

**PARK WEST COMMUNITY ASSOCIATION, INC.**  
**POLICY RESOLUTION 18-01**

**REGARDING POLICIES AND PROCEDURES FOR MANAGEMENT OF**  
**THE PARKING PROGRAM**

**WHEREAS**, Section 55-513 of the Virginia Property Owners Association Act and the Association's Governing Documents empower the Board of Directors to assess certain remedies, including monetary charges and suspension of privileges, against Members of the Association who are responsible for violating the Association's Governing Documents;

**WHEREAS**, Article VI, Section 9 of the Declaration sets forth the requirements for parking privileges on common areas and allows the regulation of such spaces; and

**WHEREAS**, Article VI, Section 10 of the Declaration sets forth the provision to establish 'house rules' to further clarify and focus specific actions and the provision to establish orderly procedures for the use of common areas (to include resident and visitor parking spaces within the community),

**NOW, THEREFORE, BE IT RESOLVED THAT** the following policy and procedures are established and adopted for the Parking Program of the Association.

**1) TERMS**

- a) The name of the corporation is Park West Community Association.
- b) 'Association' and 'PWCA' are synonyms that refer to the Park West Community Association, its successors and assigns.
- c) 'Declaration' refers to the Declaration of Covenants, Conditions and Restrictions applicable to the properties recorded in the Office of the Clerk of Court, Fairfax County, Virginia.
- d) 'Property' refers to that certain real property as described in the Deed of Dedication and Subdivision and is composed of Parcels B1, C1, D1, H, K, L, M, O1, and P in Section 26; Kings Park West.
- e) 'Lot' refers to any plot of land shown upon any recorded subdivision plat of the Property, but with the exception of the Common Area and areas dedicated as public streets.
- f) 'Member' and 'Owner' are synonyms that refer to every person or entity who is a record owner of a fee or undivided fee interest in any Lot which is subject by covenants of record to assessment by the corporation including contract sellers, but excluding those having such interest merely as security for the performance of an obligation.
- g) 'Board of Directors' refers to the entity vested with the affairs of the Corporation, identified as the Park West Community Association.

- h) 'Resident Owner Permit', 'Non-Resident Owner Permit', 'Tenant Permit', 'Resident Owner Visitor Permit', 'Tenant Visitor Permit', 'Temporary Visitor Permit', and 'Placard Permit' refer to specific types of permits issued by the Association.
- i) 'Tow List' refers to the list provided to the currently contracted towing company by the Association to enforce the policies of the Association on the Property.
- j) For Notices to Members, in addition to the Declaration, Article X, Section 6 the following also applies.
  - i) Notices may be delivered by hand to the Member.
  - ii) All expenses associated with mailing notifications via registered or certified mail, return receipt requested shall be applied and posted to the Member's account.

**2) ADDITIONAL INFORMATION:** One Exhibit is contained in this Resolution. This Exhibit may be amended as needed without updating the basic Resolution. Notice of the changed Exhibit will be provided on the website to the Members and residents of the community.

**3) ENFORCEMENT:**

- a) Immediate Violations are defined as those violations which require immediate remediation or as otherwise authorized for immediate enforcement by the Board of Directors (BoD) or specific Association committee.
- b) Enforcement for all violations of this Resolution or Exhibit will be in accordance with the current Policy Resolution, "Regarding Policies and Procedures for the Enforcement of Rules and Regulations".

**4) PARKING RULES:** This section is also found within the current Rules and Regulations of the Association found within the website [www.parkwestcommunity.org](http://www.parkwestcommunity.org). Owners and Tenants – it is YOUR responsibility to inform your tenants and/or guests of the rules contained herein and to ensure that your tenants and/or guests abide by them.

- a) IMMEDIATE VIOLATIONS WITH ADDITIONAL SANCTIONS PER INCIDENT.
  - i) Duplicated, altered, or counterfeited PWCA Parking Permits are NOT permitted.
- b) IMMEDIATE VIOLATIONS. Repeated Immediate Violations may result in additional sanctions.
  - i) All vehicles must display a valid PWCA Parking Permit, even if parked in a residence-assigned space.
  - ii) No parking in areas designated with yellow curbs or in handicapped parking spaces. All yellow curbs are designated 'NO PARKING' zones within the Property.

