted to the Property Manager and shall be approved or denied by the Board of Directors. Approval of the applicant and members of the applicant’s household shall be based on whether the applicant and the members of his or her household meet the currently enforceable rules of the community; the applicant provides reasonable evidence of financial ability to pay the rent and other charges associated with the residency in question; and meets the Board of Directors approved Applicant Screening Policies and Procedures. The Board of Directors shall have 10 calendar days to consider each completed application. Approval of applications for residency shall not be unreasonably withheld or delayed. As part of this application process, a copy of the Community Rules will be provided to each applicant.
- b.** All applicants must join the Sunset Acres Residents Association, Inc. (hereinafter “Association”) and intend to reside in the community.

2. Registration

Upon approval of the application for residency in the community, all residents in the community must register with the Property Manager. This registration requirement applies to all persons who intend to reside in the community with the exception of guests who remains less than 90 days in any 12-month period. Guests who remain in the community in excess of 90 days in a 12-month period must register for residency in accordance with the policies of the Board of Directors.

3. Residents’ Rights and Responsibilities under the Law

- a.** All terms and conditions of occupancy shall be disclosed in writing and delivered to any prospective residents, including, without limitation, any existing residents whose current residency is being amended, renewed, or extended, and approved subtenants.
- b.** These terms and conditions of occupancy are entitled the Written Disclosures and shall include at a minimum the Community Rules with attached “Important Notice Required by Law,” along with the following: (a) the amount of rent; (b) an itemized list of any usual charges or fees; (c) the proposed term(s) of occupancy, including the option of a lease for a term of five years; (d) the names and addresses of all owners and operators of the community; (e) the size and location of the manufactured home site, including any known defects; and (f) a description of all common areas and facilities and any restrictions on their use. In addition, the Association shall make available for resident inspection a copy of the Attorney General’s manufactured housing regulations (940 C.M.R. 10.01 et seq.), either at the Property Manager’s office or in the area where the Community Rules are posted.

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- c. Such Written Disclosures and Community Rules shall be signed and delivered by the Association through its Property Manager at least 72 hours prior to the signing of any occupancy agreement or the commencement of any new occupancy. All residents are required to sign a receipt acknowledging they have received and read both the Community Rules and Written Disclosures.

4. Rent

The due date for payment of rent is on the 1st day of the month, and if not received by the 5th day following, will be recorded as received after the due date. Any fees which may be imposed either for late payments (30 days after the due date) or for checks returned for insufficient funds, shall be listed in the Written Disclosures. Failure to pay rent as provided by law may provide grounds for evicting you from the community.

5. The Home Site

A rented site shall be used as the site for only the following: the manufactured home, which is to be used primarily as a residence; and ancillary structures or areas, such as patio areas, decks, porches, or sheds. The number of personal motor vehicles shall not exceed the number allowed by existing driveway capacity. No new fences are allowed. Existing fencing and carports are allowed to remain, but all new and replacement carports must be approved by the Property Manager and conform to HUD regulations and be installed by a licensed HUD installer. New free-standing carports are not allowed.

6. Occupancy

In every home, there shall be no more than two occupants per bedroom, unless a higher or lower number is permissible according to the standards of the United States Department of Housing and Urban Development (“HUD”) or other applicable local, state or federal law.

7. Common Areas

The common areas of the community include the roadways and every area in the community except the home sites and those areas restricted from residents’ use, as disclosed in the Written Disclosures.

8. Utilities

- a. **Association’s Responsibility:** The Association shall provide, pay for, maintain, and repair systems for providing water, sewage disposal, and electricity, up to the point of connection with each manufactured home, in accordance with applicable laws. Oil tanks will be replaced by the Association when they become a danger to the property by natural means. This general Rule applies whether the tank is above or below ground. There is one exception to this general Rule: where the homeowner’s negligence has caused environmental concern or risk caused by the oil tank, the homeowner may be held directly responsible for removing or replacing it. 940 C.M.R. 10.03(2)(n).
- b. **Resident’s Responsibility:** Residents are responsible for paying for the maintenance and repair of utilities from the point of connection to the manufactured home to the inside of the home.

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- c. **Cable TV and Telephone Service:** Each homeowner shall pay for all cable TV, telephone, and Internet service actually provided to the manufactured home.
- d. **Metered Utilities:** Each homeowner is required to pay for his or her own use of gas, oil, and electricity, as long as (1) there is individual metering by a utility or utilities, (2) the meter serves only the individual home, and (3) the homeowner's payment obligation has been disclosed in the Written Disclosures.
- e. **Changes in Gas and Electrical Service:** Any homeowner wishing to make changes, increases, or alterations to his or her gas or electrical service must first notify the Property Manager that he or she has obtained proper permits and complied with all applicable electrical or other safety codes.
- f. **Tampering with Utilities:** Tampering with meter boxes and utility services is not permitted and damage caused by the homeowner shall be the responsibility of the homeowner.
- g. **Disposal of Wastes:** The community's utilities and sewer systems shall be regularly maintained in accordance with applicable laws. Residents may not dump, flush or discharge any hazardous or toxic waste, or other harmful or improper wastes or substances into the disposal systems or drains — such as toilets, showers, bathtubs, and sinks — which serve the home, office, or common areas in the community. Examples of substances and wastes covered by this rule include the following: aluminum foil, sanitary products, diapers, flushable and non-flushable wipes, coffee grounds, oatmeal, leaves, grease, paint, oil, gas, motor oil, coolant, oil filters, or solvents. Residents shall dispose of such substances and wastes according to proper handling and removal instructions and according to law.
- h. **Winterization:** It is the responsibility of the homeowner to winterize the home to prevent any issues when not occupied for the winter months.

9. Satellite Dishes

Residents may install satellite dishes no larger than that allowed by current F.C.C. regulations (up to 39 inches in diameter, as of August 2000), as long as they obtain prior written approval of the Property Manager, which approval shall not be unreasonably withheld or delayed. All satellite dishes, regardless of size, should be installed with respect for the safety and view of neighbors.

10. Maintenance of the Community Roadways, and Other Common Areas

The Association shall maintain the community roadways and common areas within the community in good repair, and in compliance with applicable health and safety laws. As part of this responsibility, the Association shall ensure that roadways are reasonably free of debris and potholes, and other common areas are clean, in good repair, and free from debris and rubbish.

11. Snow Removal

The Association is responsible for clearing snow and removing ice, where necessary, from the community roadways and other common areas. Residents are responsible for clearing snow and removing ice, where necessary, on their home sites. When removing snow from driveways, residents should make efforts to put the snow in their own yards and not in community roadways.

12. Water Use

- a. Residents are encouraged to be aware of water conservation at all times. Residents should make every effort not to leave any faucets or toilets running, leaking, or dripping, and water shall not be left running to protect against freezing.
- b. Residents may use the community's water for their ordinary personal and household needs. Excessive use of water, over and above personal and household needs, is not acceptable, and this rule shall be applied in a reasonable and non-discriminatory manner.
- c. Outside use of community water for any purpose shall be governed by the restrictions put in place from time to time by the Town of Plainville. Such restrictions are available in writing from the Board of Directors, and/or from the Town of Plainville website (<https://www.plainville.ma.us/>). Hand-held watering only.
- d. Use of Sunset Acres' well water, accessible adjacent to the building known as "the old office", is restricted to use by Sunset Acres Residents only. This could include filling containers for power washing and watering, in addition to washing their vehicles in the designated area near the well. Power washing of homes should be done in accordance with the Town of Plainville water restrictions.

13. Garbage and Rubbish Collection and Disposal

- a. The Association shall be responsible for the final removal of residents' ordinary household garbage and rubbish according to a schedule provided to residents in writing, and subject to change from time to time according to the terms of the removal contract in force at the time.
- b. All residents shall store garbage and trash in containers provided for that purpose by the Association's contractor.
- c. It is the resident's responsibility to dispose of larger items that require special handling, such as appliances, furniture, and hot water heaters. Yearly Passes may be purchased from the Board of Health for disposal of large items. (<https://www.plainville.ma.us/trash-and-recycling/pages/plainville-recycling-compost-center>)
- d. Residents shall comply with any rules imposed by the Association's disposal contractor.
- e. Resident yard waste and dead brush, whether generated by the homeowner or the homeowner's contractor, may be disposed of in the areas designated by the Board of Directors. Disposal of waste generated from anywhere other than Association property is prohibited.
- f. Residents may not dump trash on common areas.

14. Aesthetic Standards for Exterior of the Home and Site

- a. **Maintenance of Structures:** All homes, exterior doors, steps, patio areas, additions, decks, porches, skirtings, awnings, sheds, existing fences, and/or other outside structures shall be maintained by the resident in good repair and structurally sound condition; free of rust spots or unsightly chipped, peeling, or flaking paint; free of broken windows, where applicable; and in compliance with all applicable governmental requirements.
- b. **Maintenance of Site:** All residents shall keep their site neat, clean, and free from yard waste, dead brush, garbage, and other refuse. Lawns and shrubs should be kept mowed and trimmed to prevent them from appearing overgrown. All residents are prohibited from

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keeping or storing any items or equipment on their site that pose a hazard to their own or other residents' health and safety.

- c. **Repairs to the Home or Site by the Association:** If the home's exterior does not comply with any enforceable community rule, the Property Manager may notify the resident in writing that specific work is required to bring the home or site into compliance with such rule, and the Association will perform the work at the resident's expense if the resident does not do the work within 10 days of receiving such notice. The notice must also specify the amount that will be charged to the resident. If the resident does not do the work within 10 days of receipt of such notice, the Association may perform the work and charge the resident the amount specified in the notice, provided that such charges have been listed in the Written Disclosures described in Rule 3.
- d. **Structural Modifications to Home or Site:** With the exception noted below, any external structural modifications to the home or site must conform to the general aesthetic standards, for materials, design and siting, of the majority of homes in the community. For purposes of this rule, the term "external structural modifications" includes, among other things, any change in the structure of the outside of the home itself or patio areas, or the erection or alteration of any additions, decks, porches, skirtings, awnings, sheds, fences, enclosures, or other outside structures. Such external structural modifications, such as leveling of the home, may be made only with the prior written approval of the Property Manager, who will determine whether the plans or drawings comply with the community's reasonable rules on aesthetic requirements and whose approval shall not be unreasonably withheld or delayed. For those improvements requiring the approval of the local building inspector, the resident may not begin the work until he or she has submitted to the Property Manager reasonable proof of such approval by the local building inspector. The Property Manager shall not enforce any otherwise enforceable rule governing the exterior of homes against homes built before June 15, 1976, if it would not be practicable or possible for such home to conform with such rule because the home does not comply with the federal standards for construction of manufactured housing that were made effective on that date.
- e. **Exterior Aesthetic Standards for Community:** Exterior aesthetic standards for our community include: Homes must be skirted with materials that mimic brick, block or poured concrete foundations, or are in harmony with the exterior materials of the home; evidence of prior portability (hitches, wheels, running lights, etc.) must be removed or covered; exterior lighting (with the exception of motion-detected security lighting) must be aimed and be of a power that will not interfere with the comfort or privacy of neighbors.

