

# Birch Glen Co-Operative Homes Inc

## Parking By-Law 16

The Co-op's Co-Ordinator will be responsible for administrating the parking arrangements (including processing of applications and record keeping) in accordance with the provisions of this by-law.

### Article 1 General

- 1.01 Each household is entitled to one parking space, subject to availability, when required to park a **licensed** vehicle belonging to the household. Parking spaces will be assigned on a first come basis with the exceptions noted in Article 1.02.
- 1.02 Spaces will be allocated to suit the special physical needs of members/residents, or residents with medically documented special need. Priority for allocation of spaces will be given to members with special needs.
- 1.03 Second spaces will be allocated as available, on a month-to-month basis and may be reallocated to households requiring a first space.
- 1.04 No Spaces to be used for parking recreational vehicles. (*Exceptions must be pre approved by the Board of directors*).
- 1.05 Each permanent full time employee will be entitled to one parking space. Parking spaces reserved for staff will not exceed the number of full time staff employed at the co-op.
- 1.06 Residents must inform the Co-op in writing immediately, if they no longer require a parking space.
- 1.07 All above ground parking is reserved for visitor parking. Members can only park in these spaces at limited times. Monday to Friday during the day until 6.00 p.m. **Members cannot park in these spaces overnight at any time during the weekend (Friday 6.00**

**p.m. to Monday 8.00 a.m.).** No visitors can park in the underground parking except as in Article 5 Section 5.03.

- 108** Any car that is in the parking area that has not been called in to the parking by-law and given parking privileges will be tagged and or towed.
- 1.09** No parking space will be allocated to vehicles, which exceed the size of the parking space available.
- 1.10** Parking on the grass is prohibited at all times.
- 1.11** No car washing is permitted on Co-op property.

## **ARTICLE 2**

- 2.01** Members may apply to the Co-op for a parking space and provide the information requested in connection with the application.
- 2.02** Each resident will be provided with a parking tag/ to place in his/her car. If a replacement tag is required a minimum administration fee will be charged.
- 2.03** Members must inform the Co-op in writing immediately, if there are any changes in the vehicle information registered with the Co-op.
- 2.04** Vehicles must not exceed the sidewalk curb.

## **ARTICLE 3**

- 3.01** The parking charges will be reviewed annually at the time of budget preparation, and the Board of Directors will make recommendations for revisions to the members as necessary.
- 3.02** Parking charges are payable at the same time as housing charges.

## **ARTICLE 4**

- 4.01** Members/residents currently allocated a space will be eligible to change spaces if requested in writing.
- 4.02.1** Once all available spaces have been allocated, a waiting list will be established, based on the date of application. Members currently allocated a space will have priority if they wish to change the location of their parking space.
- 4.03** When it is necessary to reallocate a space in order to allow a resident a first space, spaces to be reallocated will be selected in the following order of priority.

Priority:

1. Special physical needs of members or medically documented special needs.
2. Requests for a first space will have priority over requests for a second space.

## **ARTICLE 5 PARKING RESTRICTIONS**

- 5.01** Residents and employees may park vehicles only in the space that has been allocated to them.
- 5.02** Any vehicle parked in a no parking area is liable to be tagged and towed away at owner's expense.
- 5.03** If resident parks in a space other than the space allocated to the resident, the co-op will take appropriate action as follows:

1. Maintenance Staff will be responsible for daily checks of the garage area on weekdays.
2. If a resident is parked in a space that is not allocated (on the co-op parking list) the parking authority will be called and the car will be towed, if the space is registered as vacant on the parking list, the car will be towed immediately.
3. The date and time, make and model of the car, license plate number and space number will be recorded by parking by-law enforcement.
4. Members will be responsible for informing the office/on call in writing of the following:
  - a) Any visitor who has been given permission to park in a members space (e.g. if a member is going on vacation). The member must give information to the co-op in writing, before they begin to park.
  - b) The office must be informed of any changes of car or license plate.

**5.04 ANY CAR PARKED IN THE VISITORS PARKING AREA THAT HAS NOT HAD PERMISSION WILL BE TAGGED AND OR TOWED**

**5.05 THE COST OF TOWING AND RELATED CHARGES WILL BE THE RESPONSIBILITY OF THE MEMBERS OR GUEST.**

**5.06** Parking spaces may not be sublet

## **ARTICLE 6**

### **USE AND MAINTENANCE OF PARKING SPACE**

**6.01** No mechanical work or automotive repairs other than **light maintenance** (e.g. tire changing, boosting etc) allowed. **Absolutely no painting, oil changing or major repairs allowed.**

**6.02** The co-op will be responsible for the maintenance, repair and regular cleaning of the parking area. Members are responsible to keep their parking area clean and tidy.

**6.03** **Absolutely no storage allowed. Tires, batteries, tool and personal household items will be removed at the expense of the person responsible for the parking space.**