PARK RULES & REGULATIONS:

LAMPLIGHTER, MEADOWLARK AND NORMANDY VILLAGE PARK

Revised August 2026

The purpose of these rules and regulations is to enhance the environment of the mobile home community and make residency here a more enjoyable experience for all.

REGISTRATION:

An application is to be completed by all interested applicants over the age of 18 that will be occupying the mobile home. All applicants must be approved by management BEFORE moving or purchasing a home in the mobile home park. Management will process your application by completing a credit check, criminal background check, and obtaining information from current and prior landlords. All applicants moving in a mobile home are required to purchase a building/moving permit from the City of Brookings before moving into the park.

OCCUPANCY:

All mobile homes must be owner occupied unless approved by management.
Each owner is responsible for updating management of ANY changes in the household. A new application must be completed and processed by management before moving in a new Resident over the age of 18.

LEASE AGREEMENT:

New Residents: A lease agreement must be signed before moving home or purchasing an existing home in the mobile home park. Application and approval will need to be obtained prior to leasing signing. Title transfer will need to take place prior to moving into the mobile home and a copy of the title transfer is to be provided to Housing Hub Property Management prior to moving in.

Current Residents: A 30-day notice must be given in advance from the beginning of a calendar month prior to move-out or selling your home. All rent must be paid for the full month of departure. The title of the mobile home will need to be transferred to the new owner prior to the tenant moving into the mobile home and a copy of the title transfer be provided to Housing Hub Property Management.

THE MOBILE HOME APPEARANCE:

House Numbers: House numbers are to be clearly posted on the front of each mobile home. NO SPRAY-PAINTED NUMBERS ALLOWED. Mobile homes must be well maintained by the Resident and comply with all applicable laws, ordinances and regulations of the city.

Residents are not allowed to operate any type of business out of their home unless approved by management.

All mobile homes must be color coordinated with siding and skirting neatly and securely placed around mobile homes.

All mobile homes must have steps for both entries (if applicable). Most steps that come from the mobile home manufacturer are NOT acceptable as permanent steps.

Skirting is required and must provide ready access to the underside of the mobile home for utilities repair and inspection.

RENT AND FEES:

Lot rent is due and payable on the first day of each month and becomes delinquent after the 5th of each month.

Tenants shall pay a late charge of 10% per month on all amounts in arrears, or the maximum rate allowed by law, whichever is lower. Tenants shall pay $40 for each dishonored or cancelled bank check. A tenant shall pay all fees and costs associated with collection of unpaid rent, including reasonable costs and legal fees.

Checks must be made payable to Housing Hub. **Please put your property name and lot number on your check.**

ACH payment is FREE and highly recommended. These can be set up to automatically transfer rent on your day of choice each month. Please ask management how to get set up.

Rent may be mailed to Housing Hub 621 2nd St S, Brookings, SD 57006. Management will NOT accept cash payments.

A $40.00 administrative fee will be charged for return of checks. You will forfeit your right to pay by personal check if a returned check is received. You will be responsible for paying any late fees that accrued due to the return check.

Residents are subject to eviction if rent is not paid by the 5th or if rent is habitually late.

Rental rates are subject to change upon a 30-day written notice by mail.

Residents leaving for an extended absence must plan for rental payments with management.

PETS:
Pets must be registered and approved with the park, or you may be fined. Dogs and cats are allowed ONLY by permission and are limited to two dogs and/or two cats.

Dogs or cats that are loose on the property will be called into Animal Control. Dogs shall always be on a leash.

Dogs should not be tethered or tied up outside for an excessive amount of time. Your privilege to have a dog may be taken away if they are barking excessively, charging or threatening people or other animals.

You MUST clean up after your dog. Complaints about leaving dog waste will result in a fine and potential costs of DNA testing for the dog to control future issues.

If you have any problems with pets around your mobile home, you may contact Animal Control. Management reserves the right to remove any pet deemed undesirable or a nuisance to others.

LOT MAINTENANCE AND IMPROVEMENT:
Maintenance: Residents are responsible for the maintenance of their lots. All lots must be kept in a clean and orderly condition. Absolutely no excessive equipment, appliances, or garbage will be allowed on lots or patios. Any garbage, tires, or other items left on lot may be disposed of by management and the Resident will be charged for the removal of the items. A lease violation warning will be given prior to removal of said items.

If an exterior water leak is found on the property, Resident is to notify Management right away. Should the leak occur after hours, Resident is to text or call the after-hours emergency line: 605.695.2476. If the leak is found inside your mobile home, it is the Resident's responsibility and Management will not need to be notified.

Each Resident must keep his/her lawn cut and trimmed. Trimming must be done each time you mow. Arrangements must be made to have the yard cared for while on vacation or away from the premises for extended periods of time. Lawns must be kept at an attractive (Approx. 3") length.

