

**POLO PARK EAST RO ASSOCIATION, INC.**

**RULES AND REGULATIONS**

**As Amended and Approved**

**April 14, 2021**

**Effective August 1, 2021**

The purpose of these rules and regulations is to promote the comfort, welfare and safety of the members and tenants of the POLO PARK EAST MOBILE HOME PARK (hereinafter called the "Park") and to improve and maintain the appearance and reputation of the Park.

The rules have been established by the Board of Directors of POLO PARK EAST RO ASSOCIATION, INC. (hereinafter called the "Corporation"), owner of the Park, and may be changed from time to time to achieve this and other purposes. Notice of changes in these rules shall be given at least ninety (90) days prior to the date of the implementation of the changes.

**1. Definitions:**

**A. Board of Directors - "board of directors" shall mean the current board of Directors of POLO PARK EAST RO ASSOCIATION, INC., a Florida not-for-profit Corporation.**

**B. Cooperative Fee or Co-Op Fee - cooperative fee or Co-Op fee shall mean the monthly maintenance and/or common expenses paid by the Member to the Corporation in accordance with the maintenance schedule established by the Corporation from time to time, which fee shall be due and payable by the member on or before the 1st day of each month.**

**C. Corporation or Association - "Corporation" or "Association" shall mean POLO PARK RO ASSOCIATION, INC., a Florida not-for-profit corporation, the owner of the Park and landlord to Members Tenants and Tenant-owners.**

**D. Management - "Management" shall mean the professional manager that may be employed by the Board of Directors and the Association to manage the Park.**

**E. Member - "Member" shall be the person or persons owning a Membership certificate issued by the Corporation pursuant to the Articles of Incorporation and the Bylaws.**

**F. Park - "Park" shall mean POLO PARK EAST MOBILE HOME PARK.**

- G. Tenant - "Tenant" shall mean an occupant of a manufactured home in the park who is not a member.**
- H. Tenant-owner - "Tenant-owner" shall mean an owner of a manufactured home in the Park who is not a Member.**
- I. Unit – "Unit" or "Lot" shall refer to the cooperative parcel upon which a Member's manufactured home is located or a rental parcel upon which a Tenant-owner's manufactured home is located, as said parcels are shown on the Plot Plan which is exhibit "11" to the Prospectus.**
- J. Approved - The word "approved" shall mean approved by the Board of Directors.**
- K. Guest – is one who stays in a home as a guest more than 24 hours.**
- L. Day Visitor – is one who is visiting a home less than 24 hours.**
- M. Recreational Vehicle (RV) – A recreational vehicle, for the purposes of these Rules & Regulations, is any vehicle not used primarily for passenger transportation.**
- N. Recreation Facility – Clubhouse and all common areas.**
- O. Declaration of Master Form Occupancy Agreement and Bylaws Unless otherwise defined, all terms shall have the meaning and definitions as provided under "Polo Park East Association, Inc. Declaration of Master Form Occupancy Agreement" and the "Bylaws of Polo Park East RO Association."**

**2. The Manufactured Home:**

- A. Prior to the installation of any newly-purchased manufactured home, the Member, Tenant-owner shall submit to the Board of Directors an application to install, on an approved for indicating all required information. Any new manufactured home must be double wide, at least twenty-four (24) feet wide and thirty-two (32) feet in length. The maximum length and the optimum position on the lot will be determined upon examination of the site by the Board of Directors. Action to approve or disapprove the application must be taken by the Board of Directors within 7 days of receipt of the application.**