- iii) No parking in areas designated with white curbs when six (6) inches of snow or greater is expected. Advance notice of towing will be placed on message boards and communicated via the website and email distribution lists.
- iv) No parking in areas designated with caution tape during the dates and times indicated on the attached notices.
- v) No parking without permission in another resident's assigned parking spaces.
- vi) No double-parking in front of parking spaces at any time.
- vii) No parking of commercial vehicles as defined by Fairfax County Code 82 5-7. Private hired moving vehicles less than 21 feet may be parked for up to 48 hours. No parking of vehicles with commercial signage.
- viii) No parking of recreational vehicles (Class A, Class B, or Class C), boats, campers (truck or pop-up), trailers (5th wheel, travel, or utility), or other similar vehicles.
- ix) Storage pods must be approved in advance by the Association and may only be stored in an assigned-space of the specific residence for 7 days or less. The pod must fit within the limits of the parking space. No roll-off service is allowed.
- x) All vehicles kept upon the Property must be operable and have valid, current state-required stickers and decals. Inoperable vehicles are prohibited. The term 'inoperable' includes, but is not limited to: missing tires, vehicles on blocks, no engine, windshield missing, steering wheel missing, or the driveshaft hanging down.
- xi) No parking at the swimming pool area without using the pool at such time, unless prior approval is sought and obtained from the Association.
- xii) Vehicles parked any portion of a day for ten (10) consecutive days in the same "Visitor" parking space or in the same non-designated (i.e. curb) parking space may be subject to towing as they would be considered vehicles in storage.
- xiii) All vehicle covers used within the community must be approved in advance by the Association through the Parking Committee Chair. Any vehicle under a car cover is subject to permit inspection.
- xiv) Any vehicle that, in the discretion of the Board of Directors, poses a safety hazard may be prohibited from parking on the common areas, to include Association-assigned parking spaces for each residence. The term 'safety hazard' includes, but is not limited to:
  - (1) vans with ladders, tools, etc. attached to the outside of the vehicle without being secured (i.e., locked).

- (2) vehicles parallel parked with curbside front and rear wheels not on concrete gutter.
- (3) vehicles over 21 feet in length.
- c) **REGULAR VIOLATIONS.**
  - i) No extensive repairs or extraordinary maintenance of vehicles. Ordinary repairs are allowed (e.g. changing oil, replacing lights). The owner is responsible to repair any damage caused during such repairs (e.g. spilling oil on the ground).
  - ii) No use of parking spaces for accumulating or storing building materials, trash, personal property, etc. unless prior approval is obtained from the Association.
  - iii) Damage to streets and parking bays caused by lack of maintenance on vehicles (e.g. oil leaks) may result in owner liability for remediation of the damage.
- d) **THE RESTRICTIONS LISTED HERE ARE IN ADDITION TO, AND EXCLUSIVE OF, VARIOUS STATE LAWS AND/OR COUNTY ORDINANCES GOVERNING SEVERAL OF THE LISTED VIOLATIONS.**
- e) If your vehicle is towed, please call Dominion Towing at (703) 339-2400.

## **5) PERMIT PARKING RULES:**

- a) All vehicles parking in the community must have a one of the seven specified types of permit, including those vehicles parked in spaces assigned by the Association to specific residences.
- b) **Permit Physical Characteristics**
  - i) **Stickers:** Resident Owner Permits and Tenant Permits
  - ii) **Hang-tags:** Non-Resident Owner Permits, Resident Owner Visitor Permits, Tenant Visitor Permits, and Placard Permits
  - iii) **Yellow Cards:** Temporary Visitor Permits
- c) **Permit Duration:**
  - i) Resident Owner Permits will be replaced upon a change of vehicle in their household. Complete replacement of Resident Owner Permits will occur no later than four years from last complete replacement.
  - ii) Tenant Permits and Tenant Visitor Permits will be issued only for the period of the lease presented by the landlord, and the month and year of the termination of the tenant's lease period will be indicated on such permits.
  - iii) Resident Owner Visitor Permits and Non-Resident Owner Permits will be issued annually.
  - iv) Placard Permits will be issued for a duration coinciding with either the Resident Owner Permit or Tenant Permit based on the specific request.

d) Permit Display Requirements

- i) Stickers must be affixed to the vehicle in the lower left inside corner (driver side) of the rear window and must be visible to the towing company. If the vehicle is a convertible or has an opaque rear window, the sticker must be affixed to the lower right inside corner (passenger side) of the front window.
- ii) Hang-tags will hang from the rearview mirror or be displayed on the dashboard.
- iii) Yellow cards will be displayed on the dashboard.
- iv) Other permit locations may be accepted on a case-by-case basis.

e) Realtors and other personal service vehicles (i.e., nannies, nursing care, etc.) can use a Visitor Permit from the resident receiving the service or a resident may request a Temporary Visitor Permit from a PWCA Parking Official.

f) Vehicles clearly marked as service or delivery vehicles which are being used to provide services or make deliveries to homes within the Property are exempt while they are actively performing such service.