15. Interior Appearance and Improvements

Residents shall be responsible for the interiors' compliance with applicable governmental health, safety, and other regulations, and shall only be subject to enforcement by the appropriate governmental authorities.

16. Landscaping

- a. **Landscaping by the Association:** With regard to landscaping — such as plants, trees or shrubs — that the Association has done at the home sites or in common areas, residents

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may not remove or substantially change the appearance of such landscaping without the prior written approval of the Property Manager. In addition, no trees planted by the Association shall be trimmed without the permission of the Property Manager. Such approval shall not be unreasonably withheld or delayed. This rule does not prevent residents from doing routine gardening at their site or engaging in regular maintenance of their lawns, shrubbery, and other plantings. In addition, this rule does not prohibit residents from removing any improvements made by the resident (including landscaping), as long as the resident repairs any damage to the home site caused by the removal of such improvements.

- b. Landscaping by Residents:** Most utilities are located underground and therefore residents may only do substantial landscaping of their sites after complying with all enforceable rules on digging (see Rule 17 below) and obtaining the Property Manager's prior written approval, which shall not be unreasonably withheld or delayed. This rule does not prevent residents from doing routine gardening at their site or engaging in regular maintenance of their lawns, shrubbery, and other plantings. Planting of trees by residents requires Board approval.

17. Digging

Before a resident begins to dig or excavate on his or her site, he or she must notify "Dig Safe" and comply with state "Dig Safe" law. The number for Dig Safe is (888) DIG-SAFE (344-7233) or you may visit Dig Safe online at www.digsafe.com. The Property Manager must be given written notice of the appropriate Dig Safe clearance numbers and clearance dates prior to starting any digging. All excavation shall be done in compliance with federal, state and local laws and if required, must be completed by licensed individuals. Such persons must be covered by reasonable insurance prior to commencement of excavation. Reasonable insurance is defined in 940 C.M.R. 10.01 and means an amount and type of insurance coverage that is reasonably related to the nature, scale and risk of potential loss, and does not exceed the prevailing average amount or type of coverage that is customarily required of suppliers of the particular good or services in the area. This rule does not prohibit residents from doing routine gardening and maintenance of lawns and shrubbery.

18. Goods and Services

The resident may hire any vendor, supplier, or contractor of his or her choice to provide goods and services for the home and home site. For those vendors, suppliers, or contractors (the "vendor") whose provision of goods or services may pose risks to the health, safety, welfare, or property of other residents, the Association, or the community as a whole, the resident can hire that vendor only if, before such goods or services are provided, the vendor submits to the resident reasonable evidence that he or she has reasonable insurance, as defined above and in the statute, in an amount reasonably related to the size of the risk(s), and such reasonable evidence shall be provided to the Property Manager upon request.

19. Soliciting

Except for such suppliers engaged or about to be engaged by residents and/or the Property Manager and/or the Board of Directors, other commercial vendors are prohibited from soliciting and peddling within the community.

20. Storage

Residents should not use patios, decks, porches, or lawn areas for long-term storage of items such as bottles, paint cans, trunks, boxes, snow blowers, lawn mowers or other equipment, furniture, bicycles, lawn and garden tools, gas bottles, wood, metal, and other materials. Such items must be stored inside or under the home, or in a shed. The resident may keep lawn furniture and other similar outdoor seasonal items outside the home during the seasons when they are not in use, provided that they are placed on a deck, patio, or porch, and do not interfere with lawn maintenance. Temporary storage units/dumpsters may be used, with a two-week time limit, and must be in the driveway on wood footings to protect driveway (cannot be on the lawn at any time).

21. Fire Safety

Because of the proximity of the homes in the community, the risk of fire damage to surrounding homes, and potential risks to those with pulmonary illnesses, residents are reminded that if they make interior improvements to the home involving equipment posing substantial fire risks — such as fireplaces, wood stoves, and other equipment involving open fires — they are responsible for ensuring compliance with all applicable governmental health, safety and other regulations on public health and fire safety, including those of the local fire department. This rule does not apply to equipment that is already part of the structure of the manufactured home and does not prohibit the use of charcoal or gas grills for cooking at the resident’s home site. Residents shall carefully attend to any fire or hot coals in their outdoor grills. Residents are prohibited from burning rubbish, yard waste, or anything else by means of an open fire. Residents are required to obtain a permit from the Plainville Fire Department before installing new, or using existing, so-called “fire pits.” Residents must provide a copy of the permit to the Property Manager.

22. Association’s Right of Entry

The Association, through its Property Manager, may enter onto a resident’s site in case of emergency that threatens the safety or property of the resident or others. The Property Manager may also enter the site either to inspect the pad, utility connections, and the general condition of the site, or to show the site to individuals interested in purchasing the home; however, in such cases, the Property Manager must provide reasonable advance notice before entering onto the site. The Property Manager will not enter a manufactured home unless the resident has provided prior consent in writing on a separate document addressing only the issue of consent.

23. Residents’ Conduct

- a. **Compliance with Applicable Laws and Community Rules:** All residents shall abide by all enforceable community rules, any fire, health, safety, and sanitary laws, and all other relevant national state or local standards that are applicable to the community and/or the home. Residents will make sure that their children and guests are sufficiently informed so that they understand and comply with all reasonable and applicable community rules.
- b. **Privacy, Use and Quiet Enjoyment:** Residents and their guests shall not interfere with the other residents’ privacy, use, and quiet enjoyment of their homes or home sites at any time.

- c. **Noise and Disturbances:** Residents may not play any stereo, radio, or television, or otherwise create noise, at a level that unreasonably interferes with other residents' right to quiet enjoyment of their homes and home sites. Reasonable quiet must be maintained between the hours of 10:00 p.m. and 7:00 a.m., or during the time period specified in any applicable local by-law or ordinance.
- d. **Interference with TV and Radio Reception:** The community does not permit any short wave or CB equipment or similar device that interferes with other residents' privacy or their ability to receive television, radio, or other transmissions.
- e. **Use of Firearms and Fireworks:** Discharging of firearms, paint guns, or air guns is prohibited within the community area. The use of fireworks in the community is prohibited.

24. Non-Residential Activities

Non-residential activities are permissible in the home or at the home site, as long as residents conform to all applicable zoning and other laws, and do not substantially disrupt the residential nature of the community. Excessive parking, traffic, and noise may be examples of such substantial disruptions of the community's residential nature. In addition, if non-residential activities lead to long-term excessive use of utilities, they may fall under this rule. Yard sales are permitted.

25. Pets

All pets must be properly licensed and immunized, as required by the Town of Plainville. All residents must disclose to the Property Manager the presence of any pets that go outside. All pets, whether inside or outside the home, are prohibited from disturbing the peace and quiet, and threatening the health, safety or property of residents. No resident may keep a pet whose conduct has endangered the health, safety or property of other residents or their guests, either within Sunset Acres or any prior residence. Whenever a pet (dog or cat) is outside your home, it must be restrained at all times, by either a leash or other reasonable restraint. Residents are permitted to walk their pets in common areas. Pets are not allowed on other residents' sites without permission of the homeowner.

The pet owner is responsible for cleaning up after his/her pet. The pet owner indemnifies the Association from any cause of action, claim or damage resulting from the actions of his/her pet.

If the pet owner violates these rules, the Association may take whatever steps are permitted by law to have the pet removed from the community.

26. Vehicles and Parking

- a. **Personal Motor Vehicles Per Site:** The number of personal motor vehicles shall not exceed the number allowed by existing driveway capacity. A personal motor vehicle is any registered vehicle that does not exceed a gross weight of 8,600 pounds, with two or more axles.

- b. **Parking:** Parking on the lawn is prohibited. Street parking during snow emergency is prohibited. Overnight parking on streets, whether by residents or their guests, is prohibited at all times of year.
- c. **Guest Parking:** In addition to parking in designated parking spaces on the home site, guests may park their vehicles on the street, as long as they do not interfere with the safe passage of emergency vehicles and snow plows and other residents' rights to use and quiet enjoyment of their homes and home sites.
- d. **Unregistered Vehicles:** No permanently unregistered vehicles shall be permitted in the community.
- e. **Other Vehicles:** Boats, trailers, motor homes, recreational vehicles, and commercial vehicles over 8,600 pounds may be kept in the community only if the Property Manager provides permission, and the Association provides a storage area for such purposes. Rental fee(s) per stored vehicle shall be disclosed to residents at the time occupancy commences. Said fee(s) may be changed from time to time, and any said change shall be communicated to all residents at least 30 days before any change goes into effect. Residents permitted storage of their vehicle(s) in such area as provided by the Association must provide proof of liability and property damage insurance for said vehicle(s) and sign a rental contract for a term of no more than one year, holding the Association harmless for such permitted storage.
- f. **Violations and Towing:** Any vehicle parked in violation of any enforceable rule, shall, after reasonable notice to the vehicle owner and the appropriate local authorities, be towed at the expense of the owner of that vehicle.

27. Use of Community Roadways

- a. **Speed Limit:** All vehicles shall be driven at a safe speed within the community. In any case, the speed shall not exceed the posted speed limit of 10 miles per hour.
- b. **Interference with Residents' Right to Use and Quiet Enjoyment:** Residents and their guests shall operate their motor vehicles in a safe manner and obey all road signs, signals, and speed limits posted in the community. No vehicle may be operated by an unlicensed driver or in a manner that interferes with other residents' quiet enjoyment of their homes.

28. Repair of Vehicles

- a. **Major Repairs:** Major overhauling, major repairs, major spray painting, changing of oil, or any other significant repairs to vehicles is not permitted in the community. Residents are permitted to do minor repairs of their vehicles within the community as long as there is no risk of a fluid leak.
- b. **Fluid Leaks:** Vehicles that are leaking fluids must be promptly repaired. If such leaks are not repaired, the Association shall provide the resident with written notice of the leak and provide a reasonable period of time to repair such leak or remove the vehicle from the community; if residents fail to take corrective action within such reasonable period of time, the Property Manager may take steps to have the vehicle removed or seek other relief for such conduct. Any resident who fails to comply with this rule and whose failure causes damage to the driveway may be liable for costs related to repair of the driveway or roadway if such costs are the result of the resident's action or inaction.

