

VINTAGE PLACE CLUSTER ASSOCIATION REGULATORY RESOLUTION NO. 2015- 1

Vintage Place Cluster Association Parking Policy (“Parking Policy”)

WHEREAS Vintage Place Cluster Association (“Association”) is a sub-association of the Reston Association and subject to the First Amendment to the Deed of Amendment to the Deeds of Dedication of Reston, of record in the land records of Fairfax County at Book 18419, Page 1226, *et seq.* (“Reston Deed”); and,

WHEREAS Article VII, Section VII.1(d) (*Clusters – Cluster Associations – Board of Directors*) of the Reston Deed states that each Cluster Association shall elect a board of directors in accordance with the Cluster Documents, and Article IV, Section 1 of the Bylaws of the Association states that the affairs of the Association shall be managed by its Directors; and,

WHEREAS Article VII, Section VII.2(b) (*Clusters – Cluster Common Area – Right of Enjoyment*) states in pertinent part that “every Cluster Member shall have the right of enjoyment of the Cluster Common Area . . . subject to this Deed and the following . . . the right of the Cluster Board, after Notice . . . and hearing, to establish reasonable rules of use, including parking rules . . . [s]uch rules shall be published where they are reasonably available to a majority of the members of the Cluster Association”; and,

WHEREAS, Owners and residents of Vintage Place have raised concerns regarding the availability of parking spaces; and,

WHEREAS, the Board is of the information and belief that non-residents of Vintage Place have been using parking spaces for extended periods of time; and

WHEREAS, it is the intent of the Board of Directors to revise the Association’s existing parking policy and to approve rules and regulations regarding parking in the Common Area, in order to ensure availability of parking and consistency of enforcement for the benefit and protection of the Association's lot owners and residents;

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT the Board of Directors adopts the following parking policy, to become effective **November 9, 2015**, and it is further resolved that all rules set forth herein shall be considered rules of the Association and enforceable as such pursuant to Va. Code § 55-513 (*Virginia Property Owners Association Act – Adoption and enforcement of rules*).

I. Definitions

A. “Common Area” is defined as any parking space labeled as “Resident” or “Guest” in the Vintage Place Cluster.

B. “Overflow Parking” is defined as parking spaces labeled as “Guest” that are South and East of Vintage Place. In addition, the parking spaces labeled “Guest” that are West of Vintage Place and adjacent to the intersection of Heritage Commons Way and Vintage Place near Wild Hawthorn Way are also considered “Overflow “Parking.” Please refer to Appendix 1.

C. “Board of Director” is defined as at least two members from the Board of Directors of the Vintage Place Cluster Association.

D. “Management” or “Management Agent” is defined as a community manager from the community management company hired (e.g., Sequoia Management Company, Inc.) by Vintage Place Cluster Association.

II. Registration of Vehicles

A. All homeowners and legal residents must register their vehicles (i.e., cars, trucks, motorcycles, or any other motor vehicle that requires a driver’s license) with the Association through its Management Agent (contact information provided on the attached registration forms). Legal residents are defined as owners, or children of owners in residence, and persons listed as lessees or occupants on a lease. Presentation of legally recognized identification materials and vehicle registrations for a legal resident will constitute documentation necessary for registering a vehicle and may be requested by the Association for verification at any time.

B. Current residents can register up to two (2) vehicles per lot by submitting the attached form (which must be completed in its entirety). Residents who require more than two (2) parking stickers must request them in writing to the Board of Directors through the Management Agent. All future residents must register their vehicles as soon as possible after becoming a resident. As indicated on the attached form, a parking sticker will be issued upon submission of a complete parking registration form to the Management Agent. The parking sticker must be affixed to the vehicle in the manner prescribed below. One (1) “Resident Guest” hang tag per lot will also be issued.

III. Parking Stickers

A. For each vehicle registered by a Vintage Place resident, one Vintage Place parking sticker shall be issued. The parking sticker must be permanently affixed to the lower left corner of the rear window of the vehicle. Vehicles displaying the Vintage Place parking sticker may be parked in any parking space designated as “Resident.”

B. Each residence/address in Vintage Place shall also be issued one (1) “Resident Guest” hang tag. Residents must provide the “Resident Guest” hang tag to their guests in order

to allow the guests to temporarily park in a “Resident” parking space. The hang tag must be prominently displayed by hanging same from the interior rear view mirror of the vehicle.
NOTE: Only one (1) “Resident Guest” hang tag shall be issued per residence/address.