- B. Newly installed manufactured homes must be set up to include the following appurtenances within 30 days from date of placement on the lot. All homes will have split brick, decorative block, or stucco-type skirting (no aluminum, fiber board, plywood, or decorative paneling may be used). Sheds, steps, porches, canopies and other exterior accessories must be approved by the Board of Directors as to size, material, location, and construction before installation.**
- C. No construction or alterations by resident of any new structure or additions to existing structures shall commence prior to resident submitting drawings and specifications to the Board of Directors and obtaining written approval to proceed with the construction, otherwise it may result in removal of same. The Member, Tenant-owner, or Tenant is responsible for obtaining permits from Polk County if required.**
- D. Manufactured home tie-downs and blocking must comply with all applicable government laws, ordinances and regulations.**
- E. Only attached approved sheds are allowed. No free standing sheds, lockers, storage cabinets, or shelving may be installed or constructed except within the home or within the storage shed. Existing homes which do not conform with this provision must do so prior to transfer of ownership.**
- F. Fencing, other than decorative fencing and/or railing, as approved by the Board of Directors, is prohibited on the lots. This prohibition includes decorative fencing and also chicken wire type fencing in or around shrubs, trees or flowerbeds. Decorative fencing/railing may be installed on any patio or driveway areas. The fencing/railing can not enclose any patio area or driveway. The Board of Directors must approve design and materials in writing.**
- G. All manufactured homes must be kept clean and free from mildew.**
- H. All tools, mowers, ladders, cement blocks and similar items shall be stored in the home or in an approved shed. Storage of any kind is not allowed in any other areas on the lot. Nothing should be stored or left on the outside of the home. The exception to this rule would be the trash container, recyclable container, garden waste container, garden hose, and golf cart. Lawn furniture, such as chairs and or a table for sitting is permitted. Covered BBQ grill is allowed.**

- I. Carport surfaces are to be kept clean and smooth. Oil slicks and other types of fluid drips or spills are to be removed. It is permissible to stain carports or driveway concrete after supplying a sample of paint, stain or any design patterns to the Board of Directors. Any changes in the appearance of driveway or carport concrete must be pre-approved, in writing, by the Board of Directors after the owner submits the samples provided for by this section.**
- J. Only patio or lawn type furniture will be allowed on open patios or carports. No upholstered, kitchen-type or other furniture typically used for an indoor application may be used outdoors.**
- K. Post, hanging, or wood type swing sets on carports or lots are not allowed.**
- L. Each lot must have at least one front yard light and must be functioning with a minimum of 40 watts or equivalent.**
- M. Any item attached to the manufactured home roof other than that which is typically attached to the manufactured home roof requires Board Approval.**
- N. All residents leaving for an extended period of time are responsible for removing outdoor objects that are susceptible to wind.**
- O. Outside of home needs to be washed yearly, as needed, to prevent the formation of mold.**
- P. Membrane roofs should be power washed to prevent mold. Gutters need to be cleaned of unwanted weeds growing in the gutter.**

### **3. Admission and Occupancy:**

- A. It is the intent of the Corporation that the Park be operated as a retirement community for older persons in accordance with State and Federal Statutes. At least one resident per unit must be at least fifty-five (55) years of age, unless they were already in residence prior to the formation of the Cooperative. With respect to all new Tenants, Tenant-owners, or Members, at least one resident of each unit must be fifty-five (55) years of age or older. All new Members, Tenants, and Tenant-owners must be approved in writing by the Board of Directors, *after having paid for and passing a background check according to***

***the background check policy of Polo Park East RO Assoc., Inc., before any sale of a Unit or manufactured home is consummated. If the manufactured home is sold to someone who is not approved by the Board of Directors the home must be moved from the Park at time of sale.***

- B. Children, grandchildren and other individuals less than 18 years of age may visit from time to time, each visit to be of a fourteen continuous day maximum and such individuals are not allowed to live in the Park on a permanent basis.**
- C. This is a 55 and over park, and children, grandchildren and other individuals less than eighteen (18) years of age may not visit any resident for more than ninety (90) days in the aggregate in any calendar year.**
- D. Children, grandchildren and other individuals are welcome to visit, but must be supervised at all times by the Member, Tenant or Tenant-owner in residence they are visiting, with the Member, Tenant, or Tenant-owner being held solely financially responsible for any damage they may cause.**
- E. Children, grandchildren or other individuals less than eighteen (18) years of age are not permitted in or around the recreation area unless they are attended by an adult 18 years or older.**

#### **4. Day Visitors and Guests:**

- A. All guests of Members, Tenants, and/or Tenant-owners staying more than twenty four (24) hours, and subject to Section 3, are to register with the park office, and are welcome at no charge, but are limited to ninety (90) days in aggregate in any calendar year. Special stay request, with background check, may be submitted to the board of directors for their consideration. (ie: health, college, etc.)**
- B. See Section 3, above, regarding limitations with regard to Guests' children, grandchildren and individuals under the age of 18.**
- C. Members, Tenants and Tenant-owners are solely financially responsible for their Guests' and or Day Visitors' actions.**
- D. Only registered Guests or Day Visitors are permitted to use the Recreational Facilities, subject to Section 3 above.**

