

SCHEDULE 'A' POLICIES AND PROCEDURES

(an excerpt only – full 20 pg detailed document available as part of our lease agreement)

PART 1: INSIDE

Community Centre

The community centre is the hub for entertainment, services, administration and retail. Where it is not a 'common area', at our discretion, we do offer some activities at no charge. Our community centre is designed for discerning adults, contemporary accessories, expensive flooring and original works make our centre unique. We are proud to offer a venue to showcase the creative talent of both local and resident artists. We also offer affordable private rentals and catering service.

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| • <i>Offices (Sales & Admin)</i> | • <i>Bistro</i> | • <i>Library</i> |
| • <i>Bar with full serve meals</i> | • <i>Darts, euchre, billiards</i> | • <i>Laundry room</i> |
| • <i>Pet Grooming</i> | • <i>Mailboxes</i> | • <i>Spa (Mani/Pedi/Hair/Massages)</i> |
| • <i>Licensed outdoor patio</i> | • <i>Bingo</i> | • <i>Workshops (stained glass, ceramics)</i> |
| • <i>Komo Hall</i> | • <i>Gift Shop</i> | • <i>Fitness</i> |

Komo Hall (entertainment hall): Christmas parties, Thanksgiving Dinner, Hallowe'en party, DJ dances, line dancing, potluck dinners, alternating workshops

Monthly calendar of events

A monthly 'calendar of events' including social activities, OP announcements, updates or reminders, entertainment, community events, spa services etc will be posted

Office / Administration / Social Media:

Oriole Park Facebook We have two – 'internal' and public www.facebook.com 'Oriole Park Resort'

Oriole Park Public website: www.orioleparkresort.com

Oriole Park Internal (private) website for residents only: www.oriolepark.net

Rent - Your monthly rent includes:

- Lot rental
- Use of the common areas (swimming pool, gardens, grounds, outdoor activities)
- Snowplowing of the main roads (any private roads or driveways would be your responsibility)
- Snowplowing prepaid private parking spots
- Water (*subject to change as future utility use and gov't regulations **may** dictate, if so, nominal fees **may** be applied*)
- Wastewater (*subject to change as future utility use and govt regulations **may** dictate, if so, nominal fees **may** be applied*)

Service Building

OP Sales & Service: offers service, maintenance, parts, repairs, accessories

Walline Golf Cart Sales & Service: your source for new and used, custom created carts, service and accessories. OP offers service, maintenance, parts, repairs and accessories.

PART 2: OUTSIDE

Community Activities / Entertainment

- Walking groups
- Outdoor shuffleboard located by the fish pond and patio, can be used any time, lots of spectator seats!
- Golf tournaments at area courses, lawn games always welcome, easily arranged

Community patios – five in total, two with fireplaces, two with water features

Community flower gardens / waterfalls / fish ponds

Community BBQs – for your private event or our several community events

Community Vegetable Gardens – run by volunteers, anyone can help themselves to fresh vegetables

Solar heated / Salt water Pool - The pool is regulated by the Health Unit. All regulations as set forth by law must be adhered to without compromise. Rules and Regulations are posted on the pool fence and are the responsibility of each resident to know these regulations and ensure that your guests conform to them. We offer the privilege of inviting your guests to use our facilities, at no additional charge, as long as there are no infractions of this privilege.

PART 3: LOT STANDARDS: Construction / Maintenance Policy

New Construction: After market additions (OP staff or our approved and 'preferred contractors')

Any new building or renovations such as fences, decks, sun rooms, porches, steps, sheds etc. must be built, contracted or installed by Oriole Park or Oriole Park's preferred contractors unless pre-fabricated and pre-approved. Contractors have been pre-approved based on quality, standards, service, pricing and dependability. Any contractor who is not authorized to work in the resort will not be permitted entry. This is an industry standard and protects our jobs and especially our standards

Maintenance Policy

Maintenance and landscaping is always your responsibility however this additional service can be provided by park staff. We are always available to assist with any necessary improvement, daily or seasonal maintenance.

