

STONEWOOD TOWERS PROCEDURE NO. 5

Subject: Vehicles and Parking

Background-

This Procedure provides information to guide personnel in managing vehicles and parking on Stonewood Towers property, and is specifically related to Stonewood Towers House Rules, Article VI.

Procedure-

1. Vehicle Registration. The Manager and Gatekeepers are responsible for issuing appropriate decals or passes for the vehicles of Stonewood Towers residents, guests, and commercial vehicles, in accordance with Stonewood Towers House Rules. The following guidelines are applicable:

- a. The Manager will maintain up-to-date records of the type of decals/passes issued to vehicles of residents. Particular attention will be given to the expiration dates of decals/passes, and follow-up actions will be taken to insure that vehicles are displaying up-to-date decals/passes.
- b. Gatekeepers will insure that each vehicle entering Stonewood Towers displays a valid decal/pass. They regularly will verify that the expiration date of the decal/pass is valid, and, when necessary, will take corrective action to obtain a valid decal/pass or prohibit the vehicle from entering Stonewood Towers. The Manager will be informed of such actions taken by the Gatekeepers.
- c. Gatekeepers will observe when decals/passes are faded or otherwise unreadable and inform vehicle drivers of the need for replacement. Gatekeepers will note this replacement need in their logbook and the Manager will insure that the appropriate action is taken to obtain replacement decals/passes.
- d. Gatekeepers will make spot-checks regularly of vehicles on Stonewood Towers property to insure that vehicles are registered properly.
- e. Residents who may believe that a vehicle is on Stonewood Towers property without being properly registered are encouraged to notify the Gatekeeper.

2. Vehicle Operation and Parking. Stonewood Towers House Rules clearly indicate operation and parking rules to be observed by drivers of vehicles on Stonewood property. The following information is published in order to state procedures for enforcing the existing rules.

- a. The Manager and Gatekeepers are responsible for insuring that the vehicle and parking rules are observed. Correct vehicle operation and parking at Stonewood Towers are very important for the safety of persons and for maintaining good order and understanding among residents and guests. Enforcement of rules for vehicle operation and parking is necessary on a daily basis.
- b. All drivers of vehicles must understand the basic rules for operation and parking vehicles on Stonewood Towers property. The Manager will provide the House Rules to each

resident with a vehicle, and the Gatekeeper will insure that all guests/visitors receive necessary written information about speed limits, one-way traffic and parking.

- c. Gatekeepers will inform drivers of the rules for loading/unloading their vehicles and where to park while performing work at Stonewood Towers. They will make spot-checks to insure the commercial vehicle drivers are observing the rules.

3. Vehicle Rules Enforcement. As in any community, it is necessary to not only observe rules, but to have instructions for enforcing the rules when there are infractions. Ordinarily, vehicle infractions are of a minor nature and can be resolved easily by notifying the person(s) involved. The Gatekeepers are responsible for insuring that vehicle rules are observed, and when they can notify persons of infractions verbally, they will do so. However, occasionally the Gatekeepers are busy, the time is late at night or other circumstances preclude handling an observed infraction verbally. In those circumstances, the Gatekeepers are authorized to issue a citation about vehicle infraction and place the citation on the vehicle windshield. They will make an entry about the infraction in logbook. The Manager will review the logbook entries and follow-up, as may be necessary, with the person(s) involved with the infractions. The Manager will inform the President of the Stonewood Association about any difficulties resolving infractions. In addition to the vehicle citations that may be issued by the Gatekeeper, the following penalties are published in the Stonewood Towers House Rules:

Failure to return Special Passes	\$5.00
Vehicles in non-operative condition for greater than 7 days	Removed at owner's expense
Vehicles parked in handicap parking places without handicap signs or tags	Towed at owner's risk and expense
Unauthorized parking in stalls or for more than 15 minutes in loading zones	Parking citation and then if not moved, towed at owner's risk and expense.

The Manager has the authority to inform persons of violations and that violations can result in the removal of a vehicle from Stonewood Towers property or denial of access to Stonewood Towers.