- E. In accordance with Florida Statutes 719.105 (3) dual usage of all amenities by Members, Tenant-owners and lessees is prohibited. Owners of leased homes will not be considered Guests or Day Visitors of their lessee.**

**5. Conduct:**

- A. It is important that we respect our neighbor's privacy and property. Disturbing noises are not allowed at any time. Televisions, radios, stereos and etc must be kept low at all times. Quiet is required between 10:00 PM and 7:30 AM and playing of musical instruments, loud power equipment, etc is prohibited during this time.**
- B. Disorderly conduct, public intoxication and profane language will not be tolerated.**

**6. Lawns and maintenance:**

- A. Mowing, edging, weeding, seeding, fertilizing, trimming, planters and watering of lawns including all Park property which is fixed to their lot is the responsibility of each Member, Tenant and/or Tenant-owner on a year round basis. Flower beds should be free from all unwanted grass, or weeds, that were not planted in the beds. Lava rock or stone must be maintained, washed and or sprayed to be free from all unwanted grass or weeds. If the weeds are sprayed, the dead grass or weeds need to be picked up and not left to die off in the flower bed.**
- B. Each Member, Tenant and Tenant-owner may participate in the Park's contracted lawn service program, mow their own lawn or hire some other person or company to maintain their lawn. However, all lawns must be maintained at least to the same specifications as stipulated in the Park's current lawn service contract.**
- C. Each lot can be landscaped, with Board approval, in a manner that maintains a minimum of 40% of the front yard and 40% of the back yard with live grass and/or meets the "Florida Friendly" Statue requirements. A written request to change landscaping design must be submitted for Board Approval.**
- D. Our mowing company mows the lawn once a week in the summer and twice a month in the winter. If a resident chooses not to have that service, then they need to cut and edge their**

**grass on the same schedule as our mowing company. In addition to lawn mowing, the lawns need to have continuous ground cover, which means watering when it hasn't rained and sod replaced when it has completely died. Annual grass for winter is not an acceptable replacement. Annual grass seeded in the winter dies when the summer comes.**

**7. Speed limit:**

- A. The speed limit in the park is 20 miles per hour and this limit shall be observed by all vehicles.**
- B. Golf carts must be operated by a licensed vehicle driver, which complies with Florida state law, observing all traffic rules.**
- C. When children are known to be visiting in the Park, take extra precautions.**

**8. Parking:**

- A. Vehicles must be parked within the lot and there shall be no on street parking. Overflow parking is available in the area around the Recreational Facilities.**
- B. No boats, boat trailers, storage trailers, RV's or commercial vehicles are permitted on lots, in driveways, or on streets, except commercial vehicles making deliveries or service calls.**
- C. Repairing of motor vehicles in the park is prohibited except for minor repairs.**
- D. Temporary parking of vehicles: Permits for vehicles including RV's, boats, etc, for up to seven (7) days, must be obtained from the Park office and displayed on the vehicle dashboard. Unauthorized vehicles will be removed at the owner's expense.**

**9. Recreational Vehicles:**

- A. Motor Homes and/or camping type units may park in front of or in a unit's driveway for 24 hours to load or unload.**
- B. No Camping or sleeping is allowed anywhere in the Park except in residences**
- C. Boat slips are available at no charge for PPE residents on a first come first served basis after completing a Hold Harmless Agreement as specified in the Boat Slip and Boat Trailer Parking Policy.**

- D. Boat trailer parking is available to PPE residents with assigned boat slips, along the lakefront fence, at the then appropriate monthly fee. (see Boat Slip and Boat Trailer Parking Policy)**
- E. Residents with assigned boat slips, when leaving the park for part of the year, will be allowed to park their boat on its trailer, while they are away, at the trailer parking monthly fee (see Boat Slip and Boat trailer Parking Policy).**
- F. Upon returning to the park, residents may either:
  - a) Return the boat to the water and park the trailer under rule 9-D, above**
  - b) Leave the boat on the trailer in its assigned parking space and pay the appropriate fee (see Boat Slip and Boat Trailer parking Policy).****
- G. The owner is responsible for tie down and securing the equipment.**
- H. The owner is responsible for the lawn maintenance of their assigned space. If the owner will be absent for more than (1) month, they must complete a form to be filed in the office identifying the person responsible for maintenance of the space during their absence.**
- I. Only boat trailer or boats on trailers are allowed to be parked in the designated trailer parking area.**
- J. The Temporary Overflow Parking Area at the lakefront is controlled by permits issued by the Board under the Temporary Parking Policy.**
- K. there will be no prorating of monthly fees as set forth in the Boat Slip and Boat Trailer Parking Policy**

