

**STONEGATE MEWS OWNERS ASSOCIATION, INC.
PARKING POLICY**

A. Issuance. This policy is effective November 27, 2017, as adopted by the Stonegate Mews Owners Association, Inc. (SMOA) Board of Directors (BoD).

B. Authority. The SMOA BoD, according to Article VII, Section 7.1(b,d) of the SMOA Bylaws and Article VI, Section 1(f), of the amended SMOA Declaration of Covenants and Restrictions (Declaration), adopts the following Policy Resolution regarding parking of vehicles in the SMOA community. The City of Alexandria, through special use permit SUP 2589-A R-57, required the SMOA developer to include certain specific covenants and agreements in the SMOA Declaration. SUP 2589-R-57 requirements cannot be amended without the approval of the City Council. The specific SUP 2589-R-57 requirements related to parking are:

1. The principal use of townhome unit garages must be for passenger vehicle storage. By extension, this means SMOA residents are generally limited to two onsite vehicles parking in their townhome unit garages.

2. All alleys and streets in the SMOA community are posted as fire lanes with an emergency vehicle easement. Vehicles are prohibited from parking in emergency vehicle easements.

3. These and other parking restrictions are included in Article VI, Section 1(f), as contained in Section 5 of the First Amendment to the SMOA Declaration, to which all SMOA homeowners are bound to follow by virtue of accepting a deed to their SMOA townhome unit.

C. Purpose. The purpose of this policy declaration is to interpret and clarify parking restrictions contained in the SMOA Declaration for the 34 parking spaces in the SMOA community. The SMOA BoD adopts this policy out of concern for the benefit, comfort, and convenience of all SMOA community residents and guests.

D. General Policy. All vehicles parking within the SMOA community are subject to this parking policy. Areas designated for guest parking will be restricted to guest parking only with limited use by SMOA residents as approved by the BoD.

E. Tenants (Renters). All SMOA residents are governed by the terms of the Declaration, whether they are homeowners or tenants. It is the obligation of SMOA homeowners to inform their tenants of all rules and regulations and to provide their tenants with a copy of the Declaration and any rules and regulations of SMOA. A SMOA tenant is not excused from any violation based on a lack of knowledge of the same.

F. Temporary Residents. Guest vehicles requiring more parking than can be accommodated by the guest allocation and approved TPWs on an ongoing basis will be considered a temporary resident. Temporary residents are subject to the rules governing residents.

G. Residents. A resident is anyone who resides in a SMOA townhome unit, to include homeowners, tenants, and temporary residents. Procedures and restrictions:

1. All residents' vehicles must be registered with the SMOA in Parking Boss, an online virtual parking attendant. The SMOA will issue a decal for each resident vehicle. The decal will be displayed inside the vehicle's front window (left side).

2. Resident vehicle use of guest parking is strictly limited by the BoD and approval will be based on a bonafide need for limited time periods. Residents needing to park in guest parking must request a **Temporary Parking Waiver (TPW)** in advance of parking. (See TPW policy in paragraph J.)

3. Resident parking in guest parking is on a first-come, first-served basis in parking spaces marked, "Mew Townhomes Only—Guest Parking."

4. Parking in guest parking for convenience is not authorized. Residents' vehicles are subject to violation notices and towing for parking in guest parking without a TPW.

H. Guests. A guest is anyone visiting a SMOA townhome unit at the invitation of current residents for a limited time. Procedures and restrictions:

1. Guest vehicles must be registered in Parking Boss, an online virtual parking attendant. Residents are required to use Parking Boss to request guest parking permits.

2. **Each guest vehicle is limited to 120 hours (equivalent to 5 days) in a 30-day period.** Residents with a guest visiting longer than 120 hours (5 days) in a 30-day period, must request a TPW from the BoD prior to exceeding the hourly limit. (See TPW policy in paragraph J.)

3. Guest parking is on a first-come, first-served basis in parking spaces marked, "Mew Townhomes Only--Guest Parking." It is the resident's responsibility to ensure their guests park in authorized parking spaces.

4. Guest vehicles are subject to violation notices and towing for parking in guest parking without an approved permit in Parking Boss.

5. For townhome units in an active "for sale" status, the homeowner may request a special permit from the BoD to accommodate guests for open houses and property showings.

6. The BoD reserves the right to restrict a townhome unit's guest parking permits based on an excessive amount of vehicles or hours requested at the same time. This is to afford other guest vehicles an opportunity to park in the SMOA community.

I. Service Providers. A service provider vehicle is operated by someone hired by the BoD, SMOA property management agent, or SMOA homeowners or residents to provide services within the SMOA community. Procedures and restrictions:

1. All service provider vehicles must be registered as a guest in Parking Boss, an online virtual parking attendant.
2. Service provider vehicles may park in guest parking Monday through Sunday, between 7am and 7pm, without requiring a TPW. Parking Boss limits each vehicle to 120 hours (5 days) in a 30-day period. A resident with a service provider vehicle requiring more than the guest allocation will need to request a special permit from the BoD.
3. A service provider parking outside 7am to 7pm, is bound by parking rules for guests.
4. Service provider parking is on a first-come, first-served basis in parking spaces marked, “Mew Townhomes Only—Guest Parking.”
5. Service provider vehicles will not be left unattended in fire lanes.
6. If a service provider vehicle has visible markings on the exterior of the vehicle, identifying the business or service that is provided, it is also known as a commercial vehicle. (See restrictions for commercial vehicles in paragraph L.2.)
7. Service provider vehicles are subject to violation notices and towing for parking in guest parking without an approved permit in Parking Boss, BoD-issued special permit, or approved TPW.

J. Temporary Parking Waiver (TPW). TPWs are required for guest vehicles exceeding the 120 hours (5 days) in a 30-day period. TPWs are required for resident vehicles parking in guest parking at any time.

1. TPW requests must be submitted to the BoD or its designee according to current procedures. TPW requests will include the following information:
 - a. Resident’s name.
 - b. Townhome unit address.
 - c. Resident’s e-mail address.
 - d. Duration date.
 - e. Vehicle plate (tag).
 - f. Sufficient information regarding the reason for the TPW so the BoD or its designee may reasonably act on the request.

2. TPW requests are temporarily approved pending notification otherwise. The BoD or designee will respond to residents' request with approval, partial approval, or disapproval. The response will specify the effective dates and any instructions necessary for the resident requesting the TPW. Each request will be treated on a case-by-case basis, but in no circumstance will a long-term waiver be approved. The decision of the BoD or its designee is final.

3. Each townhome unit is allocated a maximum of 56 total days (8 weeks), per calendar year. This TPW allocation is NOT by vehicle, but it is for all guest and resident vehicles associated with a townhome unit. On January 1st, the total number of TPW days used per townhome unit resets to zero. There is no carryover of unused TPW days. Examples:

a. A resident is having a guest visiting for 12 days in January and receives an approved TPW for 7 days. The guest will be allowed to park for 5 days using the guest allocation and the 7 days exceeding that will be covered by an approved TPW. The resident uses 1 week of their 8-week TPW allocation.

b. The same resident is having some contractor work done in March and the resident will not be able to park in the garage. The resident receives an approved TPW for their two resident vehicles for 1 week each. The resident uses 2 more weeks (1 week for each vehicle) of their TPW allocation. In total, this resident uses 3 weeks of their 8-week TPW allocation.

c. The same resident requests a 2-month TPW for their guest arriving August 1. The request is partially approved for 2 weeks. The guest will be allowed to park for 5 days using the guest allocation and an additional 2 weeks covered by an approved TPW. In total, this resident uses 5 weeks of their 8-week TPW allocation.

K. Reserved Parking. The BoD designates a limited number of reserved spaces for lease only to SMOA homeowners. Due to the overall limited number of SMOA parking spaces, not every townhome unit can be accommodated with a reserved space. Reserved spaces are intended for use by residents who have more than two vehicles or have a vehicle too large for their garage. The SMOA property management agent provides applications to interested homeowners. Procedures and restrictions:

1. General.

- a. Reserved spaces are leased on a first-come, first-served basis.
- b. A maximum of one reserved space per townhome unit may be leased.
- c. Reserved spaces are intended exclusively for parking non-commercial passenger vehicles. (See paragraphs L.2. and L.3 for further restrictions.)
- d. Reserved spaces are marked, "Mew Townhomes Only—Reserved—Permit Required" and the parking space number starts with the letter, "R."

2. Applying.

a. Homeowners will submit a signed application to the SMOA property management agent. Tenants (renters) of a townhome unit must have the homeowner apply for a reserved space on their behalf.

b. If a reserved space is available, the SMOA property management agent will invoice the homeowner for the quarterly fees (or partial quarter).

c. If there are more applicants than available reserved spaces, the BoD will establish a wait list on a first-come, first-served basis. Applicants on the wait list will be notified in writing of the availability of a reserved space by the BoD.

d. Applicants must return payment for the first quarterly fees within 10 business days of notification. This may be a partial quarter invoice. Applicants failure to return payment in full within 10 business days will be removed from the wait list, if applicable.

3. Fees. The BoD establishes the monthly fee amount to be paid on a quarterly basis. The BoD reviews the fee amount annually during the budget review and may adjust the fee amount annually.

4. Lease Renewal. Leases are automatically renewed each quarter pending payment of quarterly fees. Homeowners failure to pay quarterly fees within 15 business days of due date may result in cancellation of the lease agreement by the BoD. Lessees of a reserved space are prohibited from sub-leasing or transferring their reserved space to any other party.

5. Lease Cancellation.

a. The BoD reserves the right to cancel a lease for a reserved space at any time for any reason with at least a 15 business day written notice to the lessee.

b. The BoD reserves the right to cancel a lease if a reserved space is unused for more than 14 continuous days with at least a 15 business day written notice to the lessee.

c. On cancellation of a lease for a reserved space by either the lessee or the BoD, the lessee will be refunded any remaining unused full months' fees based on the notification date of receipt. This is contingent on the reserved hang tag being returned prior to the start of a new month.

d. On cancellation of a lease for a reserved space, the former lessee must wait 30 days to reapply for a reserved space or to be placed on a wait list for a reserved space.

6. Reserved Hang Tag and Resident Decal.

a. All resident vehicles parking in a reserved space must display their numbered hang tag from the rear view mirror or prominently displayed on the front dash or window. This is required for parking enforcement by the SMOA towing agent and SMOA parking monitors.

b. All resident vehicles parking in reserved space are required to display a resident decal. (See paragraph G.1.)

7. Towing. Unauthorized vehicles parking in reserved spaces in violation of this parking policy are subject to towing.

a. Lessees of a reserved space are authorized to utilize the SMOA towing agent indicated on the reverse side of the hang tag to remove unauthorized vehicles from their assigned reserved space. Lessees will provide the following information to the SMOA towing agent:

(1) Name.

(2) Townhome unit.

(3) Reserved space number and its location. For example, R8 is located in front of 2410 Garnett Drive.

(4) Unauthorized vehicle's plate (tag). For example, VA ABC1234.

(5) Unauthorized vehicle's color, make, and model. For example, red Toyota Tacoma.

b. BoD-appointed parking monitors may request removal of unauthorized vehicles without notice.

c. The SMOA towing agent is authorized to remove unauthorized vehicles (no visible hang tag) from reserved spaces at any time without notice.

8. Temporary Use of Guest Parking.

a. For situations involving an unauthorized vehicle in a reserved space, lessees may temporarily park in guest parking until the offending vehicle is removed. This will not exceed 24 hours. The lessee will notify the BoD at StonegateMews01@yahoo.com when required to park in guest parking due to an unauthorized vehicle in their space. This is **not** charged as a TPW day.

b. The BoD may direct lessees to temporarily park in guest parking due to maintenance in the surrounding area. This is **not** charged as a TPW day.

c. Parking in guest parking for convenience is not authorized. (See paragraph G.4.)

L. Other.

1. Non-Guests. A non-guest is identified as an owner/operator parking their vehicle in any SMOA community parking space and not immediately visiting one or more of the SMOA townhome units. For example, this would be a Manors (condominiums) guest or resident parking in a SMOA parking space. Non-guest are subject to immediate towing.

2. Unique Vehicles.

a. If a vehicle has visible markings on the exterior of the vehicle, identifying the business or service that is provided, it is also known as a commercial vehicle. Commercial vehicles, trucks, or trailers parking in the SMOA community overnight require an approved TPW.

b. Residents needing to park a U-Haul truck or equivalent vehicle in a parking space overnight require an approved TPW.

c. Residents needing to locate “PODS” or similar storage container in a parking space require an approved TPW prior to use. If approved, storage containers can only be placed in a parking space, as opposed to a fire lane. Typically, approved TPWs for storage containers will be limited to no more than 5 days.

3. Prohibited Vehicles and Items.

a. Boats or recreational vehicles are **not** allowed to park anywhere on the SMOA community.

b. Vehicles parking within the SMOA community are **not** allowed to be covered.

c. Guest and reserved spaces are limited to one vehicle per space.

4. Fire Lanes. Vehicles will not park in, or encroach on, a fire lane (all SMOA community streets and alleys are designated fire lanes). This restriction also applies to all service provider vehicles. Apparent fire lane violations will be referred to the City of Alexandria Police Department for enforcement and unattended vehicles in fire lanes are subject to immediate towing.

5. Snow Emergencies. When the National Weather Service issues a snow forecast that may exceed 5 inches within the City of Alexandria, it is considered a snow emergency. During a snow emergency, vehicles are **not** permitted to park in guest parking along Kirkland Place and Lambert Drive. Guests with an active permit and residents with an approved TPW may park in the guest spaces along Garnett Drive during a snow emergency. This is due to the limited space within the SMOA community to place snow removed from the streets and alleys. The BoD will make its best effort to post a snow emergency notice on the website to alert residents.

6. Liability. The SMOA is not responsible for vehicles or personal property lost or stolen while parking in the SMOA community. Homeowners or tenants may post BoD-approved signage for situations in and around their townhome unit having the potential to cause damage to vehicles or debris to land on vehicles in the surrounding area. Examples of this include roof and window installation, painting, powerwashing, and moving large items in and out of the townhome unit.

7. Circumventing Policy. Residents and their guest attempting to circumvent this parking policy will be subject to restrictions and towing enforcement. Examples of circumventing the parking policy:

- a. Not registering a resident vehicle and using a guest permit to park in guest parking.
- b. A vehicle associated with a townhome unit parking in surrounding communities and public streets on daily and nightly basis and then using a guest permit to park in guest parking.

8. Nuisances. Vehicle owners/operators remaining in their vehicles will not idle their engines, have headlights on at night, play loud music or videos, or create a nuisance while parked. Vehicle maintenance, detailing, and washing are prohibited in parking spaces.

9. Derelict Vehicles. Vehicles parking in the SMOA community must be drivable and properly licensed with current plates (tags). Vehicles belonging to SMOA residents parking within the community must be legally eligible to park within the City of Alexandria. Vehicles belonging to City of Alexandria residents must have a valid personal property decal on their vehicle.

M. Enforcement. Vehicles parking in violation of this policy are subject to towing without notice. All vehicle towing expenses will be at the vehicle owner's expense. The SMOA and the SMOA property management agent assume no liability for towing under the provisions of this policy.

1. Towing. Vehicles subject to towing:
 - a. Residents parking in a guest parking space without an approved TPW.
 - b. Guest vehicles parking without an active guest permit or approved TPW.
 - c. Service providers parking without an active guest permit or approved TPW.
 - d. Non-guests, such as a Manors guest or resident parking in a guest or reserved space.
 - e. Vehicles parking in a reserved space not displaying an authorized hang tag.
 - f. Unique vehicles or items identified in paragraph L., using a parking space without an approved TPW.

- g. Vehicles parking in restricted guest spaces during a snow emergency.
- h. Any vehicle causing a nuisance, such as a broken car alarm.
- i. Vehicles impeding SMOA maintenance and improvement projects after given advance notice of temporary parking restrictions.

2. Additional Towing Expenses. Additional expenses incurred by the SMOA in the removal of an offending vehicle will be assessed against the homeowner of the townhome unit which is the source of the offending vehicle.

3. Repetitive Policy Violations.

a. The BoD through Parking Boss, an online virtual parking attendant, may ban a vehicle for repetitive parking violations. This means the vehicle plate (tag) is banned from being registered for a guest parking permit in Parking Boss.

b. The BoD through Parking Boss may ban a townhome unit for repetitive parking violations by one or more vehicles. This means the townhome unit is banned from being allowed to register any vehicles for guest parking permits in Parking Boss.

c. Homeowners may be charged a special assessment for repetitive parking policy violations by their residents and guests. The special assessment amount permitted by the Virginia Property Owner's Association Act is currently \$10 per day up to a ceiling of \$900 per continuing violation, or \$50 per violation.

4. Parking Monitors. The BoD may appoint parking monitors to observe parking utilization, provide reports, and assist in the enforcement of the parking policy.

5. Inquiries. Residents may submit parking enforcement inquiries to the BoD using e-mail address: StonegateMews01@yahoo.com.