

# Sunset Cove, Inc.

Rules and Regulations

Information Booklet



Eighteenth Edition

July 2020

(Dock Rules Revised August 2020)

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*(in alphabetical order)*

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## **SUNSET COVE, INC.**

### **RULES AND REGULATIONS SUPPLEMENTING:**

1: By-Laws and

2: Articles of Association

The information contained herein, has been compiled from informational booklets on typical Rules and Regulations of current associations and the nominated Board of Directors of Sunset Cove, Inc., to provide, in one document, simple and readily available information pertaining to living happily and harmoniously in Sunset Cove.

### **FORWARD**

Sunset Cove, Inc., and the Rules and Regulations under which the Association operates, have been adopted by the voting membership. The rules were designed to keep Sunset Cove a neat, clean and attractive summer residence of high standards for the comfort, convenience, and accommodation of all. No solicitation, trade business, profession of any type or commercial activity, shall be carried on within the area.

Sunset Cove, Inc., was organized and incorporated as a homeowners association to manage, care and maintain Sunset Cove and its common areas, to provide for healthy, peaceful, and quiet enjoyment of the summer residence, common areas and facilities; to consider and deal by all lawful means with common problems of Sunset Cove Certificate Holders; also to secure cooperative action in advancing common purposes of the members of the Association (Ref. Articles of Association, Article Four)

An important key to the success of Sunset Cove lies in the fact that our Certificate Holders volunteer their efforts in all our activities, for the mutual benefit of all, helping to make the community run smoothly and economically.

### **TO ALL CERTIFICATE HOLDERS**

Certificate Holders, such as Sunset Cove, Inc., make rules and regulations necessary in order to ensure harmonious living. Each Certificate Holder is entitled to complete use of his or her own lot and the facilities provided. Such use must not unnecessarily or unreasonably conflict with the rights of other Certificate Holders.

Any objectionable behavior is not acceptable even though not covered by specific rules.

It is the responsibility of the Board of Directors to make sure that all Certificate Holders follow the Rules and Regulations within the documents.

Please be reminded that in accordance with our documents, Certificate Holders are responsible for their guests and tenants.

The contents of this information booklet constitute the official Rules, Guidelines, and Regulations in effect as of the date of this document. Again, it is emphasized that this booklet is supplemental to the several legal documents governing Sunset Cove, Inc.

**Seasonal Calendar:**

Sunset Cove will be open for use by property owners and their guests tentatively beginning on May 1<sup>st</sup> of each calendar year and will close on October 31<sup>st</sup>. The actual opening date is to be determined by the Board of Directors based on the lake level and the condition of the grounds.

**Accessibility:**

Sunset Cove shall make reasonable modifications in its Rules and Regulations when said modifications are necessary to allow its facilities to be accessed by individuals with disabilities unless the requested modifications would fundamentally alter the nature of the facilities.

**Definitions:**

**Sunset Cove, Inc., Certificate Holder(s):**

Those individuals who own 1/35 of the Association property, and who own and possess the building commonly referred to as a Park Model Trailer, said unit being located on lots #1 through #35. Certificate Holders will have for their use and enjoyment the amenities located on the property boundaries of Sunset Cove, Inc. All amenities are the private property of Sunset Cove, Inc.

**Tenant:** Those occupying a unit with the permission of the Certificate Holder.

**Amenities:**

**Boat Dock and Ramp:** The boat ramp and dock are for the exclusive use of Certificate holders. Those who wish to use the dock to secure an aquatic vessel will pay an annual fee, as established by the Board of Directors. Vehicle parking at the boat ramp or dock area is prohibited. This area is for loading and unloading your vessel only. For those with physical disabilities, a designated area to park has been identified. (between the beach and the dock, close to the dock).

**Canoe/Kayak Rack:** For the exclusive use of Sunset Cove, Inc., Certificate Holders. When not in use, canoes, kayaks and other flotation devices are to be placed on or near the kayak/canoe racks

**Clubhouse:** Log Cabin located at the east end of the property.

**Common Area:** That portion of land not occupied by a Certificate Holder that falls within the Sunset Cove Inc., property boundary.

