



TOWNHOMES OF BIENEMAN FARM HOA

PARKING VIOLATION REPORT

Homeowners are strongly encouraged to monitor parking on private streets and report improperly parked vehicles to Cities Management as soon as possible using this form.

INSTRUCTIONS: Submit your completed form and picture(s) of the vehicle parked improperly (and any parking-related signage) to **MJF & Associates** via email (office@mjfandassociates.net). Alternatively, you may call them at the number below; please be prepared to provide all the information outlined below. We do not recommend mailing the form as time is of the essence when reporting parking violations. Once your report is received, Cities Management will notify the vehicle owner of the violation and arrange for towing if/when appropriate.

Violation/Vehicle Information

Date Violation was Discovered:	
Time Violation was Discovered:	
Location of Violation: (e.g., street name, unit number)	
Resident Status of Vehicle Owner: (if known – i.e., resident or guest)	
Vehicle Description: (Make, Model, Color)	
License Plate State/Number:	

Violation(s) Witnessed (check one or more)

☐ Vehicle parked overnight in an area reserved for GUESTS ONLY	☐ Vehicle parked overnight on a private street
☐ Vehicle blocks or prevents access to premises	☐ Vehicle is parked in a snow removal zone or was not moved for snow removal
☐ Vehicle is parked in an area not intended for motor vehicles (e.g., sidewalks, lawns, landscaping, etc.)	☐ Vehicle blocks or prevents emergency vehicle access to property or is parked too close to a fire hydrant
☐ Recreational or oversized / modified commercial vehicle parked in a driveway or on a private street (<i>does <u>not</u> include unmodified, standard-sized passenger vehicles with logos</i>).	☐ Vehicle is inoperative, in disrepair, or has been abandoned
☐ Vehicle is parked facing oncoming traffic	☐ Other:

*The Board appreciates your assistance in the enforcement of our Parking Policy!
Together we can ensure our community remains a peaceful and respectful place to live.*

Questions regarding this form may be directed to MJF & Associates at (612) 819-0133.