

**SENTINEL OF LANDMARK CONDOMINIUM
PARKING AND TOWING POLICY**



**ADOPTED AS POLICY
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1. PURPOSE:

- 1.1. This document is meant to establish a set of and towing rules and Regulations enforceable by the Sentinel of Landmark Unit Owners Association. Unit owners and residents should us this document to gain a clear understanding of these parking policies and how they will be enforced. This document is an extension of the Bylaws, not a substitute.
- 1.2. The general common elements, as defined in the Bylaws, discussed in This document are: assigned (marked) parking spaces, unassigned (unmarked) parking spaces, loading docks, driveways, and sidewalks.

2. SCOPE

- 2.1. The parking policies discussed in this document are not intended to provide additional parking for unit owners, residents, and visitors. Each Unit is allotted a gated, assigned parking space as specified in the Bylaws. Parking in the unassigned parking space, either in the garages or in one Of the front lots, is a privilege afforded to the unit owner, resident, and Visitor on a first-come first-served basis; not a right
- 2.2. It is recognized that many unit owners and residents own more than one Vehicle, and that they would prefer to park their additional vehicles on the premises rather than the street. It is also recognized that unit owners and these parking policies and intended to clarify the availability of unassigned (or unmarked) parking spaces for these purposes, and to reduce their potential abuse.

3. VEHICLE REGISTRATION

- 3.1. ALL unit owners and residents MUST register their vehicle(s) with the Management Office upon moving into the building and thereafter whenever vehicle ownership changes. Upon registration the Sentinel of Landmark Management Office will issue the appropriate parking permits and garage remote, and record:
 - 3.1.1. The vehicle owner's name, unit number, and telephone number;
 - 3.1.2. The make, model, year, color, and license tag number of the vehicle being registered;

- 3.1.4. The number of the parking space assigned to the unit.
- 3.2. ALL unit owners and residents must keep the Management Office informed, as conditions occur, that affect the registration of their vehicles(s). Such conditions would include, but are not limited to, changes in vehicle ownership, or stolen or damaged parking permits and garage entry cards.
- 3.3. Management will assess the unit owner a \$50.00 processing fee to replace a lost, stolen, or damaged parking permit or garage remote.

4. PARKING PERMITS:

- 4.1. Issuance: Each condominium unit will be issued TWO (2) parking permits, at cost of \$50.00 each. NOTE: both sticker and hang tag permits are available.
- 4.2. Display of permits: While a vehicle is parked in ANY parking space (assigned or unassigned) on Sentinel Property, a parking permit Must be prominently displayed and visible at all times, in the vehicle's front windshield. The permit may be displayed on the dashboard, on the front inside windshield, or hung from the rearview mirror. For motorcycles the parking permit must be displayed on the forward section.
- 4.3. Parking of Vehicles:
 - 4.3.1. **Assigned Parking Spaces:** An assigned garage parking space is allotted to each unit. The policy for assigned garage parking spaces is detailed in the Bylaws and is in effect at all times.
 - 4.3.1.1. A unit owner or resident may only park in the parking space allotted to their unit. However, unit owners and residents may allow a visitor to park a passenger vehicle in the assigned parking space allotted to their unit, if the vehicle displays an authorized parking permit.
 - 4.3.1.2. A permit IS required to be displayed on any vehicle parking in the unit's assigned parking spaces. Any vehicle parked in an assigned parking spaces that fails to properly display a valid parking permit will

cause the unit owner an assessment of charges, as allowed under the Virginia Condominium Act Sec. 55-79.80:2.

4.3.2. **Unassigned Parking Spaces:** All of the parking spaces in the front Parking lots are available for unassigned parking except the one reserved for the police. There are additional unassigned parking spaces on the roof of the West Garage. (See Figure 1 at the end of this document). Any vehicle properly displaying an approved parking permit may park in any available unassigned parking space.

4.3.2.1. Vehicles without permits parked appropriately in Unassigned parking spaces and in the loading docks Will be given a 30-minute grace period before being Towed. This is to allow time for residents and guests to obtain and display the parking permit.

