

Rio Robles Park

A Senior Retirement Community



[Type here] **Rules and Regulations**

BY RESOLUTION OF THE BOARD OF DIRECTORS, NO INDIVIDUAL BOARD MEMBER IS AUTHORIZED TO MAKE ANY EXCEPTIONS TO THE PARK RULES AND REGULATIONS. ALL EXCEPTIONS MUST BE APPROVED BY A MAJORITY OF THE BOARD, MEETING IN A REGULAR OR PROPERLY CALLED SPECIAL MEETING OF THE BOARD OF DIRECTORS. SUCH EXCEPTIONS TO THESE RULES AND REGULATIONS MADE BY THE BOARD WILL BE RECORDED IN THE MINUTES OF THE BOARD OF DIRECTORS. ALL RIO ROBLES SHAREHOLDERS ARE EXPECTED TO ABIDE BY AND CONFORM TO THESE RULES AND REGULATIONS.

Code RED

Kerr County

Emergency Notification System

Sign up at

www.kerrcountysheriff.org

Or

830-896-1216

Notification of an emergency situation in Kerr County will trigger a telephone call to your landline or cell phone

Rio Robles, Inc.

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Kerrville, Texas 78028
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Rules and Regulations

Rev: Jan. 2019

WELCOME TO RIO ROBLES. Our Park is owned and operated by Rio Robles, Inc., a Corporation chartered by The State of Texas. These Rules and Regulations are developed and approved by the Board of Directors for the health, safety, and well-being of Park Residents and their Guests.

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RULE VIOLATIONS

Rule Infractions: All complaints pertaining to the breaking of these Rules and Regulations must be submitted to the Board of Directors in writing. The Board will investigate the complaint, communicating with the alleged offender to request corrective action or resolution (this can include coming before the Board to present reasons for a waiver of the rule). If corrective action or resolution is not made, a letter will be sent assessing a monthly fine of \$50 until corrected. If the fine is not paid, it will be deducted from lot rent which could lead to eviction from Rio Robles.

This is in accordance with the signed statement on the Rio Robles Application for Residency that states, "I, we, hereby acknowledge receipt of one copy of the above named Rules and Regulations and have read, understand, and agree to comply with their stipulations of all decisions made by the Board of Directors of Rio Robles, Inc. I further understand and agree that should I violate said Rules and Regulations, then my Tenancy in Rio Robles Mobile Home and RV Park may be terminated."

NOTE: This supersedes any previous wording regarding fines.

I. MANAGEMENT:

A. The Rio Robles Board of Directors constitutes the management of Rio Robles, Inc. For a current list of members of the Board and the specific areas of responsibility assigned to each Director, see the corporate bulletin board in the recreation hall.

B. The President may spend up to \$500.00 and each Director may spend up to \$100.00 for emergency repairs to maintain Park owned equipment and utilities (electric, water and sewer). The Officers shall make an accounting for these monies to the Treasurer. Monies shall not be used in any way to abrogate Park rules and regulations.

II. BOARD OF DIRECTORS:

The Board of Directors of Rio Robles, Incorporated is elected by the Shareholders to administer and manage the affairs of the Corporation in a business-like manner. Each Board member accepts the commission upon being elected. Board members are representatives of the residents of Rio Robles Manufactured Home & RV Park. They are obligated to act in a manner which will be in the best interest of the majority of the

Shareholders.

III. DISCLAIMER AND INDEMNITY:

A. The Corporation shall not be liable for injury to, or loss by, Shareholders and/or their guests from fire, theft, accident, or any other cause whatsoever. The Board of Directors hereby indemnifies its Directors and employees from any and all liability whatsoever, which may arise therefrom. Rio Robles is an adult retirement community, designed and maintained for the use and benefit of persons who are capable of independent living in a manufactured home or recreational vehicle. Neither the Corporation nor its Shareholders, Officers, Directors or Committee members has the legal capacity or authority to assume responsibility for individual care and welfare of the Park Shareholders.

B. The purpose of the Corporation is to own, hold and operate the assets of Rio Robles, Inc. in a responsible business-like manner for the use and benefit of its Shareholders. Should an extreme need arise, any help or assistance provided will be at the initiation and/or action of the individual Shareholders of the Corporation, acting on their own behalf, and not as representatives of the Corporation. Consequently, Rio Robles, Inc. does hereby disclaim any responsibility or obligation for the personal care and/or welfare of any Park Shareholders, and does further disclaim any responsibility or liability for any such actions taken by any Park Shareholders.

IV. RESIDENTS:

A. Rio Robles is an adult retirement community. Normally, no one under 55 years of age and no more than two (2) occupants for each home will be accepted as residents of Rio Robles. In the case where there is a clear need for (i.e. a recommendation from a medical doctor) live-in assistance for an individual or couple, this rule may be amended. The third person must be in all respect a fully acceptable resident of Rio Robles Park. Any exceptions must be approved by the Board of Directors. Prospective residents must fill out an application and be interviewed by the Board of Directors. When submitting the completed application form, the applicant must pay an application fee, a portion of which will be applied to the first month's rent upon purchase of a home. The applicant will be notified by mail within ten (10) days as to the decision of the Board of Directors. When an applicant is denied, a refund of the application fee will accompany the notification of the denial. At the same time as the purchase of a home, the new buyer(s) must also purchase 4,000 shares of stock in Rio Robles, Inc. Article V, Section 1, of the Corporate Bylaws: Shares of stock in the corporation may be owned only by bona fide residents of Rio Robles Park. A bona fide resident is a person who is a resident of the State of Texas and County of Kerr, and his or her principal place of residence is in Rio Robles Park.