#### **10. Motorcycles, Mini-bikes and Mopeds:**

- A. These items will not be permitted if excessively noisy and disturbing to others.**

#### **11. Water and Sewer Lines:**

- A. The sewage treatment plant is operated by Polk County and its proper operation is important to all residents. Members, and Tenant-owners are responsible for the maintenance of the water and sewer lines between the Manufactured home and the lot line.**



## **12. Outdoor Drying:**

- A. Except where otherwise permitted by law, no outdoor drying of clothes on Manufactured home lots or patios will be allowed.**

## **13. Pets:**

- A. Only one small house pet under twenty-five (25) pounds, that relieves itself on a lot outside any manufactured home, is permitted on each lot in the Park.**
- B. All pet owners are responsible for maintaining current licenses and shots.**
- C. All pets must be kept in the house or when outside must be accompanied and leashed.**
- D. No pets are to be tied outside or left unattended.**
- E. No pet which is noisy or dangerous enough to disturb any Member, Tenant or Tenant-owner of the Park may be kept in the Park.**
- F. The owner of each pet must gather and dispose of its waste and never permit it to create an unsanitary condition in the Park.**
- G. Pets are not allowed in the clubhouse, pool area, or patio at the pro shop.**
- H. The Board of Directors will determine the areas where pets may be walked, which areas might change from time to time.**
- I. The Board of Director's decision on pets will be final.**
- J. Feeding or watering of stray or wild animals is strictly prohibited.**
- K. Seeing-eye, hearing-aid, and other state or federally certified service animals are allowed in the Park.**
- L. Pets are not allowed in other residents' yards when walking them.**
- M. Pet owners are responsible for any and all damages or injuries caused by their pets.**
- N. Farm animals are not permitted in the Park.**

#### **14. Selling, Soliciting, Subletting and Owning:**

- A. No selling, soliciting, peddling or commercial activities of any kind are permitted within the Park. Notwithstanding, nothing herein prevents or infringes upon the right of a Member, Tenant or Tenant-owner from canvassing manufactured home owners for the purposes described in Florida Statutes 723 and 719. Internal resident soliciting for Park activities is permitted with Board Approval of a written request.**
- B. All "For Sale" or "Open" signs must be no larger than 18 inches x 24 inches. Only two (2) "For Sale" or "Open" signs will be permitted on any lot. One sign may be placed in the yard. If a second sign is desired it must be placed in a window or, for dual frontage lots, the second sign may be placed on the second frontage. No "For Rent", "For Hire" or "Wanted" sign, and no signs offering to perform any service or to sell any product nor other signs shall be displayed by any Member, Tenant or Tenant-owner. No political signs or flags can be displayed outside of the house.**
- C. No garage, porch, lawn, yard or similar sales shall be conducted in the Park without the Board's permission.**
- D. Members or Tenant-owners may sell their manufactured home without approval of the Board of Directors'. However, prior to offering the manufactured home for sale, the Member shall inform the Board, in writing that the manufactured home is for sale. Intent to sell forms are available from the Park office.**
- E. All new Members and Tenant-owners must be approved in writing by the Board of Directors, *after having paid for and passing a background check according to the background check policy of Polo Park East RO Assoc., Inc.*, before any sale of a Unit or manufactured home sale is consummated.**
- F. Members, Tenants, or Tenant-owners shall not allow any other person or persons to occupy, use, sublet, lease or sublease the home, or any portion thereof, or any portion of the Unit for fee or gratis, until the perspective Tenant has submitted a written request and received approval by the Board of Directors, *after having paid for and passing a background check according to the background check policy of Polo Park East RO Assoc., Inc.***

