



6547 N. Avondale
Chicago, IL 60631
773-792-2515

April 10, 2017

RE: Notice of Ridge Manor Change of Ownership

Dear Residents:

We are excited to announce that effective April 10, 2017, Ridge Manor is under new ownership and management.

Ridge Manor MHC LLC (an affiliate of Zeman Homes, an Illinois based company that is the owner or manager of 40 manufactured home communities in Florida, California, Illinois, Indiana, Michigan and Arizona) has purchased the community.

Please take note that effective immediately, site rent payments (checks, money orders and cashier's checks only) are to be made out to **Ridge Manor MHC LLC** and can either be mailed to 1301 Old Polk City Rd, Haines City, FL 33844 or dropped off in the community drop box located at the office. Office hours will remain the same 9 AM – 2 PM Monday, Wednesday and Friday. Please insure that any site rent payment includes your home address. In addition, we have included a form for you to complete if you would like to make your site fee payment automatically through ACH. Please complete this form and return it to either the address above or the Community drop box.

For the site rent due May 1, 2017 non-shareholders will continue to pay their regular site rent of ~~529.00~~ per month and former shareholders will begin to pay \$429.00 per month in accordance with the post closing rental agreement entered into as of the closing of the sale on April 10, 2017.

The Community phone number will stay the same (863) 422-1069. In case of an after-hours emergency, please call the office. An after-hours emergency is generally classified as a water, sewer or electrical problem having to do with lines owned by the community.

We thank the previous resident owners and management for this opportunity and the work they have done in establishing this great community. We are committed to continuing to make Ridge Manor an enjoyable place to call home. We hope that the management transition is seamless and we look forward to meeting each of you in the coming months.

Warm Regards,

Sharon Stewart
Florida Regional Manager

Ridge Manor MHC LLC, herein referred to as COMPANY
1301 Old Polk City Rd
Haines City, FL 33844



ACH DEBIT AUTHORIZATION

April 2017

The ACH will debit your bank account your monthly balance on the 5th business day each month.

Lessee Name (s): _____

Address / Site #: _____

Email Address: _____

I (we) hereby authorize COMPANY to add my (our) bank account information their system and to initiate debit entries to my (our) account:

_____ Checking Account
_____ Savings Account

I (we) hereby authorize COMPANY to withdraw funds from the financial institution named below, hereby called DEPOSITORY and to debit the same to each account. I (we) acknowledge that the ACH transaction to my (our) account must comply with the provisions of U.S. Law.

DEPOSITORY Name _____
Branch _____
City, State Zip _____
Account Number _____
Routing Number _____
Name(s) on Acct _____

This authorization is to remain in full force and effect until COMPANY and DEPOSITORY have received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature Date

Signature Date

PLEASE ATTACH A VOIDED CHECK HERE



2017 RESIDENT ACH CALENDAR (Exhibit A)

Day of Week	Month	Date	Year
Thursday	January	5	2017
Friday	February	3	2017
Friday	March	3	2017
Wednesday	April	5	2017
Friday	May	5	2017
Monday	June	5	2017
Wednesday	July	5	2017
Friday	August	4	2017
Tuesday	September	5	2017
Thursday	October	5	2017
Friday	November	3	2017
Tuesday	December	5	2017

\$ 50.00

**Ridge Manor Co-op, Inc.
Gate Remote Info Sheet**

Resident #1 Name: _____ **Device #1** _____

Resident #2 Name: _____ **Device #2:** _____

Lot #: _____

Mailing Address: _____

Home Number: () _____ - _____ (use this phone number for keypad)

Cell Number: () _____ - _____ (use this phone number for keypad)

E-Mail: _____

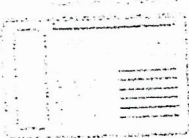
Signature: _____

Date Received Device(s): _____

#40.85

F A X

Ridge Manor Co-Op, Inc.
1301 Polk City Road, Lot 1
Haines City, FL 33844
(863) 422-1069



To: Extreme Graphics
Fax number: 863-438-0901

From:
Fax number: 863-353-5973

Date

Regarding:
House Plate

Phone number for follow-up:
863-422-1069

Comments:

I need house plates made for:

Please fax back what this will
look like.
Thanks.