g) General Policies

- i) All permits are nontransferable, are only to be placed in the PWCA-registered vehicles to which they are assigned, and must be properly affixed to an assigned vehicle immediately upon issuance.
- ii) Any person who maintains their residence within the Property may apply for one parking permit per licensed motor vehicle (including motorcycles or scooters), up to three (3) permits per household.
- iii) There are two PWCA-assigned parking spaces per residence.
- iv) All Members will receive a minimum of three parking permits per residence.
- v) Only permanent (i.e., full-time, “live-in”) residents are eligible to receive parking permits unless otherwise provided.
- vi) Non-Resident Owners with tenants shall apply for permits on behalf of their tenants.
- vii) No person shall use a parking permit which has not been issued by PWCA (i.e., making a “counterfeit”, or duplicate permit), fail to return an expired permit, or park a vehicle displaying such a permit at any time.
- viii) No person shall request anything other than a Temporary Visitor Permit for anyone not actively residing within the community.

h) Permit Issuance

- i) Any owner in the PWCA desiring to park vehicles on the Property must complete a Permit Parking Application Form (Exhibit A) and mail or hand-deliver a completed form and associated documents listed in the form to be issued permits.
- ii) Resident Owners must submit their Permit Parking Application Form at least seven (7) days prior to the issuance of new permits. Non-Resident Owners with new leases must submit their Permit Parking Application Form at least fifteen (15) days prior to the lease term for issuance of new permits. All old permits (to include all Visitor Permits) must be returned when receiving new resident permits to avoid a \$50.00 administrative replacement fee per each non-returned permit.
- iii) Any changes in leases (i.e., new tenants, vehicles), will require Non-Resident Owners to provide such new information and comply with all requirements for the issuances of Tenant Permits to new tenants. Any changes in tenants will require a new application and information on changes to tenants. All old permits (to include all Tenant Visitor Permits) must be returned when receiving new resident permits to avoid a \$50.00 administrative replacement fee per each non-returned permit.
- iv) Should a resident replace a permitted vehicle during the year, the resident (or Non-Resident Owner in the case of tenants) shall submit a Permit Parking Application Form (Exhibit A) with the information on the new vehicle and return it with the old permit to obtain a replacement permit.
  - (1) If a resident returns the permit, the permit will be replaced at no charge.
  - (2) If a permit is not returned there is a \$50.00 replacement fee.
  - (3) If the back window of a permitted vehicle needs to be replaced and the permit cannot be removed, the permit will be replaced at no charge.
  - (4) If a resident replaces a license plate (but not the car), the PWCA shall be timely contacted with the new license information. No charge will be assessed.
- v) All information submitted on the Permit Parking Application Form must be true and accurate. All information provided must correctly and accurately correspond to residents and vehicles pertaining to those residents which are authorized to park on the Property.

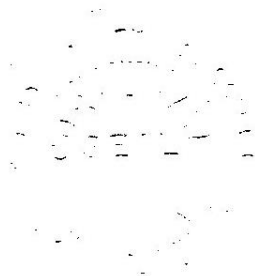
- i) Permit Loss:
  - i) Sticker permits: If a resident loses any Resident Owner Permit or a Tenant Permit, you must immediately inform the Association through the Parking Committee. The replacement of any lost sticker permit will result in a \$50.00 administrative replacement fee for the lost sticker.
  - ii) Hangtag permits:
    - (1) If a Member loses a Resident Owner Visitor Permit or a Non-Resident Owner Permit, no replacement permit will be issued to the Member until the issuance of new permits in the following year.
    - (2) If a Tenant loses a Tenant Visitor Permit, no replacement permit will be issued until the end of the lease period or, in the event of a multi-year lease, the lease anniversary date.
- j) Visitor Permit (Resident Owner, Tenant, and Temporary) specific policies:
  - i) A Visitor Permit is to be used by visitors to the residence and is to be returned to the resident when the visitor leaves. It is strictly to be used by visiting guests, and is not to be regularly used by individuals not normally residing at the residence, or loaned to others to use while not visiting such residence (e.g. parking for Metro or attending school).
  - ii) There will be one Visitor Permit issued per household. The only exception: if a Resident Owner only owns one vehicle, they will be issued two Resident Owner Visitor Permits, in order that all Resident Owners receive the minimum of three (3) parking permits per residence.
  - iii) Temporary Visitor Permits are available for special occasions or large gatherings of visitors at a residence. The resident shall request Temporary Visitor Permits by phone from a PWCA Parking Official, subject to reasonable restrictions. Alternatively, the resident can also procure a loan of Visitor Permits from their neighbors.
    - (1) The list of such officials and phone numbers will be published on the PWCA website.
    - (2) All non-emergency requests for Temporary Visitor Permits are to be made between 9:00 a.m. and 9:00 p.m., and with as much advance time as possible -- preferably, at least four hours ahead of needed time, and at least one day ahead for multiple permits.
  - iv) Upon request and approval, the Association may make the pool parking area available for parking based on the specific requirements provided by the resident.
  - v) No person issued a Visitor Permit by the PWCA shall allow the permit to be used by anyone other than a person visiting a residence within the Property.