B. A prospective resident interviewed and approved by the Board of Directors shall have his application maintained on the Park approved list for a period of one (1) year from the approval date, to be notified by the homeowner when his home is for sale or by the office staff when a space becomes available for a new home in the Park. After the one (1) year period the prospective resident must make a written request to the office staff to remain on the list for another year. After two (2) years the prospective resident must be approved again by the Board. The prospective resident may request his name be removed from the Park approved list after the one (1) year or two (2) year period, and request a partial refund of \$100.00. The balance of the application fee is retained by Rio Robles as an administrative charge.

C. Persons making application for residency in the Park, but have not been interviewed or approved by the Board of Directors will have their application held on file for six (6) months at which time it will be removed if no further action is taken. Their application fee less an administrative charge will be refunded by mail to the address shown on the application.

D. From time to time we have family and friends visit. Should such visit extend beyond two (2) weeks, approval of the Board of Directors is required. No stay or visit may be permitted for longer than three (3) months.

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V. GENERAL RULES:

A. RENTS.

- 1) Rents are due the first of each month and are payable between the first and fifth day. After the fifth day of the month, a late charge of \$1.00 per day may be added to the rent due.
- 2) The rent for any manufactured/mobile home installed on Rio Robles, Inc. property owned (either by purchase or inheritance) by a person or persons other than a Rio Robles shareholder will be reassessed the rent at the same rate paid by monthly residents in the RV section of Rio Robles Park.
- 3) When a lot/space is vacated and becomes available in the Park, a prospective resident desiring to place a new home on that space, being previously interviewed and approved for residency by the Board of Directors, shall start paying rent upon accepting the space. From the date of the first rent payment the prospective resident shall have a maximum of six (6) months to complete set-up of the home on the space. After the six (6) month period the Board of Directors may impose a daily financial non-compliance penalty.
- 4) RENTING or permitting others to live in your home is prohibited.

B. CHILDREN:

Children are not allowed in the Recreation Hall, maintenance building, storage areas, exercise/game room, swimming pool or active work areas unless accompanied by a Shareholder of Rio Robles. Children are defined as those under the age of 18.

C. SWIMMING POOL:

Observe the rules posted at the pool. The pool is for the use of Shareholders, their guests, and RV'ers. Waste containers are provided for refuse. No glass bottles or other breakable items are allowed in the swimming pool enclosure. Babies in diapers are not allowed in the swimming pool.

D. RECREATION HALL, EXERCISE AND GAME ROOM, LAUNDRY, AND RESTROOMS:

All of these amenities have been provided for the use of Shareholders, their guests, and RVers. Do not dye anything in the washing machines. Wipe the machines out when you finish your laundry so they will be clean for the next person. Please observe all rules posted concerning washers, dryers and the laundry room.

E. SPECIAL DINNERS AND FUNCTIONS:

Certain Park functions are limited to Shareholders and their out-of-town guests. When this is the case, a notice will be posted on the Bulletin Board. If you wish to bring a houseguest, permission must be obtained from the hostess, and enough food provided to include your guest (s). Shareholders who are single may bring a guest to any Park function.

F. PRIVATE USE OF THE RECREATION HALL:

1) The Recreation hall (including the swimming pool) may be reserved for private parties under the following conditions:

2) Any SHAREHOLDER may request to use the hall for private parties and for group meetings that may include outsiders by placing the meeting/party on the calendar in the Park office and must be accompanied by a \$25.00 minimum fee to the Social Committee Fund.

3) The date and time allotted for a private party (including setup and clean-up time) must be strictly observed and may not conflict with or supersede any regularly scheduled Park activity.

4) In the event that a private party or group meeting is scheduled to occur on the same day as a regular Park activity the party must terminate and be cleaned up no later than thirty (30) minutes prior to the Park activity.

5) The SHAREHOLDER that has made the reservation MUST be present the ENTIRE time the hall is being used.

6) The SHAREHOLDER that has scheduled the private party or group meeting is personally responsible for the behavior of those participating and will also be responsible for leaving the hall and any other areas that may be used clean and in good condition.

See Section III for a Corporate Disclaimer

G. IMPROPER CONDUCT:

Improper conduct by Shareholders or their guests will not be tolerated. Park homeowners are entitled to the peaceful enjoyment of their spaces, and all Park facilities. Noise from radios, record and tape players, TV's and other sounds must be kept at a moderate level. Vehicles with loud mufflers may not be used in the Park.

H. QUONSET HUT SALE:

1) Normally each spring the Corporation sponsors a Quonset Hut Sale. The Quonset hut is cleaned out, tables set up, and Shareholders are permitted to sell those items that they no longer need, have room for, etc. Both days of the sale are open to Rio Robles Park, including the RV section, and open to the public ONLY on the second day.

2) THIS IS NOT A FLEA MARKET. It is for your personal items only. You are not permitted to bring in items that you acquire through the year for the purpose of selling them at the Quonset Hut sale.

3) Booth rental priority is as follows:

- a) Shareholder
- b) Maintenance department
- c) RV residents

4) No firearms or ammo to be advertised or sold

I. QUIET HOURS: 9:00 PM to 8:00 AM

All residents, Shareholders and RV residents, are entitled to the peaceful enjoyment of their home and space. All the above mentioned and/or their designated representative will refrain from doing house repairs and property maintenance, using power equipment, during these hours. This will include, but not be limited to, the use of power equipment such as saws, nail guns, blowers, mowers, trimmers, etc.

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VI. SECURITY:

Rio Robles is a Neighborhood Watch Community. Programs of this nature are an effective means for encouraging citizens to take positive steps to protect themselves and their neighborhood against crime.

In the event of an imminent disaster, such as a tornado, etc., you may consider leaving your manufactured home and going to the safety of the Recreation Hall. Pets may be in the building during this time only, but must be on a leash at all times.

