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BROOKSQUARE CONDOMINIUM

PARKING POLICY

Clerk of the
Circuit Court

2015 OCT -7 PM 4:00
PR GEO CO MD

WHEREAS, Article III Section 2(i), of the Bylaws states that the Board of Directors' powers shall include enacting uniform Rules from time to time which govern the use and operation of the Condominium, as well as the conduct and the enjoyment of the Unit Owners;

WHEREAS, Article III, Section 2(k), of the Bylaws states that the Board's powers shall also include controlling the use of the Common Elements, including, but not limited to, designating parking spaces thereon for the use by Unit Owners and/or their guests;

WHEREAS, Article III, Section 2 of the Declaration 55 states that any parking spaces not assigned as Limited Common Elements appurtenant to a Unit by the Declaration, Bylaws or on the Condominium Plat are part of the General Common Elements of the Condominium and are unassigned and designated for general use, to be used on a "first come, first served" basis. Subject to applicable law, the Board may designate some of these parking spaces as "reserved" for the exclusive use of designated Unit Owners.

WHEREAS, Article III, Section 2(i) of the Bylaws state that each unit Owner shall comply in all respects with such supplementary Rules which are not inconsistent with the provisions of the Declaration or the Bylaws which the Board may from time to time adopt and promulgate with respect to parking and traffic control within the Condominium, and the Board is authorized to adopt such Rules;

WHEREAS, based on Maryland law and the Association's documents, the Board of Directors has determined that there is a need to expand the current policy for parking in the Community in order to reduce delinquencies, enhance resident convenience, protect the Association, the property, the financial needs of the Community, and to fulfill its fiduciary duty to the Association;

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures regarding parking in the Brooksquare Condominium Community shall be adopted by the Board of Directors and its agents:

IMP FD SURE \$	40.00
RECORDING FEE	20.00
TOTAL	60.00
Res # PC06	Rcpt # 2762
SJH AM	Bk # 876
Oct 07 2015	11:59 am

GENERAL POLICY

- 1) The Board of Directors shall, from time to time, designate visitor and reserved/owner parking spaces. From the Board, all numbered spaces will be designated as assigned spaces; all non-numbered spaces are designated as "visitor" spaces.
- 2) This policy applies to all vehicles parked in the Condominium's General and Limited Common Areas,

RESERVED PARKING

All Unit Owners who wish to park their vehicles in the Condominium's reserved parking spaces MUST complete one (1) Registration Form per operational vehicle and submit each Form to the Condominium's Managing Agent, Information on this form must include:

- a. Unit Owner's name(s)
 - b. Unit Owner's current address (vehicle must be registered to the Brooksquare Condominium address)
 - c. Tenant(s), if applicable
 - d. Vehicle information: Make, Model, Year, Color, Tag Number
 - e. Any other relevant Information, such as military or handicapped use.
 - f. Be current in condo fees to park in RESERVED spaces. Not current eligible to be towed at all times. All Reserve spaces will be blacked out after any owner is delinquent for over 60 days.
- 2) Registration of each vehicle entitles the Unit Owner to permanent resident stickers for display in a registered vehicle when parked on the property. Each sticker will reflect the space number assigned by the Board to each unit owner.

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- 3) The Unit Owner is responsible for updating and providing all new vehicle registration information to the Board and/or Managing Agent.
 - 4) Any vehicle parked in a reserved space or visitor's space MUST display a valid permit (resident or visitor).
 - 5) Any vehicle parked in a reserved space without displaying a valid sticker or permit is subject to being towed; all associated costs will be added to the Unit Owner's account and are collectable as assessments.
 - 6) The Board will determine the dates on which stickers/permits will be distributed and will provide all Unit Owners advance notice of such date and any procedure required for distribution/pick-up.

