

# Vehicle Guest Pass & Decal Issuance Policy

As of October 3, 2024

An excessive number of people are simply repeatedly requesting new Guest Passes immediately after a current Guest Pass expires to avoid paying the \$275 fee per person for a back ground check and submission/approval of an application for residency. In some cases such immediate renewals have been going on for years. This situation creates a security issue under the Health Welfare and Safety provisions of our governing documents, because it avoids our ability to review, conduct a background check and approve a Guest Pass applicant for residency.

From an equity standpoint, existing Guest Pass rules are inconsistent with existing application rules for a new owner or new lessees where each person in the unit over 18 must submit & pay a \$275 fee and have a background check.

Having an unnecessary flood of such Guest Passes simply to hide a person is in fact a resident, further wastes office resources to repeatedly issue Guest Passes and code enforcement to verify Guest Passes and expiration dates when no Decal is present on a vehicle.

The purpose of a vehicle Guest Pass is NOT for a new resident to avoid a background check, an application for residency, and to avoid paying the \$275 application fee to get a decal.

Every owner of a vehicle will be subject to these Guest Pass renewal rules and subject to an application fee and background check in order to get a parking Decal

If a vehicle is not registered to a person, proof of employment or ownership of the business or other entity must be submitted by the Decal applicant and that applicant must submit an application, have a background check, and pay the application fee to obtain a Decal.

Under our governing documents, a unit may not have more than 3 parking permits active at any point in time. These 3 active permits may be any combination of active Guest Passes or parking Decals. In order to obtain any additional permits beyond the 3 allowed, one of the 3 vehicle permits active must be removed. If any vehicle removed is found parked, that vehicle will be immediately issued a violation and subject to a \$100 fine.

The maximum duration of a Guest Pass shall be 45 calendar days.

When a Guest Pass is issued to a person, it cannot be renewed for that person until after the period of time for which the Guest Pass was issued. For example, a Guest Pass issued for 20 days cannot be renewed until 20 days after the expiration of that guest pass issued for that individual. For Guest Passes issued for less than 5 days, the minimum waiting period for a new Guest Pass shall be 5 days.

In some cases, a Guest Pass may need to be perpetual when someone is visiting a resident regularly for just a couple of days per week. In that case, a Guest Pass may be set up for up to 3 specific days during each week. In this case that Guest Pass will not expire but will count as a vehicle when determining the 3 vehicle permit limit per unit.

In determining permit violation subject to a fine, a vehicle must be parked overnight. In this regard permit violations will only be issued from midnight until 4 am. On this basis, any vehicle present just during the daytime, such as a contractor or visitor will not need any permit.

A new computer parking violation system is now being tested. Using this system, decals & a Guess pass document will no longer be needed. Parking will be controlled solely using each vehicle's license plate number. Code enforcement will now have a computer to monitor the exact status of every vehicle parked on the property every night.

Strict parking rules and enforcement are necessary in Riverwalk due to the severe shortage of guest spaces in many areas. There are only 696 parking spaces available for 340 units. Currently, there are 656 active permits, leaving only 40 guest parking spaces available to everyone. Many of these available spaces are only near the sports courts and the phase 2 pool. As a result, many areas of phases 1 & 3 have no guest spaces available. Some residents try to essentially reserve a guest parking space by not parking in their assigned space. Our new parking system will catch and issue an immediate violation when this is detected. The new system will also catch situations where a resident claims they no longer have a vehicle to obtain an extra permit, when that vehicle is in fact found parked on our property.

Whatever the rules are for parking, there will be reasonable exceptions. In any cases where parking violations issued can be justified, the Board has the power to vote to revoke fines for any violation determined by the Board to be justified at a Board meeting. A resident claiming they or their guest were not aware of the parking rules is not reasonable justification.

#### MOTION:

1. Maximum duration for a guest pass is 45 days for any vehicle
2. Guest passes can only be renewed only after a specified waiting period has occurred after a vehicles guest pass has expired. That waiting period shall be equal to the duration of the last guest pass issued with a minimum waiting period of 5 days. Example: a 30 day guess pass for a vehicle cannot be renewed for 30 days after the expiration of the guest pass.
3. A perpetual guest pass may be issued for a specific vehicle for up to 3 specified days per week. The days specified may not be changed until after 60 days from any the effective date of the last guess pass issued for a vehicle. Such guest pass shall count as one vehicle for determining the limit of 3 vehicles until that guest pass is revoked. Any vehicle that is issued this type of guest pass found on the premises outside of the 3 days specified shall be ticketed & subject to an immediate fine per ticket.

4. No one may have more than 3 active permits at any time. Active permits consist of any combination of guest passes & decals. Already adopted in our documents.

5. Anyone who has deactivated a guest pass or decal will be subject to an immediate \$100 fine for each occurrence where the deactivated vehicle is found on Riverwalk's Property.

6. One of the owners/operators specified must have residency status meaning they have paid an application fee and had a background check before that vehicle will be granted permission for a perpetual parking permit (i.e. formally called a parking decal)