

STRATFORD CONDOMINIUM UNIT

OWNERS ASSOCIATION

REGULATORY RESOLUTION NO. 2014-1

PARKING AND TOWING POLICY

WHEREAS, Article III, Section 2(h), (r) and Article XI, Section 1(j) of the Bylaws of the Stratford Condominium Unit Owners Association (the "Association") together grant and assign to the Board of Directors (the "Board") the power and duty to adopt rules and regulations governing the Association and to provide for the maintenance and operation of the Association, including the parking areas;

WHEREAS, Article III, Section 2(r) and Article XI, Section 5 of the Bylaws of the Association empower the Board to designate common elements as reserved common elements and impose conditions and restrictions on their use;

WHEREAS, vehicles parked in fire lanes or curbs designated as no parking areas by yellow curbs or stencil markings are unlawful or could create a safety hazard by restricting access of emergency vehicles;

WHEREAS, vehicles parked in designated handicap parking spaces are in violation of law and restrict access by handicapped drivers for whom they are intended;

WHEREAS, Article XI, Section 1(j), of the Bylaws, authorize the Board to restrict or prohibit parking of commercial vehicles, trailers, campers, recreational vehicles or boats and requires all vehicles to have current state license plates, county tags (if applicable) and current inspection sticker among other regulations; and

WHEREAS, there is a need to establish a parking policy governing the parking of Approved Vehicles on the common elements to help ensure reasonably adequate parking for residents and guests.

NOW THEREFORE, BE IT RESOLVED THAT the Board of Directors adopts the following policy:

A. General Policy.

The parking lot and associated spaces are common elements and for the sole use by the resident owners, lessors or leasers who have properly registered their vehicles with the property management company. Delivery, maintenance and emergency vehicles are afforded use in the performance of their jobs at the request of an authorized resident. One parking space with an associated number is conveyed with ownership of the unit, authority to assign, number or designate parking space location(s) are governed by the Board of Directors. Parking tags/stickers are required.

With exception, Stratford Association does not employ an “automatic tow policy” with a contracted tow company. On an excepted designated basis, the Board shall institute an “automatic tow policy” to enforce the use of parking tags and registration of vehicles with or without prior notification. Local or state agencies may tow at will for enforcement of local and state law, regulations and ordinances.

Parking permits shall be issued and displayed at all times for Approved Vehicles. An Approved Vehicle shall include any multipurpose passenger vehicle, automobile, motorcycle, moped, van and pickup truck of a standard size.

Stratford Association allocates one numbered reserve parking space for sole use of that unit owner that transfers with the unit upon sell or lease. The specific location within the common element is determined by the Board and may be re-located by necessity, accommodation to all or for compliance to federal, state and local regulations and law.

B. Parking Space Designation.

1. Reserved Spaces. Parking spaces reserved and numbered so that each condominium unit has one parking space as conveyed in ownership papers. No signs, initials, numbers or other alteration to the parking space may be painted, marked or erected is allowed except as permitted by the Board or performed by the management company. The vehicle must be properly registered. A RESIDENT parking tag with the assigned number is required. This space is for the sole use of the owner or leaser.
2. Resident Spaces. Parking spaces for the specific use of a resident of the association. Residents are allowed one space for an additional vehicle that is properly registered. A RESIDENT parking tag with the assigned number is required. These spaces are on a first come basis by other residents. NOTE – At no time shall a resident occupy two RESIDENT parking spaces.
3. Visitor Spaces. Other parking spaces that have been designated for the residents’ visitors or a 3rd vehicle that is properly registered. NOTE – Use of this space by an owner’s vehicle negates any parking for guests, unless specifically waived upon request to the management company on a short term basis. A VISITOR parking tag with the assigned number is required. These spaces are on a first come basis with other residents and/or their guest.
4. Temporary Spaces. A parking space in close proximity of the building frontage is designated as a LOADING/UNLOADING area. This space is a short term space – usually 30 minutes – and used for the loading and unloading groceries, packages or picking up/dropping off persons. It can also be used for washing vehicles, delivery trucks or maintenance vehicles to perform work on a short term basis. Household moving vehicles/trailers may use the space for an extended period (8 hours) if moving-in or moving out, but cannot store the vehicle/trailer in that space. There shall be a person in the vehicle or activity to and from the vehicle during the time the vehicle is occupying the space. It is NOT short term parking. No parking tag is required. Misuse of this space is subject to immediate tow without warning.