DELINQUENCY POLICY

- 2) In order to receive valid stickers/permits and properly register vehicles with the Condominium, all Unit Owners MUST be current in their assessments or be on a Board-approved, written reasonable payment plan with the Association's Managing Agent or Attorney. Only 30 day parking passes will issued to those on payment plans or in hardship cases approved by the board.
- 3) Any owner entering into a payment plan must first make a good faith payment and pay all of the legal costs in advance for setting up such an agreement. Good faith payment must be made using a cashier's check or money order. No personal checks will be accepted to start a payment plan.
- 4) If an Owner brings his/her account current or gets on a written, approved payment plan after the date of distribution, the Owner may make arrangements with the Board and/or Managing Agent to pick-up his/her stickers/permits, but remains responsible for any costs assessed during any period of delinquency and any costs imposed for late issuance. Receive 30 day passes only under payment plans.
- 5) If an Owner becomes (61) day's delinquent in regular assessments at any time, his/her vehicle(s) will be subject to immediate towing 24 hours a day without exceptions.
- 6) Only three payment plans are allowed per year. If an owner defaults on any payment plans, their vehicle will be subject to immediate towing 24 hours a day without exceptions. Also, spaces are subjected to be blackened out and will be re-issued after six consecutive payments.
- 7) If an Owner is delinquent and fails to get on a payment plan, their vehicle, along with their guests will not be allowed to park on the property at any time. If a valid pass is displayed in the vehicle, it will be subjected to towing.

REPLACEMENT HANG-TAGS

- 1) Replacement stickers/permits are available to new owners provided the Registration Form has been submitted to the Managing Agent.
- 2) Lost and stolen parking passes will be replaced upon written request from the owner/occupant. The replacement fee in the amount of \$50.00 per tag will be due immediately upon reissuance to cover the cost of issuing a new parking tag.
- 3) The reissuance/replacement of a hang-tag will replace any lost/stolen tags which, if used, leave the vehicle subject to towing.

ADDITIONAL REGULATIONS

- 1) No heavy vehicles, commercial vehicles, vehicles over 10,000 GVW, trailers, recreational vehicles (RVs) may be parked on the Condominium property at any time, except if such vehicles are used by contractors or workers legitimately on the property. (No exceptions) Subject to 24 hour towing.
- 2) No inoperable vehicles, vehicles leaking any fluid, flat tires or deflated tires or vehicles without proper tags and registration may be parked on the Condominium property. Any such vehicle will be subject to 24 hour towing without notice.
- 3) Parking in designated fire lanes or double parking is prohibited, and subject to 24 hour towing.
- 4) No storage of any kind is permitted on the Condominium property, including boxes and crates used for storage and moving.
- 5) Only minor repairs are allowed on the Condominium property that do not involve vehicular fluids or create any noise or disturbance. Any damage to the property as a result of any repairs thereon will be the sole responsibility of the vehicle Owner.
- 6) No washing of vehicles is allowed on the Condominium property.
- 7) There will be at least one (1) space on the Property designated as Handicapped in compliance with Maryland law. Vehicles parked in any designated Handicapped space must display valid State handicapped tags. Owners with valid

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handicapped tags may request, in writing, to have an assigned space designated as Handicapped after providing written verification of the handicapped tags to the Management Agent.

- 8) All hardship cases regarding payment of assessments regarding parking passes shall be brought to the attention of the board in a written letter for resolution. The board shall have the right to respond within 7 business days to all such request.

TENANT POLICY

- 1) Any Owner leasing his/her Unit must obtain from the tenant(s) the completed Registration Form for each vehicle owned by the tenant(s).
- 2) The Owner must submit the registration form to the Management Agent along with a copy of the current lease and rental license from Prince Georges County Environmental Services to receive hang-tags and is then responsible for providing the stickers/permits to his/her tenant(s). Any lease must be kept current and Owner must provide the Management Agent any renewed, updated or new leases.
- 3) The stickers/permits provided to a tenant are valid only for the duration of a valid lease on file with the Association. The Management Company will not issue passes to tenants.

TOWING POLICY

- 1) Any vehicle towed from the Condominium property will be at the Unit Owner's sale cost and expense, and such amounts will be assessed to the Owner's account to be collectable as assessments.
- 2) Unless otherwise stated, any vehicle(s) parked on the Condominium property in violation of the Association's Rules and Regulations, Including this Resolution, will be subject to 24 hour towing without notice.
- 3) The Condominium, by and through the Board of Directors, will be responsible for Installing all towing signage as required by Prince George's County.
- 4) Additionally, during the holiday season those members delinquent over 60 days will be subject to towing 24 hours a day.

ENFORCEMENT

- 1) This Resolution will be enforced by:
 - a. Board of Directors
 - b. Management Agent
 - c. Towing Company
- 2) Violation of any of these rules may result in a fine, determined by the Board, against the Unit Owner to be collectable as assessments.

AND, BE IT FURTHER RESOLVED THAT this Resolution for Parking Procedures shall be effective thirty (30) days after the date of its passage.

SIGNED this 3rd day of August, 2015



 President, Brooksquare Condominiums

Name: Angela M. McClamm

Title: President of HOA