**Dumpster/Food Waste/Recycle:** Trash, food waste, and recycle receptacles for Certificate Holders Residents and Guests of Sunset Cove

**Port-a-let:** Located adjacent to the Clubhouse

**Swimming Pool:** Located at the easterly end of the property

**Unit Maintenance:**

All residents are responsible for keeping their units, decks, and surrounding area, neat, clean, in good repair.

All units will be inspected yearly by the Buildings and Grounds Committee. Certificate Holders will be notified by the Committee of any tasks which need to be completed within a designated thirty-day timeframe. The Building and Grounds Committee will provide the Board of Directors with a list of Certificate Holders who have not completed these tasks in a timely manner.

The Board of Directors will then contact the Certificate Holder to ensure that their task(s) get completed. If the Certificate Holder still does not complete their task(s), the Board of Directors may have the work done and a bill will be sent to the Certificate Holder. If the bill is not paid, legal action may be taken.

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When performing maintenance on your unit, please respect others. If using loud equipment or tools (drills, hammers, saws, etc.) at your unit, the work should be performed during the following hours:

**Monday-Saturday (8:00am-6:00pm) and Sundays (9:00am-5:00pm)**

**Landscaping:**

Foundation plantings must be limited to small shrubs, flowers, herbs and vegetables and shall not encroach your neighbors' property or view. No plantings are permitted to denote property lines of homeowner's lot. Regular maintenance of your landscaping is required. Certificate Holders must make arrangements for the care of their plantings when not in residence.

The board will approve the removal of any ash tree in close proximity to a unit, if the removal is paid for by the homeowner. Replacement trees may be planted at Sunset Cove's expense. All requests for removal and replacement trees must be submitted to the board for approval.

**Building and Grounds:**

*Preface: The intent of the Board is to; encourage everyone to have the best possible use of their property, ensure that no one prohibits or impinges on a neighbor's ability to use their property, and to maintain the overall integrity of Sunset Cove property.*

Additions/Porches will be a maximum of 12'x32'. No additions will be built off the back, sides, or top of units, with the exception of a storage shed. If a trailer is to be replaced, a plan, design and size will require approval from the Board of Directors. No porches, decks or enclosed rooms will be used as permanent sleeping quarters.

A detailed sketch of all landscape changes, building additions, alterations and modifications (including electrical) to the exterior of the unit must be submitted to the Building and Grounds Committee and approved prior to the beginning of any work. Written proof that abutting unit owners have been notified of new proposals is required prior to submitting to the Building and Grounds Committee. Abutting unit owners have the opportunity to bring concerns to the Buildings and Grounds Committee who will study the request(s) for feasibility and adherence to these Rules and Regulations. They will submit their recommendation to the Board of Directors within 14 days, if during the season, 21 days during off-season.

Each proposal submitted will be considered based on the individual unit, impact on the surrounding area and the Sunset Cove property overall. Based on full review of all facts, including the original request submitted by the Certificate Holder, as well as the Building and Grounds Committee recommendation, the Board of Directors will make a final decision on the project and provide a written accept/reject letter to the Certificate

Holder. The Board of Directors will have 10 days to issue the decision to the Certificate Holder except in a case where a legal opinion must be obtained. The Certificate Holder will be notified if a legal opinion is necessary. The results of the entire review process will be completed within 45 days.

If the project is approved, the Certificate Holder may need a building permit from the Town of Grand Isle, Vermont. It is the Certificate Holder's responsibility to determine this and to obtain the permit. In situations where a building permit is not required by the Town of Grand Isle, Vermont, a submission to the Building and Grounds Committee and approval by the Board of Directors is still required.'

### **Electrical:**

The electrical infrastructure for Sunset Cove is 40 amps service. Each Certificate Holder pays 1/35 share of the electrical service as part of their Annual Assessment. In order to keep costs to a minimum for all members, the following electrical items are **NOT ALLOWED**: clothes washers/dryers, hot tubs, electric toilets, and electric stoves. Air conditioners are restricted to the electrical capacity of the unit, and must be turned off when occupants are planning to be away for more than 24 hours. Use of extension cords is discouraged. Small space heaters are restricted to two per unit, and they are to be used as short-term supplemental heat only. Each Certificate Holder is asked to use electricity efficiently.

