

WILLIAMSBURG SQUARE COMMUNITY COUNCIL CORPORATION VEHICLE PARKING PROCEDURES AND REGULATIONS

Article IV, Section 3, Paragraph (f) of Declaration of the Covenants, empowers the Board of Directors to "regulate parking on all Lots and Common Areas." Therefore, the Board of **Board Directors hereby adopts** the following:

Each residence shall be entitled to park a maximum of two (2) vehicles (by definition) in the common parking areas of the community. In no case shall this policy be construed to mean that each residence is entitled to two **assigned** spaces. See paragraph 3 for Assigned Parking rules. This rule is also not to be construed to mean that the "second" implied parking space is necessarily in the general area of the residence, or even on the same street. As it is worded, the spaces for all residents to park are in the common parking areas of the **whole community**. As homeowners/renters, residents have a reasonable expectation to park as close as possible to their residence. However, if parking spaces are not available on same street as the residence, the residents may have to park on another street in the community.

The Board has the right to designate areas as assigned parking areas. Procedures for enforcement of these assigned parking areas are found in paragraph 3 under "Enforcement Procedures" of this document.

All other parking spaces will be utilized on a "first come - first served" basis under the following procedures.

GENERAL PROCEDURES

1. The Board of Directors has the authority to contract with a towing company for the purpose of enforcement of this vehicle parking policy.
2. Williamsburg Square Community Council Corporation, its Board of Directors, and its Agent shall not be responsible for any towing charges, storage charges, or damages resulting from the removal of any unauthorized vehicle(s) pursuant to this policy. All towing charges, storage charges, and/or damages incurred during towing and/or storage is the **responsibility of the vehicle owner**.
3. It is the **responsibility of all Landlords** to supply their Tenants with a copy of the Community Parking Procedures and Regulations and to inform them that adherence to these procedures is mandatory.
4. **Residents are responsible** for advising family, guests or invitees of these procedures and regulations.

5. Vehicles shall be parked only within the lines of marked parking spaces.
6. The use of any objects (including motorcycles, bicycles, cones, etc.) to "reserve" an open parking space is prohibited. Any resident that obstructs a parking space(s) with snow or other obstacles shall be liable for the costs to remove the obstacle.
7. Definitions that apply to this document are found in Paragraph 4.
8. No vehicles, either licensed or unlicensed and including motorbikes, go-carts, all-terrain vehicles (ATV's), may be operated upon the Common Grounds except in those areas specifically designated for such purposes.

ENFORCEMENT PROCEDURES

1. Prohibited vehicles and conditions:

1a. The following vehicles and conditions constitute reasons for towing:

- 1) current registration plates not displayed,
- 2) junk vehicles,
- 3) trailer,
- 4) camper,
- 5) truck, as defined in paragraph 4,
- 6) camper truck/ motor home,
- 7) house (home) trailer,
- 8) boat,
- 9) boat trailer,
- 10) Limousines/stretch vehicles,
- 11) any vehicle posing a hazard,
- 12) improperly parked vehicles,
- 13) construction equipment
- 14) commercial vehicles, as defined,
- 15) other vehicles or conditions deemed inappropriate by the Board of Directors.

1b. Procedures:

- 1) The Board or its Agent shall notify the owner of the prohibited vehicle to remove the vehicle from the premises within forty-eight (48) hours, except for hazardous and improperly parked vehicles, (11) and (12) above, which require immediate removal. If the owner cannot be readily identified, the Board or its Agent shall prominently post notification of **INTENT TO REMOVE** on the vehicle. The notice shall direct the owner or operator to remove the vehicle or take appropriate corrective action within forty-eight (48) hours of the posting of the notification. Removal of this notification by any individual does not prevent procedures from being fully enforced.

2) Vehicles with violations not corrected after the forty-eight (48) hour courtesy period shall be towed from the community. **IT IS THE OWNER'S RESPONSIBILITY TO CORRECT PROBLEMS TO PREVENT TOWING.**

3) Any repeat violations involving the same vehicle will result in the **IMMEDIATE** removal of the vehicle. Notification and the forty-eight (48) hour courtesy period are not required.

4) Immediate removal of hazardous and improperly parked vehicles can be directed by any law enforcement personnel, emergency response personnel, or Board member or its Agent.

1c. Appeal Procedures:

1) Prior to towing: Resident must give notification to the Board or its Agent and present a valid reason for not towing. Board approval is required to prevent towing.

2) After towing: Appeals must be presented to the Board at the normal monthly meeting.

2. Multi-car residences:

2a. The following condition may constitute reason for towing:

A residence has more than two (2) vehicles parked in the common parking areas of the Community and the Board or its Agent receives a written complaint from another community resident. The complainant's name/address will be kept anonymous in part 2b below.

It should be understood that not every residence has two vehicles. This is not to be construed that the "second" spot is available for another resident to park any vehicles in excess of two that they may own, even if there is a "gentleman's agreement" between friendly neighbors. All spaces other than those marked as "Reserved" are available on a "first come - first served" basis, as previously mentioned. One reason for this rule is that in the Williamsburg Square / Ashton Place community, if every residence had two vehicles, there would not be enough available spaces for all of those vehicles, let alone enough extra spaces for family/friends/visitors to park in. Those residences with more than two vehicles are expected to park them outside of the WSAP community, not just on another street in the community.