4.3.2.2. Policy restrictions for parking in the unassigned parking spaces WILL be in effect only during the hours of 6:00 p.m. to 6:00 a.m., Monday through Friday; and 24 hours on weekends (Saturday and Sunday) and holidays. The policy restrictions in the unassigned parking spaces WILL NOT be in effect during the daylight hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, to allow for unimpeded daily commercial business on a first-come, first – served basis. These restrictions may be revised at a future date, if necessary.

4.3.2.3. Parking in the unassigned parking spaces, either in the West Garage or in the front lots, is a privilege afforded to unit owners, residents, and visitors in good standing. These parking privileges can be suspended following appropriate procedures for any unit delinquent in condominium assessment payments or other serious rules violations.

5. PARKING VIOLATIONS AND SAFETY:

- 5.1. Parking is not allowed in the circle in front of the building and the driveway (except in designated parking spaces). The driveway, including the circle at the front door, is designated "an emergency vehicle easement." Not only is it against Sentinel policy to park there, it is also a violation of Alexandria law and violators are subject to tickets that carry a heavy fine.
- 5.2. Any personal property left in a vehicle while parked on the Condominium Property is at the sole risk of the vehicle's owner.
- 5.3. Any vehicle parked in the fire lane, on sidewalks, in driveways, or which otherwise blocks ingress or egress to the garages, loading docks, and parking areas will be towed immediately at the vehicle owner's sole risk and expense.
- 5.4. Any vehicle parked in the handicapped parking spaces without a valid Department of Motor Vehicle handicapped parking placard or license tag will be towed immediately at the vehicle owner's sole risk and expense.
- 5.5. The parking spaces marked "Police Parking Only" is for the parking of police vehicles only. Any non-police vehicle parked in the parking space will be towed immediately at the vehicle owner's sole risk and expense.
- 5.6. Management staff may immediately and without notice tow vehicles or remove items from any parking space for discretionary purposes including, but not limited to, vehicles or items that present a clear and present danger to persons or surrounding property.

6. GENERAL:

- 6.1. All unit owners, residents, and visitors must observe and abide by all Speed and parking regulations as posted, or indicated, by the Bylaws and policies, and those of local authorities. Appropriate action will be taken against any unit owner, resident, or visitor found not in compliance. Such Action may include citations, assessment of charges, and towing.
- 6.2. A unit owner, resident, visitor, or his/her agent (an agent is a person representing the unit owner, resident, or visitor) agrees expressly that if he/she, or any member of his/her family requests any person to handle, move, park or drive any vehicle while on the property, then in every such

case, the Condominium Association will not be liable for any loss, damage, injuries, or expense that may suffered or sustained in connection herewith. Such persons expressly waived any and all right, notice, and resources in connection therewith that he/she may have under the provisions of state, county or city laws and ordinances. To assist all individuals, it is recommended that any such request be made in writing.

- 6.3. No vehicle may occupy more than one parking space at any time. All Vehicles must park within the painted stripes. No more than one vehicle may be parked in one parking space. The only exception is that two motorcycles may par in a single unit's assigned parking space, after a written request has been submitted and approved by the Board of Directors.
- 6.4. Parking spaces may not be used for any purpose other than parking a passenger vehicle. No items, such as tires, cans, grocery carts, tents, and the like may be stored in any parking space. Non-compliance with this rule, after one (1) day notice, will be cause for removal of any such non-allowable item from the premises, by the Management Office, at the owner's sole risk and expense.
- 6.5. The maintenance and repair of vehicles on Sentinel property is prohibited. Exceptions are limited to changing flat tires, jump starts in the case of dead batteries, "emergency service" calls from a bona fide automotive service garage or company, or having a windshield replaced by a bona fide home windshield service company.
- 6.6. Washing a vehicle on the property is not permitted. Waxing and dry-cleaning a vehicle is permitted provided that all refuse is removed.
- 6.7. Any vehicle parked on the property must be properly registered and inspected, if necessary, in the Commonwealth of Virginia, or other legal jurisdiction, and in operating condition. A vehicle not in operating condition may include, but is not limited to, one that has flat tires, excessive engine or transmission fluid leaks, fuel leaks, wrecked parts, shattered windshields, missing wheels or tires, or other incapacitating damage that renders the vehicle inoperable or incapable of passing a Virginia motor vehicle inspection.
- 6.8. No vehicle is allowed in the garage if it exceeds the seven-foot (7") height restriction.
- 6.9. Tailgating is prohibited. Because tailgating is often a contributing factor

to damage of the garage gates, enforcement in such cases includes payment for damage to and repair of garage gates.

