

Parking & Tow Policy – Oak Bluff

As stated in our Covenants:

1. Owners are granted 2 deeded parking spots and are therefore allowed to park a total of 2 non-commercial vehicles on the property.
2. Vehicles must be properly registered, licensed, and maintained in a legal, safe and aesthetically pleasing condition.
3. No vehicle repair is allowed on the property
4. No vehicle in disrepair is allowed on the property
5. Owners may not use Guest parking spaces for their own vehicles over the allowed 2
6. Vehicles with visible commercial decals, or with tools, ladders or other implements used in construction or service work strapped to or visible in cargo areas are considered commercial vehicles and are not allowed.

Policy Concerning Towing:

1. Property Management Company will immediately initiate tow upon receipt of explicit request by a Board member to include a picture of the vehicle and tag.
2. The Board reserves the right to request, at its sole discretion, the Property Management Company to send a First Offense Courtesy letter.
 - a. Letters to all parties associated to the specific property (residents/owners/tenants will include explanation of the policy)
 - b. Within 6 days of Board's request to the Property Management, vehicles will be towed. The Property Management Company will require nothing more than a phoned or emailed request from the Board.
 - c. Residents/owners/tenants who respond to First Offense Courtesy letter by exchanging one illegal vehicle for another will be fined and subject to immediate tow initiated by the Property Management Company. The PMC will require nothing more than a phoned or emailed request from the Board.
 - d. When on property, PMC will perform reasonable diligence to identify non-compliant vehicles.
 - e. For vehicles identified as illegal by the PMC, the company will determine if the violation is a first offense, send the letter, and self-direct follow up to comply with the 6-day rule.
 - i. PMC will initiate tow without seeking or waiting for final approval of the Board.
 - ii. PMC will initiate tow sooner if requested by the Board.
 - iii. PMC will include the incident in the weekly report to the Board
3. Second Offense Letters
 - a. Will include a fine to all parties associated with the specific property
 - b. Will be initiated by PMC upon phoned or emailed request by Board
 - c. Will be initiated by PMC upon its own identification of violation
 - d. Will coincide with immediate tow initiated by PMC of its own accord or upon phoned or emailed request by Board

4. Any offenses beyond the second will immediately be towed by PMC of its own accord or upon phoned or emailed request by Board.
5. Visitors parking on the property more than 3 days per week for 2 weeks, consecutive or non-consecutive, will be considered part-time residents and will subject to the same policy.
 - a. The Board reserves the right to send pictures of vehicle and tag along with instructions to PMC to immediately tow.
 - b. PMC will require nothing further and will initiate tow immediately.
6. Vehicles parked on curbs, blocking another vehicle, blocking a fire hydrant, blocking public safety personnel or vehicles, or blocking another space will be governed by the above specifics of this policy.
7. Owners may initiate towing without notifying the Board or the PMC of illegally parked vehicles in their spaces
8. The PMC will actively address requests for towing it receives from owners.
9. The Board reserves the right to use or not to use tags to notify offenders.
10. The Board reserves the right to make exceptions based on application from the offender *prior to the offense* in the case of medical need
11. Owners needing more than 2 guest spaces for social functions must send a request through the PMC for Board approval.
12. Documents accurately reflecting this policy is to be provided to new owners at the time of closing or upon request by prospective owner or any real estate agencies representative—whichever occurs first.
13. Owners are responsible for the actions of their tenants
14. PMC is responsible for informing owners and tenants of the policies and will proactively undertake that task without waiting for requests from the Board.