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### **Storage Sheds:**

All storage sheds are to be built out of wood or vinyl. All plans for adding/changing storage sheds must be submitted to the Building and Grounds Committee and approved by the Board. (Refer to Buildings and Grounds for the application procedure). Additional outdoor deck/storage boxes or containers may be permitted. (Refer to Buildings and Grounds for request procedure)

### **Exterior Colors:**

All painting of decks/screen rooms are to be painted a color that, as close as possible, is the same as the unit or a neutral color. If you have any questions, contact the Building and Grounds Committee prior to painting. The color/design of a unit's siding replacement/update must be approved by the Buildings and Grounds Committee and the Board.

### **Recreational Facilities:**

Recreational facilities are for all the Certificate Holders, tenants and guests, regardless of the location of the facility. Certificate Holders shall be responsible for their guests and tenants in the facilities. The Board of Directors must approve gatherings in excess of 35 people prior to scheduling.

### **Clubhouse:**

The Clubhouse and washer/dryer are for the use of all Sunset Cove Certificate Holders, tenants and guests, unless a special event is taking place. Laundry may be done anytime except during calendar events.

The Clubhouse may be reserved by an individual Certificate Holder for exclusive use. For any private use of the Clubhouse, the Certificate Holder must fill in their reservation dates on the activity log calendar that is posted in the Clubhouse. Private parties held at the Clubhouse are restricted to Sunset Cove Certificate Holders and their guests. All reservations are on a first come, first serve basis.

Parking for guests should not impede the ability for others to use the surrounding area.

The Clubhouse may also be reserved by Sunset Cove Certificate Holders for group activities (i.e. crafts, games, fitness class, etc.). These activities must be scheduled on the activity calendar on the bulletin board in the Clubhouse. Reservations for use of the Clubhouse are on a first come, first served basis.

Anyone who uses the Clubhouse for any reason **must clean up after use**. You must provide your own trash bags, wipe down the counters and any tables you have used, remove your items from the refrigerator, sweep

the floor, etc. You are also responsible for closing the windows, turning off the lights, fans, A/C, and the hot water heater, etc. Should any damage occur while you are using the Clubhouse, it is your responsibility to report them to the Board or Park Manager and arrange to have these damages repaired. Future reservations may be refused, if these rules are not observed.

**Playground/Common Areas:**

Use of the playground and common areas for playing games will follow the same hours as the swimming pool. Put all supplies back neatly. If you wish to reserve the use of any equipment stored in the clubhouse, for a private function, schedule your request on the activity log calendar. Consideration must always be given, with regard to safety, noise, etc. to other Certificate Holders, tenants and guests adjacent to the game play area.

**Swimming Pool:**

The swimming pool is available to all Certificate Holders, tenants and guests. In consideration of your neighbors, pool access will be via the common roads and entering off the main road at the south end of the pool, or the common area up front passing in front of the clubhouse.

**The pool will be open between the hours of 8:00 a.m. - 10:00 p.m.** Rules are also posted at the pool. **4**

**NO LIFEGUARD ON DUTY**

Certificate Holders, tenants and guests use the pool at their own risk. All children, 14 years and under, **must** be under the supervision of a responsible adult at all times. Certificate Holders, tenants and guests have a responsibility to follow the posted Pool Rules and Regulations. Pool users are also responsible for cleaning up the pool area after using it (put trash in appropriate receptacles, close umbrellas, (if moved, return chair(s) to original location) , take personal items home, etc). Any violation of the Pool Rules should be reported to the Park Maintenance Contractor.

Specific Rules and Regulations pertaining to the pool will be posted at the pool (i.e. no glass, no running, no scuba diving, no cannonballs, jumping or diving, etc.). Judgment is to be exercised when and if to use floats in the pool. The safety equipment located in the pool area is to be used only when needed, and in case of an emergency. Only proper bathing attire is acceptable for use in the pool. No cut-offs, work clothes, earrings or hairpins. Infants must wear a swim diaper. No pets are permitted in the pool area (service animals exempt).