29. Association Facilities

- a. **Health and Safety Regulations:** Anyone using the Association facilities, or other common areas shall abide by any applicable health and safety regulations and any reasonable rules for use of such facility. Rules for such areas shall be posted and/or made available to all residents and their guests in conspicuous related areas. Such rules shall be reasonable and in accordance with applicable law and, where necessary, are subject to the same review provisions as that for the Community Rules.
- b. **Resident Meetings:** Residents may hold meetings at the office or other common area facility at no charge, subject to the availability of the facility. Meeting schedules will be posted at the office by the Secretary. Residents using any common area must remove any trash they accumulate, and leave the common area in the same condition as found.

30. Subleasing of Sites and Renting of Homes

This is a Resident-Owned Community where ownership of the home is of paramount importance. All proposed sublessees must submit applications for residency, described previously in Rule 1. All proposed sublessees will be approved as long as they provide the Property Manager with reasonable evidence that they have the financial ability to pay all rent and other charges, and comply with all enforceable community rules, including the registration requirement in Rule 2. Even after the Property Manager approves a subleasing arrangement, the original residents continue to be responsible for the rent, other charges of the community, and compliance with the Community Rules. Subleases are limited to no more than two years. Approval of subleasing should not be unreasonably withheld.

31. Sale or Transfer of Manufactured Home

Homeowners have the right to sell their homes on their home sites. Any homeowner wishing to sell or transfer ownership or occupancy of his or her home shall notify the Property Manager at least 30 days before the intended sale or transfer. Potential buyers and transferees are required to submit residency applications governed by Rule 1. This approval process must be completed after the initial agreement is reached but before the sale, lease or transfer is finalized.

The Association has 10 calendar days to consider applications, which are deemed to be approved if, after 10 calendar days, the Property Manager has not rejected the application and given the reasons for that rejection, in compliance with Rule 1.

a. For the sale of a manufactured home by the homeowner:

- i. The homeowner's notice of sale to the Property Manager will contain the broker's name, telephone number, and address;
- ii. A duly signed Purchase and Sales Agreement will be provided to the Property Manager;
- iii. The Property Manager will conduct an inspection of the lot to assess any repairs needed to the home site and the seller will be informed of any damage for which the seller is responsible.

b. For removal of homes:

- i. All taxes assessed against the home, all lot rent, fees and assessments are to be paid in full;

- ii. A copy of the local permit to remove must be given to the Property Manager prior to removal;
 - iii. After removal, the lot is to be cleaned of any trash, debris, and hazards (e.g., stairs falling apart, outbuildings in disrepair, broken glass). Any damage done to landscaping, or the utilities to the point of connection, caused by the negligent act or omission or willful misconduct of the homeowner, must be promptly repaired and any holes in the ground must be filled in by the homeowner so that the site is rendered in a clean and safe condition.
 - iv. The homeowner must provide the Property Manager with a copy of proof of reasonable insurance and license for all contractors and sub-contractors prior to the commencement of any removal.
- c. For homes to be moved in:**
- i. The Property Manager must approve all new and used homes prior to delivery, in accordance with applicable laws. Such approval shall not be unreasonably withheld;
 - ii. The Property Manager reserves the right to inspect and view any used home before moving into the community to confirm that it meets aesthetic, size standards and applicable code requirements of the community;
 - iii. If required by local, state or federal regulations, the home must first be approved by the regulating authority for compliance with state and local code requirements;
 - iv. The home and all associated installation work must meet all HUD, state and local building and health code requirements;
 - v. The homeowner must provide the Association with a copy of the applicable local permits for installation of the home, the license of each contractor installing the home and connecting it to utility services, and proof of insurance for all contractors and sub-contractors prior to the commencement of on-site work.

32. Broker for Sales of Homes

Homeowners who sell their homes may sell their homes directly, or use any broker of their choosing. In addition, homeowners may, if they wish, contract to have the Property Manager act as their broker. Under those circumstances, homeowners should enter into and sign a separate written agreement naming the Property Manager as their broker and specifying a broker's fee of no more than 10% of the sale price of the home.

33. For Sale Signs

Homeowners may place a sign on their site which advertises their home as "for sale". Homeowners using outdoor signs must comply with Rule 17 on digging. In addition, the signs used must be of a type available commercially, and consistent with Rule 14 on aesthetic standards for the exterior of the home and site.

34. Liens

For any overdue rent or other permissible tax, fee, or other properly disclosed charge, the Association may obtain a lien on the manufactured home and the contents of the home of the homeowner who owes the debt. The Association may enforce such a lien by bringing a civil action under M.G.L. c. 255, § 25A, to have the property sold to satisfy the debt.

35. Replacement of Manufactured Home

If a homeowner intends to replace his or her home, he or she shall obtain the approval of the Association before placing the order for the new home, and such approval shall not be unreasonably withheld or delayed. The new home and its installation and placement on the site must comply with the community's reasonable rules and any applicable federal, state or local governmental requirements. In addition, any workers hired to install the home must satisfy any applicable federal, state or local laws, such as any applicable licensing or bonding requirements.

36. Approval of Board of Directors and Enforcement of Community Rules

In any matter which requires the approval of the Association, Board of Directors, or Property Manager, such approval may be reasonably based on the interests of either protecting the health, safety, welfare, or property of other community residents, the Association, or the community property; and/or complying with standards set forth in enforceable community rules and applicable law. The Association shall apply and enforce the rules in a non-discriminatory manner, free from selective enforcement. In addition, such approval shall not be unreasonably withheld or delayed. In general, such "unreasonable" delay means more than 10 days, unless another time period is provided in an enforceable rule or applicable law.

37. Complaints

All complaints should be handled in accordance with the Board of Directors approved Association Community Rules Oversight Policy. All complaints should be submitted to the Property Manager. It is preferred that complaints be in writing and signed; however, if you have an emergency or have concerns about placing your complaint in writing, you can contact the Property Manager by phone. Residents should not contact individual Officers or Directors with complaints, but instead contact the Property Manager. This rule does not restrict any resident from making any complaints to any government agency or other outside group.

38. Amendment of Rules

These rules are subject to addition, amendment, alteration, or deletion from time to time, within the guidelines of the Association Bylaws and M.G.L. c. 140, § 32L. At least 75 days before the effective date of any new rules or changes to existing rules, the Property Manager will both conspicuously post in common areas, and provide the residents with a copy of all the Community Rules and any changes to the Community Rules. The Property Manager will attach to these copies of the rules or changes to the rules the attached notice entitled "Important Notice Regarding Community Rules." All rules and any change to the rules will be submitted for approval to the Attorney General's Office and Department of Housing and Community Development, at least 60 days before their effective date. Copies of such rules or changes to the rules shall be provided to all residents at least 30 days prior to their effective date.

39. Board of Directors and Committees

Any resident interested in being a member of the Board of Directors or a Committee must be a member in good standing of the Association.

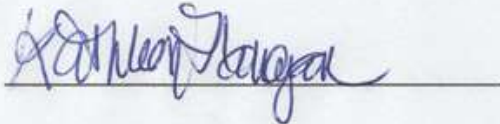
40. Severability

If any provision of these rules is held to be invalid, either on its face or as applied to residents, such a determination shall not affect the remaining rules.

Sunset Acres Residents Association, Inc. Community Rules, Total 16 Pages

Approved on May 20, 2023 by the Membership.

The foregoing is a true and accurate account, attested by,



Approved by the Sunset Acres Residents Association, Inc. Members on 2/5/2021, rule 12 d change was approved by the membership on May 20, 2023

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BYLAWS
Of
Sunset Acres Residents Association, Inc.

Approved 4/1/2020
Amended 5/22/2021
Amended 5/18/2024

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ARTICLE I

The name of this Corporation shall be Sunset Acres Residents Association, herein after referred to as the "Corporation," and shall have its permanent office at 45 Washington St. Plainville, MA 02762 in the Commonwealth of Massachusetts.

ARTICLE II Purpose

2.1 The Corporation shall be a Public Interest Not-for-Profit Corporation.

This shall be a corporation with members. No Member not in good standing (as defined in these bylaws) shall be eligible to vote upon any matter.

2.2 Purposes

The Corporation is formed and shall be operated exclusively for the following purposes:

- A. To promote the mutual interests and needs of the manufactured home park residents of Sunset Acres Manufactured Home Community for a safe, stable, and secure environment in which to live as residents; and,
- B. To acquire, own and operate Sunset Acres Manufactured Home Community (the "Community") in Plainville, the Commonwealth of Massachusetts in order to provide decent, affordable manufactured home sites for residential use as well as to provide and maintain appropriate common services, facilities, and improvements for the benefit of its current and future residents.
- C. To preserve the Community of Sunset Acres Manufactured Housing Community's status as a 55 and over community.

The public or quasi-public objective is to control rental costs and preserve the affordability of the Community for low- and moderate- income individuals and families within the purposes allowed under Massachusetts General Laws Chapter 180. This will promote the social welfare and lessen the burdens of government to develop and finance low- and moderate-income housing.

ARTICLE III Members

3.1 Eligibility

A "Member" is defined as an individual(s) adult, age 18 or older without regard to their race, color, religious creed, national origin, sex, sexual orientation, age, children, ancestry, marital status,

veteran history, public assistance reciprocity, or mental or physical handicap who:

- A. Own(s) and reside(s) in a manufactured housing unit (herein after referred to as the "Home") in the Community and any spouse entitled to a homestead interest and the other adult members of the household who have signed an Occupancy Agreement. And as Sunset Acres Manufactured Home Community is a 55 and older Community, no person under the age of 55 shall inhabit or reside in a Home in the Community*. In case of hardship, a household may petition the Board for an exception to the 55-and-older requirement. A person is seen as owning or co-owning a Home if he or she owns the Home directly or through his or her "living" or "Grantor" trust. A "Grantor" or "living" trust is any trust that is established by an individual under such terms as: (1) appoint him or herself as the trustee during his or her lifetime (and or competency); (2) is revocable by him or her; and (3) designates him or herself as the beneficiary for his, her or their lifetime.

"Ownership" of a home shall include, where appropriate, persons purchasing a home under a lease purchase or contract of sale, which is current and in good standing, are brought into good standing by agreement acceptable to the Board of Directors, where the home buyer has some established equity in the home.

"Ownership" shall, at the formation of this Corporation, be assumed of all that appear upon the rent roll as owners, until such time as proven otherwise. The Corporation's assumptions as to ownership are for its purposes only and have no legal standing.

- B. Is/are in good standing with the Corporation. A "Member in good standing" is a Member whose lot rent and Membership Fees are current or has signed an agreement satisfactory to the Board of Directors to bring these rents and fees current.
- C. Is/are willing to accept Membership responsibilities, including, but not limited to, voluntary participation in the governance of the Corporation and the operation of the community.

3.2 Membership Rights

- A. A Member will have a perpetual right to occupy a lot within the community as long as he or she continues payment of the lot rent and remains in compliance with the other terms of the Member Occupancy agreement, the Bylaws of the Corporation and the Community Rules established by the Members, as they may be amended from time to time. However, if a Member is evicted from the Community or moves out of the Community, that Member will lose his or her right to occupy said lot.
- B. Only one Membership interest will be assigned to a home, and only one full vote may be exercised under a Membership interest.