Landscaping

Landscape layouts need to be approved to avoid positioning small shrubs and trees inappropriately which eventually may grow too big, may be in the wrong place, interfere with utilities, choke other foliage and result in future work and expense. 'Less is more'. An attractive landscaped lot needs to be carefully designed and given constant attention.

Garbage / Bluebox Collection

Garbage and recyclables are collected weekly by a private company, separate dumpsters are provided for each.

Leaf removal

Leaf removal is the responsibility of the resident. Our leaf recycling area is on the north side of the resort on 'Goa Way', east of the controlled entrance.

PART 4: GENERAL

Guests

- Family members, children and other guests of any age are welcome. You are responsible for your guests, their conduct and in ensuring that they comply with all park policies. Guest privileges are revoked if infractions occur or if the enjoyment of other residents is compromised. Currently, there are no restrictions in terms of lengths of stay. If however this privilege is compromised and other residents are affected by noise, bad conduct, parking issues, pets, pool etiquette or abuse of alcohol, the privilege of allowing your guests will be revoked. Guests must appreciate and respect that this is a retirement resort and the best interest of residents is first and foremost.
- All guests must park in the parking lot. Where this may not be convenient for some guests, this is for the benefit of our residents who appreciate the security and peacefulness of guest parking.
- All guests must be accompanied at all times by the resident they are visiting. This includes the use of the pool, the bar and community centre and in particular, children playing anywhere within the resort, bicycling etc. You will be held responsible.

Pets

We recognize that, in almost every case, your pet is your family and we want to embrace that as part of this lifestyle. It does of course, come with parameters, the same as family and guests. ***Incessant barking of dogs will not be tolerated.*** All dogs must be leashed and messes must be cleaned up immediately including the dog run.

A dog showing any sign of aggressive behavior whatsoever will be required to be removed from the park. Dogs should be, *but not limited to*, small to medium in size *and cannot be breeds which are considered dangerous*. Pets will be considered for approval on a 'one on one' basis.

Parking / Vehicles

All guests must always park in the parking lot. We, as well as other residents, appreciate the cooperation everyone shows in respecting this policy. It provides the security and control we all want for our community. Your vehicle must be parked on your lot only or in a prepaid reserved parking spot. Middlesex Centre bylaw states that it is illegal for any vehicle to park on the side of any roadway within the park. Any infraction can result in a substantial fine and loss of our business license.

Controlled entrance

Only residents and approved service providers are permitted to access the resort through the controlled entrance. A remote control is provided to each resident (with a deposit) and, in order to protect the integrity of a secure and private resort, ***these cannot be used to allow entry to any guest or unauthorized vehicle.*** In the event of an emergency, the gates will automatically open with the sound of any emergency siren.

Snow removal

Oriole Park will provide snow removal on main roads, paid parking spaces, parking lot and access to the Community Centre. Anyone wishing private snow removal for your own sidewalk or driveway can make arrangements with the office. We cannot sand or salt our roads, the cost would be so great and the salt damage to the roads, grass, trees and shrubs would be heartbreaking. Also in the city, costs to cover these services would be included in your municipal property taxes, as this is private property, you aren't paying municipal taxes to cover these costs. We try to keep the roads cleared from snow as much and quickly as possible, but they will still be typically slippery. Best advice is to save our beautiful environment from harsh chemicals and avoid walking on the roads when they are not safe or wear safety boots or boot spikes meant for ice if you want to go walking! You are welcome to add salt or sand to your own walking area or driveway, just a caution that many of these products will eventually cause damage if used too liberally.

Outdoor Fires

All fires must be contained in a firepot or approved outdoor fireplace. Middlesex Centre bylaw states that it must be a minimum of 13' distance away from any structure. We have community fireplaces in our patio areas to encourage this popular social gathering as well to avoid any bylaw infractions if your fireplace is too close to your home as most will be.