The Corporation maintains a Good Neighbor Emergency Information Card and an emergency watch agreement with house keys in the corporate office. All Shareholders are encouraged to contact the corporate secretary to become a part of this program.

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VII. UTILITIES:

- A. Each Shareholder is responsible for his gas, electric, and telephone bills. In addition, the maintenance of all utility connections from the manufactured home to the point where they tie into the Park lines is the responsibility of the homeowner as follows:
- B. Water Connection – From the water cut off valve outside the house or addition into the house.
- C. Gas Connection – From the gas meter into the house.
- D. Sewer Line – From 5 feet beyond the house or addition into the house.
- E. Electrical Connection –
- 1) From the cluster of meters on a rack or a single meter installed on an electric pole located by the power company (overhead service) – Homeowner is responsible from the meter down, circuit breaker, conduit and wire underground into the crawl space/house.
 - 2) From a house where the meter is on a pedestal underground service – Homeowner is responsible for the circuit breaker below the meter, conduit and wire (underground) into the crawl space/house.
- F. Cable and Telephone Connections - From the junction box underground into the inside of the crawl space/house.
- G. Currently, cable TV, trash pick-up, water and sewer costs are borne by the Corporation. Do not waste water by leaving sprinklers on too long. Repair any leaking faucets or toilets. Monthly sewer costs are based upon the average water consumption during the months of December, January, and February. Excess usage of water particularly in December, January, and February may result in rent increase.

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VIII. TRASH:

The City of Kerrville controls pickup and recycling services in the Park. If you have any questions concerning these items, call the Park office. The City supplied refuse containers must be used. They should be kept at the rear of the house, carport, porch or other area that is not unsightly to your neighbors except on pick-up day. Plastic bags may not be used and should not be placed at the curb. Containers may NOT be placed on the street prior to the day of regular trash collection.

IX. MAIL:

Mail is delivered to each space in the Park. The post office requires that you install an approved type mailbox, with the house number plainly inscribed thereon. A standard post may be installed by the Corporation, at a convenient location, where it does not interfere with your driveway or the driveways of homes adjacent to, or across the street from your home. Thereafter, maintenance of the mailbox and post is the responsibility of the homeowner.

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X. VEHICLES:

A. Private Vehicles / RV's. Shareholders and visitors are required to observe the posted speed limits – 15 mph. ALL vehicles must be in good operating condition at all times so that they are capable of leaving the Park due to an emergency or when requested by the Board of Directors. Licenses and safety inspections should be current. **Parking travel trailers, motor homes, commercial vehicles, boats, boat trailers or utility trailers is not allowed on the street or in parking areas or driveways overnight.**

B. Exception – RV units may be parked for a reasonable period of time while loading or unloading provided they do not protrude into the street or present a hazard to pedestrians and traffic.

C. Automobiles may not be parked on the streets except when a party or social gathering creates a temporary need. NO OVERNIGHT STREET PARKING SHALL BE PERMITTED. As most of our streets are narrow, routine street parking could result in an impediment or a hazard to emergency vehicles, pedestrians, and traffic. If extra parking space is needed, use the parking area around the Recreation Hall, or other off-street parking may be used on a temporary basis only but not more than 48 hrs. Long term parking of commercial vehicles belonging to residents is not permitted. No one shall be allowed to park a vehicle or golf cart on the grass or in the yard at any time.

D. Vans, which are designated primarily for the transportation of people and which have no appendages such as air conditioning units, gas bottles, etc. are considered automobiles.

E. Commercial and Service Vehicles. These vehicles may be parked on the street while repairs or services are being made but not overnight.

F. Shareholders may rent an RV Site, if available, for personal use overnight at a discounted rate of \$10.

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XI. SHAREHOLDER USE OF CORPORATE VEHICLE:

A. The Board of Directors will submit to the insurance carrier a list of the names of Shareholders who will be allowed to drive the corporate vehicles. Those listed must have a VALID TEXAS DRIVERS LICENSE and a current TEXAS LIABILITY INSURANCE CARD on file in the Park office and be approved by the Park's insurance carrier.

B. There will be a vehicle log maintained in the Quonset Hut. The vehicle log will show checkout time and date, return time and date, and destination. Checkout and return of the vehicle must be during the hours of 8am – 4pm, weekdays only. Special arrangements must be made with the Maintenance Supervisor or other Board member for use of the vehicle on weekends or holidays.

C. Any use of the corporate vehicle by other than a Board member will be restricted to within five miles of the Kerrville City limits. A ten dollar (\$10) fee will be charged to the resident on behalf of whom the vehicle is used.

D. THE CORPORATE VEHICLE IS FOR USE ONLY IN THE PARK AND AROUND THE CITY OF KERRVILLE.

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XII. USE OF THE QUONSET HUT:

The Quonset Hut is primarily for the storage and maintenance of Park vehicles and equipment. Due to insurance restrictions, the use of the Quonset Hut is limited for residents. However, it is available for Shareholders use on a reservation basis. Mark date and time you desire on the chalkboard in the building. Do not change oil or do repair work at your home or in the streets. Oil changes may be done in the Quonset Hut, ONLY if the oil and filter are disposed of properly. Unless prohibited by the city due to water shortage, washing and polishing of vehicles at your own space is permissible.

