

**Administrative Resolution**  
**Crooked Tree Estates Overnight Street Parking Enforcement Policy**  
**2020.5.12**

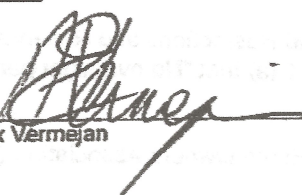
**WHEREAS**, The Declaration of Covenants, Conditions and Restrictions and Reservation of Easements for Crooked Tree Estates Home Owners Association states in Section 6.1.11 (a) that "No overnight parking on-street of any vehicle shall be allowed."

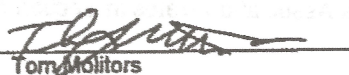
The Board of Trustees ("Board") of Crooked Tree Estate Home Owners Association ("Association") hereby adopts the following policy for enforcing this covenant.

- 1.0 "Overnight parking on street" shall be defined as parked on-street continuously from 11:00 pm until 6:00 am.
- 2.0 Any resident may contact a Board Member regarding overnight on-street parking.
- 3.0 All specific complaints will be addressed by the Board via a letter to the offending resident. This will be considered the 1<sup>st</sup> offense.
- 4.0 In order for a fine to be levied against a resident, a member of the board, or designee of the board, must observe the car being parked at 11:00 pm and at 6:00 am during the night in question; this observation does not need to be continuous between those hours and cars parked at 11:00pm and at 6:00am the next morning shall be presumed to have been parked overnight. The summary of the event will include a picture of the car and the license plate.
- 5.0 The actions to be taken by the board:
  - 5.1 1<sup>st</sup> Instance – Warning letter from the CTE HOA Board.
  - 5.2 After the first instance, the resident will be placed on probation and any further instances will be taken as noted below.
  - 5.3 Once the resident has completed 90 consecutive days without a violation, the probation period will end and the next instance will be classified as the first instance.
  - 5.4 2<sup>nd</sup> Instance - \$25 fine levied by the CTE HOA Board.
  - 5.5 3<sup>rd</sup> Instance - \$50 fine levied by the CTE HOA Board
  - 5.6 Additional Instances beyond the 3<sup>rd</sup> Instance - \$50 fine levied by the CTE HOA Board.
- 6.0 The resident will be notified in writing by personal delivery or individual delivery, as noted below:
  - First-class mail, postage prepaid, registered or certified mail, express mail, or overnight delivery by an express service carrier. The document shall be addressed to the recipient at the address last shown on the books of the association, or
  - E-mail, facsimile, or other electronic means, if the recipient has consented, in writing, to that method of delivery. The consent may be revoked, in writing, by the recipient.
- 7.0 The notice will provide that the homeowner has the right to a hearing before the Board to contest the proposed fine, provided they deliver a written notice to the Board not later than the tenth (10th) day after receiving the Notice. Failure to timely request a hearing is a waiver of the right to the hearing and the Board may immediately impose the fine. If the homeowner requests a hearing, the Board shall provide the homeowner with notice of the date, time, and location of the hearing at least seven (7) days prior to the hearing.:
- 8.0 Upon completion of a hearing, the resident must be notified of the decision by personal delivery or individual delivery within 30 days of the hearing
- 9.0 The Board will consider filing a legal suit to resolve a resident's continued repetitions of this violation, which may include a lien.

Approved by the board on 5.12.20  
Board members:

  
Shawn Hopkins

  
Alex Vermejan

  
Tom Molitors