

Scottsdale East Homes PARKING POLICY AND PROCEDURES

Effective: September 1, 2018

Background: In order to manage limited parking areas in Scottsdale East Homes, The Board of Directors and Management have established the following policy and procedures.

At SEH community parking lots, Management may designate, by markings and/or signs, allowable uses for the space in the lots. Designations may include, but are not limited to, MEMBER PARKING, VISITOR PARKING, MANAGEMENT PARKING, HANDICAP PARKING, NO PARKING, etc.

Any space not otherwise marked is hereby designated for MEMBER PARKING only.

Members

- A. Member(s) must have a parking permit issued by SEH in order to park in the community where they live. Parking permit(s) must be renewed annually or upon occupancy transfer. Failure to renew a parking permit will result in removal of the vehicle after 10 calendar days of the permit expiration date.
- B. Each household will be allowed to register vehicles for covered parking to not exceed the number of spaces owned. Vehicles must be owned by a Member on the Occupancy Agreement. Additional vehicles that exceed the number of spaces owned can be registered to park in an overflow parking lot designated by Management.
- C. Member(s) must submit a "Parking Permit Application" for each vehicle and receive an authorization before parking any vehicle in the community's parking lot.
- D. Fee for replacement of lost/stolen parking permits is ten (\$10) dollars per vehicle.
- E. Member(s) will park only the vehicle(s) which have been authorized by management, parking any vehicle without authorization will result in possible fines and/or tow at Member's expense.
- F. Member(s) will abide by all applicable laws in regard to the ownership and operation of motor vehicles on SEH property, including: Current Registration/Plates and be in proper running condition.
- G. Member(s) must immediately notify management:
 - i. When license plate number is changed
 - ii. When vehicle is no longer owned by Members
 - iii. When Members first obtain a vehicle that is to be parked on SEH property.
- H. Vehicle must be parked in designated space and a valid parking permit must be visible. Parking spaces are numbered by Unit. If two members agree to share or change spots, management must be made aware. The agreement between members is not permanent and can be made void by either party at any time.
- I. Vehicles must not leak fluids on the pavement such as oil or gasoline. If vehicle does leak fluids, member(s) will be responsible for the cleanup of the fluids and any cost occurred by SEH in cleanup of the fluids, including pavement repair.
- J. Parking Permits are not transferable from one vehicle to another without authorization from Management.
- K. Repairs - ONLY EMERGENCY REPAIRS may be conducted in parking lot, such as changing a flat tire, windshield replacement or battery replacement. Any other repairs must be completed offsite.
- L. Washing of vehicles, to include motorcycles, is not allowed on any SEH property except for the washing area by building M.
- M. Commercial vehicles, trailers, motor homes and buses owned or used by Member(s) may not park in the community.
- N. Motorcycles must be parked in an approved and designated parking space. Motorcycles cannot share a space with another vehicle.
- O. Unauthorized and/or improperly parked vehicles are subject to removal by towing at the Member's expense. This includes blocking handicap accessible access, yellow curbing, fire lanes, etc. Information of the towing company and a phone number where the vehicle was taken will be made accessible in the office.
- P. Any vehicle may be removed by SEH without prior notice to the Member(s) in emergency situations, including but not limited to situations requiring access or egress by police, fire, and other emergency vehicles or leaking a fluid that presents a hazard or threat to person(s) or property.
- Q. The Owner of the vehicle will be given at least two (2) days, 48 hours written notice before the vehicle will be towed from the premises.
- R. Handicap spaces will be provided for those members in need, as a first come first serve basis. A separate permit will be obtained from management by the member to park in a SEH handicap space.
- S. All vehicles must park front first in the parking spaces. No vehicle will be permitted to back in.

Vehicle Immobilization

Management may opt to immobilize, in-lieu of towing, any vehicle found in violation of the aforementioned procedure by the use of a “vehicle immobilization device.”

Management will use a “vehicle immobilization device” that is designed to be clamped and locked onto the wheel of a motor vehicle. A “vehicle immobilization device” may also be referred to as a boot, wheel boot, Denver boot, wheel clamp, wheel immobilizer, etc.

a. Vehicle Immobilization:

1. A wheel boot may be used when any vehicle is found in violation of the Scottsdale East Homes Parking Procedure.
2. Once a vehicle is found in violation and a determination is made to use a wheel boot instead of towing, the vehicle will be booted. After 48 hours of being booted, the vehicle will be towed at the vehicle owner’s expense if no contact with management has been made.
3. A notice is left on the lower part of the driver’s side windshield and a Vehicle Immobilization Report is filled out and submitted to Management.

b. A wheel boot will be removed when:

1. A removal request is made by the vehicle owner or person in control of the vehicle.
2. A boot will be removed when the owner or person in control of the vehicle has paid the required fee and signed the notice of release.
3. The required fee of \$75 must be paid with a Cashier’s Check or money order made out to “SEH”.
4. A notice of release will indicate that the fee was paid, by whom and signed by the payee as well as Management.
5. The wheel boot will be removed and within 24 hours the vehicle must be moved off property unless authorization is obtained. Failure to obtain authorization from Management will result in automatic tow at vehicles owners expense.