XIII. PETS & WILDLIFE:

All animals must be kept on a hand-held leash when outside the owners' homes, with the exception that the dog owners may let their dogs exercise off-leash in the FLOOD PLAIN ONLY, as long as they are under the direct control of their owners. The owners shall be liable for any incidents or damage that their dogs may cause. Residents may not leave their pets unattended outside the home. Solid pet waste is the responsibility of each owner; therefore, it shall be picked up and disposed of by the same. Do not allow your pets to deposit waste in neighbor's or resident's yards. Leashed pets are allowed in any common green areas of the Park. Pets are not allowed in the recreation facilities (exception: see Section VI) or inside the fenced swimming pool area or other resident's yard. No pet, which is noisy, vicious, is destructive, or causes any disturbance, shall be permitted to remain in the Park. All pets should have current rabies vaccinations.

The Park maintenance will 'live trap' as necessary to keep stray animals out of our Park.

Feeding of wildlife is prohibited.

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XIV. MAINTENANCE OF HOMES AND LOTS:

A. A common goal of the Shareholders and the Board of Directors is to assure that all homes in the Park are maintained at a high standard of condition and appearance. Accordingly, it is a violation of these rules for a homeowner to permit the appearance and/or condition of his home to become substandard. The exterior of homes (paint/vinyl) and roof shall have NO bright or dark colors. If a homeowner has any questions he should contact the Board of Directors. As used herein “sub-standard” means that the Board of Directors has determined that the home does not meet the requirements.

B. The owner of the home determined to be sub-standard shall be notified, IN WRITING, of the Board’s determination, and such owners shall be given the opportunity to bring their homes to acceptable standards.

C. Shareholders may provide their own trees and shrubs. In planting, care must be taken to avoid underground utilities. DIG TESS must be notified to locate utilities. The number for DIG TESS is 1-800-344-8377.

D. Lawn mowing, watering, and general maintenance, including removal/killing grass and weeds in gravel areas, shrub pruning/trimming and removal are the responsibility of the Shareholder of that space.

E. If, in the opinion of the Board of Directors, a Shareholder neglects the care of his space, a written notice of the Board’s determination will be given. The homeowner will be given the opportunity to bring his space up to acceptable requirement. The Board will have the space maintained at the cost of the homeowner, if requirements are not met and maintained.

F. EXCEPTION: Where a Shareholder’s shrubs & trees interfere with traffic visibility clearance on streets, and especially street corners, the Park will trim as required to remove obstructions.

G. Shareholders desiring to replace lawn area(s) with new gravel shall use weed barrier/woven water permeate vinyl.

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XV. TREES/SHRUB POLICY:

- A. Rio Robles owns all trees within the confines of the Park.
- B. Trees or shrubs planted by the Park or Shareholders on utility easements, or in locations which interfere or prevent maintenance or repair of water or sewer systems, shall not be replaced by the Park if they are damaged or destroyed while performing needed work.
- C. The Park Facilities Directors, along with another Director, should have a qualified Tree Inspector check the trees annually or as needed and follow the recommendation of the Inspector, and identify any diseased/dying tree for removal.
- D. The Maintenance Department may cut/trim trees anytime to maintain the Park as directed by the Facilities Director and Board of Directors. THE PARK WILL TRIM ONLY WHERE ACCESSIBILITY AND PARK EMPLOYEE SAFETY CAN BE MAINTAINED AS DETERMINED BY THE FACILITIES DIRECTOR.

NOTE: Live Oak trees shall be trimmed only during January and February to reduce the possibility of infecting the trees with Oak Wilt.

- E. All “Commercial Tree Service” contract work and cost shall be documented, be within budget constraints and approved by the Board of Directors prior to performing work
- F. Should a Shareholder want to trim or remove a healthy tree from his space or adjacent area, Board approval must be obtained and all cost will be incurred by that owner for removal and stump grinding.
- G. When a Shareholder plants a tree on his lot, that tree remains the responsibility of that owner for the life of that tree or until such time as the ownership of the home changes, at which time that tree becomes the property of the Park.

H. DESIRABLE TREES LIST FOR THIS AREA:

The approved trees are Chinquapin Oak, Lacey Oak, Live Oak, Monterrey (Mexican White Oak), Pecan, Bradford Pear, Mountain Laurel, Big Tooth Maple, Crepe Myrtle, Chinese Pistache, and Western Red Bud. Due to undesirable characteristics and adverse experience, the following trees should not be planted: Arizona Ash, Box Elder, Chinaberry, Cottonwood, Hackberry, Locust, Poplar, or Sycamore.

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XVI. BARN STORAGE SPACES:

- A. Barn storage spaces are available for \$5.00 per month on a first come, first served basis. Storage spaces shall be limited to one (1) per Shareholder or long-term RV tenant.
- B. Waiting lists for available spaces will be maintained in the Park office; one for Shareholders and one for long-term RV tenants. The lists will be controlled by the Facilities Director.
- C. Priority for space rental shall be given to Rio Robles, Inc. Shareholders. If a space becomes available that is not desired by a Shareholder, it shall be offered to the long-term RV tenant on the RV waiting list.

XVII. SALES LOT:

Any Shareholder may place a wheeled vehicle (automobile, car caddie, trailer, motorcycle, motor home, pickup, 5th wheel trailer, van, etc.) which is owned by that Shareholder, on the sales lot at his own risk. A trailer with its tow vehicle or a motor home with its towed vehicle can be placed on the sales lot as a unit. A Shareholder may place only one (1) of the above units on the sales lot for one (1) month out of a four (4) month period. Only two qualifying items may be sold in any twelve (12) month period. The Shareholder must get approval from the office and show proof of ownership.

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XVIII. ALTERATIONS:

A. A Shareholder desiring to add porches, decks or rooms etc. to his homes may do so by presenting a sketch design and list of the materials to be used, including skirting material as applicable, to the Architectural Committee for review of offset standards and other applicable requirements in MOVEMENT OF MANUFACTURED HOMES INTO THE PARK. The Architectural Committee will present its findings, along with the sketch design and materials list, to the Board of Directors. The Board of Directors must approve, IN WRITING, the design and materials to be used prior to beginning work. All construction must conform to city standards, and when required, the homeowners must obtain CITY PERMITS.