C. Any vehicle parked in a “Resident” parking space without displaying either a Vintage Place parking sticker or a Resident Guest hang tag may be towed immediately at the owner’s risk and expense. Owners of vehicles that are towed may retrieve them by calling the towing company for instructions. The name and telephone number of the towing company shall be posted on a sign near the entrance to Vintage Place.

D. Commercial vehicles providing services to residents of Vintage Place may temporarily park in “Resident” parking spaces between the hours of 8:00 a.m. and 6:00 p.m.

IV. Number of Vehicles

A. No lot may regularly park more than two (2) vehicles on the Common Area on a regular basis without prior written approval from the Board of Directors.

B. If an owner or resident of a unit obtains written approval to park an Extra Vehicle, the Extra Vehicle must be parked in the Overflow Parking as defined above. In other words, the Extra Vehicle (i.e. a third or fourth vehicle approved by the board) cannot be parked in a Resident parking space. Resident parking spaces are reserved for the first two vehicles of each unit. An Extra Vehicle parked in a resident parking space or a guest parking space not in Overflow Parking are subject to the violations outlined in section VII of this Policy.

V. General Parking Regulations

A. Parking in the Common Area is first-come; first-served for “Resident” and “Guest” parking spaces. No parking spaces are reserved for any particular lot owner or resident. Any signs, initials, numbers, storage containers, traffic cones or any other additions or alterations to parking spaces are prohibited.

B. Parking spaces shall be used solely for the purpose of general resident parking for Vintage Place Cluster owners, residents, and guests. Guests must be physically staying with a resident if the vehicle is on the lot. Spaces cannot be used to park vehicles of friends that are traveling or commuting. Residents shall not store, or permit to be stored, any unlicensed, inoperative, or otherwise prohibited vehicle in any Common Area parking space or on any residential lot where storage constitutes a nuisance or annoyance to the neighborhood.

C. No vehicle may be parked in any “Guest” parking space including the Overflow Parking, for seven (7) days without the written authorization of the Board of Directors or Management.

D. No vehicle may block the sidewalk or extend into the roadway.

E. No extensive repairs of any vehicle may be performed within the Common Area of the Association. Extensive repairs are defined as and will include but not be limited to: any work that requires any vehicle to be disabled more than one day; any work that while not disabling the vehicle requires more than one day; any work that infringes on any other parking space or Common Area adjacent to where the work is being done and/or poses a risk of damage to any other vehicle, or which causes spillage of oil or other vehicle fluids onto the Common Area.

F. Any clean up of stain or damage to the pavement or Common Area, including but not limited to oil or other vehicle fluid spills, will become the financial responsibility of the owner of the vehicle.

G. Residents are responsible for the care and safety of any vehicle parked in the common parking areas. Neither the Association nor the Board of Directors is responsible for damage to vehicles or loss of property from vehicles parking in the common parking areas.

VI. Prohibited Vehicles

A. Boats, trailers, jet skis, motor/mobile homes, self-contained/pop-up camper, any dune buggies or all-terrain vehicles, private or public school buses.

B. Commercial vehicles, so designated by equipment; for-hire; any vehicle or truck that exceeds two-and-one-half (2 ½) tons empty weight. The only EXCEPTIONS are Police and Fire Vehicles and one (1) taxicab per dwelling unit. The parking of the aforementioned for-hire vehicles within the subdivision requires the prior application to and approval of the Board of Directors.

C. Any vehicle longer than twenty-two (22) feet or wider than eight (8) feet.

D. No vehicle may display For Sale signs other than two (2) inside the windows.

E. All vehicles must conform to the Fairfax County Code and Code of Virginia with respect to vehicle registration, which includes current Virginia license plates and a current Virginia safety inspection sticker, EXCEPT for active duty military with a home of record other than Virginia.

F. No inoperable vehicle may be parked or stored in a Common Area parking space or driveway. An inoperable vehicle is defined as any vehicle that cannot operate under its own power or cannot legally operate on the roads of Virginia (e.g., has an invalid or expired Virginia State Police Safety Inspection sticker or expired State Vehicle Registration Sticker). Abandonment or parking of any-non-functioning vehicle is strictly prohibited.

G. Only vehicles in good condition may be parked in a Common Area parking space or driveway. A vehicle in good condition is defined as not having any flat tires, crushed parts, damaged roofs, broken windows, or any other defect that renders the vehicle unsightly. Vehicles with any of the aforementioned defects may not be parked in the Common Area.