3.3 Membership Obligations

All Members and non-Members are required to pay their lot rent. This lot rent, initially

established by the Membership of the Corporation, may be increased by a majority vote of the Corporation Board of Directors or by a majority vote of the Membership, consistent with Article 5.2 of these Bylaws, with a thirty (30) day written notice to all Members and non-Members.

A. A Member will participate cooperatively in the operation of the Corporation.

3.4 Enrollment of Members

A. Owners of homes seeking to reside in a Home and lease a lot in the Community must become Members of the Corporation. Owners seeking Membership shall:

1. Apply for Membership on a form prescribed by the Membership Committee;
2. Be approved for Membership by a majority vote of the Board of Directors;
3. Pay in full the Membership fee;
4. Execute an Occupancy Agreement and a Membership Agreement;
5. Have an intent to occupy a Home in the Community; and
6. Commit to the purposes and policies of the Corporation including the Community Rules and these Bylaws.

B. Owners of homes in place at the time the corporation purchases the community have the right to become members without Board approval as per (2) above; but, must fulfill all other membership enrollment conditions (1), (3), (4), (5), (6) above.

C. Buyers of homes may be approved for membership conditional upon purchase and occupancy of the home.

D. A person is considered a buyer or owner if he or she seeks to or does own or co-own a Home directly or through his/her/their "living" or "Grantor" trust (see definition at paragraph 3.1 above) or becomes the subsequent beneficiary of a trust, previously existing as a living trust, upon death of the Grantor, or upon devise or distribution from a deceased Member's estate, or any other event. If an existing Member transfers title to a Home to his or her "living" or "Grantor" trust, the trust will not be considered a new owner or buyer under this paragraph. Members transferring their Membership into a permissible "living" or "grantor" trust must furnish the Corporation with either a copy of said trust document or a letter of opinion from an attorney stating that the trust to which the title has transferred is a revocable, grantor trust wherein the Member(s) is (are) the Trustee(s) during his/her/their lifetime, or competency, and with said Member(s) as the sole beneficiary during his/her/their lifetime.

3.5 Membership Fee

- A. The Membership Fee shall be One Hundred dollars (\$100). Membership Fees accumulate no interest. Membership fees shall remain equal for all members.
- B. A Certificate of Membership shall be issued to any Member, or trustee of any Member's "living" or "Grantor" trust, who has fully paid their Membership Fee. This certificate shall entitle the holder (or, in the case of a living or Grantor trust, the trust grantor only) to occupancy of a lot in accordance with the Member Occupancy Agreement, provided that the holder also abides by the Community Rules of the Corporation and does not interfere with the effective operation of the Corporation. The certificate is not transferable, except by will or trust distribution by a permissible trust, or the rules of law that apply if someone dies without a will, to someone that would otherwise be eligible for Membership. A Membership may not be transferred to someone or some trustee or beneficiary who does not plan to own the home and reside in the Community nor shall a "living" or "Grantor" trust continue to hold a Membership interest beyond the usual and customary time required for a wind up of a probate estate, should title have passed by that means and occupancy during such periods shall not extend to any other party not previously permitted Membership and occupancy.
- C. The Board of Directors reserves the right to use all or part of a Member's Membership Fee to pay any debt due to the Corporation, or expenses incurred as a result of a Member's actions or non-actions, in regards to the Corporation; such debts and expenses being legally the responsibility of the Member. The Member shall replenish a capital balance decreased on such account in order to remain in "good standing."

3.6 Termination and Expulsion

- A. Any Member whose activity in the Corporation is contrary to basic cooperation principles (see copy of International Cooperative Principles attached hereto and incorporated herein by this reference) or who endangers the effective operation of the Corporation may be expelled from Membership in the Corporation by the Board of Directors. Loss of Membership carries with it loss of all Membership privileges, including the perpetual right to occupy said lot and any Member incentives. Written notice of the charges against each Member, and a hearing before the Membership shall be provided before any such expulsion. The Member's certificate shall be repurchased for the amount of the Membership Fee paid, less any debts owed and expenses due and owing the Corporation on behalf of the Member, and if and when there are sufficient reserve funds as determined by the Board of Directors. A member who has been expelled from Membership but who has not been evicted is required to sign a new Occupancy Agreement designated for Non-Members. An eviction of the Member shall automatically terminate his or her Membership.

The Board of Directors will hold a hearing to determine if there is reason to call a Special Meeting of the Membership to vote on expulsion of the Member. If the Board determines that a vote on expulsion of the Member should occur, the Board will call a special meeting for the purpose of determining whether this Member should be expelled.

In order to expel a Member, three-quarters of the Members present at the Special Meeting must vote for expulsion. The number of Members voting for expulsion must also be at least a majority of the Members in the community.

- B. A Member need not be expelled before being evicted. Re-application for Membership will require Board review and Membership approval before re-issuance of Certificate of Membership. The reason for the expulsion shall be clearly stated, recorded, placed in the permanent files and a copy given to the Member. A failure to terminate Membership shall NOT deny the Board's right to bring about eviction in a competent court of law and the denial of a Membership termination shall have no presumptive impact on grounds for eviction.
- C. If the Member chooses to be represented by an attorney, the Member shall solely be responsible for the cost of his or her attorney. In no case should the Corporation be responsible for the legal fees of the Member.

3.7 Member Refunds

Members shall have a right to determine whether excess lot fees collected in any given fiscal year shall be returned to Members as a refund of overpayment of fees or retained as additional funding for reserves or for the needs of the following year operations. The decision may be made at the time that they approve the budget for the coming fiscal year. The Corporation may refund or credit to the Member, within one hundred and twenty (120) days, of the end of its fiscal year, dependent upon a satisfactory audit; but only insofar as such refund or credit is consistent with state law or permissible under the terms and provisions of any loan terms, as applicable from time to time. Such refunds are limited to a pro rata return of fees paid by Members in excess of the corporations needs and are not from earned income from other sources.

ARTICLE IV Sale and Rental of Homes

4.1 Use of Homes

- A. In order to unify the Members and make the Corporation stronger, all homes within the Community must be owner-occupied unless an exemption is granted by the Board of Directors according to the procedures outlined in 4.1 B. Failure to comply with this article, shall result in an eviction from the Community.
- B. Any tenancy existing in a home at the time of the park acquisition by the Corporation may continue, and the home shall be "grandfathered" from the requirement that all homes be owner-occupied. Upon any voluntary or involuntary termination or expiration of such a tenancy for any reason, the grandfathered status shall be lost and the home

may not continue to be rented out but shall become owner-occupied. Tenants allowed under this section are not eligible for Membership.

- C. Excepting those homes rented at the time of community purchase, rental or leasing of homes in the Community shall not be allowed unless approved by the Board of Directors. The Board of Directors shall not approve a rental or lease unless (1) a written request is submitted by the Member alleging hardship and (2) the Board of Directors determines that a hardship exists. If an approval is granted, the decision shall specify the hardship circumstance(s) and the condition(s) of approval. No rental contract exceeding one year may be approved, and each modification or renewal of a rental contract shall need Board approval. The vote of the Board of Directors shall be maintained in the official records of the Corporation.

4.2 All Home Sales

- A. Any Member or non-Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in 30 days additional lot rent.
- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Corporation. The seller shall supply the Corporation with the names and telephone numbers of any buyers who have signed a Purchase and Sales Agreement. See the exception for certain trust transfers contained in paragraph 3.4, which applies here as well.
- C. If the Corporation is owed money by the resident or the resident is in breach of any other obligation to the Corporation, the Board of Directors will not consent to the transfer nor will a new lease be granted until all obligations to the Corporation have been satisfied in full or suitable arrangements for payment have been made as determined by the Corporation.

4.3 Sale of Member Homes

- A. For a period of thirty (30) days following the delivery of the notice to the Board, if the Member receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the Member shall accept the offer from the lower-income family or individual. Provided, that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling Member in the case of a sale to a family Member or where the delay in selling would pose an unreasonable hardship for the selling Member.
- B. A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the

U.S. Dept. of Housing and Urban Development and published in the Federal Register.

- C. The Board of Directors shall purchase the Membership interest from said Member household by paying them an amount equal to the Member's total payment toward their Membership Fee, without interest, less any debt owed by the Member to the Corporation, within sixty (60) days of the removal or sale of the home, or at such later date when the purchase can be made without jeopardizing the solvency of the Corporation.

4.4 Vacant Lots

Any lot in the Community that becomes vacant (other than a temporary vacancy when a Member of the Corporation replaces his or her existing manufactured home with a new or different one), shall be leased by the Board of Directors to a low- or moderate-income household approved for Corporation Membership; provided, however, that if after advertising the lot for thirty (30) days, the Board does not receive an offer to lease from a low or moderate-income household reasonably capable of affording the Home and living in the Community, the Board of Directors may lease the lot to any suitable household. The Board will keep a waiting list for these purposes.

4.5 Owned Housing Units

Housing units that become the property of the Corporation may be sold by the Board of Directors to non-occupant owners who wish to rehabilitate or replace the home, and resell it to a resident occupant, under the following rules:

- A. The purchaser is purchasing the home in order to rehabilitate it or replace it, and expects to have the unit completed and habitable, or completely replaced within 90 days.
- B. The purchaser proves, to the satisfaction of the board, his or her ability to successfully rehabilitate the home themselves or through other licensed professionals.
- C. The purchaser must purchase the unit from the Corporation in advance of rehabilitation or replacement.
- D. The purchaser must pay rent and any other common costs and assessments, at a minimum of member rate, for the period that they own the unit. The Board of Directors may require prepayment of rent, deposits or other surety to ensure compliance by the purchaser, at their own discretion.
- E. The purchaser shows proof of insurance for themselves and all contractors and acquires or carries all permits and licenses necessary per local code.
- F. The purchaser must enter into a written agreement with the Corporation, including a time plan for construction, utilities hook-up, storage and disposal of waste, all of which is at their own expense.

- G. The unit cannot be occupied until sold to an owner-occupant who is approved to join the Corporation.
- H. The Board of Directors may set up fines for non-compliance with rules or other restrictions in accordance with schedules as determined by the Board from time to time. The Board of Directors may enforce this by taking a lien on the unit or any other contractual or legal action they deem necessary.
- I. Owners of units in rehabilitation under this clause are not Members of the Corporation, as herein defined.