B. Construction shall commence within six (6) months from approval date or the request must be re-submitted the Board of Directors for re-approval.

C. Construction shall be completed in a timely fashion, not to exceed six (6) months from the beginning date. The Board, based on extenuating circumstances, may grant time extensions; otherwise, the Board of Directors may impose a daily financial non-compliance penalty when the homeowner fails to meet established time limits.

D. Fencing delineating property lines is not allowed. As shareholders in Rio Robles, we do not own the property that our residence is located on, but in fact, have a proprietary lease for said property. This property does not have a formal boundary, but in fact, an informal boundary. These boundaries have been set by the Rio Robles Corporation as they own the property. In keeping with an open concept, we do not allow fences to delineate property lines. The residents of the property have the obligation to maintain said property in a presentable manner.

Clotheslines, open fires and TV antennas are not allowed. Small satellite dishes are permissible with approval of the installation location by the Architectural Committee. The Board of Directors must approve any other antennas.

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XIX. LEAVING A HOME UNOCCUPIED:

A. When leaving the Park for an extended period of time, a Shareholder should provide the Park Office with a contact phone number and the name, address and phone number of the person caring for the home and yard during the absence. FORMS ARE AVAILABLE IN THE PARK OFFICE. While you are away for an extended period, you may want to have a family member or friend stop by to check on your home. This is permissible and could include an overnight stay. However, you shall inform the office of the details, dates, names, etc. These visitors shall check in with the office upon their arrival.

B. The use of foil, corrugated cardboard, paper or sheets to cover windows and glass doors creates an unsightly appearance, so they are not to be used. Shades, draperies and/or awnings are suggested for this purpose.

C. Homes may be left unoccupied for a variety of reasons, i.e.: death of a resident, relocation, admission to a care facility, etc. In any of these or similar cases, the home may remain unoccupied for not more than SIX (6) months at which time it must be inspected by our Architectural Committee and if qualified to remain, be put up for sale, or if not qualified, be removed from Rio Robles. All expenses involving updating or removal of the home are the responsibility of the owner.

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XX. DESTRUCTION OF A HOME:

If a fire or storm substantially destroys a manufactured home, the homeowner shall promptly remove all debris. The homeowner will take all other actions required to render the space fully tenantable for another manufactured home. If the homeowner fails to do this within 30 days, the Board has the right to remove such debris and take action to make the lot tenantable without liability to the Corporation, and charge the homeowner a reasonable cost thereof.

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XXI. MOVEMENT OF HOMES OUT OF THE PARK:

- A. All outstanding charges must be paid at the office before a home is removed from the Park. Before surrendering a Shareholder's interest in the Corporation, homeowners will vacate the premises in good order.
- B. The homeowner, or his agent, should turn off the utilities and place temporary caps on the water, gas, and sewer lines. The electric circuit breaker below the Power Company meter should be opened or tripped and the electric service lines to the home disconnected. The TV coaxial cable, the telephone line and the electric service cable should not be pulled out of the ground.
- C. After the home, attached structured additions and detached storage building/shed are removed, the vacating owner shall clear skirting and loose concrete block base, concrete setup/blocks, etc., and all loose debris from the space, including any trees or shrubs that may have been damaged or cut down. The vacating owner is responsible for removing the debris from the Park.
- D. The seller is not responsible for the removal of the carport slab, driveway, patio concrete slabs, reinforced concrete skirting base or concrete steps. If the buyer cannot re-use the existing concrete, the Park will pay 50% of the cost of necessary removal.
- E. The owner or his estate who has another party/agent to remove the home out of the Park is responsible for the party/agent to meet all the above removal requirements in a timely manner, not to exceed thirty (30) days after the sale date of the home until its removal from the Park.
- F. As long as the home remains in the Park, the owner, or his estate, must continue to pay rent, utilities, and other monthly charges. The Corporation will not repurchase the stock until the home is sold or removed from the Park, and all legal requirements are fulfilled.
- G. When all of the above conditions have been completed, the Shareholder must surrender his stock certificate to the Corporation. Any charges due the Corporation will be deducted from the stock return proceeds.

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XXII. MOVEMENT OF MANUFACTURED HOMES INTO THE PARK:

A. Only new homes, 16 feet wide or wider, with a gable roof having six (6) inch minimum eaves, composition shingle or standing seam metal roof, of design that will enhance our Park, have door entry locations compatible to the carport and lot will be permitted in the Park. Color of exterior and roof of home shall not have bright or dark colors. Size shall be established by the Park to suit the lot size and must be approved by the Board of Directors. The close proximity of homes necessitates the establishment of specific standards.

B. These standards are:

- 1) Setback from street to house or structural addition is fifteen (15) feet minimum. EXCEPT homes with carport on the end adjacent to the street, support posts shall be six (6) feet minimum from the street curb, with two (2) feet maximum roof overhang from posts. All exceptions shall be approved by the Board of Directors.
- 2) The placement of the new home and attached structured addition may be no closer to an adjacent home or structured addition than ten (10) feet, drip line to drip line. The homeowner is required to obtain City Building Permits, as necessary.
- 3) Rear offsets for utility easement shall be 5 feet each side of the utility line. No permanent structure or concrete patio (slab) shall extend over the utility easement or Park water/sewer lines. Any TEMPORARY storage building (on skids) or removable wood deck/patio (no roof) that is located on/over a utility easement or Park water/sewer lines, shall be the responsibility and sole liability of the owner (Shareholder). The owner (Shareholder) is also liable for any expense incurred for removal, damage or replacement due to any maintenance or repairs required by the utility company or Rio Robles Park.
- 4) Prior to moving a new home into the Park, a plot plan drawn to scale must be prepared by the prospective owner showing the new home location on the space, with any grade preparation requirements noted. [See XXIII B (6)]. In areas that require fill or soil removal for homes, carports, driveways, etc. which leaves the grade so steep that erosion can be a problem, the Architectural Committee, with the approval of the Board of Directors, may require a retaining wall. All of the above preparation and/or wall costs shall be the responsibility of the new homeowner. The plan shall also show all adjacent structures and the distance from those structures to the new home with its appurtenances, e.g.: air conditioner, water softener, attached carport, porches/decks, steps, stoops, storage room or detached storage building/shed. The plan must be submitted to

