

WESTCHASE COUNCIL OF CO-OWNERS ASSOCIATION DBA: TOWNHOMES AT WESTCHASE

PARKING STICKERS & ENFORCEMENT OF PARKING RULES Adopted By the Board of Directors December 18, 2013

The Declaration of Covenants, Conditions, and Restrictions for the Westchase Council of Co-Owners (DBA Townhomes at Westchase) provide that each townhouse is entitled to the exclusive ownership of a garage with parking space for two automobiles, subject to any rules and regulations of the Association.

Each townhome will be provided **two** personal vehicle identification stickers and **one** guest registered parking pass. The use of vehicle identification stickers is required to identify those vehicles that belong to the residents of Townhomes at Westchase. All guest parking is reserved for the exclusive use of bona fide guests and/or residents with temporary variance approved by the Association, all displaying a registered parking pass or sticker.

The Association has adopted the following policy of strict enforcement, and any vehicles without resident stickers or guest parking tags will be in violation of the parking rules and **SUBJECT TO TOWING** without notice. Parking registration must be made through Management to receive parking stickers and guest pass. A detailed map providing locations of guest parking spaces is attached as Exhibit A. Visible signage reiterating all parking and non-parking areas, as well as contact information for the authorized towing contractor, has been placed throughout the community.

A. PARKING REQUIREMENTS

- 1) Any vehicle with a Townhomes at Westchase vehicle identification sticker must be parked in the garage. If parked elsewhere on Association property, whether regularly or intermittently, will be considered in violation of the specific rules in Section B, the vehicle may be subject to immediate tow at the vehicle owner's expense unless **PRIOR** approval for temporary parking elsewhere has been granted in writing by the Association.
- 2) Residents owning more than the two allotted vehicles being provided vehicle identification stickers must apply for a variance from the Association in writing, explaining the need for additional stickers. The Association Board of Directors will review such requests on a case by case basis to determine authorization. Any unregistered vehicle found to be owned by a resident parking in guest parking, whether regularly or intermittently, will be subject to tow. License plate numbers will be searched through the State of Texas vehicle registration database to determine ownership.

- 3) Any guest's vehicle that is parked in the guest parking spaces without displaying the approved guest parking pass will be considered unauthorized, and subject to tow.
- 4) Special provisions will be made for issuance of a temporary permit to a resident's extended houseguest, providing that the owner of the townhouse makes application through the Management Company in advance, and the Association grants **PRIOR** written approval.

B. PARKING RULES

- 1) **ALL PARKING WITHIN THE BOUNDARIES OF THE TOWNHOMES AT WESTCHASE COMMUNITY SHALL BE BY REGISTRATION AND PERMIT ONLY.**
- 2) All resident vehicles must have a current Townhomes at Westchase vehicle identification sticker. New residents or residents with replacement vehicles shall have ten (10) days to obtain a vehicle identification sticker. Exceptions will be considered by the Association for those who own more than two vehicles and request a variance for such in writing.
- 3) Residents shall not park in guest parking areas unless otherwise authorized by the Association, whether regularly or intermittently, and must display an approved parking pass when doing so. An identification sticker does **not** constitute an approved parking pass for residents to park in guest parking. Parking variances granted by the Association will be provided a special tag or sticker for such.
- 4) All unassigned parking spaces on all driveways shall be deemed as "guest" parking and are "first come, first serve." There are **NO** assigned common area parking spaces.
- 5) Any vehicle parked in any guest parking space, not displaying an approved parking pass, for a period of three (3) days or more, shall be considered to be an unauthorized vehicle and shall be subject to immediate tow unless **PRIOR** written approval has been granted by the Association for extended parking.
- 6) Garage Driveways and marked curb lines, as shown in the exhibit map, are considered fire lanes at all times. Extended parking behind garages is not permitted at any time and is subject to immediate tow at vehicle owner's expense. Temporary parking for loading, unloading, repair contractors or emergencies will only be permitted if properly marked by safety cones, garage door is up and activity can be seen in the garage, vehicle caution lights are flashing, and garage lights are on. Any vehicle parked behind a garage that is not in compliance with these conditions will be subject to immediate tow at vehicle owner's expense. **PRIOR NOTICE OF TOWING WILL NOT BE GIVEN.**

