

# HIGHLANDS AT GUNSTON

## PARKING PASS APPLICATION 2017

Skip to the owner box if you are the owner.

Please fill out both sections if you are a renter.

<b>RENTER</b>	Names	
	Address	
	Phone Number(s)	
<b>OWNER</b>	Names	
	Address	
	Phone Number(s)	

PASS No.	
PASS No. 2	
VISITOR PASS No.	
SPACE No.	

**VEHICLE #1**

Tag Number \_\_\_\_\_ Vehicle ID \_\_\_\_\_

Model/Make \_\_\_\_\_ Color \_\_\_\_\_

Year \_\_\_\_\_ State \_\_\_\_\_

Registered Owner: \_\_\_\_\_

**VEHICLE #2**

Tag Number \_\_\_\_\_ Vehicle ID \_\_\_\_\_

Model/Make \_\_\_\_\_ Color \_\_\_\_\_

Year \_\_\_\_\_ State \_\_\_\_\_

Registered Owner: \_\_\_\_\_

*The owner is responsible for reading and adhering to the Parking Regulations distributed with this application. By signing below you are agreeing that you have received a copy and understand the rules set forth by the HOA.*

Sign here X \_\_\_\_\_

Homeowner

Renter  Paid \$50.00 for a new pass? Yes  No  Cash/Check No. \_\_\_\_\_

# HIGHLANDS AT GUNSTON

## PARKING REGULATIONS 2017

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Please Review the regulations, and **read them carefully and thoroughly.**

1. Your account needs to be in good standing in order to receive parking permits. Any homeowner that is more than 60 days behind on HOA fees will lose the privilege of the assigned spot and their pass will be revoked. They will not be allowed to park on the property at any time. A \$25 fine will have to be paid in order to receive a spot again, after fees are paid to be current. All revoked numbers will be blocked out and put into a lottery, so there is a chance that you will not receive the same spot.
2. All license plate numbers of vehicles owned by homeowners or renters have to be registered with the HOA.
3. You will receive ONE permanent guest pass which will be used in your numbered assigned spot. If a visitor is parked in any other spot, they are taking the chance of being towed.
4. Permanent parking stickers need to be placed in the rear driver side window.
5. Visitor passes must be displayed hanging from the rear view mirror in the front of the car.
6. No Boats, Boat Trailers, semi-utility vehicles, storage units, cargo/delivery vans, hauling/moving trucks shall be parked or stored within the community. Immediate towing will be in effect.
7. NO Commercial Vehicles with a rated carrying capacity of 1500 pounds, over 15 feet in length, or showing company logos or advertisements shall be parked within the community. Vehicle will be towed immediately.
8. No vehicle with ladder racks or ladders attached to a vehicle are permitted. Towing will be enforced.
9. Parking passes will be given out once a month at the HOA Board Meetings. If all criteria is met, temporary passes will be given out by Stacey Wood.
10. Landlords must provide renters/tenants with parking passes. Homeowners must collect and distribute parking passes to their renters/tenants. Exceptions may be granted on a case by case basis to allow a letter be given to allow the tenants to be given permission to pick up parking passes.
11. Replacement passes for reasons such as a new vehicle purchased will require a new application and return of the old pass before a new one can be issued. (Landlords will be responsible for paying in advance for any new passes issued to their renters/tenants.) A Non Refundable fee of \$50.00 will be imposed for any lost/stolen/misplaced passes or visitor hang tags.
12. Please limit the loitering in the Fire Lanes. Could be hazardous with cars driving in and out.

### **Prohibited Parking, Fine Assessment and/or Immediate Towing**

1. Parking in the Fire Lanes (circles) 20 minutes Max
2. Parking in the Grass or Grassy Areas
3. Double Parking
4. Parking on, or over the line of your parking space
5. Unattended vehicles blocking mailboxes or entrances to Fire Lanes
6. Vehicles leaking any type of fluid
7. Vehicles with expired tags/inspection stickers
8. Inoperable Vehicles (Including Flat Tires, Broken Windows, etc.)
9. Vehicle Maintenance of any kind is Prohibited. This includes replacing or removing engines, removing or replacing brakes, changing oil, changing antifreeze, changing hydraulic fluids or gasoline.

You will **NOT** be given a warning that you are doing something wrong. Please **read the rules thoroughly and carefully** to ensure that you do not get towed.

**ABSOLUTELY NO REFUNDS AND/OR REIMBURSEMENTS**  
**WILL BE GIVEN FOR TOWING COSTS INCURRED!!!!**