- k) Non-Resident Owner Permit specific policies: Each Non-Resident Owner may be issued one Non-Resident Owner Permit, at their option and upon request, for their exclusive, appropriate use during inspections, maintenance, marketing and other purposes associated with their residence. This permit will be issued annually.
- l) Special Permit specific policies:
  - i) If a resident is issued a vehicle by his/her employer, the Association will arrange for the use of a special "Placard Permit" for such resident's use, subject to the requirements of the normal permitting process and proof from the resident's employer that such vehicle is issued for such resident's use.
  - ii) If a resident has a temporary rental car, a Temporary Visitor Permit will be made available for the resident's use, to the extent that his/her assigned Visitor Permit cannot be used for any reason.

**RESOLVED** and adopted by the Board of Directors for the Park West Community Association at a duly convened meeting held on October 16, 2018 and incorporated into the Book of Resolutions of the Association. This Resolution replaces a non-numbered Resolution earlier approved on April 10, 2012 by said Board of Directors.

By: Mark JC Griffin 7 NOV 18  
Mark Griffin, President of the Board of Directors DATE

Attest: Joseph Underwood 7 November 2018  
Joseph Underwood, Secretary of the Board of Directors DATE





## EXHIBIT A

### PERMIT PARKING APPLICATION FORM

The Park West Community Association requires parking permits for all vehicles parked within our community, to include all residence-assigned spaces. In order to receive parking permits, please complete the following:

#### PART 1 - INSTRUCTIONS:

RESIDENT OWNER	NON-RESIDENT OWNER (LANDLORD):
1) The Resident Owner must complete and sign this application. The owner's signature is required.	1) The Non-Resident Owner or Authorized Agent must complete and sign this application. The owner's or authorized agent's signature is required.
2) To expedite processing, please attach a copy of the registration for each vehicle to be registered. If not attached the registration will have to be brought for review.	2) To expedite processing, please attach pages from the applicable lease agreement that includes the names and dates of tenancy for each resident. If not attached those pages will need to be brought for review.
3) If registering a replacement vehicle, attach the old permit.	3) To expedite processing, please attach a copy of the registration for each vehicle to be registered. If not attached the registration will have to be brought for review.
4) Submit completed packet at least seven (7) days prior to issuance of new passes.	4) Submit completed packets at least fifteen (15) days prior to lease term.
	5) If needed, provide an authorization for a tenant to receive permits on the owner's behalf to include contact information for the tenant.
	6) Attach all old permits.
	7) If requesting a Non-Resident Owner Permit, the Non-Resident Owner or Authorized Agent must complete Part 2 (only) and sign the form.

#### PART 2 - OWNER INFORMATION:

Name of Owner(s): \_\_\_\_\_

PWCA Residence Address: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Previously Issued PWCA Permit Number(s) Being Replaced (if applicable): \_\_\_\_\_

Check appropriate box: ☐ Resident Owner ☐ Non-Resident Owner (Landlord)

#### PART 3 - VEHICLE INFORMATION:

##### Vehicle #1 (or, if replacing vehicle – old vehicle information)

Resident Name: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make and Model: \_\_\_\_\_

State and Lic Plate #: \_\_\_\_\_

Lic Plate Exp Date: \_\_\_\_\_

## EXHIBIT A

### PERMIT PARKING APPLICATION FORM

#### **Vehicle #2 (or, if replacing vehicle – new vehicle information)**

Resident Name: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make and Model: \_\_\_\_\_

State and Lic Plate #: \_\_\_\_\_

Lic Plate Exp Date: \_\_\_\_\_

#### **Vehicle #3**

Resident Name: \_\_\_\_\_

Vehicle Year: \_\_\_\_\_ Make and Model: \_\_\_\_\_

State and Lic Plate #: \_\_\_\_\_

Lic Plate Exp Date: \_\_\_\_\_

I affirm that all the information submitted is true and accurate. I further affirm that all information provided correctly and accurately corresponds to residents and vehicles, respectively, which are authorized to park within PWCA-owned areas. I acknowledge and agree that any false, inaccurate, or misleading information submitted herein will result in surrender of my parking privileges within PWCA-owned areas.

\_\_\_\_\_  
Owner Signature

Please deliver / mail completed application packet to:	Joe Underwood, PWCA Parking Committee Chairman
	10449 Carriagepark Court, Fairfax VA 22032

For any questions, please call Joe Underwood at (703) 323-4710 or [parking@parkwestcommunity.org](mailto:parking@parkwestcommunity.org)