If Resident is unable to mow his/her lawn, he/she must find someone to mow it for them. If the lawn is not attended to, Housing Hub will mow the lawn, and the residents will be billed for the labor.

Trees, shrubs on your lot or bordering your lot are Residents' responsibility. Please water and trim them as necessary. Only furniture specifically designed for outside use is allowed on the patio or lot.

Each Resident is responsible for keeping driveways and walks around their mobile home free of snow and ice. Management will hire a contractor to plow community streets. Residents are responsible for any buildup of snow from contractors that may land on their driveway or sidewalk.

IMPROVEMENTS AND ALTERATIONS:

No additions, metal awnings, carports, structures, or the like may be built unless first approved in writing by the management, contingent upon prior approval.

No tires, blocks or other excessive materials are allowed on mobile home lots or roofs.

Storage sheds must be located at the back of the lot. Permission and location approval must be obtained by management prior to shed being on lot. Sheds shall not exceed 10'x12'.

Umbrella laundry lines may be installed at the back of home. Clothes may not be hung on deck railing.

No new fences are allowed. Current fences shall not be joined to next house. There should be a minimum of 4 feet in the neighbor's side yard to allow for access and exits of their home. Dog runs may be acceptable upon management approving plans.

Vegetable gardens are permitted if they are weed controlled and planted back to grass when you no longer wish to have a garden.

Political signs may not be displayed in windows, doors, lawns, or any other location on the property. No Flags are permitted in the mobile home park – excluding small garden flags.

MOBILE HOME EXTERIOR IMPROVEMENT:
Each spring management will walk through the park to determine necessary improvements to be made by the mobile homeowners, as well as the overall improvements needed in the park. A letter may be sent to Residents, after the annual walk through, requesting Residents to make necessary improvements to their home or lot. The improvements requested must be completed within 30 days. Anyone unwilling to make the improvements may be asked to remove their home from the park at their own expense. Residents may request a reasonable time extension for the completion of repairs. Agreed upon repair extension must be in writing and signed by both the Resident and management.

If mobile home is in major need of repair and any improvements are needed, management has right to terminate any residency after a 30-day written notice is given, therefore requiring Resident to remove the home from the park at the mobile homeowner's expense.

VEHICLES, TRAFFIC AND PARKING:
Speed: SPEED LIMIT 10 M.P.H. It is unlawful for any vehicle to travel at a rate of speed of more than 10 miles per hour within the confines of this park. Third time violators will be evicted.

Motor Vehicles (including motorcycles): All motor vehicles in the park must have a current license, be in operable condition, have a proper muffler system, not leak oil or other fluids, and be in generally good appearance and condition. Management reserves the right to prohibit a Resident's

or guest's motor vehicle from remaining in the park if it does not comply with management's standard.

Parking: No parking on the streets or lawn any time (winter or summer)! All cars, campers, boats, trailers etc., parked on street or lawn areas will be subject to immediate towing at owner's expense. Please advise your guests. Only two vehicles are permitted for each lot. Guest parking may be provided at designated areas in the park. These areas are for short-term guests. Any vehicle there longer than 72 hours will be towed.

Do not park on other Residents parking pads.

Repairing of Motor Vehicles: No repair or overhauling of motor vehicles will be permitted in the park.

No snowmobiles, inoperable vehicles or vehicles with expired registrations are allowed in the park.

Motorcycles, trailers, boats, ATV's may not park or be stored on the lawn. Motorcycles, trailers, boats, ATV's, etc. must be removed from the park during winter months and stored

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SALES OF HOME:
ALL NEW OWNERS MUST BE APPROVED BY MANAGEMENT BEFORE BUYING A HOME. Interested buyers must fill out an application and be approved before purchasing a home.

Residents must present written notification to management before a home is advertised for sale.

All prospective buyers who want to move to the park must meet with the manager prior to moving in.

Small "For Sale" signs are allowed in the windows of homes and approved Realtor signs are allowed in the yard in front of the mobile home.

A lease agreement must be signed before moving home or purchasing an existing home in the park. Application and approval will need to be obtained prior to lease signing. Title transfer will need to take place prior to moving into the mobile home and a copy of the title transfer is to be provided to park owner prior to moving in.

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MOVING HOMES INTO PARK:
ALL NEW OWNERS MUST BE APPROVED BY MANAGEMENT.

Management has the right to approve or reject a mobile home prior to moving the mobile home onto the lot. Photos of the mobile home are to be submitted to Housing Hub Property Management for approval prior to moving mobile home into the mobile home park.

An acceptable mobile home is at least 14'X70' in size and the exterior must be in good condition, as required by management, (roof, steps, windows, siding, etc.). A mobile home smaller than 14'X70 must receive written permission from management prior to being moved into the park.