the Architectural Committee for review. The Architectural Committee will then submit the plan with its comments to the Board of Directors. Approval or disapproval must be IN WRITING and signed by the majority of the Board of Directors and the prospective home owner. The prospective homeowner is to assure that all provisions on the approved plot plan are adhered to. Corrections of any deviation from the plot plan shall be the responsibility and sole liability of the owner for any expense incurred to correct the deviation. Problems arising from the implementation of the plot plan should be referred to the Architectural Committee for resolution.

5) The Architectural Committee will stake out the home location on the space, from the plot plan. The Board of Directors shall approve the home location prior to the movement of the home into the Park.

6) The grade under the manufactured home must be leveled to allow 18" to 24" average height from the steel frame (beams) of the home to the ground for set up. Local or limited areas may be deviated to 16" minimum height and 26" maximum height. Any area height that exceeds the 26" maximum shall be approved by the Board of Directors prior to setup/leveling the home. Homes shall be placed on concrete blocks and tied down in accordance with the standards required by the State of Texas.

7) Axles and tongues must be removed and disposed of by the manufactured home delivery/setup crew.

8) All utilities must be connected in accordance with the City Code and necessary permits secured by the homeowners.

9) Requirements set forth by the City of Kerrville must be met before a certificate of occupancy will be issued; one of which is that a non-tractable driving surface must be in place.

10) Skirting must be installed within 90 days after the home is set.

11) Skirting material must be approved by the Board of Directors. All new homes shall have masonry skirting, laid on a reinforced concrete base extending a minimum of six (6) inches below the ground surface.

12) Where water runoff from higher ground creates a problem, a sewer drain pipe should be installed on the outside of concrete base to drain and prevent runoff/seepage from entering crawl space of home.

13) Additions or alterations to existing homes without masonry skirting require a reinforced concrete base a minimum of 6 inches above and 6 inches below the ground surface. Adequate crawl space access and vents

shall be provided.

14) The Board of Directors must approve, IN WRITING, all porches, decks, patios, and their coverings. No enclosed garages are permitted.

15) Porches may be open, glass enclosed, or screened at the owner's option with the approval of the Board.

16) Carports and driveways shall be paved with reinforced concrete and are to be completed, along with the carport structural covering, within six (6) months after the home is on location. All carports should blend with and enhance the home. Driveways/walkways that are even with or below street level shall have a raised area three (3) inches above street level by either a bump at the curb or be tapered both directions from the curb to prevent street water from entering. The curb at each side must be blended into drive/walkway.

17) It is required that the lawn and landscaping be completed within 6 months from the time the home is moved into the park.

18) The Board of Directors may impose a daily financial non-compliance penalty (except Saturdays, Sundays, and Federal/State holidays) when the home owner fails to meet the Park Rules and Regulations established time limits for completion of skirting, concrete paving of carport and driveway, and carport structural covering.

19) The owner, upon approval of the Board, may install one detached storage building or shed. The size of the detached building or shed will not exceed 150 square feet and the height to the apex shall not exceed 10 feet. Owner must provide skirting around building or shed sufficient to keep out various animals.

20) Attached room additions to homes are permitted where offset standards as set forth in Sections B (1), (2) and (3) are met, with plans and specifications submitted to the Architectural Committee for its review, subject to being approved by the Board of Directors.

NOTE: ATTACHED ROOM ADDITION, defined as being (1) Roof secured to existing dormer/gable of home or attached to existing roofline and (2) secured to or using an exterior wall area of home. (MUST MEET BOTH REQUIREMENTS.)

21) The homeowner or contractor shall obtain all required City permits.

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XXIII. SALE AND/OR PURCHASE OF AN EXISTING HOME:

A. Rio Robles, Inc. must be ever mindful of the need to continue to update our Park and thus protect our investment. This can only be accomplished by moving out sub-standard homes, as defined by the criteria listed in (a) through (f) below, when the homes come up for resale. The age of a home will never be the sole factor in the Board's decision to remove a home which is for sale. Whether or not a home has been well maintained and up-dated shall be a factor. Prior to advertising or placing signs on their homes, owners desiring to offer their homes for sale must first advise the Board of Directors IN WRITING. The home will then be inspected by the Architectural Committee using the Park criteria listed in (a) through (f). The Committee shall submit its inspection report including any repairs required, comments, and findings in writing to the Board of Directors..

Note: It is strongly suggested that the owner/buyer have an independent "Home Inspection Service" inspect the home at his own cost.

