

Parking (Motor Vehicle)

Purpose of the policy

To provide members, guests and visitors with rules for the use of co-op parking stalls.

Policy

1. All households needing a parking stall for a vehicle shall register their vehicle(s) with the co-op. The co-op will assign one parking stall per household.
2. The co-op will assign a second parking stall on a first-come, first-served basis, subject to availability. The co-op may assign additional stalls at its discretion.
3. Members may only park in their assigned stall(s). The co-op may assign or re-assign parking stalls based on member needs.
4. Members may submit a written request to the Board for visitor parking. Guests must display letter of approval from Board on dash and visitors may only park in designated stalls.
5. Members may only lend common key and/or remote to a guest with written permission from the Board of Directors.
6. The co-op may tow illegally parked, uninsured, or unregistered vehicles. The co-op will tow at the member's expense.
7. Parking stalls may not be used for storage.
8. Members are responsible for cleaning up stains made by vehicles in assigned parking stall(s). Cardboard must be placed under cars with leaks and be replaced frequently. The co-op may clean stained stalls at the member's expense.
9. All vehicles parked on co-op property must be driveable and insured or driveable and insured for storage, if not in use.
10. When there is not enough parking for all households, the co-op will assign or re-assign stalls on the basis of need and availability.

11. There is a limit of one garage door remote per Co-op resident, in possession of a valid driver's licence. Each remote will require a \$50 deposit. If the remote is lost, stolen or damaged, and the member requires a new remote, the member will be responsible for the replacement fee. If lost or stolen, the member must notify the Office Co-ordinator immediately. Members are responsible for replacing remote batteries.

Policy approved by general meeting: February 7, 2012

Replaces policy dated: 1997

Procedures needed to carry out this policy

1. To register a vehicle with the co-op, the owner must submit licence plate number and description of car make and model to the Office Co-ordinator.
2. To apply for an additional parking stall, member must submit written request to the Board.
3. To apply for a guest parking stall, member must submit a written request directly to a Board member outlining dates required. Board will issue a permission letter that will include assigned stall number and valid dates. This letter is to be displayed on the dash of the visitor's vehicle while parked in the underground.
4. Members should direct concerns about parking to the Board, in writing.
5. The Board can authorize the Office Co-ordinator to issue notices and call the towing company.
6. Maintenance Co-ordinator conducts inspections to ensure that use of the underground parking conforms to local fire regulations and reports any non-compliance to the Board.