Location, set-back, and final home position on the lot will be under the overall direction of management or City of Brookings.

take place prior to moving into the mobile home and a copy of the title transfer is to be provided to park owner prior to moving in.

Please note 'appearance' section, in regard to skirting, steps, etc.

CONDUCT:
Disorderly conduct such as police activity, loud parties, loud music, loud T.V., or any type of excessive noise, which disturbs other Residents' quiet enjoyment of their home, will not be tolerated. A lease violation, and a $100 fine will be given for any infraction of these rules and Resident may be subject to eviction.

Excessive overflow of cars will be considered disorderly conduct. If this happens, your guests will be asked to leave.

Respect other Resident's property by staying on walkways and roadways as much as possible.

Please do not enter other Resident's lots without permission.

COMMON AREAS/PLAYGROUND:
All common areas are under the exclusive control of the management company.

A designated playground area is provided. For your safety, do not play in the streets.

Bicycles shall stay to the right side of the road. Ride bikes on the roadway only and not on other Residents lawn/yard.

Playground area is a privilege and is not a part of the lot agreement. Recreation facilities are for the exclusive use of Residents and their guests. Equipment and facilities are at your disposal and will be used at your own risk. Behavior such as swearing, fighting, vandalism is not allowed. Anyone seen doing damage to the recreation area will not be allowed on the playground. Playing bat and ball recreation is not allowed as it may cause damage to mobile homes nearby.

UTILITIES AND SERVICES:
Blocking of home: Blocking the home for stability and hooking up to sewer, water, electricity, gas, telephone, and maintenance of such service is the responsibility of the mobile homeowner.

A water meter loop is required for new mobile homes moving into the park.

Heat Tape: Each Resident is responsible for determining whether their mobile has heat tape for their pipes and whether it is in working order and plugged in when necessary. Homeowners are responsible for thawing out pipes if they are frozen and repairing or replacing broken pipes.

Mailbox: Each occupant has a mailbox within the park. Tenants are responsible for mailbox keys and the transfer of keys to any new tenants upon sale of their home. Tenants may have to pay a locksmith to unlock their mailbox at their own expense if a key is lost or misplaced.

Residents who disconnect utilities to their Mobile Home are required to notify Management prior to disconnection.

GARBAGE:
No garbage is allowed on steps, patio or lot. All garbage must be bagged and placed inside the dumpster, not on the ground. Do not pile garbage on top of the closed lids.

Discarded furniture, mattresses, appliances, tires, oil, etc. may not be placed in or by the dumpster. Resident must take discarded items to Brookings Landfill. Residents will be billed for disposal of items left in or by the dumpster should management receive a report of Resident discarding such items.

Do not put yard waste in dumpster. The city will pick up your grass clippings if you place them in approved city yard waste bags, which are available at local stores. Place your grass clipping bags on the ground by the dumpster.

SPRING CLEANUP: Brookings is so lucky to have this yearly free service from the City, please do not abuse this. We will call to have dumpsters dumped when full but we are on their schedule. You MUST ONLY put junk inside the dumpsters, anything outside of them will not be taken. Those who do not follow this rule will be subject to cleanup and/or fines.

SEVERE WEATHER:

During severe weather, please contact Brookings Police Dept for designated location of shelter during a weather situation.

MISCELLANEOUS:

Guests: Guests are welcome; however, they are under the same general regulations of conduct and motor vehicle as Residents. You are responsible for all guests and family members, indoors and outside. Please inform guests of our regulations.

Unlawful acts: Residents shall always refrain from any use of their mobile home which violates any laws or ordinance of the State of community or which in the opinion of the management affronts the dignity of the common morality of the community.

Solicitors: Solicitors, distributors of printed materials, vendors, and peddlers are not permitted in the mobile home park, unless by permission of management.

Responsibility: The management or owner of the mobile home park is not responsible for loss due to fire, theft or accident on property.

Inspection: Management has the right to enter the lot at any time for the purpose of inspection and utility maintenance. No liability shall accrue to park management.

No burning or trash, leaves or other material is allowed, no firepits are allowed.

A lease violation and a $100 fine will be given for any infraction of these rules and Resident may be subject to eviction.

COMMUNICATION:

Our office is not always open during business hours as staff may work from home or be at appointments. We prefer email info@housinghubsd.com. Our second choice is texting 605-695-2476. If you'd like a phone conversation or meeting, just please email or text us with a meeting time. We are sorry if this is an inconvenience but having everything in writing protects all parties and keeps a 'paper trail' of what was requested.

We encourage requests/comments on how to make the park better or to report those in violation. We may advise you to call police or Animal Control in certain circumstances. We want to see a park that you can all be proud to drive into and will consider all requests for improvements.

Initials _____ _____ _____