

Woodhaven Homeowners Association

Parking and Towing Policy

This Parking and Towing Policy (the "Policy") is established by the Board of Directors pursuant to Paragraph 3(b) of Article IV of these Bylaws, to enforce compliance with Section 7.3 of the Declaration. This Policy is made part of and is supplementary to the rules and regulations described in Paragraph 9 of Article X of the Bylaws.

All capitalized terms in this Policy have the same meaning as defined in the Declaration and Master Deed unless otherwise defined in this Policy.

1. **RESIDENT VEHICLE REGISTRATION:** All Owners shall register with the Managing Agent any vehicle that is kept on the property on a continuous or regular basis that is owned by or is under the control of an Owner, their family member, or a guest, invitee, occupant, tenant, lessee, or employee of a Unit Owner (a "Resident Vehicle"). If a unit is not occupied by the Owner, the Owner is responsible for providing this policy in writing to the occupants of the unit as well as ensuring the occupants submit vehicle registration information to the Managing Agent. Registration under this rule shall include the year, make, model, color, VIN # and license plate number of the vehicle(s).

2. **PARKING PERMITS:** All Resident Vehicles must display a parking permit sticker issued by the Association. Stickers will be issued after the vehicle is registered. Stickers must be placed inside the front windshield above the state-issued vehicle registration/inspection stickers with numbers facing out.

3. **ASSIGNED PARKING SPACE:** One reserved covered parking space is assigned to each unit and only a vehicle associated with that unit may park in that space. If a covered parking space is vacant for any reason, no one may park in that space without written authorization of the unit owner who is entitled to park in that space. Parking spaces may be exchanged or given to other residents with written consent communicated to the Managing Agent. Residents should advise their guests to park in an open, non-reserved space.

4. **SPECIAL VEHICLE TYPES:** The following types of vehicles require special permission from the Woodhaven HOA Board of Directors for parking on the property: RV's, boats, campers, trailers, any type of vehicle more than 20 feet 4 inches in length, any type of vehicle weighing more than 10,000 pounds (GVW) and commercial vehicles. Commercial vehicles include any vehicles (cars, trucks, SUV's, minivans, vans) used exclusively in a business. Approved special vehicles must park in an assigned covered parking space or in the East parking area along the property line fence with London Park. See Section 7.3 of the Declarations.

5. **STORAGE:** A Resident Vehicle may be covered with a tarp; however, parking spaces are not to be used for storage of vehicles. Non-Resident Vehicles that have not moved for seven (7) days or more are in violation of permitted common element use. No inoperable vehicle shall remain on the Project for more than seven (7) days.

6. **VEHICLE PARKING:** No Unit may have more than four (4) Resident Vehicles. Handicap parking spaces are reserved for those vehicles that have an appropriate handicap placard (clearly displayed with an expiration date). Do not park in the fire lane. Do not park in such a way as to block the driveway entrance or exit. Do not park in front of or adjacent to the trash dumpsters.

7. **VEHICLE REPAIRS:** No repair work on vehicles is permitted in the parking lot. Exceptions will be made for minor repairs that take less than two (2) hours to complete, such as flat tires, dead battery replacement, and jump-starting vehicles. Minor repairs do not include oil changes.

8. **DAMAGES:** Residents and Owners are responsible for damages they cause to the covered parking structure, parking lot or areas adjacent to the parking lot.

9. **TAGGING & TOWING:** The Association has contracted with a towing company that is authorized to tow vehicles after confirming with the Managing Agent that no waiver has been granted for special circumstances. Towing will be at the expense of the vehicle's owner.

- a) Any vehicle that (a) is parked in a fire lane; (b) blocks access to a walkway, trash dumpster or other vehicle(s); (c) is leaking fluid, or (d) presents a hazard or threat to persons or property, will be towed without warning.
- b) Any vehicle parked in the mailroom spaces will be tagged and given 12 hours to move the vehicle. If the vehicle is still in the mailroom parking space after 12 hours, an immediate tow will be requested.
- c) Any vehicle parked in an assigned space without a Woodhaven parking sticker will be tagged with a 10-day warning notice. If the vehicle is still in violation after 10 days an immediate tow will be requested. An attempt to directly notify the owner, if possible, will be made.
- d) Any vehicle parked in someone else's assigned covered parking space will be tagged and given 12 hours to move the vehicle. If the vehicle is still in someone else's assigned covered parking space after 12 hours, an immediate tow will be requested.
- e) Any vehicle parked in a handicap parking space without the appropriate handicap placard will be tagged and given 12 hours to move the vehicle. If the vehicle is still in the handicap parking space after 12 hours, an immediate tow will be requested. Handicap parking spaces shall not be used for storage greater than 30 days.
- f) Any vehicle with an expired license or inspection sticker will be tagged with a 10-day warning notice. If the vehicle is still in violation after 10 days an immediate tow will be requested. An attempt to directly notify the owner, if possible, will be made.
- g) Any vehicle with an expired temporary license plate or no license plates will be tagged with a 7-day warning notice. If the vehicle is still in violation after 7 days an immediate tow will be requested. An attempt to directly notify the owner, if possible, will be made.
- h) All other violations, including abandoned vehicles, inoperable vehicles, and vehicles under repair, will be tagged with a 10-day warning notice. If the vehicle is still in violation after 10 days an immediate tow will be requested. The Managing Agent or Board of Directors will make reasonable attempts to notify the vehicle owner in advance of towing.
- i) Warnings will not be given to repeat offenders. Accordingly, if a vehicle has been tagged for violating the same rule two (2) or more times in a 90-day period, such vehicle may be towed without the tagging or prior warning.

POLICY INFORMATION

Owners should contact The Managing Agent for further information about this policy or to request a waiver. Tenants should contact the Owner of their Unit or rental agent to communicate with our Managing Agent on their behalf.