B. The Board of Directors will determine if the home can be sold in the Park, or if it must be removed. To ensure that all repair requirements have been met, a second inspection by the Architectural Committee will be required after all repairs have been completed, which will be approved by the Board of Directors before the home can be sold. The decision to force removal of a home must be made in a regular or properly called special meeting of the Board of Directors. Once the Board has made this decision, said owner (s) may request a special meeting of the Board of Directors to discuss the decision. To be sold in the Park, an existing home must meet or exceed the following standards:

- 1) The home shall be 14 feet or wider.
- 2) The home cannot be internally wired with aluminum wiring.
- 3) The roof must be a gable or modified gable or ribbed arch roof (steel, aluminum, or shingles) in good condition.
- 4) The exterior appearance must not be materially below that of the average in the Park, as ascertained by the Architectural Committee. The appearance factors to be considered are the cleanliness of lines, the uniformity of color, and the absence of disfiguration.
- 5) The home will be inspected by the Architectural Committee to determine if the home is structurally sound (see Section C below). This inspection will be no guarantee, and does not imply that it covers all patent and/or latent defects or problems existing at the time of inspection or that

may develop at a later date. Rio Robles, Inc., and its personnel assume no responsibility in connection with such inspection and shall in no way be held liable for any subsequent problems which may arise therefrom. After this inspection is approved by the Board of Directors, it will be valid for a period of 9 months. This will in no way relieve ANY PROSPECTIVE PURCHASER FROM CONDUCTING AN INSPECTION OF HIS OWN, and any such inspection will be at the sole cost of the prospective purchaser.

C. If the following criteria are met, a home shall be considered by the Park to be structurally sound:

- 1) Walls are not leaning or loose from floor frame.
- 2) Siding is securely fastened, has no missing pieces, and is not significantly damaged due to tears, cracks, dents, or rot.
- 3) The roof is complete with no apparent missing pieces, and no sign of leaks in the interior ceiling that have not been repaired. The roof does not sag or show any severe hail damage.
- 4) The floor is level with no obvious dips. One area should not have an unusual amount of "give" as compared to the rest of the home.
- 5) Windows can be opened and closed.
- 6) Toilets cannot be rocked back and forth or from side to side.
- 7) There are no water leaks in the plumbing or local wet spots under the house.
- 8) Skirting is intact, and of sufficient ruggedness as to prevent easy access under the home by animals (skunks, squirrels, armadillos, etc.). The skirting must be set on or bonded to a base that prevents rainwater from flowing under the home.
- 9) The water heater must meet the City of Kerrville codes.
- 10) The drain on the air conditioner must convey the condensation outside the walls or crawl space of the home.
- 11) The clothes dryer is vented through the home wall and/or crawl space with smooth metal pipe.
- 12) A termite inspection made within the past twelve (12) months.

G. If the home is approved for resale in the Park, the homeowner shall sign the

necessary forms. When the homeowner leaves the house unoccupied he shall have six (6) months from the approval date to sell his home. After the six (6) month period has expired and the home remains unoccupied, the Board of Directors may impose a daily financial and non-compliance penalty until such time as the house is sold. The prospective buyers will be notified by the homeowner that his home is available for purchase by means of personal letter providing all the necessary information on the home. A current list of prospective residents can be obtained from the office staff. In the event the homeowner is not available to show the home, he must make arrangements with another homeowner to show the home.

- H. There is no real estate involved in the sale of a manufactured home because it is considered to be personal property. Therefore, the owner may elect to sell his own home or obtain a manufactured home REALTOR® who has been approved by the Board of Directors.
- I. A FOR SALE sign, not exceeding 12 inches X 19 inches, may be displayed in a window and a personal REALTOR® sign, not exceeding 24 inches X 30 inches, may be placed on the lawn. If the owner(s) sell their own home, it is recommended that they seek the counsel of an attorney in completing the necessary steps to transfer home ownership.
- J. ESTATE SALES may be allowed in the Park under the following rules:
 - 1) An estate sale may take place ONLY in the case of a home sale due to the death or forced relocation due to ill health of the occupant.
 - 2) Persons desiring to conduct an estate sale must present a detailed written request to the Rio Robles, Inc. Board of Directors.
 - 3) Estate sales will be approved or denied by the Board of Directors on an individual basis. The Board reserves the right to deny or modify the application as it sees fit.
 - 4) Each estate sale must be conducted by a qualified estate professional.
- K. GUIDELINES for the marketing of homes in Rio Robles park by LICENSED REALTORS®.
 - 1) Due to the nature of manufactured home sales in which the land the home sits on does not convey, it is recommended that only a REALTOR® who is certified for sales of manufactured homes be engaged for marketing of homes in Rio Robles Park.
 - 2) Any REALTOR® wishing to represent a home seller in Rio Robles Park

must submit a one-time written request to do so and receive prior written approval from the Rio Robles, Inc. Board of Directors. A list of REALTORS® who have been approved by the Board will be maintained in the Park office.

3) Any REALTOR® wishing to represent a home-seller in Rio Robles Park must sign a notice that he understands and will inform prospective buyers, in writing, of home purchase requirements, such as:

a) Rio Robles is an adult retirement community. All new residents must be capable of independent living in their home and at least 55 years of age. Normally no more than two (2) occupants may reside in any home in Rio Robles Mobile Home Park.

b) No sales transaction may be entered into until approval of the buyer for residence has been granted by the Rio Robles, Inc. Board of Directors.

c) The buyer(s) must be informed that they may have an independent home inspection service inspect the home at their own cost. They may obtain a copy of the Rio Robles inspection sheet from the Park office.

d) Prospective buyers must complete an application for residency and submit it to the Park office, along with an application deposit equal to the current lot rent plus a processing fee. If approved for residency, the lot rent deposit will be applied as the first month's rent.

e) All prospective buyers will be interviewed by the Rio Robles, Inc. Board of Directors for approval to reside in Rio Robles Mobile Home. Such approval will be indicated by signatures of the Board members in the appropriate place on the application form.

f) Immediately after the closing of the home sale, new resident(s) must purchase 4,000 shares of Rio Robles, Inc. stock at the current price in effect at close of sale.