- 6.10. At no time may a commercial vehicle, recreational vehicle, boat, or trailer be parked on the property unless the Board of Directors has expressly provided written permission.; a written request must be submitted in accordance with Article X. Section 3(b) of the Bylaws for permission to park such vehicles on the property.

- 6.10.1 Commercial vehicles are those vehicles displaying registered commercial license tags and those described in paragraph B of Alexandria City Ordinance #46.2-1224.

- 6.10.2. Taxicabs and limousines may park on the property pursuant to The restrictions described in paragraph B of Alexandria City Ordinance #46.2-1224.

7. LOADING DOCKS:

- 7.1. The loading docks are for loading and unloading vehicles only. No Vehicle may be parked in the vicinity of the loading docks except for Express purpose of loading and unloading. Note: Trash trucks have Priority access to the loading dock areas over any vehicles parked there.
- 7.2. A vehicle that is being loaded or unloaded may remain in the loading dock for a period not to exceed thirty (30) minutes. A vehicle may be left unattended in the loading dock during the loading/unloading process. NOTE: Only one (1) vehicle may use the loading dock at any given time.
- 7.3. Any unit owner or resident may request exclusive parking within the Loading dock for a special time period from the Management Office for the purposes of commercial deliveries, extensive loading/unloading time, and moving. When moving, the unit owner or resident must abide by the restricted hours specified in the Moving Policy. NOTE: These reserved vehicles have priority over general access vehicles for loading and unloading.

8. TOWING:

- 8.1. Unauthorized vehicles will be towed, without notice and at the vehicle owner's sole risk and expense. An unauthorized vehicle is one that:
 - 8.1.1. Is parked in an unassigned parking space when the Parking

Policy restrictions are in effect and fails to properly display a valid parking permit after the 30-minute grace period has expired, as described in paragraph 4.3.2. "Unassigned Parking Spaces."

- 8.1.2. Is otherwise found not to be in compliance with these Parking Policies and pertinent Bylaws.
- 8.1.3. Presents a clear danger to person or surrounding property regardless of where it is parked.
- 8.2. During normal business hours, contact the Management Office prior to requesting any towing service. The Building Manager, or representative, will be responsible for calling the towing service, if necessary, and for signing the towing service papers.
- 8.3. Any individual may contact the towing service to request and unauthorized vehicle be towed. The towing service will then determine if the vehicle is improperly parked. This individual is responsible for signing the towing the vehicle. This expense is the sole responsibility of the unauthorized vehicle owner. However, if an individual frivolously requested a vehicle be towed that, in fact, is fully in compliance with the Parking Policies, pertinent Bylaws, and City of Alexandria Ordinance, then the requesting individual will be held responsible for any service charges from the towing service and all expenses incurred by the vehicle owner to recover the vehicle.
- 8.4. Management Office personnel may have vehicles towed from a unit owner's or resident's assigned parking space for discretionary purposes including, but not limited to, vehicles that present a clear and present danger to persons or surrounding property. Absent a nuisance or safety hazard, only the unit owner or resident assigned that parking space may arrange for towing.

9. MANAGEMENT AND SUPPORT STAFF PARKING:

- 9.1. Each member of the Condominium staff will be issued one (1) parking permit and is eligible to park in any available unassigned parking space on a first-come, first-served basis.
- 9.2. The Management Representative performing after hours on-call support to the Association is allowed to park their vehicle in the loading dock, if no other parking is available. They will display a special "ON CALL" placard in the vehicle's front windshield.

- 9.3. All staff must register their vehicles, and observe and abide by all speed and parking regulations as posted or indicated, by the Bylaws and Parking Policies, and those of local authorities. Appropriate action will be taken against any staff found in violation. Such action may included citations, assessment of charges, and towing.