**Vehicle Parking:**

The amount of parking space is limited. Therefore, all Certificate Holders, tenants and guests must be considerate of neighbors when parking vehicles. All vehicles parked on Sunset Cove property must have the required registration and inspection and may only be parked in your designated parking area unless permission is obtained to park elsewhere.

The parking of recreational vehicles (i.e., motor homes, campers, etc.) is prohibited anywhere on Sunset Cove property between May 1 and October 31. However, short-term arrangements may be made to park in designated areas upon request from the board. Overnight parking of boats or boat trailers may also be available with permission by the board.

With approval from the Board, a property owner is allowed off-season parking for 1 (one) item (i.e. motor vehicle, boat, trailer, camper, or recreational vehicle) on a gravel parking place. This parking place may be their own or that of another owner with their written permission to park during the off-season with a specified beginning and end date. The item may not protrude into the road or lawn area. A key to start or unlock the item must be provided to the Park Maintenance Contractor in case it needs to be moved due to high water. Any item left parked beyond the specified end date may be removed by order of the Board. The owner of the item assumes full liability for any damage to the item or to the parking place during the period of off-season parking.

### **Trash/Food Waste/Recycling:**

The trash, recycle, and food scrap receptacles are for Certificate Holders, tenants and guests only. Trash/food waste pick-up is weekly and recycling pick-up is every other week. Food waste cannot be placed in the receptacle inside a bag unless that bag is labeled as a 100% compostable bag. Trash is limited to that which has accumulated during your use of the park. **All trash must be bagged**, and contain **no hazardous materials** (i.e. paint, cleaning fluids, etc.) Disposing of construction materials and large bulky items in the dumpster is prohibited. Disposal of these items is the responsibility of Certificate Holders.

Excessive disposal of waste which causes an additional pickup by the disposal company will result in the owner disposing of the excessive waste to be charged the additional fee that Sunset Cove is charged by the disposal company.

In consideration of the Certificate Holders in close proximity to the dumpster, do not dispose of items such as; remains from fish cleaning, food, etc. without placing items inside bags to keep odors down. Recycling materials such as glass, plastic, cans, newspaper, and cardboard, must be placed in the recycling receptacle. Refundable bottles/cans must be cleaned before placing them into containers adjacent to the Clubhouse.

### **Clothes Drying Outside:**

Beach towels and bathing suits may be hung on deck rails until dry. Clothes drying racks may be used in screen rooms.

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### **Signs:**

Only two 'For Sale' or 'For Rent' signs, not to exceed 11" X 14", can be displayed inside a unit. No other marketing signs are permitted inside or outside a unit.

### **Pets:**

- Pets shall be on a leash, in a vehicle or crate and under control at all times, except when inside units.
- Pets are not allowed in the clubhouse, pool area, or other recreational areas ("service animals" are exempt while performing their duties).
- All pet owners must clean up any droppings left by their pets and properly dispose of it.
- All pet owners are asked to keep their pets quiet, so as not to disturb other members of Sunset Cove.
- All pet owners must have their dogs licensed and ensure that all vaccines are up to date.
- Any complaints about pets must be reported to the Board of Directors.
- No more than 2 dogs allowed per unit
- Dog breeds or mixed breeds commonly known to be of an aggressive nature (including, but not limited to, Pit Bulls, Chows, Rottweilers, German Shepherds, & Doberman Pinschers) are not permitted. Current owners (as of July, 2020) with pets of these breeds are permitted to keep their pet.

### **General Dock Rules for all Sunset Cove Inc. Certificate Holders**

The docks will be installed each season by a hired contractor as soon as conditions allow. Should the lake level be too high or low, the docks will be installed on the earliest possible date. The Park Maintenance Contractor is the only person who will have contact or communicate with the hired contractor.

After dock installation, the Park Maintenance Contractor will make an inspection to ensure all is well. A notice of approval for use will be sent to Certificate Holders and posted in the clubhouse each season. **NOTE: The docks are not to be used for any purpose until the notice of approval is given.**

The docks are for the use and enjoyment of all Sunset Cove Certificate Holders and their guests during the season. Boats may be placed at the end of the dock for the purpose of loading and unloading and once done, should be moved as promptly as possible.