Ridge Manor Co-op Inc



1301 Polk City Road • Haines City, Florida 33844 • Phone: 863-422-1069 • Fax: 863-353-5973
E-Mail: ridgemanorhomes@gmail.com Web: ridgemanorco-op.com

Date: February 22, 2016

To: Residents of Ridge Manor

RE: Ridge Manor Gate Instructions

When a visitor or vendor for you as a resident comes into the Ridge Manor Park they must come to the front entrance and stop at the KEYPAD in the first landscape island in front of the Ridge Manor Office. Once they approach the KEYPAD these are the instructions they need to follow.

1. Using the "A and Z" scroll buttons on the KEYPAD, scroll to the residents name you are visiting.
2. Once you find the residents name push the "CALL" button and wait while the resident is called. When the resident answers the phone ask the resident to give you entrance through the gate.
3. Once the resident identifies the visitor and/or vendor the resident must then push the number "9" button on their phone to open the gate. Once the "9" button is pushed the phone call will end and the gate will open.
4. Proceed to the gate and allow it to fully open then drive through. The gate will automatically close once you have cleared the gate.

NOTES:

1. Only one vehicle can pass through the gate at a time.
2. Do not open the gate for anyone you do not know or do not desire to come into the park.
3. Exit gates will automatically open as you slowly pull up to the gate. No remote necessary to open exit gates.
4. Allow gates to open fully before entering or exiting.
5. Remotes CANNOT be programmed into vehicle visor buttons or other remotes.
6. Rear gate KEYPAD is not for motor vehicles use. ONLY WALKERS, BICYCLISTS OR PERSONS ON GOLFCARTS CAN USE THE REAR KEYPAD.

GARBAGE AND RECYCLING at RIDGE MANOR

All dumpsters are located at the back of the Park by the Maintenance Shed



Dumpster #1 is for everyday household garbage.

Please use Dumpster #2 for materials that can be recycled such as newspaper and magazines, cardboard (**broken down, please**); plastic, tin cans and glass. As a courtesy and to cut down on offending odors, please rinse containers. You do not need to remove labels.

The Household Trash 20-foot Dumpster #3 is for furniture, carpet, old wood, cabinets, mattresses, appliances, etc. NO FOOD in this dumpster, please.

Yard Waste goes in the 20-foot Dumpster #4. Tree limbs should be broken down into smaller pieces. Please empty boxes or plastic bags that

you may have used to transport yard waste to the dumpster. **The park is charged an extra fee if there is anything in this dumpster other than yard waste and if the company has to retrieve plastic bags or boxes, etc.** Your cooperation is greatly appreciated.



A bin for recycling **aluminum cans** is located on the right side of the entrance to the refuse area. If you bring aluminum cans in plastic bags, please put the empty bags in the container on the left of the bin. Please do NOT throw plastic bags filled with cans into the bin.

GARBAGE PICK-UP DAYS: On Tuesdays and Fridays, you may put your regular household garbage and items for recycling at the end of your driveway by 9 a.m. It will be picked up and transported to the dumpsters for you. **All trash and items for**

recycling must be bagged and tied.

THANK YOU FOR YOUR COOPERATION! Additional information in more detail about this subject can be found on page 9 in the Rules and Regulations given to you by the office.

HOW TO RECYCLE: furniture, household goods, electronics, etc.

THE WAY CENTER (Women and Youth), 20 N 6th Street, Haines City FL 33845 (863-422-2309) will accept

- used furniture in good condition (call to arrange for pick up on Wednesdays)
- used clothing, linens, dishes, etc., in good condition for donation to needy families or for resale in their thrift store (you must take this items to the store)

Visit the **WAY 2 Shoppe** store on T-W-Th-F from 9-4 or Sat from 10-2.