- G. Members or Tenant-Owners selling manufactured homes cannot guarantee perspective buyer a Unit in the Park, until approved by the Board of Directors. Potential sellers must convey this rule with any/all realtors to alert potential buyers of this requirement.**
- H. All manufactured homes within the Park must meet, at any time and from time to time, the then current Park established standards respecting the maintenance of the manufactured home, fire standards, health standards, and any and all other standards as further imposed respecting the manufacture of manufactured homes by federal and state agencies inclusive of the Department of Housing and Urban Development.**
- I. No manufactured home shall be removed or brought into the Park without prior written approval of the Board of Directors.**

**15. Clubhouse and Recreational Facilities:**

- A. The Clubhouse and Recreation Facilities are provided for the use and enjoyment of all Members, Tenants, Tenant-owners and their registered Guests, and Day Visitors provided that such Guests or Day Visitors under 18 years of age are accompanied by an adult 18 years of age or older when using the facilities. These are your facilities and we ask you to use and treat them with the same care and consideration as your own personal property.**
- B. Any damage to Clubhouse and Recreational Facilities or equipment by Members, Tenants, Tenant-owner, their Guests or Day Visitors will be the sole financial responsibility of the Member, Tenant or Tenant-owner.**
- C. After each gathering in the Clubhouse and Recreation Facilities, the area must be cleaned and equipment put back in its proper place by the host of the gathering.**
- D. The recreation hall and all other Facilities will be open for use only at those hours established by the Board of Directors and these hours are subject to change.**
- E. Use of the Clubhouse and Recreation Facilities is a privilege and the Board of Directors reserves the right to revoke or restrict this privilege to any Member, Tenant, Tenant owner or Guest or Day Visitor who abuses or mistreats the facilities.**

## **16. Public areas:**

- A. Use streets, sidewalks, cart path, etc for walkways instead of walking across the lots of other Members, Tenants and/or Tenant-owners.**
- B. All waterfront is reserved (a minimum of 25 feet from the water's edge) for the pleasure and use of residents of the Park. All recreation Facilities are for the use of Members, Tenants, Tenant-owners and their Guests and Day Visitors.**
- C. The Corporation reserves a right-of-way strip (seven feet wide) bordering all pavement on streets and boulevards on which nothing may be planted or built. Please help to keep all areas neat and clean.**
- D. Proper attire is required, which includes shirts for males, and shirts or blouses for females, when walking, jogging, playing golf etc in the Park. This applies to all residents, and their Guests and Day Visitors.**
- E. Driving a golf cart on or across the golf course or walking, etc, is prohibited on the golf course unless playing golf.**
- F. The pavement in the Park is common area to be shared by vehicles and pedestrians. The grass immediately on each side of the pavement is common area roadway easement and, as such may be walked on to accommodate vehicle traffic. It is the responsibility of the pedestrian to move to one side or move off the pavement to allow reasonable passage of vehicular traffic. Under no circumstances should vehicular traffic approach a pedestrian or pedestrians in a reckless manner.**

## **17. Swim suits:**

- A. The use of swim suits and other beach paraphernalia is limited to your own lot or the swimming area.**
- A. A robe and footwear must be worn to and from the lakefront and pool.**

## **18. Trash:**

- A. Garbage and recyclables are collected on specific days and all garbage must be placed in the County supplied receptacle. Trimming from landscaping efforts shall be handled in accordance with removal company's regulations.**

## 19. Suggestions or Complaints:

- A. All suggestions and/or complaints must be submitted in writing, signed, dated and delivered to the Park office and these complaints will be the only basis of initiating any violation notices.**
- B. The Board will acknowledge the receipt of such suggestions or complaints within seven days.**
- C. The Board will investigate and make disposition within 30 days.**

## 20. Compliance and Default:

- A. Compliance issues shall be submitted to the Board by signed written complaint only.**
- B. The Board will investigate the complaint and initiate action (when required) within thirty (30) days of receipt.**
- C. The initial notice of non-compliance shall be sent by the Board as a "friendly reminder" requesting immediate resolution of the issue within 14 days.**
- D. The second notice of non-compliance shall be sent by the Board, requesting immediate resolution of the issue. If no response is received or work completed by the owner within 2 weeks of second notice a "rule violation penalty" will be initiated in accordance with the following PPERO Rules Violation Penalties. [Created in accordance with F.S. 719.303 (3)]:**