5. Commercial Spaces. Parking spaces designated for residents that drive a commercial-owned vehicle. These vehicles must meet the “properly sized” Approved Vehicle definition (See paragraph below) and be identified with the management company. No commercial vehicle may be parked in other area except the designated Commercial spaces. Approval to use such spaces on a continuous basis must be provided by the Board. No parking tag will be required. These spaces are assigned on a first come basis and are limited in quantity. Temporary rental commercial vehicles, such as moving vans and trailers do not require registration.
6. Handicap Spaces. Parking spaces designated for current and properly permitted handicap licensed or tagged vehicles. The quantity and location is governed by state/local regulations. These spaces are for use by the resident and their guest. A parking tag is required. These spaces are on a first come basis and are limited in quantity.
7. Special Spaces. Parking spaces designated for access to trash enclosures, snow storage, and other special uses on a temporary or semi-permanent basis as deemed necessary by the Board. These spaces will be marked Reserved and annotated with “S00x”.

C. Application and Execution.

1. All vehicles parked in the common elements of the Association shall be subject to this parking policy and Prince William County and Virginia Commonwealth law.
2. Owners and residents are responsible for the actions of their tenants, guests, visitors and invited maintenance agents with regards to this policy.
3. Each unit shall have been issued two RESIDENT parking tags/stickers (one for the assigned numbered Reserved space and one for Resident space) and one VISITOR parking tag (used for a guest or Owner’s 3rd properly registered vehicle).
 - a. Transferred from Seller upon purchase
 - b. Landlords are responsible for issuing parking tags to their tenants. The landlord will provide signed lease agreement and vehicle registration form (see Attached) to the management office.
 - c. Management is responsible for re-issuance of parking tags with proper paperwork and authorization.
4. There are two different color tags/stickers used to designate which side of the common element vehicles are authorized to park. The color is not interchangeable for purposes of parking overnight.
5. Parking tags/stickers must be visually displayed at all times and be considered the primary/visible tag when parked on the common elements. Alternate location for a tag when a rearview mirror cannot accommodate a hanging tag is on the driver’s side dashboard corner or lower corner of windshield. Motorcycles and mopeds will place the sticker at the rear wheel, on the left or right side where best seen. NO other location is acceptable.
6. Arrangement for replacement parking tags or stickers must be done through the Management Office. New tags/stickers costs \$5.00 each; old tags or stickers may be exchanged at no costs if presented at the time of replacement. Re-issuance of any tag requires the Owner to update/verify the vehicle registration form for all vehicles on file.
7. NO unit may possess or use more than the allotted number of parking tags/stickers authorized by the Board at any time (see para C.3.).
8. Any vehicle not properly registered with the Management Office is subject to towing regardless of displaying a parking tag/sticker.

9. Suspension of parking privileges for all parking tag/sticker types issued may be revoked when an Owner or landlord/tenant is/has -
 - a. Sixty (60) days delinquent in assessments
 - b. Not current on an approved payment plan
 - c. A Lien against the assigned unit
 - d. In violation of Association rules
 - e. A vehicle(s) not registered (specific to the unregistered vehicle(s)).
10. Suspension/Revocation will be effective after a ten (10) day notice and/or does not reply in writing with intent to appear before the Board at the next scheduled meeting. Failure to appear automatically invokes the suspension.
11. Each unit shall retain their parking privileges if current in assessments or current on an approved payment plan.
12. The Management Company via the Board may waive the number of vehicles requirement for special occasions/events upon written submission of a request. Approval may or may not require Owner appearance before the Board for additional information.
13. All spaces are "full size" spaces. All vehicles must be fully parked within the lines and not extend beyond the end point of the lines; no appurtenances or equipment or oversized mirrors can extend beyond the limits of that space.
14. Covers are authorized but must be secured and the vehicle must meet all the requirements in this Resolution. The vehicle is subject to be uncovered for inspection by the Board and law enforcement agencies.

