

COVE TOWERS PRESERVE CONDOMINIUM ASSOCIATION INC. POLICY & PROCEDURE

Parking Enforcement

Our Documents provide each owner with assigned parking places in the garage which is for the exclusive use of that unit owner or his assignees, with restrictions set forth in the documents on the use of the spaces. There are other rules, including the prohibition of overnight parking in the upper visitor spaces and a requirement that any car in the garage be identified to the Property Manager and carry a temporary or permanent parking sticker.

We have had problems with people not recognizing or ignoring these rules. In particular, it is very annoying for an owner to return and find an unidentified vehicle occupying his space. If you are renting or lending your unit, you must be certain that your tenants are properly instructed on which space is to be used and the necessity of registering the car with the Property Manager's office.

The garages and common area parking are surveyed several times a week to ensure that the present policies are being followed.

For your information, the following are the warning procedures currently being followed for enforcement of the parking rules:

- A minor violation such as parking overnight near a building's main entrance, parking in the garage or otherwise without a parking sticker, etc. will first receive a violation notice on the vehicle. The second notice will be placed on the windshield and serve as final warning prior to towing. The third repeat violation will result in towing at the owner's expense.
- Major violations, which include parking overnight on the upper-level guest parking areas, may be subject to a fine and /or vehicle towing at the vehicle owner's expense.
- Parking in someone else's assigned parking space without prior consent of the owner will not be tolerated and may result in immediate towing, without warning, at the vehicle owner's expense and / or subject to a fine without notice.

Should you have any questions or concerns on the matter, please contact the Property Manager.

Name: Parking Enforcement	Revision Date: 3/28/14
Number: 009	Page 1 of 1