

SCG III Parking Lot Policy

Due to the limited spaces available in the Seacoast Gardens III parking lot, it is necessary to establish a parking lot policy to define parking passes, the use of parking spaces, and the procedures for towing.

A. PARKING PASSES

1. Owner Issued Plastic Hanging Placards
 - a) Three placards are issued for each unit. Two blue, and one green intended for guests.
 - b) Placards will be hung on the rear-view mirror.

2. Printed Temporary Parking Passes
 - a) Only property management and the onsite rental company will be authorized to print and issue the passes. The passes are to be displayed on the front dashboard of the vehicle. They must include as a minimum:
 - 1) Assigned Spot number, if applicable
 - 2) Valid dates
 - 3) Issuing entity: management or onsite vendor
 - 3) Identification as "Tenant", "Guest", or "Vendor"
 - 4) Vehicle color, type, and license tag.
 - 5) Contact phone number
 - b) The onsite rental company will issue one pass for the assigned space of the unit rented and may issue one additional "Guest" pass for that unit for any given time of the rental period.
 - c) Owner-managed and offsite rental agencies are requested to use the owner issued guest hanging placard for their tenants to park in the unit assigned spot.
 - d) Other than (b) above, only one temporary pass will be issued for each unit at any given time. However, additional "Guest" passes may be available at the discretion of management.

B. AUTHORIZED USE OF PARKING SPACES

1. Unit Assigned Space
 - a) A vehicle with an owner hanging placard assigned to that space.
 - b) A vehicle with a valid temporary parking pass assigned to that space.
 - c) Arrangements between owners for the shared use of unit assigned spaces must be made known to management.

2. Guest Space
 - a) A vehicle with an owner issued hanging placard.
 - b) A vehicle with a valid "Guest" or "Vendor" temporary parking pass.

3. Restrictions for other than vehicles
 - a) With prior permission from property management, RVs, Boats, and Trailers with an overall length of 22 feet or less may be allowed to park in the guest spots along the south fence for a maximum of 48 hours. Property management will take into account the parking demand for that period of time.
 - b) Long term parking of RVs, boats, or trailers is **NOT PERMITTED**. Parking a trailer connected to a vehicle is **NEVER** permitted.

C. TOWING

Only property management shall be authorized to call for towing.

1. Proper towing signage will be provided by the towing company used by management.

2. Warning Notice

a) Any vehicle in violation of the authorized use of a parking space will receive a warning notice by property management or security staff acting on behalf of management. The warning notice will be red or orange in color, securely placed on the windshield, and indicate the following:

- 1) The date and time that the warning was placed on the vehicle.
- 2) Intent to tow after thirty minutes from that date and time.
- 3) Property Management phone number.

3. Towing Procedure

a) If there is no identification on the vehicle, property management will attempt to identify the vehicle owner using the following steps in order:

- 1) Refer to temporary parking pass log.
- 2) Refer to owner car registration list.
- 3) Contact the onsite rental company.
- 4) If the vehicle is in an owner assigned space, attempt to contact the owner.

b) A written record indicating the time of the warning notice, the steps accomplished to identify the vehicle, and the vehicle information is required before calling for tow. A photo of the offending vehicle should also be taken.

c) If all of the above steps are accomplished and the violation is not resolved, at the discretion of management, the towing company will be called to tow the offending vehicle no earlier than thirty minutes from the time of warning notice.

Jun2018