D. Rules.

1. Vehicles shall be subject to immediate towing if found to be in violation of these rules as defined above and as listed below. In addition to the provisions provided in the definition of the parking space above, the items below are included:
 - a. In a designated handicapped parking spaces without designated handicapped license plates, decals or special parking permits from the Department of Motor Vehicles.
 - b. In a fire lane designated by signage, yellow curbs, or stencil marking.
 - c. Use of the Temporary Space for reasons other than Loading/Unloading.
 - d. Leaks or spills of a hazardous or damaging nature, e.g., oil, antifreeze, gasoline, etc. and debris.
 - e. On lawns or common elements other than paved parking places.
 - f. Use as a commuter parking space or storage
2. Recreational vehicles, e.g., motor home, trailers, trucks (over 3/4T), campers, boats, oversized vehicles or equivalent vehicles are prohibited.
3. "Commercial" vehicles may be parked in designated commercial areas only with prior approval from the Board. Commercial vehicles are defined as any vehicle -
 - a. with a rated capacity of 1500 lbs (3/4T) or more;
 - b. having more than two axles;
 - c. regardless of capacity, which is licensed as a truck, commercial or "For Hire" vehicle;
 - d. is larger than standard private passenger car or van;
 - e. is designed to transport more than fifteen (15) persons;
 - f. which the body of has been modified or marked clearly for commercial or business purposes.

4. Police and fire department vehicles are exempted from the definition of “commercial vehicles”; however, must be identified with the Management Company and will count toward the allocation allotted the unit (unless parked in commercial area).
5. Standard 4x4’s, jeeps, and passenger vans are not considered recreational vehicles, if they meet the required size and appearance limitations listed herein.
6. The following types of vehicles are expressly prohibited in accordance with Section 13-327 of the Prince William County Zoning Ordinance –
 - a. Solid Waste collection vehicles
 - b. Food or beverage vehicles
 - c. Tractor truck/semi-trailer or any combination
 - d. Dump trucks
 - e. Concrete mixer or towing and recovery vehicles of 12000 lbs or more
 - f. Construction equipment or a related vehicle/trailer
 - g. Buses, whether used for personal, social, business or commercial uses
7. “Junk” or inoperable vehicles are prohibited. Nothing shall be stored upon any parking space, nor shall trash or debris be allowed to accumulate. A vehicle can be considered stored if it is not moved for more than 72 hours, if it is on blocks or does not display current tags and stickers. A vehicle shall be considered “inoperable” if it cannot move under its own power.
8. Repairing vehicles of any kind shall not be permitted in the parking areas, except checking and topping off fluids in limited amounts and changing flat tires shall be permitted.
9. Changing oil, flushing radiators, body repair, brake repair are expressly prohibited.
10. All vehicles shall be maintained in proper operating condition and aesthetically acceptable to include presenting no safety hazard (broken glass, lens, jagged metal, etc) so as not to be a hazard or nuisance by noise, exhaust emissions, or fluid leakage.
11. Vehicles with car alarms that do not turn off after fifteen (15) minutes or which repeatedly (3x or more) go off during a 24 hour period shall be towed.
12. All vehicles shall be parked in designated parking spaces and shall display current license plates, county registration, state inspection sticker and the appropriate colored Association parking tag visually displayed on the rear mirror or lower driver side windshield or dashboard.
13. Use of assigned parking tags by anyone not a resident/guest of that assigned unit is not allowed. Parking tags cannot be loaned.
14. Residents or guests who have motorcycles shall park them only in the designated parking spaces and only if displaying the appropriate parking sticker. Resident owned motorcycles/mopeds may be “double-parked” in a residents’ Reserve space if both vehicles can be accommodated within the sized space; otherwise must be parked in a Visitor space. No motorcycle can occupy a Resident space.
15. Vehicles parked on the parking areas and common elements are at the sole risk of the owner(s), leasers, and guests. The Association and Managing Agent assume no responsibility or liability for damage, theft of vehicles or their contents.
16. PODS or large storage containers are authorized for a short term period (one week) upon written request to the Management Office. It must occupy the unit’s numbered Reserved space, unless waived by the Management Office for accommodation purposes for other residents.

E. Enforcement.

1. Towing by the Association. The Board of Directors, its designated committee, on-site staff or Managing Agent shall identify vehicles in violation of the established parking policy for towing at the vehicle

owner's expense. Vehicles may be towed immediately without warning, from the property and stored at the vehicle owner's risk and expense if in violation of this Resolution, if deemed hazardous or if it could cause damage or injuries in the discretion of the Board or the Managing Agent. Warning notices are issued as a courtesy, but is NOT required.