ARTICLE V

Membership Meetings

5.1 How the Membership Can Legally Act

- A. The Membership may act only at a properly called meeting of the Membership where a quorum is present. One-third of the current Membership shall constitute a quorum at a Membership meeting.
- B. A member who is not in good standing (as defined by these Bylaws at 3.1(B)) shall be ineligible to vote upon any matter and shall not be counted toward a quorum.
- C. There shall be no voting by proxy nor shall a proxy be counted towards the establishment of a quorum, except for Powers of Attorney present at the meeting. The existence of a quorum shall be established at the beginning of each meeting and shall remain valid until the meeting is adjourned.
- D. Once a quorum has been achieved, any motion for consideration that is properly noticed before the meeting shall be approved by a majority vote of Members present except for motions affecting the Bylaws and Community Rules. The Members may only consider motions related to agenda items.
- E. The Bylaws of the Corporation and the Community Rules shall be adopted or repealed by at least a majority vote of the total Membership of the corporation.
- F. The Bylaws and the Community Rules may be amended by a majority vote of the Members present at any regular or special meeting at which a quorum is present, provided that notice of the proposed amendment shall be given in writing to all Members not less than ten (10) days prior to such meetings. After the ten (10) day notice, technical changes in wording or detail of the proposed amendment that do not alter the subject matter shall not require an additional notice.
- G. Any business required or permitted to be taken at a Membership meeting may be taken without a meeting, by means of a ballot clearly stating a Board-approved motion. To be

passed, the motion must be approved by a majority of the entire Membership. A copy of the motion and vote must be kept on file with the Corporation's Membership meeting minutes. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted or otherwise published to the members within 3 days.

5.2 Annual Meeting

- A. The Annual Meeting of the Members shall be held in the month of May each year in Plainville, MA or a place designated by the Board of Directors within 10 miles of the Community.
- B. The Board shall give written notice of the Annual Membership Meeting not less than 10 calendar days nor more than 60 calendar days before the date that such a meeting is to be held. Such written notice shall be given in writing to each Member at his/her address, and posted and maintained at a common area, and shall state the place, day, and time of the meeting, as well as the agenda items or subject matter to come before it.
- C. The Annual Report to the Secretary of State, the report of the examination of the prior year's finances, and the proposed annual budget of the Corporation shall be made available to each Member no later than ten (10) days before the Annual Meeting for approval by the Membership at the Annual Meeting.
- D. The budget shall show all income and expenses, the amounts budgeted by accounts and expenses classification, including, but not limited to, reserve accounts for capital expenditures, mortgage payment and interest, deferred maintenance and repair, taxes, rubbish removal, snow plowing, insurance costs, fees payable to the Internal Revenue Service, Municipalities and/or the Commonwealth of Massachusetts and include proposed future rents.

The budget adopted by the Board of Directors shall be presented to the Membership for approval at the Annual Meeting. At said Annual Meeting the Membership may, by majority vote of Members present, revise the budget.

If Membership, after meeting held or ballot conducted for said purposes, shall fail to approve a budget that meets all contractual obligations, the Board of Directors may approve such a budget without further vote of the members.

5.3 Special Meetings of the Membership

- A. Special meetings of the Membership may be called by (1) the President on his or her own initiative; (2) the Board of Directors on its own initiative; or (3) by the Secretary of the Corporation upon petition of at least one tenth (1/10) of the Members. Such Member petition may be delivered to the Secretary (or in the event the Secretary is unable or unwilling to call such a meeting, then by any other officer upon receipt of such petition,

which officer shall call a special meeting). The Board shall set the date, place and time of the Special Meeting, to be held within 30 days of receipt of such demand.

- B. The Secretary of the Corporation shall deliver by hand, by mail, or by email written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than 10 days in advance of the meeting date. Business at a Special Meeting of the Membership is limited to the Scope of the Notice Provided.

ARTICLE VI Board of Directors

6.1 Number and Term of Directors

- A. The Board of Directors shall consist of 5-9[^] Members who are in good standing with the Corporation.
- B. Directorships will not be denied to any person on the basis of race, color, religion, national origin, sex, disability, familial status, sexual orientation, age, children, veteran history, or public assistance reciprocity or mental or physical handicap. To be eligible to serve as a Director, an individual must be a resident homeowner of a manufactured housing unit in the Community and be a Member in good standing with the Corporation.
- C. All Directors shall serve for a term of two years, except that at the first election, the Vice President, Secretary and two Directors-at-Large* will be elected for one-year terms, or until their successors are duly chosen. No person may serve for more than three consecutive two-year terms, regardless of position. A previous member of the board, who has served the term limits, may run for office again after one term off.
- D. If a member is appointed to serve out an unexpired term, that time shall not count toward their three consecutive two-year terms.
- E. No more than one individual from each Member household may serve on the Board of Directors at any given time.

6.2 Election of Directors

- A. The Board of Directors shall be elected by the Membership at an Annual or Special Meeting held in place thereof. All newly elected Directors will take office thirty (30) days after elections or at the next Board of Directors meeting, whichever is first.
- B. Members shall elect Directors to each officer position as well as those Directors serving at large.

- C. A ballot provided on a form approved by the Board of Directors shall be used for the election of Directors. It shall clearly state the Director and Officer position to be filled and those nominees known in advance of the meeting. It shall also clearly state that other nominees may come from the floor.
- D. The Board of Directors may allow for an absentee ballot for the following reasons: vacation, hospitalization, shift work, travel, or infirmity. A request for an absentee ballot must be made in writing at least three (3) days before the meeting, if not the result of emergency circumstances. If the ballot is to be mailed, the Member must request it ten (10) days before the meeting. Absentee ballots shall not be counted towards a quorum.
- E. Ballots must be submitted by a double-blind process. The ballots shall be opened at the Membership meeting.

6.3 Powers

- A. The Board of Directors shall be responsible for the day-to-day management and control of the Corporation operations. All policies which do not require membership approval as stated in 10.3, will be adopted and amended by the Board of Directors.
- B. No Director may act on behalf of the corporation unless duly authorized by the Board of Directors.
- C. Any matters outside of the ordinary course of business or that involve the sale or encumbrance of assets shall require Member approval.
- D. The Board of Directors may from time to time set up committees and/or ad-hoc groups to work on specific responsibilities, with the committee Members serving at the pleasure of the Board of Directors. These committees will report to the Board of Directors and operate with only as much authority as granted by the Board. Further explanation of these committees may be found in the policies of the Board of Directors.

6.4 Resignation

Any Director may resign at any time either verbally or in writing. Such resignation will take effect upon receipt of the notice or the time specified in the notice. The Board will officially acknowledge such resignation in the minutes at their next meeting.

6.5 Removal

- A. Any Director whose actions are determined to negatively affect the operation of the Corporation, including more than three unexcused absences within a 12- month period, may be removed by a majority vote of the Members present at any regularly scheduled or special meeting of the Membership where a quorum is present, provided that a 10-day notice of the impending vote has been given to the Director who may be removed. Said

notice of a vote to remove shall only be made after:

1. If initiated by the Board of Directors: a majority vote of the Board of Directors, or
 2. If initiated by a Membership Petition: after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 10% of the Membership.
- B. Said Notice shall clearly advise that, once a quorum is established, a majority vote of the Members present will be needed to remove the Director.
- C. The notice shall state the date, time and place of the meeting where said vote will be taken.
- D. If the members' petition for removal of a Director does not state that the vote to remove is requested for the next Regularly Scheduled Meeting, or if the Board of Directors lacks time to give the required Notice to the Director to be removed before the next Regular meeting, then the Board of Directors shall take said Petition for Removal to also be a request for a Special Membership Meeting for said purposes, and proceed in accordance with these Bylaws regarding Special Meetings, and shall set the date, place and time of the Special Meeting, to be held within 30 days after receipt of such Petition. The Secretary of the Corporation shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than 10 days in advance of the meeting date.
- E. Board Members who are not in good standing with the Association, as defined in these Bylaws, will automatically be removed from the Board. The Board will give notice to any Board Member not in good standing, and the Board Member will have 30 days to return to good standing before removal by a Board vote.

6.5 Vacancies

Vacancies that result from resignation or other means may be filled by a majority vote of the Directors present at any regular or special meeting of the Board of Directors. The Director so appointed shall serve the remainder of the unexpired term, which shall not be counted as a consecutive term for the purposes of Article 6.1 of these Bylaws.

6.6 Compensation

Directors shall serve without compensation but shall be entitled to reimbursement for reasonable expenses incurred while conducting legitimate Corporation business. Any expenses incurred must have prior approval by the Board of Directors. Receipts must accompany all requests for reimbursement. Directors may not simultaneously serve on the Board and receive compensation for services, products, or contracts, and may not be employed by the Corporation.

ARTICLE VII

Officers

7.1 Roster of Officers

The Officers of the Corporation shall consist of a President, Vice President, Secretary, Treasurer and any other designated position as decided by the Membership. All Officers are Directors of the Corporation and must meet the requirements for being a Director set forth in Article 6.1.

7.2 Election and Removal of Officers

See process for Election and Removal of Directors in Article 6.

7.3 President

The President shall serve as chair and preside at all meetings of the Directors and Membership. He or she shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Board of Directors.

7.4 Vice President

The Vice President shall preside at all meetings in the absence of the President and shall perform such duties delegated to him/her by either the Board or the President. He/she shall report on the activities of the President to the Board in the absence of the President.

7.5 Secretary

The Secretary shall keep the records of the Corporation and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. He or she shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The signature of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity.

7.6 Treasurer

The Treasurer is responsible for overseeing the management of all Corporation funds. This is done by acting as the liaison between the Board of Directors and Property Management Company on a monthly basis. The Treasurer shall be the Chair of the Finance Committee. The Treasurer shall review and analyze monthly financial statements in order to prepare a Treasurer's Report. He/she shall work with the Finance Committee for this analysis and review of monthly statements. The Treasurer shall be responsible to ensure that the Past Due Rent Collections Policy is enforced by Management. The Treasurer shall also ensure that all funds being spent are in accordance with

the member approved Budget. All unbudgeted expenses shall be approved in accordance with Bylaws. The Treasurer will see that all invoices to be paid shall bear the signature of at least two of these four Officers: President, Vice President, Treasurer or Secretary. The Treasurer may delegate any tasks to any Board or Finance Committee Member or a contracted bookkeeping service.

7.7 Powers

All Officers of the Corporation shall, subject to these Bylaws and to any vote of the Directors, have such powers and duties as the Directors shall from time to time designate, in addition to the specific powers and duties set forth above.

ARTICLE VIII Board Meetings

8.1 Regular In-Person Meetings

Regular in-person meetings of the Directors shall be held at least monthly. Notice of the time and place together with the agenda of the Board of Directors' meeting shall be posted in a public place in the Community no less than 3 days before the meeting. The Board shall have the sole discretion to establish the agenda for all regular meetings.