The Salvation Army 927 6th St. NW, Winter Haven, FL (863-294-7493)

- will pick up larger items on Mondays: furniture in decent condition and appliances in working order. Call for appointment.
- will NOT accept TV's, computers, electronic equipment, magazines, encyclopedias, or golfing equipment.

Habitat for Humanity, 3550 Recker Hwy, Winter Haven, FL (863-292-2256)

- Will come to Haines City for pickup of large items--call in advance for appointment.
- They do not accept furniture from homes where there were smokers or pets.
- Drop off items at the above address Tuesday - Saturday from 9 a.m. - 2 p.m.
- Shop in their **ReStore** store Tuesday - Saturday from 9 a.m. - 5 p.m.

Household Hazardous Waste Collection Facility

5 Environmental Loop S , Winter Haven, FL 33880 (863) 284-4319

Open Monday, Tuesday, Thursday and Friday: 8 a.m. to 5 p.m.

Saturday: 7:30 a.m. to 12:30 p.m. Closed Wednesdays and holidays.

Household chemical and electronic waste from Polk County residents is accepted at no additional fee at the Household Hazardous Waste Collection Facility at the North Central Landfill. Proof of residency required (if non-FL full-time resident, take a tax or utility bill).

- **You are limited to 5 pieces of electronic equipment at a time.**

They will accept:

- household chemicals, TV and other electronics
- household cleaners and pool chemicals, polishes, solvents
- automotive products, aerosol cans, insecticides, disinfectants,
- paint products, batteries (rechargeable, vehicle and golf cart batteries)

Electronic materials accepted: computers, monitors, keyboards, terminals, televisions, stereos, printers, fax machines, VCR/DVD players, video cameras, video game consoles.

Call before you go if you have any questions other items.

LIST OF PHONE NUMBERS

- Emergencies** 9-1-1
- Polk County Health Department** 863-421-3400
- Poison Control Center** 800-222-1222
- Ridge Manor CO-OP Office** 863-422-1069
Office is open Mon-Wed from 9 a.m. – 2 p.m. and Friday 9 a.m. – 2 p.m.
- Manor House (Clubhouse)** 863-419-4860
- Haines City Police Department** 863-421-3636
- Duke Energy** 800-700-8744
Provides your electricity
- Bright House** 863-965-7766
Provides basic cable through a portion of your rent, additional services such as premium plans, phone, and internet can be added by contacting Bright House
- Haines City Public Library** 863-421-3633
Address: 111 N. 6th St., Haines City Hours: M-F, 10 a.m. – 6 p.m.; Sat, 10 a.m. – 1 p.m.
- Heart of Florida Hospital** 863-422-4971
Address: 40100 US Hwy 27, Davenport Online: www.heartofflorida.com
- City Hall for Haines City** 863-421-3600
Address: 620 East Main Street, Haines City
Online: www.hainescity.com; Hours: M – F; 8 a.m. – 5 p.m.
- Polk County Tax Center** 863-534-4700
Northridge Service Center, Hwy 27
2000 Deer Creek Commerce Lane, Davenport (near Posner Park)
Hours: M-T/ Th-F 8 a.m. – 5 p.m.; Wed. 8:30 a.m. – 5 p.m.
Services available: Driver Licenses (Full Service), Vehicle Titles, Registrations, Plates & Decals; Vessel Titles, Registrations & Decals; Mobile Home Titles, Registrations & Decals; Disabled Person Parking Placards; Dealer Transactions; Real Estate Property Taxes; Tangible Personal Property Taxes; County Local Business Taxes; Hunting & Fishing Licenses
- Voter Registration** 863-534-5888
Pick up registration forms at Tax Center, Library, Chamber of Commerce
Online: Polkelections.com
- Haines City Post Office** 863-422-2901 or Toll Free 800-275-8777
Address: 1051 State Road 544 E, Haines City
Hours: Monday – Friday 9 a.m. – 4 p.m.; Saturday 9 a.m. - Noon