

Hamlet Woods II Condominiums

Permit Parking Policy (Revised)

Hamlet Woods II

February 2020

Logistics: *Permit Parking Only* signs are placed at the entrance of our parking lot informing all who enter that a permit will be required to park in any of the spaces within our lot. Although the towing company will have the authority to ride through our lot throughout the day, parking permit violators will only be towed between the hours of 12 midnight and 8:00 am.

Permit Eligibility: Homeowners must at all times meet the following criteria:

Must be current on their condominium dues or on an *approved payment plan

Must not have any outstanding violations

Must have your email address and phone number on file with our management company

If renting, must have homeowner's residence address on file with our management company

Please note: If you are not sure if you meet the permit eligibility, **it is your responsibility** to contact our property manager, Forrest Baggerly at Blackstone Management at 240-349-2117 to confirm.

*If your account is with Michael S. Neall and Associates, you will be required to make a deposit of 1/3 of your balance and establish a payment plan with a representative at the attorney's office.

It is your responsibility to contact Michael S. Neall and Associates at 410-974-8033 to determine your balance, make the payment and set up the payment plan. **Be sure to obtain documentation from the attorney's office payment plan. This must be presented to obtain your passes.**

Obtaining Parking Passes: New owner / occupant passes can be obtained through our property management.

Number of Parking Passes: All eligible homeowners will receive 2 permanent passes and 1 visitor's pass which will be valid for 6 months. Under the exception policy, unit owners will complete an exception form through our management company to request an additional permanent visitor pass at no cost. The form will be reviewed and approved / denied by the board. Additional permanent / visitor's passes may be purchased for \$25 per pass per 6 months.

Six-month Renewal: Homeowners will be required to renew passes every six months (no later than April 30th for May 1st and no later than October 31st for November 1st). 30 days prior to the six month expiration date, all homeowners will be emailed a reminder to renew their passes. A designated online form will be required to be completed. If the form is not completed, the passes will not be renewed and parking privileges will be suspended.

Replacement and Temporary Passes: Homeowners can request additional passes for overnight visitors by completing the *Parking Request* form via the website:

<https://www.blackstoneam.com/parking/>

Eligible homeowners will be able to request and print up to 2 temporary passes. Temporary passes will be valid for 5 days.

Please note that any guest staying past 12 midnight will need to have a pass displayed to avoid being towed.

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Special Events (gathering, party, etc.)

If a homeowner expects to have a group of guest visiting for a special event such as a party or gathering and expect the guests to stay past 12 midnight, eligible homeowners can request up to 10 passes that will be valid for one night.

The homeowner must submit this parking request at least 48 hours (and no later than 12 noon on Fridays) prior to the event. This requires the manager's approval. Eligible homeowners will be provided with a special one-time privilege to print those additional passes.

Important note: Temporary passes will not print if homeowner does not meet the eligibility requirements. Ineligible homeowners will be directed to call the management office.

The office hours are Monday – Friday 8:00 am – 5:00 pm and closed Saturdays, Sundays and federal holidays.

If Towed: If a homeowner's vehicle is towed, an email will be sent to the email address on file with notification of towing. If a non-homeowner's vehicle is towed, the owner of the vehicle must contact the tow company to confirm their vehicle was indeed towed.

We will be utilizing:

Alley Cat Towing & Recovery, Inc.
5110 Buchanan Street
Edmonston, Md 20781
301-864-0323

This lot is located 1.6 miles from our community.

The fees are:

Impound \$175

Storage Fee \$50 daily

Drop Fee \$50

Cash, MasterCard, Visa are accepted

Alley Cat Towing will also monitor our parking lot for vehicles that have been abandoned; with flat or missing tires; with expired tags; vehicles parked in fire lanes.

They also offer benefits to our homeowners:

Free jump start and lock out services on most vehicles

Discounted rates on towing services and tire changes (On or from the said property). *Does not include vehicles requiring special equipment or high end vehicles i.e. Escalades, Range Rovers, Mercedes Benz, BMW, etc.*

If you have questions, comments or concerns, email us at Hamletwoods2owners@gmail.com

Please note: This policy will be posted to the Blackstone Management website and is subject to change. Be sure to check the website for updates.