

SPRINGBROOK CONDOMINIUM ASSOCIATION PERMIT PARKING POLICY

Overview

- Effective June 15, 2007, resident parking will be by permit sticker only.
- Resident lots are identified by letters A thru K. Overflow/visitor lots are F and CH (clubhouse). (See attached site plan)
- Each unit is allowed two (2) parking spaces and will be issued parking stickers and a visitor parking placard as outlined herein.
- Valid vehicle registrations must be presented in order to obtain parking stickers. No sticker will be issued without a valid vehicle registration.
- Any vehicle parked in resident lots without a parking sticker or visitor parking placard between 6:00 p.m. and 7:00 a.m. Monday-Friday and all hours Saturday, Sunday and Holidays is subject to warning and/or towing.
- Reminders:
 - No resident 'owns' or has a 'reserved' space in any lot. Parking spaces are random, available spots open to all residents and their guests.
 - This document pertains to permit parking only. See the Residency Rules and Regulations for other parking related rules.
- The initiation of the permit parking system has been developed to address the problems that have been (and can be) created when there is abuse of parking privileges. Violations will result in a warning and/or towing.

Scope

Unit owners and/or their agents are responsible for advising their tenants of the permit parking policy at Springbrook and insuring compliance to same.

- Each unit is issued a parking sticker for a maximum of two (2) vehicles plus a visitor parking placard. Residents must present a valid vehicle registration to obtain a parking sticker.
- No parking sticker will be issued without a valid vehicle registration.
- The following vehicle information will be recorded and maintained in a unit owner database
 - Unit number
 - Name of owner or tenant
 - Vehicle registration number and State
 - Inspection date
 - Vehicle Make and Model
 - Vehicle color
- Parking stickers issued are labeled with a generic number and letter identifying the unit number to which it belongs. Visitor parking placards are labeled with the unit number and (Guest) and marking in Expiration Date which identifies it as a one or two vehicle unit.
- If a unit has two (2) vehicles, its parking stickers will be labeled with a generic number and an (a) for the primary vehicle and generic numbers and a (b) for the second vehicle. Example: Unit 416 has two vehicles. The sticker for the primary vehicle is labeled RP#104160(a) and the sticker for the second vehicle sticker is labeled RP#104160(b). Its visitor parking placard is labeled Unit 416(Guest) with a '-' in the Expiration Date.
- If a unit has one (1) vehicle, its parking sticker will be labeled with a generic number and an (a). Example: Unit 416 has one vehicle. The sticker for the primary vehicle is labeled RP#104160(a) and its visitor parking placard is labeled Unit 416(Guest) with an '01' in the Expiration Date.
- If a one (1) vehicle unit purchases a second vehicle, the resident shall notify the management company and a second parking sticker and new visitor placard will be issued.
- Only two (2) vehicles per unit may be parked in a resident lot at any given time. If you are a 2 vehicle unit and have a guest vehicle visiting, one of the three vehicles must be parked in Lots F or CH. Violations will result in a warning and/or towing.

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- Any vehicle parked in a resident lot without a parking sticker or visitor parking placard between 6:00 p.m. and 7:00 a.m. Monday-Friday and all hours Saturday, Sunday and Holidays is subject to warning and/or towing.
- Parking stickers are to be applied on the vehicle's inside left rear side window on the driver's side; Visitor parking placards are to be placed on the front dashboard in full view.
- Unit owners are subject to a charge of \$50.00 per vehicle for any sticker/placard lost or not returned as outlined herein.

New Vehicle Permit Stickers

When a resident replaces a vehicle(s) with a new one, a new parking sticker is required and will be issued. The resident is to

- Notify the management company of the new vehicle and arrange a time to obtain the new sticker.
- Scrape off the original sticker and return it to the management company. Note: the sticker will crumble into pieces when removed; however these pieces are to be returned.
 - A charge of \$50.00 per vehicle is required for any sticker not returned.
- A valid vehicle registration for the new vehicle must be presented to the management company. The new vehicle information will be recorded and a new parking sticker will be issued. No sticker will be issued without a valid registration.
- The parking sticker will be labeled with the identifying number and letter of the vehicle being replaced, i.e., (a) or (b).

Motorcycles

Any resident who has a motorcycle must present a valid vehicle registration, and all information will be recorded as outlined above. No sticker will be issued for a motorcycle. The resident may "T" park the motorcycle with a stickered vehicle in one space (parallel to the vehicle's bumper). If the motorcycle is not "T" parked and is a third vehicle parked in a resident lot, the violation will result in one of the three vehicles being towed without warning.

Rental vehicles

In the event a resident's vehicle is in for repair, etc., a temporary parking placard will be issued for the rental vehicle labeled with the applicable number and identifying letter of the vehicle it is replacing, i.e. (a) or (b).

- The temporary parking placard issued for use on a rental car will have an expiration date of not more than 4 weeks.
- Residents must notify the management company, make arrangements to obtain the temporary placard and provide the following information:
 - Which vehicle is off site for repair, etc. that the rental car is temporarily replacing
 - The rental car Registration number and State, Make, Model, and Color.
- The temporary parking placard must be displayed on the front dashboard in full view.
- In the event a rental car with a temporary parking placard is parked in a resident lot in addition to the vehicle it was replacing (the vehicle in for repair, etc.), it will be towed without warning.

Change of Ownership or Tenants

Unit owners and/or their agents are responsible for advising Buyers and Tenants of the permit parking policy at Springbrook.

Unit owners selling their unit must scrape off their parking stickers and return the stickers and their visitor parking placard to the management company 10 days prior to closing/transfer of ownership.

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- A temporary parking placard with a 10 day expiration date will be issued to the unit owners in this case.
- Buyers will be assessed \$50.00 for their resident parking stickers/placards if they were not returned by the Seller.

Unit owners are responsible for insuring the return of parking stickers and visitor parking placards from their tenants.

- Tenants must scrape off their parking stickers and return the stickers and their visitor parking placard to the Unit Owner prior to their final move out date for subsequent return to the management company.
- A charge of \$50.00 per vehicle will be assessed to the unit owner if a tenant's parking stickers/placards are not returned.

Where is My Car?

If your vehicle is towed, you may retrieve it by phoning Lafayette Towing at 603-436-7131. They are located at 295 West Road, Portsmouth, NH.

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Revision 1 History Page

Page 1: Overview – Bullet item 5 Scope – Bullet items 4, 5, 6,7 9,

Page 2: New Vehicle Permit stickers – Bullet item 4

Page 3: Implementation - Delete