- 7) Only passenger vehicles will be allowed in parking areas and to operate on driveways. These include automobiles, pickup trucks and similar vehicles, vans and motorcycles. Excluded are commercial vehicles, campers, boats, trailers, motor homes, jet skis, marine vessels and similar type equipment. Excluded vehicles parked in guest parking will be subject to immediate tow at vehicle owner's expense. **PRIOR NOTICE OF TOWING WILL NOT BE GIVEN.**
- 8) Inoperable or unlicensed vehicles, or those with an expired license or inspection tag, are prohibited in all parking areas and driveways whether or not an approved parking pass is displayed. Inoperable shall include, but not limited to, vehicles with flat tires, missing wheels, or vehicles on jacks, or on blocks, etc.
- 9) Automotive repair work is **prohibited** on all property located within the boundaries of the Townhomes at Westchase, with the exception of minimal personal vehicle maintenance that can be performed in the garage and that does not cause a nuisance to neighbors.
- 10) Tarps, blankets, fitted vehicle covers and the like are not allowed as vehicle covers in guest parking areas.
- 11) Vehicles in violation of the above rules will be towed in accordance with Texas State Statutes and City of Houston Ordinance. All towing is at the vehicle owner's expense.
- 12) Any exceptions/variances to the above rules shall only be allowed by **PRIOR** written authorization approved by the Board of Directors.
- 13) Towing company contact information will be posted throughout the community.
- 14) Fire lanes will be marked in red and labeled as such.
- 15) Guest Parking will be marked in white and labeled as such.
- 15) 16) Improper parking (over the lines/impeding safe flow of traffic) in guest parking may be subject to immediate tow at vehicle owner's expense. **PRIOR NOTICE OF TOWING WILL NOT BE GIVEN.**

C. ISSUANCE OF IDENTIFICATION PARKING STICKERS/GUEST PASS
Exhibit B Provides a sample of the required Registration Form.

To obtain vehicle identification/parking stickers and approved guest parking passes, a parking application form must be completed and provided to the management office, along with all the required documents. The following conditions must be met:

- 1) The vehicle must be a passenger vehicle and operable, as defined in the parking rules, and it must have visible license plates, current inspection sticker, and current registration.
- 2) A bona fide resident of Townhomes at Westchase must own the vehicle, and proof of ownership must be established by providing the current registration (Texas license plate receipt) or insurance certificate to the management office.
- 3) Proof of residency will be established if the preprinted address on the registration/insurance certificate is the resident's current Townhomes at Westchase address. New owners may provide a copy of their closing statement as temporary proof. Renters must also provide a copy of their current lease and a utility bill showing the property address.
- 4) Once the allotted number of vehicle identification stickers and approved guest parking pass has been issued to the resident(s) of a townhouse, any future request for replacements must be accompanied by the remains of the old/damaged sticker or pass if possible, or proof that the vehicle has been replaced. Once a sticker or pass number has been marked as being returned, damaged or lost, any vehicle found displaying such is subject to immediate tow at vehicle owner's expense.

D. PLACEMENT OF IDENTIFICATION/PARKING STICKER AND APPROVED GUEST PASS

- ***Affix the vehicle identification sticker to the interior of the passenger's side front window. Failure to comply with proper placement may result in your vehicle being towed at your expense.***
- ***Approved guest parking passes are plastic hanging tags to be hung from the front interior rear view mirror so as to be clearly seen from outside of the vehicle. Identification number and/or temporary registration information on the front of the tag must be facing outward so as to be clearly seen, or the vehicle is subject to immediate tow at the vehicle owner's expense.***