

Parking within Highlands Cooperative is considered private parking. The policy applies to Members, occupants, and visitors. This policy refers to all parking lots adjacent to the townhouses.

Additional parking is available in the overflow parking lot located across the street from the Office. Refer to the Overflow Parking Policy for details.

**Refer to the Snow Removal Policy for details on how parking will be handled during the winter months.**

**Availability of Parking Spaces for each household:**

- One assigned parking space marked with the last two numbers of the Member's address.
  - Allowed to park one vehicle per licensed driver, up to a maximum of:
    - 1 bedroom – 2 vehicles
    - 2 bedroom – 3 vehicles
    - 3 bedroom – 3 vehicles
- per townhouse unless otherwise grandfathered as of August 31, 2019.
- Households with only one vehicle must park in the assigned parking space.
  - Households with more than one vehicle must park one vehicle in their assigned space and all additional vehicles must be parked in unmarked parking spaces.
  - All unmarked parking spaces are on a first come, first serve basis.
  - Parking for carpooling is not allowed in any parking lot.

**Vehicles:**

- All vehicles, including motorcycles must be registered with the Office immediately upon being parked in any parking lot on the cooperative property.
- Proof of ownership must be provided to the Office when adding any new vehicles. i.e., registrations.
- Any Member registering more vehicles than licensed drivers in the household must show proof of ownership to the Office for all vehicles but are still not allowed to exceed the maximum allowable vehicles in the parking lot at any one time.
- Must be operable and be currently licensed. The parking lot will not be used as a storage area for any vehicle not being driven regularly. Any vehicle parked in one spot for more than 14 days without moving is considered to be in storage and must be removed from the parking lot.
- Must park properly between the designated lines, never on landscaped surfaces.
- Must be able to park in one space without exceeding the appropriate width and length of the parking space.

- May not park any part of the vehicle over the sidewalk.
- Not allowed to be driven on or over any sidewalk or landscaped surface for any reason.
- May not be repaired in the parking lots if such work involves any type of fluids or will cause a potential hazard or danger to other's safety or the parking lot surface, i.e., vehicle on jacks or blocks, etc.
- Vehicles with leaking fluids will not be permitted to park in any parking lot until the leak has been repaired.

### **Motorcycles/Mopeds:**

- All motorcycles must also be registered with the Office.
- Parked in the parking lot counts as one of the allowable number of vehicles unless parked in the assigned parking space with another registered vehicle to that townhouse without exceeding the allowable length of the parking space.
- Driven or parked on Cooperative property must be properly muffled, currently licensed and operable.
- Are not allowed in the townhouse.
- May not be driven on any sidewalk or landscaped surface.
- When parked in the parking lot, you must have a piece of metal or wood under the kickstand to prevent damage to the asphalt surface.
- May not be parked on the Member's approach walk.
- Cannot be parked in the parking lot during the months of November to April.  
May be stored behind the Member's townhouse during the winter months (November – April). Storage may also be available at the overflow parking lot if spaces are available.

### **Recreational vehicles**

- Boats, motor homes, pop-up trailers, snowmobiles, trailers, quads, three wheelers etc. are prohibited from being parked in the lots or on any landscaped surfaces without prior approval. They may be parked in the overflow parking lot located across from the Office. Refer to the Overflow Parking Policy for details.

### **Vehicle Stickers**

- All registered vehicles must display a sticker on the upper right corner of the windshield on the passenger's side below any tinting.
- These stickers are distributed by the Office. To obtain a sticker you must show proof that the vehicle is registered to the Member or occupant of the townhouse.
- Any exceptions must be approved by the Board of Directors.
- For a sticker to be replaced, the old sticker should be turned back into the Office before a new sticker will be issued.

- **Any vehicle that does not have a parking sticker in the upper right corner of the windshield on the passenger's side below any tinting, will be subject to being towed without notice to the owner, even if the vehicle is registered with the Office and parked in the Member's numbered parking space.**

**Visitor parking:**

- All visitors are to park on the street or in an unmarked parking space.
- Visitors are not allowed to park in any assigned parking spaces. Any visitor parking in the parking lot for more than 3 consecutive days must have a temporary permit displayed in their vehicle at all times. This permit must be obtained from the Office and hung on the rear-view mirror. Only the registered Member can request the permit and it must be picked up by the registered Member.

**Member responsibility:**

- To inform his/her occupants and visitors where they should park. If an occupant or visitor parks in an assigned parking space, the Member will be held responsible.
- For any damages to Cooperative buildings, parking lots, asphalt, landscaped surfaces caused by a Member, occupant, or visitor will be charged to the Member.

**Reporting violations:**

- A written complaint must be submitted to the Office within two days of the offense.
- A written complaint must be submitted each time a violation occurs.
- The complaint must provide the make of the vehicle, color of the vehicle, license number, and the date and time of occurrence. If known, the complaint should also provide the address of where the vehicle's owner is residing or visiting. Photos are very helpful.

**The following procedures will be followed for any violations of the Parking Policy:**

**Registered vehicles**

- Any registered vehicle without a parking sticker will be handled as if it were an unregistered vehicle, even if parked in an assigned parking space and will be subject to being towed without notice.
- The vehicle will be tagged with an orange warning sticker. The sticker will indicate the specified time frame for the problem to be rectified. If the problem cannot be rectified in the specified time frame, the vehicle will need to be removed from the property.

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- If the problem is not rectified in the specified time frame and other arrangements are not made with the Property Manager, the vehicle will be towed without any notice or warning.

**Unregistered vehicles**

- Any unregistered vehicle in violation of any part of the Parking Policy or needing to be moved for any legitimate reason will be towed immediately without any warning and at the owner's expense.

**Enforcement**

- When a vehicle is in violation of the policy, the vehicle will be tagged with an orange sticker. The sticker will list the violation and the time frame to correct the violation. If the violation is not corrected in the time frame posted on the sticker and the owner of the vehicle has not contacted the Office, the vehicle will be towed at the Owner/Member's expense without notice to the Owner/Member.