

# **POLICY FOR USE OF RESERVED AND GUEST PARKING SPACES**

Revised March 20, 2019

## **A. Assigned and Guest Parking**

The Amended and Restated Declaration of Condominium of the Royal St. Andrew, A Condominium, filed on July 12, 2010, Section 7.(b) grants the “*exclusive use of a designated private, covered automobile parking space to be used for nothing but automobile parking by the Unit owner or his or her guests.*” Also, Section 6.(f) of the Declaration designates that all parking is considered common elements. Therefore, the Board of Directors considers that unit owners shall have priority use of all guest spaces.

The Royal St. Andrew Association, Inc. Rules and Regulations approved February 2018 also expand on parking use as follows:

*“Each unit has one assigned parking space marked with the unit number. Limited guest parking is located on the upper parking level and the spaces are marked “guests”. Parking is not permitted in front of the building doors or in the fire lanes. Stopping for loading/unloading is permitted for a short time only. Any unauthorized vehicles will be towed immediately at the owner’s expense.*

*In using your assigned space in the parking area, you are requested to park within the double lines that outline each space.”*

## **B. Recommended Common Sense Rules**

When owners plan to be away for an extended period of time and thus have left their parking space vacant, please advise the manager if you want to make your space available for use by others. They or their guests can then occupy that space for the period of time you designate.

Owners who do not have a vehicle on the premises are encouraged to make their spaces available for those 2-car owners.

The goodwill and consideration of each owner will provide owners and guests a parking space.

## **C. Required Parking Sticker / Pass Program**

Beginning April 1, 2019, all residents will need a parking sticker (parking pass) to park in the Royal St. Andrew parking spaces. Vehicles without a sticker or pass may be towed at owner’s expense. As this program relies heavily on resident cooperation and participation, please be aware of the following requirements.

1. Residents with vehicles will be issued a window decal for their vehicle(s). It needs to be placed in the lower right corner of the windshield. The decal must be

- visible and not placed behind tinted sections of the windshield. The decal will have the number of the resident's unit on it so the vehicle can be readily identified. The decal will be of the cling type so it can be easily transferred to another vehicle.
2. Each unit will initially be issued two 'Guest' tags to give to their day or overnight and extended stay guests to either hang from their rearview mirrors or place on their dashboards of the vehicles they are driving when they park in the guest spaces on the second level or in the reserved resident space if the resident is not here. It is the unit owner responsibility to advise your guests of this policy. Guests can then leave the tags in the unit or drop them in the office drop box when they leave. The tags will have the unit number on them so the vehicle can be identified to a unit. Please advise your guests that they will be required to get a tag from the office if you do not make one available.
  3. For those residents who have home care aides, please advise the manager as to how many 'Home Care' tags you will need. You can give a tag to each one to keep in their vehicle. They will need to display them when they park in guest parking or your resident space if permitted although they should be encouraged to use street parking for the convenience of the other owners
  4. There are also tags for 'Contractors'. These are to be issued to vendors or contractors that are working in your unit. You need to tell them that they will need to see the manager to get their tags. The tags will be good only for the duration of the project. However, during season, January to Easter, it is advised that contractors do not park on site as guest spaces are needed for guests.

Approved March 20,2019  
Board of Directors

**NOTE: ALL VEHICLES PARKING ONSITE MUST DISPLAY A ROYAL ST. ANDREW ISSUED PARKING PASS. IF YOU ARE NOT GIVEN A PASS BY THE RESIDENT, YOU MUST PICK UP A PASS AT THE OFFICE.**