4) No open houses will be allowed. Homes in Rio Robles Park may be shown by appointment only. No advertisement placed by a REALTOR® for home sales in Rio Robles Park may include the address of the home. The price, home description, REALTOR® contact information and phrases such as "located in a first class park" may be included.

5) A single sign, not to exceed 24" by 30" in size may be placed by the REALTOR® in front of the home for sale. No for sale signs can be placed at the residence until Board of Directors approves the home for

resale. This sign must be removed immediately upon the closing of the sale. No signs may be placed at the Park entrance.

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XXIV.

RV STORAGE:

- a. This space is provided for Shareholders' use at a nominal monthly fee whether the space is occupied continually or not. If the fee is not paid for any month, the space will be considered open and available to anyone. Each Shareholder shall be limited to one (1) RV storage space at the current rate. Additional spaces will be charged at the alternate rate. Electric outlets in this area were installed to provide power for battery charging and converters only, and must not be used for electrical heating, air conditioning, or electric refrigerators. If your RV is equipped with a propane 12-volt furnace, it may be operated during extreme cold periods. It is recommended that RV units not in use during the winter months be winterized. No one is authorized to spend the night in an RV that is parked in the storage area. The facilities in this area are not designed for occupancy.
- b. RV's may not be stored with slide-outs extended. The slide-out may be opened to allow cleaning or preparation for a trip but must be closed when completed.
- c. Each storage space is limited to one (1) RV unit, (only a tow car or truck attached to the RV unit will be permitted in an RV space when the length does not exceed the storage space size as determined by the RV Supervisor.) Motor homes AND other RV's must be in good operating condition at all times, so that they are capable of leaving storage area due to an emergency as declared by the City of Kerrville or the Board of Directors.
- d. Licenses and safety inspections should be current and attached to the unit. If emergency evacuation should be necessary, these units should be maintained and ready to roll. No vehicle should be left to deteriorate in the storage yard. Anyone who does not comply will be asked to bring the RV into compliance or remove it from the storage yard.

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XXV. RULES GOVERNING THE RV SECTION AND STORAGE AREA:

Please obtain a copy at the Park office for your guests staying in our RV section.

XXVI. VENDORS, PEDDLERS, OR AGENTS:

- e. Including representatives of non-profit organizations, may not engage in solicitation in the Park without WRITTEN authorization from the Board of Directors. The Park is for residential and recreational use only. NO business or commercial enterprise may be advertised or conducted from any home or facility in the Park.
- f. The following restrictions are solely to preclude any Shareholder from soliciting other homeowners or guests for any purpose and openly conducting any business enterprise inside the Park boundary. After the Tuesday coffee is finished, information concerning religious, artistic, or other non-profit activities may be presented. Various fund-raising tickets offered for sale by Shareholders for these activities are not considered to be commercial solicitation.
- g. Shareholders desiring to sell personal items within the Park are urged to use the Annual Quonset Hut Sale. Sales notices may be posted on the bulletin board provided in the recreation hall.
- h. Political signs and posters are prohibited in the Park, except automobile stickers.
- i. The following two activities shall be announced at least one week in advance at Tuesday coffee:
 - 1) Local representatives from medical facilities or non-profit organizations such as Dietert Senior Center may present information of specific interest to Rio Robles Shareholders. These presentations are not considered commercial solicitation.
 - 2) During political campaigns, politicians may be permitted to speak in the Recreation Hall after Tuesday coffee provided all candidates running for the same office are invited and the Board of Directors has approved the meeting. Shareholders can elect not to attend these sessions.

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XXVII. RULE ADDITIONS AND CHANGES TO THE RULES:

Any additions or changes to the Rules and Regulations will be considered by the Board of Directors at one of its regular monthly meetings. If the Board decides to not pursue a rule addition or change, no action is taken. If the Board decides to pursue a rule addition or change, it agrees on the addition or change, and will post the proposed addition or change on the clubhouse bulletin board. The purpose of this posting is for the Board to receive written input about it from the Shareholders before a Board vote is taken to approve or not approve. If the posting is timely (done by at least the Tuesday one week after the Board meeting at which it is proposed) a vote on the rule addition or change will be taken at the next regular Board meeting. Thus, the proposed addition or change will be posted for a minimum of 21 days before this vote is taken. If the posting is not timely, the vote on the proposed addition or change will be taken at the next regular Board meeting after the posting has been up for at least 21 days. If an addition or change is then APPROVED, it goes into effect immediately

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INFORMATION ONLY

RESIDENT INFORMATION MEETINGS. From time to time, the Board of Directors shall provide a Resident Information Meeting (RIM) to be held in the Recreation Hall for the purpose of discussing concerns and future plans of the Corporation. The meeting will be conducted from a predetermined agenda. Comments and/or questions from Shareholders may be accepted where time permits. Time limits for comments, questions, and decisions may be set by the Board in order that as many people as possible may be heard. Time and date shall be announced at least one (1) week in advance of the meeting at Tuesday morning coffee.

CORPORATION BYLAWS. The Bylaws of Rio Robles, Inc. are furnished to each new shareholder at the time of his stock purchase. It is the responsibility of each Shareholder to be familiar with these Bylaws.

SHAREHOLDERS ARE REMINDED THAT THE BYLAWS OF RIO ROBLES, INCORPORATED, TAKE PRECEDENCE OVER THESE RULES AND REGULATIONS.

These Rules and Regulations were approved by the Board of Directors on October 24, 2017 and supersede all Rules and Regulations dated prior to that date.

Throughout this document, the masculine gender pronouns shall refer to both masculine and feminine genders. In many cases the singular use can mean either singular or plural.

NOTES:

