

**STONEGATE MEWS OWNERS ASSOCIATION, INC.
PARKING POLICY FREQUENTLY ASKED QUESTIONS**

1. Question. Why does the Stonegate Mews Owners Association, Inc. (SMOA) Board of Directors (BoD) enforce parking limits for guests and residents?

Answer. The simple answer is there are 34 parking spaces and 79 townhome units. The townhome units must share these in an equitable manner. The BoD developed a parking policy for the benefit, comfort, and convenience of all SMOA residents and guests, as is intended by the amended SMOA Declaration of Covenants and Restrictions.

2. Question. I have two vehicles and they fit in my garage, but I want to park one of my vehicles in guest parking so I can have additional storage. Why can't I park my vehicle on a permanent basis in guest parking?

Answer. The simple answer is there are 34 parking spaces and 79 townhome units. When the BoD does not enforce parking limits, roughly half of the 34 parking spaces are used by residents on a regular basis. This causes insufficient guest parking on Kirkland Place on a regular basis and there are times in which guests can't park anywhere in the SMOA community due to the number of residents occupying guest spaces.

3. Question. What is Parking Boss?

Answer. Parking Boss is an online virtual parking attendant providing 24/7 guest parking registration from your favorite electronic device, such as a smart phone, tablet, or computer. You may register your guest up to 1 week in advance of their visit or the moment they ring the doorbell. It only takes a few clicks and your guest is registered. There is no need to display a permit.

4. Question. Why do I have to register my vehicles with the SMOA to have access to Parking Boss? I always park my vehicles in my garage.

Answer. To equitably enforce the parking policy, the BoD must be able to distinguish between resident and guest vehicles. If you are not registered in Parking Boss you will not be able to register your guests, which include your service providers. You can avoid having your guest vehicles towed without notice by being registered in Parking Boss and using the virtual parking attendant.

5. Question. How do I register my vehicles with the BoD or update my vehicle information?

Answer. The BoD offers onsite registration to issue decals at the clubhouse by appointment. You may contact the BoD at StonegateMews01@yahoo.com. to request an appointment. For updating plate (tag) information (same vehicle with same decal already registered) you may send an e-mail to the BoD indicating the new plate (tag) for the issued decal.

6. **Question.** How do I submit a guest parking request in Parking Boss?

Answer. Residents or their guests will perform a few simple steps to register a guest vehicle in Parking Boss. The steps are:

- a. Scan barcode (barcodes are found on the signage in the guest parking areas or on the paperwork provided at registration). You will reach the Stonegate HOA Parking Attendant.
- b. Select “Register”
- c. Enter license plate (tag) **without state code.**
- d. Enter townhome unit (number and street).
- e. Enter time starting to parking.
- f. Enter duration of visit (hours or days).
- g. Enter contact e-mail and phone number.

7. **Question.** Will I receive notifications from Parking Boss?

Answer. Yes, you will receive notifications at the contact e-mail or phone (text) submitted in the request, or both.

8. **Question.** Does Parking Boss assign a specific guest parking space with my virtual guest permit? Where do my guests park?

Answer. No, Parking Boss does not assign guest parking spaces. Guest parking is on a first-come, first-served basis in parking spaces marked, “Mew Townhomes Only--Guest Parking.” These spaces are located throughout the SMOA community on three streets:

- a. Garnett Drive 10 spaces
- b. Kirkland Place 8 spaces
- c. Lambert Drive 6 spaces

9. **Question.** Can other townhome units register vehicles under my account?

Answer. No, you are issued a code unique to your townhome unit. If you lose your code or believe it has been compromised, contact the BoD.

10. Question. I have a guest who usually visits 3 weeks per month and stays overnight. Why does Parking Boss limit me to 120 hours (5 days) in a 30-day period for this guest vehicle?

Answer. To equitably enforce the parking policy, the BoD must distinguish between guests and **temporary** residents. Your guest requires more parking than can be accommodated by your guest allocation and approved Temporary Parking Waivers (TPWs) on an ongoing basis. Your guest is considered a temporary resident. Temporary residents are subject to the rules governing residents.

11. Question. I have a guest visiting for 7 days next week. Parking Boss limits me to 120 hours (5 days) for this guest vehicle. How do I register this vehicle?

Answer. Since your parking requirement for this vehicle exceeds the guest allocation in a 30-day period, you will need to request a TPW from the BoD for the additional 2 days. Your approved TPW will use 2 days of your TPW allocation. Your TPW request 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.

12. Question. How many TPW days am I allocated? Are TPW days allocated by vehicle?

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

13. Question. I'm having a contractor perform work at my residence next week. I will need to park my vehicle in guest parking all day Friday for the work to be done. I can't register my vehicle in Parking Boss. How do I secure approval for my vehicle to be in guest parking?

Answer. You will need to request a TPW from the BoD. Your approved TPW will use 1 day of your TPW allocation. (See answer to question #11 for the information required in the TPW request.) You will be approved to park in guest parking on Friday.

14. Question. The contractor coming to my residence on Friday is bringing two vehicles. He will need to park both vehicles in guest parking, but I don't know the plates.

Answer. You may register the service provider's vehicles in Parking Boss after they arrive and you have the plate (tag) information.

15. Question. I'm a tenant and I have three vehicles. What can I do to park my third vehicle?

Answer. The BoD designated 10 parking spaces as reserved spaces for leasing to SMOA homeowners for a fee. Reserved spaces are leased to homeowners on a first-come, first-served basis. Your landlord may submit an application to the SMOA property management agent on your behalf.

16. Question. If I don't register my guest's vehicle in Parking Boss, how many warning notices will be placed on the vehicle before it is towed?

Answer. An unregistered vehicle may be towed without notice.