



Linden Oaks

AN EVERGREEN COMMUNITY

Resident Handbook

Introduction

The purpose of this handbook is to provide an easy reference to the rules and regulations governing Linden Oaks, LLC. Ownership of all the common elements is shared with all tenants and individual actions of one tenant may have a direct impact on others. In order for the community to be an enjoyable place to live, it is essential that each tenant abide by the rules and guidelines created for the benefit of everyone. Please observe all of the community rules and regulations contained herein. Your cooperation will help maintain the value of your home and enhance the quality of life at Linden Oaks.

MANAGEMENT COMPANY

Linden Oaks, LLC is managed by: Evergreen Communities 1130 North Westfield Street. Oshkosh WI 54902 (920)233-2340 (Office). If you need assistance please contact the Management Company or housing coordinator at (920)237-2175 Monday through Friday from 8:00 a.m. to 4:30 p.m. For life threatening emergencies, call 911.

- Financial Management – Preparation of operating statements; collection of all assessments; maintenance of all bank records (reserve fund and operating account); collection of delinquencies; all expenses; preparation of monthly statement.
- Physical Management – Full responsibility for maintenance and control of common areas; keeping property in constant repair; making and supervising contractual obligations; preparation of specifications, analysis of bids; ensuring work is performed according to specifications; performing any other projects as required.

RENT

Rent will be due the first day of each month. Payment can be dropped off in a collection box located in the main vestibule of the clubhouse or mailed to:

Evergreen
Attn: Linden Oaks
1130 N Westfield St.
Oshkosh WI 54902

INSURANCE

Insurance for loss or damage to common elements is carried by Evergreen Communities. Each renter should obtain insurance for their personal possessions.

MAINTENANCE REQUESTS

Assistance from Facilities staff may be requested by a tenant. Request instructions can be found at www.LindenOaksOshkosh.com or call Resident & Guest Services at (920)233-2340.

Emergency services

Monday through Friday (except holidays) 8:00 a.m. to 4:30 p.m., Saturdays 9:00 a.m. to 3:00 p.m., and Sundays 10:00 a.m. to 4:00 p.m.—call (920)233-2340. Evergreen Resident and Guest Services staff will contact Facilities staff.

SNOW REMOVAL

All emergency exits and walkways are cleared first. Tenant driveways are cleared on a rotating schedule.

GROUND SERVICES

The Linden Oaks campus includes approximately 12 acres of natural woodlands, lawns, and garden areas. The grounds staff is responsible for the care and maintenance of all grounds year round.

Tenants who wish to plant trees, shrubs, or other personal plantings must first obtain approval from management. This is necessary to maintain a unified campus appearance and to ensure that the species and size of plant are appropriate for the intended location. No hanging baskets in or swings maybe be hung in soffits or on the trim.

GARBAGE / TRASH

Trash and recycling containers will be provided and must be stored inside the garage. Containers must be moved to the curb on collection days no more than 24 hours prior to pick up on Thursday and moved back into the garage no more than 24 hours after pick up. Renters are responsible for the disposal of any large items such as televisions, mattresses, sofas, and so forth.

PARKING

- Each renter has his or her own attached garage for parking. Outside parking is for the use of visitors.
- No major repairs or restorations of any motor vehicle, boat, trailer, aircraft or any other vehicle may be conducted on the premises.
- Vehicles may not be parked in such a manner as to block any part of a sidewalk, walking path, driveway, or fire lane. Doing so will incur a fine of \$50 per occurrence. Violations will be issued as necessary. If the violation continues to occur after notice is given, the vehicle may stickered and towed at the Owner's expense.

PETS

Pet owners are responsible for assuring their pets are properly registered and have up to date vaccinations. No livestock of any kind shall be kept in any home or common areas. No pet may be left unattended in the common areas. Dogs must be kept on a leash at all times. Should any animal belonging to a tenant be found unattended, such animal will be considered a stray and may be removed to the City Pound. No resident may keep a dangerous or exotic animal, trained attack dog, or any other animal deemed to be a potential threat to the well-being of people or other animals. It is the responsibility of owners to clean up after their pet in common areas. A fine of \$50 will be assessed for each infraction of an owner failing to clean up after their pet. Pet waste, should be scooped, placed in sealed plastic bags and deposited in the waste stations. Pet deposit of \$350 must be paid prior to pet occupancy.

OVERNIGHT GUESTS

Guests may reside in tenant's accommodation for up to 30 days per calendar year. Any guest that wishes to reside in a tenant's accommodation for more than 30 days within a calendar year must obtain advance written permission from Linden Oaks, LLC. At all times the guest is on the premises, tenant assumes all responsibility therefore, and guests are not allowed to use any amenities. Tenant agrees to indemnify, defend, and hold management company harmless from and against any and all claims and damages of any nature whatsoever (including, but not limited to, all court costs and attorneys' fees) arising resulting from the use of the Linden Oaks premises and any damages thereto caused by tenant's guests.

STORAGE

Storage lockers are located in the storage garage on the west side of the property. As a safety precaution, paint, flammable liquids, chemicals, aerosols, firearms, medication, or food cannot be stored in a storage locker.

DISASTER ALERT SYSTEM

Winnebago County has a system to alert citizens in the event of a tornado, severe storm, or natural or man-made disaster. The system includes outdoor sirens and special radio receivers.

USE & OCCUPANCY RESTRICTIONS

The following use and occupancy restrictions apply to all tenants and guests:

1. Use, maintenance and operation of the common elements shall not be obstructed, damaged or unreasonably interfered with by any tenant.
2. Common elements may only be used for the purpose for which each was intended.

3. No waste shall be permitted in or on the common elements and all waste must be disposed of properly. (Please see Garbage/Trash and Pets.)
4. No unauthorized sign of any kind shall be displayed to the public view on or from any home or common elements.
5. No noxious or offensive activity shall be carried on, in or upon the common elements, nor shall anything be done which may be or become an unreasonable annoyance or a nuisance to any other homeowner.
6. No loud noises or noxious odors shall be permitted on the property. This includes exterior sound devices, noisy or smoky vehicles, large power equipment or power tools, unlicensed off-road vehicles, or any items that might interfere with television or radio reception of any homeowner.
7. Nothing shall be altered or constructed in or removed from the common elements. (Please see Alterations.)
8. No structure of a temporary nature, such as a trailer, tent, and so forth, shall be permitted on the property at any time temporarily or permanently without permission from management. (Please see Alterations.)
9. No rubbish, trash, garbage or other waste material shall be kept or permitted upon any home or the common elements, except in the designated waste disposal receptacles. (Please see Garbage/Trash.)

VANDALISM

Anyone found vandalizing property will be prosecuted to the full extent of the law.

NONDISCRIMINATION

Residency at Linden Oaks, LLC is limited to people 55 years of age or older. Linden Oaks does not discriminate on the basis of, race, religion, color, national origin, sex, disability, marital status, sexual preference, source of payment, or on any other unlawful basis.

TOBACCO USE

As Linden Oaks is a tobacco free campus, use of tobacco or e-cigarettes is not allowed anywhere on Linden Oaks homes, grounds or in common areas.