2. Towing by the Resident Owner. The resident owner is authorized to have a vehicle towed if parked in their numbered reserve space, this authorization does NOT convey to a tenant. The resident owner shall make an attempt to notify the owner of the vehicle that is improperly parked. The resident owner shall notify the Management Office via email or voicemail of any vehicle towed from their numbered reserve space with vehicle information and date/time within 24 hours. Resident owners may also notify the Management Office of recurring incidents reference improper parking, but must provide the vehicle information and date/time.
3. Authorized Towing Company. The name and telephone number of the towing company authorized to tow vehicles will be available by calling the Prince William County Police or Management Agent.
4. Variations. The Board of Directors shall have the authority to grant a temporary variance to the established parking policy providing that all requests for variances are made in writing to the Management Office. All variances, must be submitted in writing (email acceptable) and state the grounds for the request. Some variances may be approved by the Management Agent and others require approval by the Board. Variances may be revoked upon failure to comply with the parking policy or the terms of the variance granted.
5. Common Area Damage. Owners of vehicles that cause damage to the common elements shall be held liable for any and all costs of repairs to the common elements, including, but not limited to, damage to pavement, signs, landscaping, equipment, fixtures, and decorative displayed items. Resident owners are responsible for providing the appropriate guidance to guests and invited maintenance personnel to ensure damage does not occur within the common area.
6. Rules Violation Charges. The Board of Directors may impose the actual cost of repairing damage and rules violation assessments not to exceed \$50.00 per incident or \$10.00 per day, or the maximum amounts allowed by law, in event of the violation or until the violation is corrected.
7. Remedies. All remedies are deemed to be cumulative.

The policy becomes **effective on August 1, 2014**, and supersedes all previous resolutions on parking and towing.

Stratford Condominium Unit Information Sheet

Owner Name(s): _____

Property Address: _____

Mailing Address: _____

Home #: _____ Work #: _____ Cell #: _____

Email Address: _____

(IF APPLICABLE): Have the polybutylene pipes in the unit been upgraded? Yes ___ No ___ Date _____

EMERGENCY CONTACT: (in case of maintenance emergencies)

Name: _____ Home # _____ Work #: _____ Cell #: _____

Please note: In case of emergency when no one can be contacted and Management does not have a key to the unit on file that the owner has provided and admittance to your unit is necessary Management or a representative of the Management Company will obtain a locksmith at the unit owner's expense. Example: water leak, flood, fire. We will make every attempt to contact the Unit Owner/Occupants first.

RENTER INFORMATION (if applicable) *copy of lease must be attached

Renter Name(s): _____

Renter(s) Home #: _____ Work #: _____ Cell #: _____

Email Address: _____

VEHICLE REGISTRATION - Occupants of the Unit

Auto: Make _____ Model: _____ Color: _____ License Plate: _____

Auto: Make _____ Model: _____ Color: _____ License Plate: _____

Auto: Make _____ Model: _____ Color: _____ License Plate: _____

Parking space # _____ Permit # _____ Own a Motorcycle? _____ License Plate: _____

PET INFORMATION -All pets must be properly licensed with Prince William County

PETS: Yes ___ No ___ Number of Dogs: _____ Cats: _____ Birds: _____ Other: _____

Breed: _____ Size: _____ Weight: _____ Breed: _____ Size: _____ Weight: _____

All pets must be properly leashed at all times. All pet owners must immediately clean up after their pets.

Homeowner Signature: _____ Date: _____

STRATFORD CONDOMINIUM UNIT OWNERS ASSOCIATION, INC.

RESOLUTION ACTION RECORD

Resolution Type: Regulatory No. 2014-01

Pertaining to: Parking and Towing Policy

Duly adopted at a meeting of the Board of Directors of Stratford Condominium Unit Owners

Association, Inc. held MAY, 2014.

Motion by: J. MATTINGLY Seconded by: C. ELLIS

SIGNATURES

VOTE:

William C Richardson, Member YES NO ABSTAIN ABSENT

John M Mattingly, Member YES NO ABSTAIN ABSENT

Christopher Ellis, Member YES NO ABSTAIN ABSENT

William R Lennethy, Member YES NO ABSTAIN ABSENT

_____, Member YES NO ABSTAIN ABSENT

_____, Member YES NO ABSTAIN ABSENT

_____, Member YES NO ABSTAIN ABSENT

ATTEST:

Ed

7-22-14

Secretary

Date

Resolution effective 1 AUGUST, 2014.