

# HIGHLANDS AT GUNSTON

## PARKING PASS APPLICATION

Please fill out both sections if you are a renter.

<b>OWNER</b>	Names	
	Address	
	Phone / Email	
<b>RENTER</b>	Names	
	Address	
	Phone / Email	

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 \$100.00 for a new pass? Yes  No  Cash/Check No. \_\_\_\_\_

# **Highlands at Gunston Homeowners Association**

## **Rules and Parking Regulations 2019**

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 \$50 fine will have to be paid in order to receive a spot again, after fees are current.
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 guest is parked in any other spot, they are taking the chance of being towed. Guest passes must be displayed hanging from the rear view mirror in the front of the car.
4. Permanent parking stickers need to be placed in the upper left corner of the REAR driver side window. All other HG stickers should be removed. Any HG permanent parking sticker displayed any place on the vehicle other than the upper left corner of the driver side window is subject to be towed.
5. 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.
6. 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.
7. No vehicle with ladder racks or ladders attached to a vehicle are permitted. Immediate towing will be enforced.
8. Landlords must provide renters/tenants with the parking passes. An exception may be granted on a case by case basis to allow a letter be given for the renters/tenants to pick up permanent parking passes and Guest Hang Tag. Landlords will be responsible for paying in advance a **Non Refundable fee of \$100** for any new passes issued to their renters/tenants.
9. Replacement passes will require a new application and return of the old pass before a new one can be issued. A **Non Refundable fee of \$100** will be imposed for any lost/stolen/misplaced passes or guest hang tag. This includes vehicles that have been towed with parking pass affixed to the window and/or guest hang tag left in the vehicle. Parking passes may be transferred to a new vehicle; however a new application and vehicle registration is required.
10. Please limit the loitering in the Fire Lanes. Loitering could be hazardous with cars driving in and out.
11. Parking passes will be given out at the HOA office during regular office hours, Mondays & Wednesdays 12- 4pm and Fridays 12-2pm, if all criteria are met.

### **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.

**Please read the rules thoroughly to ensure compliance.**  
**NO REIMBURSEMENTS WILL BE GIVEN FOR TOWING COSTS INCURRED**

By signing, I acknowledge receipt of the Highlands at Gunston HOA Parking Rules and Regulations.

Unit: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_