8.2 Regular Meetings by Electronic Means

When made necessary due to natural disaster, public health consideration, or similar extraordinary circumstances, Regular Meetings of the Directors may be held by suitable electronic means. Notice of the date and time, and detailed Participation instructions, along with the agenda for the Board Meeting, shall be given to each Director and all other members via email and posted in common areas not less than three days before the meeting. The Board shall have the sole discretion to establish the agenda for all regular electronic meetings. During any electronic meetings, each Board member must be able to hear all in attendance and be heard by all in attendance.

8.3 Special Meetings

Special meetings of the Directors may be held at the call of the President or any two Directors. Written notice stating the place, day, hour, and agenda of any special meeting shall be posted in a common area and communicated personally to each Board Member not less than three days before the date of the meeting. In an emergency situation, a shorter notice may be given, provided that the agenda for that meeting is limited to dealing with the emergency at hand and that all actions taken are ratified at a subsequent properly noticed meeting.

8.4 Open Meetings

Regular (in-person and by electronic means) and Special Meetings of the Board of Directors shall be open to the Membership except when the Board moves to an Executive Session. Executive Sessions are used only for purposes of protecting a person's reputation and confidentiality, or to receive or discuss advice from legal counsel. A decision may not be made in Executive Session,

where minutes are not kept. Decisions must be made in the form of a motion at a public meeting.

8.5 Notice

Written notice stating the place, day, hour and agenda of all Board meetings, regular and special, shall be posted in a common area no less than 3 days before any meeting.

8.6 Quorum

At any meeting of the Board of Directors, a simple majority of the number of Directors then in office shall constitute a quorum for the transaction of business. A majority of those present must vote in the affirmative to pass a motion, once a quorum has been established. A Director may attend by telephone or other electronic device, if they can hear and be heard by everyone attending the meeting, and such Director is included in a quorum count.

8.7 Action without a Meeting

- B. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if the written motion is approved and signed by all Board Members. Authority for such action commences when the last Director approves. A copy of the written motion with all signatures must be kept with the Board minutes.
- C. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted within 3 days and announced at the next Board meeting.

8.8 Proxy Voting

Proxy voting is prohibited.

ARTICLE IX Indemnification and Bond

9.1 Indemnification

- A. The Directors, Officers and Members shall not be personally liable for the debts, liabilities or other obligations of the Corporation.
- B. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director or Officer of the Corporation, in any proceedings arising out of his or her alleged misfeasance or nonfeasance in the performance of his or her duties or out of any alleged wrongful act against the Corporation, indemnity for his or her reasonable expenses, including attorney's fees incurred in the defense of the proceeding, may be assessed against the Corporation, its receiver, or its trustee, by the court in the same or a separate proceeding if (1) the person sued is successful in whole or in part, or

the proceeding against him or her is settled with the approval of the court; and (2) the court finds that his or her conduct fairly merits such indemnity. The amount of such indemnity shall be so much of the attorney's fees incurred and other expenses as the court finds to be reasonable.

- C. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director, Officer, or employee of the Corporation, in any proceedings other than an action by the Corporation, indemnity for his or her reasonable expenses including attorney fees incurred in the defense of the proceeding may be paid by the Corporation if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed, to the best interest of the Corporation; any such indemnity shall be made as authorized by majority vote of the Membership.

9.2 Bond

Each Officer, Director, employee, and agent handling funds or securities amounting to \$1,000 or more in any one year shall be covered by adequate bond in accordance with state law.

ARTICLE X Operations

10.1 Signing of Documents

Unless specifically authorized by the Board of Directors or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the name of and on behalf of the Corporation will be signed and executed by the President and one other Director. The Board will authorize by written resolution all final documents to be so executed. No more than one individual from each Member household may have signing authority.

10.2 Disbursement of Funds

- A. All checks disbursing funds from any of the Corporation's accounts will require the approval of at least two Directors as specified in Article 7.6. No more than one individual from each Member household may have signing authority.
- B. Any decisions that may commit expenditures of three thousand dollars (\$3,000), or more of Corporation resources per Fiscal year, that does not appear in the approved annual budget, shall be made by the Membership at an Annual or special meeting of the Members. Capital Improvement and Replacement Reserve expenditures that do not explicitly appear in the member-approved Capital Improvement Plan, for the current or any previous year, and that exceed four thousand dollars (\$4,000) per Fiscal year, require the approval of the Membership except in cases of emergency repairs. The Board shall notify the Membership of such an emergency action at the next regular or special meeting of the Membership.

10.3 Ethics, Procurement and Conflict of Interest

Approved by ROC USA® 4/1/2020

*Amended 5/22/2021

^Amended 5/18/2024

In addition to the requirements of these Bylaws, The Corporation through a membership vote shall adopt, and all Director-Officers shall abide by, a Code of Ethics, a Procurement Policy, and a Conflict of Interest Policy. No member of the Board of Directors may be retained by the Corporation for compensation whether as an employee, independent contractor, consultant or in any other capacity. The role of employee, contractor, or vendor is inherently a conflict of interest with the director's role as a Board Member, and that conflict cannot be waived by the Board or Membership.

10.4 Records

All records of the Corporation shall be kept by the Directors then in office and shall be transferred to newly elected Directors upon changeover. Where possible, all records should be kept in the Corporation's office.

10.5 Inspection of Books and Records

- A. Records of the Corporation shall be open to the inspection of any Member at a reasonable time and place within 72 hours of a Member's request, limited to those items not protected for reasonable privacy concerns of Members, including but not limited to financial applications, credit reports, hardship applications, materials discussed in executive session and individual collection matters. Members requesting copies of any documents may be charged actual copying costs.
- B. The Treasurer will be responsible for ensuring that the annual financial audit is completed and delivered to the Board within four months after the end of the fiscal year.

10.6 Fiscal Year

The fiscal year of the Corporation shall be the twelve (12) month period ending the last day of June of each year. The Corporation shall cause its books to be examined within a reasonable time after the end of each fiscal year in accordance with the audit/review requirements of state law.

10.7 Sale, lease, or exchange of corporate property and assets; grant of security interest; public charities under 180:8A

- A. A vote of two-thirds of members entitled to vote thereon at a meeting duly called for the purpose, with notice given as provided in Massachusetts State Law shall be REQUIRED for the sale, lease, exchange or other disposition of all or substantially all of its property and assets. No such vote shall be required if such transaction does not involve or will not result in a material change in the nature of the activities conducted by the Corporation.
- B. As a corporation constituting a non-profit organization, the Board shall give written notice to the attorney general not less than thirty (30) days before making any sale, lease,

exchange, or other disposition of all or substantially all of its property and assets if that sale, lease, exchange or other disposition involves or will result in a material change in the nature of the activities conducted by the Corporation, except that no such notice shall be required if a written waiver of such notice is executed by the attorney general before or after such sale, lease, exchange or other disposition. A certificate signed by an officer of the Corporation which states that notice was not required, that notice was given, or that notice was waived by the attorney general, with respect to any sale, lease, exchange or other disposition of property by the Corporation shall be conclusive in favor of any purchaser, lessee, transferee or other person relying thereon for purposes of determining compliance with the provisions of this subsection.

10.8 Dissolution

A petition for dissolution in accordance with Massachusetts General Laws (Chapter 180 section 11A) shall constitute the sole method for the voluntary dissolution of a non-profit corporation and shall be authorized by vote of a 2/3rds majority of the corporation's members entitled to vote thereon.

If the corporation has no remaining assets, the petition for dissolution shall be submitted to the division of public charities of the office of the attorney general. If the corporation has remaining assets, the petition for its dissolution shall be filed in the supreme judicial court setting forth in substance the grounds for the application for dissolution and requesting the court to authorize the following dissolution of the Corporation, all the remaining assets, after payment of the Corporation's debts and expenses, shall be distributed in the following manner:

- A. The face value, or the amount equal to the Membership Fee paid minus any outstanding obligation to the corporation, whichever is lower, shall be returned to the Members.
- B. Any surplus remaining after the distributions in paragraph A shall be distributed to such organizations as shall qualify under Section 501(c)(3) of the Internal Revenue Code of 1984, as amended, or to another organization to be used in such manner as will best accomplish the general purposes for which this Corporation was formed.

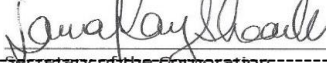
ARTICLE XI Rules of Procedure

In case of any question not covered in these Bylaws or adopted Board policies, the guidelines in "Parliamentary Procedure for Manufactured Housing Community Corporations" as published by the Management Guide © 2003, 2007, 2014 ROC USA, LLC or the foundation document, The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis, 2001 shall prevail.

CERTIFICATION

I hereby certify that these Bylaws were adopted by the Membership of Sunset Acres Residents Association at its meeting held on 4/1/2020.

Association, Inc at its meeting



-----~~Secretary of the Corporation~~-----

Secretary of the corporation

International Cooperative Alliance Principles

1st Principle: Voluntary and Open Membership

Cooperatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

2nd Principle: Democratic Member Control

Cooperatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

3rd Principle: Member Economic Participation

Members contribute equitably to, and democratically control, the capital of their cooperative. At least part of that capital is usually the common property of the cooperative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their cooperative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the cooperative; and supporting other activities approved by the membership.

4th Principle: Autonomy and Independence

Cooperatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their cooperative autonomy.

5th Principle: Education, Training and Information

Cooperatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their cooperatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of cooperation.

6th Principle: Cooperation among Cooperatives

Cooperatives serve their members most effectively and strengthen the cooperative movement by working together through local, national, regional and international structures.

7th Principle: Concern for Community

Cooperatives work for the sustainable development of their communities through policies approved by their members.

These principles can be found on the International Cooperative Alliance website at <http://ica.coop/en/what-co-op/co-operative-identity-values-principles>.

SUNSET ACRES RESIDENTS ASSOCIATION
Member Occupancy Agreement

Address: _____

This Agreement, made and entered into at Plainville, Massachusetts, Commonwealth of Massachusetts this _____ day of _____, 20__, by and between SUNSET ACRES RESIDENTS ASSOCIATION, Inc., a non-profit cooperative corporation organized under the laws of the Commonwealth of Massachusetts, having its principal place of business at Plainville, Massachusetts, (hereinafter called the "Corporation"), and

_____ (names) (hereinafter called the "Member") of _____ (street address of lot) Plainville, Massachusetts, being in said Community.

WHEREAS, the Corporation was organized to own and operate a manufactured housing community, now known as SUNSET ACRES RESIDENTS ASSOCIATION, Inc, (hereinafter called the "Community"), for the benefit of its Members and others; and

WHEREAS, the Member has been provided a complete copy of the Articles of Incorporation, the Bylaws, and the Community Rules of the Corporation and is familiar with their terms; and

WHEREAS, the Member has a bona fide intention to reside in the Community, and to continue such residence during Membership; and

WHEREAS, the Member has paid or agrees to pay the Membership Fee of One Hundred Dollars (\$100); and will receive a Certificate of Membership in the Corporation once the fee has been paid in full; and

WHEREAS, the Corporation and the Members deem it to be in their mutual interest to commemorate the Membership and rental arrangement in written form.