- 1. After the "friendly reminder" and the 2<sup>nd</sup> "notice of violation" have been sent, a "fine" of \$100 for each week that a rule remains unresolved will be initiated upon "Compliance Committee" approval.**
- 2. The date by which the violation must be corrected must be shown on the 2<sup>nd</sup> "notice of violation. The "fine" will be levied only if approved by a "Compliance Committee" comprised of other unit owners at a hearing. The hearing is available to the violator to dispute the validity of the fine and the 2<sup>nd</sup> notice of violation must inform the violator that he has 14 days to request such hearing.**
- 3. The fines will accrue, with interest, in accordance with the "late fee" charges on each person's PPERO account.**

4. Once the total (fine amount) reaches \$500, action will be initiated by PPERO to rescind the Occupancy Agreement which may lead to eviction after "due process".
5. The "fine" will continue to be assessed for each week that the violation continues until the aggregate amount reaches \$1,000.
6. This penalty is in addition to any other action that PPERO might take, including suspension of privileges, in accordance with the PPERO governing documents.

**E. If the Member, Tenant or Tenant-owner remains in non-compliance, the Board will initiate action in accordance with its governing documents and Florida Statute 719.303 which includes, but is not limited to injunctive relief, fines, suspensions of rights to use common elements, suspension of voting rights, etc.**

**F. The Association reserves the right to terminate the tenancy of any Member, Tenant or Tenant-owner according to the Articles of Incorporation, Bylaws, Master Occupancy Agreement and/or Rules and Regulations and in compliance with Florida Statutes 719 and 723.**

**G. The Board retains the right to initiate and take all action provided for under the Articles of Incorporation, Bylaws, Master Form Occupancy Agreement, or the Rules and Regulations, or for violations of Florida Statute 719, as the Board deems appropriate. In any such action or any action initiated by a written complaint submitted to the Board, the Association shall be entitled to recover its attorney's fees and costs, pursuant to the terms of the Master Form Occupancy Agreement and under Florida Statute 719.303.**

## **21. Vacating of Premises:**

**A. Thirty (30) days prior to any Member, Tenant or Tenant-owner vacating their Unit in the Park, which vacating includes the removal of the manufactured home from the Unit, Member, Tenant or Tenant-owner must furnish the Corporation with a true copy of the contract for removal of all of the above-ground improvements (the "removal contract"), which removal contract shall include, but not be limited to the removal of the**

**manufactured home , carport , storage shed(s), all attachments, skirting, anchors, slab, and steps (the "improvements").**

- B. Member, Tenant or Tenant-owner shall post with the Corporation a security deposit (the "deposit") or a surety bond (the "bond") furnished by the contractor in an amount which is the greater of two thousand five hundred and no/100 dollars (\$2,500.00) or one hundred ten percent (110%) of the amount of the removal contract, which deposit or bond shall act as security to insure the removal of the improvements in a workmanlike fashion , leaving the Unit completely devoid of any debris.**
- C. Member, Tenant or Tenant-owner shall have five (5) days from the date of the commencement of the removal of the improvements to complete the removal and grade the affected area of the unit, or the Corporation may use the deposit or bond, it being acknowledged that said deposit or bond shall be deemed forfeited should either the Member, Tenant or Tenant-owner or the contractor fail to complete the removal of the improvements in accordance with the terms and conditions of this section (21).**

## **22. Miscellaneous:**

- A. These Rules and Regulations may be amended from time to time as deemed necessary by the Board of Directors with ninety (90) days' notice to the Members, Tenants, and Tenant-owners. Any notice to Members, Tenants and Tenant-owners in general under this document may be posted on the bulletin board in the recreation hall; may be mailed to the Member, Tenant or Tenant-owner at the address in the Park; or may be posted on the door of the Member's, Tenant or Tenant-owners home in the park.**
- B. The Rules and Regulations as presented herein are adopted by the Board of Directors of Polo Park East RO Association, Inc., and supersede and replace all Rules and Regulations previously in effect.**
- C. The provisions in these Rules and Regulations shall govern conduct within the Park, except where in conflict with the Declaration of Master Form Occupancy Agreement, Articles of Incorporation of Polo Park East RO Association, Inc., Bylaws of Polo Park East RO Association, Inc. and any amendment to any of these documents or Florida law: in which case the applicable**

**documents shall govern over these Rules and Regulations.**

**23. Long Term Absense:**

- A. If you are going to be absent for (1) month or more, you must make arrangements for maintenance of your property during your absence. A form must be filed with the office identifying the person responsible for maintenance during your absence.**