2b. Procedures:

1) Upon receiving a written and signed complaint from another resident (detailing Make, Color, License Plate Number, State and Address of the offending residence), the Board or its Agent will send a **Warning Letter**. The **Warning Letter** will notify the offending residence of the two (2) vehicle-per-residence limit and list the vehicles identified in the

complaint. The resident is required to respond to the Board by identifying all their vehicles, and if needed, propose alternate parking arrangements within 5 days.

2) Upon receipt of the written response, the Board will take the proposed resolution under advisement. During the interim time, the proposed alternate arrangements **MUST** be followed.

3) If the resident chooses **NOT** to respond, or does not follow their interim alternate parking arrangements, the vehicles will be tagged and towed per the procedures in 1B.

3. Assigned Parking:

3a. The Board of Directors **may** designate assigned parking as deemed necessary. The Board also retains the right to rescind assigned parking. All **prohibited vehicles and conditions (1)** and **multi-vehicle residence provisions (2)** will apply to the assigned parking areas.

3b. Procedures for assigned parking:

1) Each residence **may** be assigned the use of **one (1)** parking space. In no case shall this policy be construed to mean that ownership of any parking space has been conveyed to any Owner. Parking areas and the individual parking spaces shall remain general common elements of the Community subject to all provisions of the Declaration of Covenants, By-Laws and/or all other rules and regulations.

2) Signs at entrances shall indicate that parking is assigned and that towing is enforced in accordance with current law.

3) Each residence of a assigned space shall be provided with a Letter of Limited Agency. Should a residence change ownership or residents (i.e., sale or rent), it shall be the responsibility of the owner to transfer the Letter of Limited Agency to the new owner or tenant. A new Letter of Limited Agency will not be issued until the existing letter is returned or until the Board of Directors is provided with a written statement that the existing letter cannot be returned. There will be a charge of **THIRTY DOLLARS (\$30.00)** for replacement of the letter, including those letters that cannot be returned when a change of resident occurs.

3c. Procedures for towing:

1) The holder of a valid Limited Agency Letter shall be responsible for notifying and authorizing the towing company to remove an unauthorized vehicle from their parking space only.

2) Only the towing company authorized by the Board of Directors shall be allowed to tow unauthorized vehicles under the provisions of this policy.

3) Upon responding, the towing company shall require the complainant to present the Limited Agency Letter and an additional piece of valid identification. Both the tow operator and the complainant shall sign the document to authorize the tow.

4) **The owner(s)** of any unauthorized vehicle removed by the towing company under the provisions of this policy shall be responsible for all towing and storage charges in addition to any damages incurred.

4. The following definitions shall apply:

Boat: Self explanatory.

Camper: A camper is any vehicle drawn by a car or truck and used as a temporary or permanent dwelling.

Camper Truck: A camper truck is any self-propelled camper.

Commercial Vehicle: Any vehicle with a load capacity greater than 3/4 ton, **and/or** having dual or tandem wheels, **and/or** standing taller than eight (8) feet from the street surface to the highest point of the vehicle or any attachment to the vehicle.

Common Areas: Those areas owned and maintained by and for the Williamsburg Square Community Council Corporation.

Construction Equipment: All types and forms of construction machinery or power operated equipment of any size.

Hazard: Any vehicle parked in an area that can impede access of emergency vehicles, or any vehicle parked in a designated "No Parking" area. This includes but not be limited to: fire lanes (yellow curbs), posted no parking areas, and any additional areas deemed hazardous. **Hazard** also includes any vehicle that is properly parked but it's condition is deemed to be hazardous.

House Trailer: Same as camper.

Improperly Parked Vehicles: includes any vehicle that impedes a properly parked vehicle from moving without first moving the improperly parked vehicle. Improperly parked vehicles include two or more vehicles parked in the same space or parked along a curb but partially behind another vehicle. It also includes vehicles parked in such a manner that it occupies two parking spaces or interferes with the use of another parking space.

Junk vehicles: a junk vehicle is any vehicle that appears incapable of passing current Maryland State Motor Vehicle Administration inspection procedures and/or does not properly display current registration plates/stickers.

Parking space: an authorized area marked by two lines, either on the pavement or on the curb, for the safe parking of either one (1) legal four wheel vehicle ONLY or two (2) legal two wheel vehicles ONLY.

Stored Vehicle: Any vehicle which remains stationary in the common parking areas or driveways for a period exceeding seven (7) days. Stored vehicles must be noted by a community resident in writing (as identified in paragraph 1) to the Board or its Agent. If a resident has a vehicle that they know will not or cannot be moved for more than seven (7) days (vacation, repair, etc.), they should contact the Board or its Agent and let them know the situation. This may stave off the towing notification, even if a complaint is received. Communication is the key.

Trailer: A trailer is any vehicle which is drawn by another vehicle having motive power but is incapable of motive power by itself.

Truck: A truck with a load capacity greater than 3/4 ton and meeting either of the following conditions:

- 1) having more than two axles; or
- 2) having rims (not tires) with a diameter which exceeds sixteen and one-half (16-1/2) inches.
- 3) Having four (4) wheels in the rear (two each side, side by side) duals.

Vehicle on which current registration plates are not properly displayed: Self explanatory.

Vehicles - a means of carrying or transporting something. For **Williamsburg Square/Ashton Place** the term vehicle means motorized or other objects drawn by motive power - such as cars, trucks, trailers, campers, house trailers, motorcycles, motorbikes, mopeds, dune buggies, golf carts, all terrain vehicles, unicycles, bicycles, tricycles, (when used abusively) and such other similar modes of transport.