

## Stonegate Mews Owners' Association (SMOA)

### Leased Reserved Parking Space Application

Name (owner): \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
(if different from Stonegate Mews property address)  
Home / Mobile Telephone: \_\_\_\_\_  
Work Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

To complete the application to lease a Reserved Parking Space in the Stonegate Mews Community:

1. Fill out the above information.
2. Review and sign the attached SMOA Leased Reserved Parking Space Agreement.
3. Mail the completed application and signed Lease agreement to:  
Stonegate Mews Owners' Association  
c/o Jeffrey Charles & Associates  
6422 Grovedale Drive, Suite 201C  
Alexandria, VA 22310  
ATTN: Property Manager/Nichole Savage
4. Once your application has been accepted and approved for a Reserved Parking Space, you will then be billed \$85 a month on a quarterly basis. Your first payment being prorated based on the time within the current quarter and due upon receipt of your Reserved Parking Space hang tag.

Once your application has been processed you will be notified of your reserved parking space number (or placement on the wait list) and provided with towing information and other pertinent details. Reserved parking space leases will be automatically renewed each quarter. Space lessees will receive a bill prior to the beginning of each quarter with the quarterly dues invoice. Space lessees may cancel their lease at any time by notifying the Board of Directors in writing via the US Postal service at the above mailing address or via e-mail ([smoa\\_tpw@yahoo.com](mailto:smoa_tpw@yahoo.com) and [stonegatemews01@yahoo.com](mailto:stonegatemews01@yahoo.com)).

# **Stonegate Mews Owners' Association (SMOA)**

## **Leased Reserved Parking Space Agreement**

### **Terms and Conditions**

1. SMOA has designated a limited number of reserved parking spaces for lease only to SMOA members (renters of an SMOA townhome must have the owner apply for a leased space on their behalf).
2. SMOA reserves the right to cancel reserved parking space (reserved space) leases at any time for any reason with at least a 15 business day notice to the lessee.
3. Spaces are leased on a first-come first served basis.
4. A maximum of one reserved space per townhome is permitted. Spaces are intended for use by residents who have more than two (2) vehicles, or secondarily, who own a vehicle that is physically unable to be parked (front or backed in) in either of their two garage spaces (e.g., large SUV/truck).
5. A fee of \$85 per month is due quarterly (invoice sent with quarterly dues invoice), paid in full for the quarter, upon notification of acceptance of an application to lease a reserved space. SMOA Board of Directors (BoD) will review the reserved parking space fees annually and reserves the right to adjust fees on an annual basis (in conjunction with the annual budget review cycle).
6. Reserved space leases are automatically renewed each quarter pending payment of quarterly dues fees/reserved space fees. Failure to pay quarterly fees within 15 business days of due date will result in cancelation of the reserved space lease agreement. A reserved space lease may be canceled at any time by the lessee by notifying the SMOA BoD in writing.
7. Reserved spaces that go unused for more than 14 continuous days are subject to their lease agreement being canceled in writing by the SMOA Board of Directors. Lessees who know their reserved space will be unused for more than 14 continuous days and wish to retain their reserved space should notify the SMOA BoD via the US Postal Service (send to Jeffrey Charles & Associates) or by email ([stonegatemews01@yahoo.com](mailto:stonegatemews01@yahoo.com) and [smoa\\_tpw@yahoo.com](mailto:smoa_tpw@yahoo.com)).

8. Upon cancelation of a leased reserved space agreement by either the lessee or the SMOA BoD, the lessee will be refunded any remaining unused full months' fees of the lessee's quarterly payment based on the date of receipt of the notification of cancelation.
9. Upon cancelation of a leased reserved space agreement a lessee (townhome unit owner) must wait 30 days to reapply for a reserved space or to be placed on the wait list for a reserved space.
10. SMOA BoD will maintain a wait list for reserved spaces on a first-come first served basis.
11. Members on the wait list for a reserved space will be notified in writing of the availability of a reserved space by the SMOA BoD. Members must return a reserved space lease agreement and payment of the first quarterly fees within 10 business days of receiving notification of an available space. Failure to return a lease agreement and payment of the fees in full within 10 business days will result in removal from the wait list.
13. Members removed from the wait list are eligible to reapply for a reserved space 30 days after being removed from the list.
14. SMOA reserved spaces are intended exclusively for parking non-commercial passenger vehicles. Commercial vehicles, recreational vehicles, trailers, and storage containers are not permitted in reserved spaces.
15. All vehicles parked in reserved spaces MUST be legally eligible to be parked in the City of Alexandria and MUST be in drivable condition. All City and state decals must be up to date and displayed properly as required.
16. Lessees of a reserved space must use their numbered reserved space hang tag; any other parking of vehicles in Stonegate Mews is subject to SMOA Parking Policies.
17. Lessees of a reserved space are prohibited from sub-leasing or transferring their leased/reserved space to any other party.
18. Reserved spaces will not be used by SMOA for storing snow during snow emergencies; however, snow removal from reserved spaces is the responsibility of the lessee.

19. Any vehicles parked in reserved spaces in violation of the terms and conditions of this agreement are subject to towing by SMOA as per the Stonegate Mews Parking Policies.
20. SMOA is not responsible for vehicles or personal property lost or stolen while parked on SMOA property, to include reserved spaces.
21. Lessees of a reserved space are authorized to utilize the SMOA authorized towing agent to tow unauthorized vehicles parked in their assigned numbered reserved space. No other towing agents are authorized to be used and lessees may temporarily park in guest parking (no more than 24 hours) until the offending vehicle is removed. Parking in guest parking for convenience is not authorized. Lessees parked in guest parking at any other time are subject to towing from the authorized towing agent.
22. Lessees will be provided with a parking permit which must be displayed on the rear view mirror at all times when parked in the reserved space. Any vehicle in a reserved parking space without the appropriate corresponding hang tag permit displayed may be towed without notice.

I agree to all terms and conditions of the **SMOA Leased Reserved Parking Space Agreement**.

Signature/Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

SMOA Address: \_\_\_\_\_