NOW THEREFORE, the parties do agree as follows:

Article 1 - Premises: The Corporation leases to the Member and the Member leases from the Corporation the lot known as (Street Address) _____ in SUNSET ACRES RESIDENTS ASSOCIATION, Inc Massachusetts, (hereinafter called the "Lot") in the

Community.

Article 2 - Term: Upon payment of the rental herein, and upon compliance with the other terms of this agreement, the Bylaws of the Corporation, and the Community Rules established by the Members, all as they may be amended from time to time, the Member shall have a perpetual right to occupy said Lot commencing on _____. If Member intends to terminate the lease and Membership, Member shall provide thirty (30) days' written notice to the Corporation.

Article 3 - Lot Rent: The Member covenants and agrees to pay all lot rent and other expenses in a timely manner in the monthly sum of five hundred and fifty-three (**\$568**) dollars for Member's owning a manufactured home in the Community, the Member's share of the monthly sum currently required by the Corporation, as estimated by its Board of Directors, to meet its expenses and reserves. The Lot Rent may be increased according to the Bylaws, with a thirty (30) day written advance notice. The Lot Rent must be paid on the first day of each month and there is a late payment fee, set by the Board of Directors (but not exceeding 5%) for Lot Rent received after the 30th day of each month. All such late fees as well additional costs allowed by this agreement shall be considered additional rent hereunder.

The lot rent includes all current taxes on the land of the Association, and the per-unit, per month fee of ___ dollars (\$) payable to the Town of Plainville.

While Plainville DOES NOT now tax the home owned by Member, IF the city should ever assess and tax individual homes in the community, the Member agrees to timely pay those assessed against the manufactured housing unit owned by the Member. (If the Corporation, upon demand or requirement of a lender or for other reason, has elected to pay any real estate taxes so assessed against the Member's unit, the Members shall promptly reimburse the Corporation). Any fees advanced by the Corporation for municipal taxes or other Lot Rent shall be added to the Corporation's lien for unpaid rents. The Corporation reserves the right to secure a lien on the home of the Member for any Member's lot rent and nonreimbursed expenses incurred by the Corporation.

Article 4 – Unpaid Rents: Member (and Member's spouse signing this agreement for these purposes, if not as a Member) recognizes that the Association has a lien under Massachusetts law for payment of lot rent and advances as provided by this agreement or by statute.

Article 5 - Membership Fee: The Member has paid or will pay the Membership Fee by payment in full before occupying the Lot. An exception is hereby made for tenancies prior to acquisition of the Community by the Corporation; the payment plan agreed to in the Membership Agreement is hereby incorporated into this Occupancy Agreement.

Article 6 - Refunds: The Corporation may refund or credit to the Member, within ninety (90) days of the end of its fiscal year, the proportionate share of accumulated Lot Rent as has been collected from the Member that are in excess of the amount needed for expenses of all kinds, including reserves; but only insofar as such refund or credit is consistent with state law, the Corporation's Bylaws, or permissible under the terms and provisions of any loan

documentation incidental to secured mortgage financing upon the Community, as applicable from time to time.

Article 7 - Member's Further Obligations and Covenants: The Member shall abide by the terms and conditions of MGL c. 140 § 32A through S, this Agreement, and the Articles of Incorporation and Bylaws of the Corporation, and Community Rules of the Corporation now in force or as they may be placed in force from time to time during the period of occupancy. The Member acknowledges receipt of a copy of the applicable Community Rules and Bylaws in effect at the execution of the Occupancy Agreement. The Member is also informed that a copy of the Massachusetts Attorney General's regulations regarding conduct of Manufactured Homes Communities is posted in the office of the Corporation.

The Member further agrees to participate "Cooperatively" in the operation and management of the Corporation by serving as requested on its committees or Board of Directors; to conduct himself/herself and his/her guests when on the Lot and in the Community in such a manner as not to disturb or threaten other Members, Resident Homeowners, or their respective guests and invitees; to pay any and all damages caused intentionally or negligently by the Member, or the Member's guests or invitees, to any and all property, real or personal, of the Corporation; to be otherwise in control of and responsible for the peaceable and nondisturbing conduct of Member's family, guests and invitees; and to otherwise reasonably obey and comply with all Community Rules.

The Member shall be responsible for all maintenance and repair of the lot, including usual maintenance of paved parking spaces if provided, with exception of any underground system, such as water, electrical or septic systems, unless such repair is due to the negligence of the Member. The Member is responsible for all repairs and maintenance (but not replacement except if the replacement is due to the negligence of the Member) of any aboveground fuel-Storage Tank (AST) on Member's lot.

The Member may do substantial landscaping of their sites after complying with all enforcement rules on digging and obtaining the Association's prior written approval, which shall not be unreasonably withheld or delayed. Any damage due to negligence is the responsibility of the Member. This rule does not prevent Members from doing routine gardening at their site or engaging in regular maintenance of their lawns, shrubbery, other plantings, and trimming of over-hanging limbs. The Member, in removing Member-installed plants, shall restore the site to its original landscaped condition.

The Member should carry homeowner's insurance including general liability insurance; however, because the Corporation is not able to effectively monitor that the homeowner's insurance coverage is current, it is the Member's responsibility to keep it current.

Article 8 - Corporation's Covenants: The Corporation shall comply with all duties set forth under the law, and it agrees to otherwise abide by all affirmative obligations assumed by it pursuant to its Articles of Incorporation, Bylaws or Community Rules, as they now exist and as they may be later amended from time to time.

Provided that the Member has provided a safe and properly maintained connection capability, the Corporation agrees to provide water and sewer utilities to the Member's Lot and to maintain these utilities in good and reasonable working order; to plow and maintain roads providing ingress and egress between the Community and the public road, to maintain common areas in a reasonably neat and attractive manner; to responsibly manage the Community and the Corporation's finances, including the payment of liability insurance and property taxes on the land; to duly report the significant and material doings and undertakings of the directorship to the Membership, and any special meetings that may be called from time to time; to provide copies of annual audit of the Corporation's finances; and not to discriminate against the Member in the provision of any services it is required to provide.

Article 9 - Eviction: The Member understands and acknowledges that he/she may be evicted from the Community for violation of this agreement or for any violation by which a Member may be evicted as set forth in the Community Rules or for any reason specified by statute, all as they now exist or as they may hereafter be amended from time to time. The Member also understands and acknowledges that eviction pursuant to this agreement is grounds for expulsion from Membership in the Corporation as well as for any reason specified in the Bylaws, as it now exists and as it may hereafter be amended from time to time. For this reason, all Notices to Quit for Nonpayment of Rent may be accompanied by a notice of the charges against them and of a reasonable opportunity to be heard before the Board of Directors of the Corporation not less than fifteen (15) days from the date of said notice. Failure to give said notice shall not constitute grounds to delay or avoid eviction.

Article 10 - Sublease: The Premises may be sublet to a third party only in the event of extreme and temporary hardship, as determined by the Board of Directors and upon such terms and for such time periods as it deems appropriate in its sole discretion and sets forth in writing.

Article 11 - Limitation on Right to Make On-Site Sale: The Member acknowledges the application of the resale limitations and restrictions of Article IV of the Bylaws as may be amended from time to time and agrees to abide and comply therewith, including the following:

- A. Any Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in 30 days additional lot rent.
- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Corporation. The seller shall supply the Corporation with the names and telephone numbers of any buyers who have signed a

Purchase and Sales Agreement. The proposed homebuyer shall complete an application for residency and provide evidence of financial ability to pay the rent and other charges associated with ownership of the unit and meet the approved creditworthiness and criminal criteria as determined by the directors from time to time. An application shall be acted upon within ten (10) days of receipt by the Corporation Board of Directors and any such failure to act shall be deemed an approval of the application.

- C. If the Corporation is owed money by the Member or the Member is in breach of any other obligation to the Corporation, the Board of Directors may consent to the transfer, as requested by that Member for the sale of his/her/their Home to a new buyer, but may insist that the consent or transfer documents or deed be transmitted directly to the escrow or closing agent with a Notice of Lien on the resident's Home for those amounts due and owing the Corporation. The documents shall only be recorded upon payment to the Corporation of all outstanding balances due to the Corporation.

Article 12 - Invalidity: If any clause, part of a clause or provision of this Agreement shall be determined to be invalid under any law or their application by a Court of competent jurisdiction, such invalidity shall not affect the validity of all remaining portions of that clause or provision or the other clauses or provisions of this Agreement.

Article 13 - Waiver: Either party's failure to insist upon strict performance of any provision of this Agreement shall not be deemed or construed as a waiver of performance of any other term of the Agreement or a waiver of such provision on future occasion.

Article 14- Notices: Whenever the provisions of law or the Corporation Bylaws require Notice to be given to either party, any notice by the Corporation to the Member shall be deemed to have been duly given if the notice is delivered to the Member at the Lot or to the Member's last known address; and any notice by the Member if delivered to a current elected Officer of the Corporation. Such notice may also be given by depositing the notice in the United States mail, addressed to the Member, as shown on the books of the Corporation, or to the President of the Corporation, as the case may be, and the time of mailing shall be deemed to be the time of the giving of such notice.

Article 15 - Representations Not Binding: No representations other than those contained in this Agreement, the Articles of Incorporation, the Bylaws or the Community Rules of the Corporation, now in effect, or as they may hereafter be amended from time to time, shall be binding upon the Corporation.

Article 16- Incorporation of Articles of Incorporation, Community Rules, Bylaws and Corporation Resolution: The Articles of Incorporation, the Bylaws, all Corporation resolutions, and its duly adopted Community Rules pertaining to the Community, now in effect, or as later amended from time to time, shall be binding upon the Corporation and the

Members. The adopted Community Rules pertaining to the Community, now in effect, or as later amended from time to time, shall be binding upon the Resident Homeowner.

Article 17- Attorneys' Fees and Costs: In the event any legal action is commenced by the Corporation to collect past due rent, to evict for any reason, or for any other reason, the Member must pay all legal fees and costs incurred by the Corporation, subject to the last sentence of this paragraph. These fees and costs will be paid by the Member, even if the eviction is terminated or cancelled by the Corporation. The legal fees would also include all such fees and costs incurred in connection with any appeal filed by the Member. The legal fees and costs incurred by the Corporation shall be considered additional rent for the unit in question, and this additional rent shall be due and payable by the Member in accordance with this document and the Community Rules. The Corporation shall be liable for such fees in the event the Member prevails in any such action.