Sunset Cove Inc. Certificate Holders are responsible for themselves and their guests to follow proper safety measures, use common sense, and to be respectful of others, their property, and to abide by the dock rules

and regulations. NO items (fishing gear, water toys, paddles etc.) are to be left unattended on the dock. The dock must always have a clear and safe walkway.

Children 12 years and under, must be accompanied and supervised on the dock by an adult at all times. Pets are to be leashed while on the dock and are not to be left tied or unattended.

Any Sunset Cove Certificate Holder who wishes to allow a guest to occupy a dock space overnight, must request permission from the Park Maintenance Contractor or his/her designate. Permission is granted, based on space availability, and assurance that the vessel meets our dock regulations. A temporary, designated space will be assigned. Temporary dockage fee for the 2020 season will be \$25/day.

### **Dock Rules for Boat Owners**

In addition to the General Dock Rules the following apply to boat owners and those looking for dock spaces:

The maximum length of boat permitted to be docked on the Sunset Cove Docks is 24ft. as determined by the boat manufacturer's LOA (Length Overall) specification.

The boat owner is financially responsible for any structural damage to docks caused by their boat. Sunset Cove Inc. has no legal responsibility for any damages caused to boats while using our facilities.

All boat owners are responsible to ensure that their dock lines and cleats are in good working order and meet no less than the minimum State requirements for the size and weight of their boat. Boats should be secured to the dock using a minimum of four lines and cleats (bow, stern, forward and aft spring lines).

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A minimum of two fenders placed at the forward and aft of a boat are required and the use of snubbers is highly recommended to protect your boat and the docks. All boats must be removed from the dock no later than the beginning of the 3<sup>rd</sup> week of October.

It is highly suggested that a spare key be provided to the Park Maintenance Contractor for your boat. In the event of a major storm your boat cannot be moved to safety without a key and access to your trailer. To protect the boats and our docks, observe no wake within 200 ft of the docks.

### **Assignment of Dock Spaces**

Seasonal dock spaces are to be used only for boats owned by Sunset Cove Certificate Holders or their family members. (Note: All fees must be current before boats may be placed on the dock. Boat dock spaces are assigned by a seniority order placement system. The Board Secretary maintains a current Boat Owner List in order of seniority. The Park Maintenance Contractor will contact boat owners in order of seniority from the list to fill any vacant dock spaces at the beginning of the season.

New requests for dock space will be added to the end of the Boat Owner List and they will fill the last positions (closest to the shoreline) on the dock as they become available. Anyone wishing to secure a boat space must be in good standing with Sunset Cove Inc. All fees must be current before boats can be tied to the dock for the season

Annual dock fees will be assessed and based on the total estimated budgeted expenses for the upcoming season (Note: some years we have more interest in spaces than we have available) If the number of requests exceeds the available dock space, the remaining names will be added to the Boat Owner List annually in order of seniority on a first come first serve basis and will be offered a dock space when one becomes available.

To maintain your place on the seniority list a boat owner must remit their dock fee payment to Sunset Cove Inc. for the upcoming season no later than May 1<sup>st</sup> so that dock positions can be assigned prior to dock opening.

Payment of annual dock fees represents your acceptance of all Sunset Cove dock rules and regulations. The annual dock fees are non-refundable in whole or in part to anyone who was assigned a dock space. You



maintain control of use of this dock space for the remainder of the season.

Upon the sale of your Sunset Cove property, your boat must be removed from the dock. Your dock position may not be transferred to the new owner or any other Sunset Cove Certificate Holder. Vacated positions will be offered to those on the current Boat Owner List in order of seniority.