VII. Violations

A. Each Offending Resident or Guest may receive one written warning for each offence for violating this Parking Policy. If the Offending Resident or Guest violates this Parking Policy a second time for the same offense (hereinafter “Repeat Offender”), the Board of Directors may have the Repeat Offender’s vehicle towed. For continued offenses of a Repeat Offender (i.e., three offenses or more), the Board may impose a fine of \$100.00 after a hearing on the repeated offenses of the Parking Policy. Hearings may be conducted after providing written notice to the Repeat Offender outlining the date and time of the hearing along with a description of the repeated offenses.

B. Only members of the Board of Directors or Management may authorize the tow of vehicles from the Common Area.

C. Any vehicle can be towed (without notice) for double parking, parking in any area other than a designated space, or parking in a fire lane (as designated by sign or yellow curb).

D. In the event that the right to park in the Common Area is suspended for nonpayment of the assessment obligation (after notice and the opportunity for a hearing), the suspension shall pertain to ALL parking spaces in the Common Area. After seven (7) days of the mailing of the notice of suspension (by certified mail, return receipt requested) to the owner’s address of record with the Association, the suspension shall be enforced by towing without notice.

E. All towing shall be at the sole risk and expense of the vehicle owner, and the Association shall under no circumstances be liable for any damage to the vehicle or the costs to repair the same.

**Hours of Enforcement:
24 hours per day, 365 days per year**

APPENDIX A

Overflow Parking is parking spaces labeled as “Guest” that are South and East of Vintage Place. In addition, the “Guest” parking spaces that are West of Vintage Place and adjacent to the intersection of Heritage Commons Way and Vintage Place near Wild Hawthorn Way are also considered Overflow Parking.



APPENDIX B
Vintage Place Cluster Association
Parking Registration Form

Name(s) of Resident(s) _____

Address _____

Home Phone _____ Work Phone _____

Email Address _____

Please list **all** vehicles that you own

<u>License Plate No.</u>	<u>Color/Make/Model</u>	<u>Year</u>
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I/we fully understand the Vintage Place parking rules.

_____ Date _____

_____ Date _____

Please note the second page of this application MUST be completed to receive your parking sticker(s).

APPENDIX C
Vintage Place Cluster Association
Parking Sticker Request Form

Name: _____

Mailing Address: _____

Property Address (if different from mailing): _____

Check **One (1)** Box Below:

New Owner (Free) Settlement Date: _____

New Vehicle (Free) **If this box is checked the vehicle information box MUST be completed.**

New Tenants (\$10 per sticker) When Moved in: _____

Lost/Replacement Permit (\$10 per sticker) **If this box is checked the vehicle information box MUST be completed.**

Vehicle Information for New Vehicle(s) or Lost/Replacement Permit(s)		
<u>License Plate No</u>	<u>Color/Make/Model</u>	<u>Year</u>
Previously Registered Vehicle(s) No Longer in Use (if applicable)		
<u>License Plate No</u>	<u>Color/Make/Model</u>	<u>Year</u>

Please return the completed forms to Vintage Place Cluster, c/o Sequoia Management, 13998 Parkeast Circle, Chantilly, VA 20151. If you have any questions, please contact our office at (703) 803-9641.

Sequoia Management will process all requests within 48 hours of receipt.

VINTAGE PLACE CLUSTER ASSOCIATION

APPENDIX D
POLICY / REGULATORY RESOLUTION NO. 2015 - 1
RESOLUTION ACTION RECORD

Resolution Type: Policy / Regulatory No. 2015 - 1

Pertaining to: Vintage Place Cluster Association Parking Policy

Duly adopted at a meeting of the Board of Directors of the Vintage Place Cluster, held **November 9, 2015.**

Motion by: _____ Seconded by: _____.

		VOTE:			
		YES	NO	ABSTAIN	ABSENT
_____	, Member	___	___	___	___
_____	, Member	___	___	___	___
_____	, Member	___	___	___	___
_____	, Member	___	___	___	___
_____	, Member	___	___	___	___

ATTEST:

Secretary

Date

Book of Minutes - 2015

Book Resolutions:	Book No.	Page No.
Policy	_____	_____
Regulatory	_____	_____
Special	_____	_____
General	_____	_____

Resolution effective: **November 9, 2015**