

## *Management and Operation*

The Community is managed by an onsite Manager at reduced rent and has committed to continue under new ownership with his agreed upon roles:

- Collects residents monthly Payments due to Rocky Gap Living LLC• Is the first line of contact for other residents to notify owner of resident issue/s.
- Operate as an independent contractor.
- Read and record water meter readings on a Quarterly basis
- Report any unusual activities or dis-functioning onsite items that may need attention.
- Maintain the functioning water system by checking pump house operability and water levels to be in acceptable levels
- Allow access to the pump house by county and vender officials for monthly and annual water studies.
- Mow lawn for “common areas” defined as vacant unattended areas where residents are not responsible, within the community
- Plow community roads when necessary utilizing on site plow provided by owner
- Receive and acquire tenant signatures on all leases as required
- Attend eviction hearings for Rocky Gap as needed
- Placing ads for mobile home sales and rentals, fielding phone calls in response to ads as well as providing home walk through as needed
- Coordinate Quarterly septic tank contractor to empty tanks as necessary or as needed, on this quarterly schedule included is the cleaning of the Septic field filter once a quarter.