**Dock Fee for the 2020 season: \$500**

### **Bonfires/Gas Firepits**

There is 1 (one) designated wood-burning bonfire pit area near the beach. We have a seasonal permit from the town of Grand Isle to allow open fires there (Permit #176 for 2020 season). If you decide to light the bonfire; first consider the strength and direction of the wind. Be considerate of all neighbors, if the smoke is blowing in their direction, extinguish the fire. **Keep the fire small and in control at all times.** Fires must be attended at all times by a responsible adult, adequate fire suppression resources must be immediately available, and you must extinguish the fire completely before you leave, including racking of coals. Only 'clean materials' may be burned (i.e. branches, sticks, firewood, trees) **NO pressure treated, painted or stained wood allowed!**

Due to potential fire hazard, gas fire pits may **NOT** be used **on covered porches**. However, these may be allowed on open, uncovered decks, patios or on grassy areas; NOTE: a request for approval is required and must be submitted to the Buildings and Grounds Committee and approved by the Board.

If you light any approved gas fire pit, always first consider the strength and direction of the wind and keep flame to a minimum. Gas fire pits must be attended by a responsible adult at all times and adequate fire suppression equipment must be immediately available.

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### **General Rules**

Certificate Holders are individually responsible for any damage or defacing which they or their guest(s) or tenant(s) may have caused.

**Behavior:** Behavior that unnecessarily or unreasonably disturbs others is to be considered in violation, even though not covered by specific rules. Certificate Holders are asked to let a Board member know of any violation they may observe. If the violation persists, the Board of Directors should be notified in writing for resolution as necessary. The Board of Directors will do their utmost to resolve the violations. If necessary, as a last resort, the Board of Directors may take legal action to resolve violations.

**Complaints:** Any Certificate Holder who wishes to submit a matter to the attention of the Board of Directors, must submit it in writing (via postal mail or email) to a member of the Board. This includes matters that Certificate Holders would like addressed at General Meetings. Verbal complaints will NOT be considered. All valid submissions to the Board of Directors will be reviewed in a timely manner for consideration and compliance. All written submissions to the Board of Directors must be signed to receive consideration. These submissions will be added to the Sunset Cove Board of Directors' files. These files are available to be viewed by Certificate Holders by appointment.

**Suggestion Box:** Anonymous suggestions and ideas may be submitted in the Suggestion Box in the Clubhouse.

**Communications:** Certificate Holders are asked to provide the Board of Directors with their preferred email address for the purpose of communication distribution and to reduce the administrative time and expense. All official notifications for Sunset Cove will be distributed via e-mail unless specific requests are made to receive notifications via USPS. **NOTE: use of email is preferred.** E-mail addresses are not to be used for personal message purposes without permission of each individual Certificate Holder(s).

Changes to your personal information, inclusive of mailing address, telephone number(s), email addresses, and any ICE (In Case of Emergency) telephone numbers must be sent to the Board of Directors (shaas@uvm.edu) in order that the Membership Directory may be kept up to date.

In consideration of the privacy for all Certificate Holders, access to all recreational facilities (i.e. pool, docks, clubhouse, etc.) as well as the dumpster and recycling receptacle, will be via the common roads/designated access. It is the responsibility of all Certificate Holders to inform all guests and tenants of the access routes to the facilities.

**Quiet Hours:** The hours of 11:00 p.m. to 8:00 a.m. are to be considered quiet hours, and care should be taken when closing vehicle and unit doors. Loud music, TV's, talking, etc. should be curtailed during these hours.

**Speed Limit:** The speed limit at Sunset Cove for all vehicles is 10 mph. All Certificate Holders are responsible to inform all guests and tenants of the speed limit. This is a safety issue for all Certificate Holders and guests of Sunset Cove. For our neighbors who live on the main road, it also helps keep the dust to a minimum. Non compliance is considered a violation of the Sunset Cove Rules and Regulations.

**No motorized off-road vehicles,** (i.e. golf carts, ATV/4-wheelers, motor bikes) are allowed in the common areas. Only vehicles being used for the general maintenance or repair of the property etc. (unless approved under accessibility request) are allowed in the common areas.

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***The Board of Directors hopes you fully enjoy your time at Sunset Cove. Your commitment to following the rules and regulations identified in this document will help ensure the high quality of living we have all come to appreciate within our beautiful community.***

***Please do not hesitate to contact any of us with any questions and concerns you may have.***

***Sincerely,  
Sunset Cove Board of Directors***

## **CONTACT INFORMATION**

### **2022 Board of Directors**

Karen Rounds President Ave B #18 802 238-6769

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