In the event a legal action is commenced against the Corporation by a Member, if the Member prevails, the Member shall be entitled to costs incurred in such action, including legal fees (except if the Corporation is found to have contested the action in good faith), and if the Corporation prevails in said action or the action is withdrawn by the Member, the Member shall be required to reimburse the Corporation in defending such action (except if the Member is found to have prosecuted the action in good faith). The term legal action shall include any civil action brought before the court of law and any action or claim brought before a Board, administrative agency or other such body.

Article 18 - Time of the Essence: Time is of the essence of this Occupancy Agreement and any term, covenant or condition contained herein.

Article 19- Joint and Several Liabilities: If more than one (1) Member party shall execute this Agreement, the obligations of the Members shall be their joint and several obligations in every instance.

Article 20- Assignment to Lender: The Member recognizes and agrees that this Agreement is subject to a certain Collateral Assignment of Leases and Occupancy Agreements between the Corporation and its lending institutions and further agrees to accept and recognize these lenders' rights under said Assignment in the event those rights are exercised.

Article 21 - Home Financing Contact: The following are the names and addresses of persons and/or institutions holding a mortgage or security interest in my home:

Article 22- Contact Information:

Member Name(s): _____

Telephone: _____

Names of each additional person(s) living at the above address:

Emergency Contact Information

List the name, address, and phone number of the person you would want notified in case of an emergency:

IN WITNESS WHEREOF, the parties have hereunto set their hands on the date first above written.

:

SUNSET ACRES RESIDENTS ASSOCIATION, INC.

Its duly authorized Officer

By: _____

Name: _____

Title: _____

Members:

Signed _____

Printed Name: _____

Signed: _____

Printed Name: _____

Signed: _____

Printed Name: _____

Witness to all signatures:

Signed: _____

Printed Name: _____

Titled Members must sign above. Untitled spouses are also encouraged to sign below.

Non- titled spouses must sign to acknowledge interest of Corporation in the case of delinquent rent.

Spouse:

Signed _____

Printed _____

Sunset Acres Residents Association, Inc.

Massachusetts Disclosure Requirement Form

In accordance with Massachusetts state law (940 C.M.R 10.03(4)) , the community owner/operator must disclose, in writing, all conditions of occupancy to prospective tenants; any existing tenants whose current tenancy is being amended, renewed or extended, and approved sub-tenants.

These written disclosures must be signed and delivered to the residents at least 72 hours before the signing of any occupancy agreement or the beginning of a new occupancy.

1. Current rental amount per site: **\$568.00** per month, including the \$12 per month license fee tax to the town of Plainville.
2. A list of usual charges and fees:
 - a. **\$100** One-time Membership Fee
 - b. **\$ 25** Late fee for rent received after the 30th day
 - c. Actual bank fee charged for each check returned for insufficient funds.
 - d. Fee for repairs to the home site billed at actual cost per terms of Community Rules, Section 14
 - e. **\$ 25** Per month to store each vehicle, trailer or boat in the area designated by the Board of Directors.
3. Proposed terms of occupancy (check one)
 - Tenancy by perpetual lease
 - Tenancy by 5- year lease
 - Tenancy at will
 - Sub-tenancy or assignment
4. Estimate of anticipated fees in the next 12 months: **\$6,816 plus** anything payable under the terms shown in items b ,c, d and e above.
5. The names and addresses of all owners and operators of the community,

Property Manager: Bristol South, Inc.
814 Broadway P.O.BOX 77
Raynham, MA 02767

President: Vincent Kelter
Vice President: Laura Walker
Secretary: Kathleen Flanagan
Treasurer: Beverly Couturier

Operation Address: 45 Washington Street Box 117
Plainville, MA 02762

The Owner of the Community is a nonprofit corporation controlled by its members who are residents of the Community. A list of members of the corporation is available upon request following signing of the lease for the Site.

6. The Community Rules (see attached)

7. Size and location of the home site, including known defects:

Size and location: _____

Known defects: _____

(if more space is needed, attach list)

8. Description of common areas and facilities, with any restrictions on their use:

a. Community Building- May be booked ahead of time for events

b. Garage and accessory outbuilding- **No** access for residents

9. A verbatim copy of the "Important Notice Required By Law" set forth in M.G.L. c. 140 § 32P (see attached).

IMPORTANT NOTICE REQUIRED BY LAW

The rules set forth below govern the terms of your lease or occupancy with this manufactured housing community. If these rules are changed in any way, the addition, deletion or amendment must be delivered to you, along with a copy of the certified mail receipts indicating that such change has been submitted to the attorney general and the director of housing and community development and either a copy of the approvals thereof by the attorney general and said director or a certificate signed by the owner stating that neither the attorney general nor said director has taken any action with respect thereto within the period set forth in paragraph (5) of section thirty-two L of chapter one hundred and forty. This notification must be furnished to you at least thirty days before the change goes into effect. The law requires all of these rules and regulations to be fair and reasonable or said rules and regulations cannot be enforced.

You may continue to stay in the community as long as you pay rent and abide by the rules and regulations. You may only be evicted for nonpayment of rent, violation of law or for substantial violation of the rules and regulations of the community. In addition, no eviction proceedings may be commenced against you until you have received notice by certified mail of the reason for the eviction proceeding and you have been given fifteen days from the date of the notice in which to pay the overdue rent or to cease and desist from any substantial violation of the rules and regulations of the community; provided, however, that only one notice of substantial violation of the rules and regulations of the community is required to be sent to you during any six month period. If a second or additional violation occurs, except for nonpayment of rent, within six months from the date of the first notice, then eviction proceedings may be commenced against you immediately.

You may not be evicted for reporting any violations of law or health and building codes to boards of health, the attorney general, or any other appropriate government agency. Receipt of notice of termination of tenancy by you, except for nonpayment of rent, within six months after your making such a report shall create a rebuttable presumption that such notice is a reprisal and may be pleaded by you in defense to any eviction proceeding brought within one year.

Any group of more than fifty percent of the tenants residing in the manufactured housing community has certain rights under section thirty-two R of chapter one hundred and forty, to purchase the community in the event the owner intends to accept an offer to sell or lease the community in the future. If you wish to receive further information about the financial terms of such a possible purchase, you may so notify the owner at any time by signing the attached Request for Information and returning it to the owner in person or by certified mail. Such request for information shall not obligate you to participate in any purchase of the community. For a proposed sale or lease by the owner which will result in a change of use or a discontinuance of the community you will receive information at least two years before the change becomes effective. Otherwise, Requests for Information or similar notices from more than fifty percent of the tenants residing in the community must be on file with the owner before the owner is required to give you information concerning the financial terms of a sale or lease.

This law is enforceable by the consumer protection division of the attorney general's office.

Lessee's Initials: _____



COOPERATIVE
DEVELOPMENT
INSTITUTE
The Northeast Center
for Cooperative Business

Selling the Home: Homeowner Responsibilities

- The homeowner must inform the Resident-Owned Community (“ROC”) Board of Directors of his or her intent to sell the home.
- In most ROCs, the home is required to be marketed to low- to moderate-income homebuyers for the initial period of 30-60 days, depending on the Bylaws. All other considerations being equal, income-qualifying buyers will take precedence during this period. After this time period passes, this restriction is removed.
- If the homeowner vacates the home during the sale process, he or she is still fully responsible for all upkeep and lot rent.
- All ROC requirements regarding “For Sale” signage must be adhered to. Check the Community Rules for clarification.
- The homeowner is responsible for continued maintenance of the lot and preparation for the change in ownership. The lot must be left neat and clean. Any failure may result in the ROC holding back part or all of the seller's membership fee.
- The homeowner is the initial liaison between buyers/real estate agents and the Property Manager, Membership Committee, and ultimately the ROC Board of Directors.
- The homeowner/seller should request that a membership package be given to any prospective buyers and/or real estate agencies that list the home.
- The homeowner/seller is required to inform all prospective buyers of the requirement of membership acceptance, the process, the time frame involved, and any special conditions that may apply.
- Proration of lot rent must occur between the seller and buyer. No credit for any portion of lot rent will be given by the ROC to either party.
- The ROC DOES NOT involve itself with negotiations of the sale of the home, except as it may directly affect the ROC!
- Transfer of the membership fee as a part of the sale is not allowed. The homeowner/ seller must request reimbursement from the ROC through the Property Manager and the buyer must pay their whole membership fee directly to the ROC at the time of sale.
- The sale transaction is not complete until the buyer's membership application is approved, the buyer's membership fee is paid in full and verified by the ROC, and a new Occupancy Agreement is fully executed. Only then may the new homeowner take full possession of the dwelling and move in.
- Under no circumstance may the new owner move any property into the home or onto the lot until the sale is complete.

Signature: _____ Date: _____

Signature: _____ Date: _____

Sunset Acres Association, Inc.

Massachusetts Disclosure Requirement Form

In accordance with Massachusetts state law (940 C.M.R 10.03(4)) , the community owner/operator must disclose, in writing, all conditions of occupancy to prospective tenants; any existing tenants whose current tenancy is being amended, renewed or extended, and approved sub-tenants. These written disclosures must be signed and delivered to the residents at least 72 hours before the signing of any occupancy agreement or the beginning of a new occupancy.

1. Current rental amount per site: \$568 per month, including the \$12 per month license fee tax to the Town of Plainville.
2. A list of usual charges and fees:
 - a. \$100 One-time Membership Fee
 - b. \$25 Late fee for rent received after the 30th day
 - c. Actual bank fee charged for each check returned for insufficient funds.
 - d. Fee for repairs to the home site billed at actual cost per terms of Community Rules, Section 14
 - e. \$25 Per month to store each vehicle, trailer or boat in the area designated by the Board of Directors.
3. Proposed terms of occupancy (check one)
 - Tenancy by perpetual lease
 - Tenancy by 5- year lease
 - Tenancy at will
 - Sub-tenancy or assignment
4. Estimate of anticipated fees in the next 12 months: \$6816 plus anything payable under the terms shown in items b, c, d and e above.
5. The names and addresses of all owners and operators of the community,

Property Manager: Bristol South, Inc., 814 Broadway, P.O. Box 77, Raynham, MA

President: Al Williamson

Vice President: Laura Walker

Secretary: Kathleen Flanagan

Treasurer: Marilyn Mercure

Operation Address: 45 Washington Street, Box 117, Plainville, MA 02762

The Owner of the Community is a nonprofit corporation controlled by its members who are residents of the Community. A list of members of the corporation is available upon request following signing of the lease for the Site.

6. The Community Rules (see attached)
7. Size and location of the home site, including known defects:

Size and location: _____

Known defects: _____

(if more space is needed, attach list)

8. Description of common areas and facilities, with any restrictions on their use.
 - a. Community Building – May be booked ahead of time for events
 - b. Garage and accessory outbuilding – No access for residents
9. A verbatim copy of the “Important Notice Required By Law” set forth in M.G.L. c. 140 § 32P (see attached).