Golf Carts

You must carry liability insurance on your golf cart. Carts are motorized vehicles. They should remain on roads whenever possible (except for maintenance or service) to avoid lawn damage and accidents. They can only legally be driven by park residents or adult guests, **underage drivers are not covered by insurance (yours or ours) and cannot drive within the park.**

PART 5: UTILITIES

Drinking water, Community water and lawn watering

There are two water systems.

1. Residential Drinking Water (Water Treatment Plant)

We want to guarantee to you that we are providing the highest quality drinking water under the strictest of guidelines, controls and weekly testing by labs and the Ministry of the Environment and it's ***superior to bottle water.*** We have a certified water operator on staff providing daily water tests to the lab which is then reported to the Health Unit on a weekly basis. Please conserve whenever possible, please be reminded that this is a private resort with a private utility system.

2. Community water (non drinking water, non treated)

Please resist the convenience of using treated water by way of the outside tap some have on your homes for watering lawns or gardens whenever possible. We provide a rudimentary community watering system for this purpose with water hoses that you can attach to for every six or so homes.

Wastewater

We have invested years of research and approximately \$1 million in our state-of-the-art private communal wastewater treatment plant. The distribution system is similar to that of a residential sewer system, a system superior to, at the very least equivalent to many small municipalities. We have a certified operator on staff who tests and reports directly to the MOE (Ministry of the Environment) to ensure compliance.

Utilities (Hydro, propane, natural gas, cable, TV, satellite, internet)

- ***Hydro***

Most appliances are run by propane gas to reduce expense and increase efficiency. Hydro meters are read first of each month, bills delivered to your mailbox, payable within 14 days. Rent, utility payments and any invoices can be paid by automatic bank withdrawal, cheque through a secured slot in the office mailbox located in the lower mailbox area or by cash or debit during office hours.

- **Propane**

2 x 350 ltr tanks are installed, rented on an annual basis and filled automatically on a computerized basis. Gas appliances: propane gas dryer, furnace, on-demand hot water heater, stove/range

- ***TV***

We have negotiated a bulk rate with Shaw for satellite TV.

- ***Internet***

Currently, high speed wireless internet is available from either Bell or Rogers (preferred signal strength) through a 'hub' (purchased directly from them) which just plugs into the wall. We are still working on high speed fibre, will keep you posted.

PART 6: GENERAL COACH HOME SALES / REALES

General Coach 'Parkland' Mobile homes

After extensive, North America wide research, we chose to become an exclusive dealer for General Coach (Hensall) as it is our belief that these homes are the highest quality mobile homes on the Canadian market.

Home resales

Well, things happen. If you are planning on moving or selling, we recommend that you list your home though Oriole Park but, according to the law, it's not mandatory. The majority of all buyers will first come to us when looking to buy new or resales, through our network, marketing, ads, 'word-of-mouth', website or drop-in tours and we feel it's in your best interest for us to be able to inform them of all new or used sales as well as provide information on the build based on our experience with the manufacturer. 'FOR SALE' signs are not permitted on any homes.

By understanding our policies, we hope you see that we've tried to provide the kind of professional and personal balance that will make our resort successful and provide you (and us) the preferred lifestyle you and we have worked hard for, and deserve.

I hope folks reflect on the history of Oriole Park, the long road we've travelled, the insight and research that has gone into our plan and our future, the challenges we've faced with a groundbreaking new venture, the struggles we've overcome, the changes we've made and continue to make and appreciate our ongoing commitment.

All will agree that it is impossible to please everyone but we hope most will appreciate that we make every attempt to be fair and professional as we continue to grow. This will always take adjustments and flexibility, ours and yours. We hope that you respect the integrity of our community we are building and continue to support what will one day (if not already) be a resort that will set the standard. And that you were a part of making this happen.

Welcome home!