

PARK WEST COMMUNITY ASSOCIATION
PARKING PERMIT PROGRAM

1. Who is eligible to obtain Parking Permits?

Any person who maintains their residence within the PWCA area may apply for one parking permit per licensed motor vehicle (including motorcycles or motor scooters), up to three permits per household. Only permanent (i.e., full-time, live-in) residents in the community are eligible to receive parking permits. The current two parking space-per-household allotment is not impacted whatsoever by the new system, and all current, numbered spaces assigned by the PWCA Board will remain intact.

A. What if I had four registered vehicles prior to January 1, 2014?

As of January 1, 2014, the number of permissible vehicles to be registered per residence is three vehicles; current resident owners with four registered vehicles as of 1/1/14 are “grandfathered” (as long as they continuously own four registered vehicles) until they sell their home; all residences with leases with four registered vehicles which are current as of 1/1/14 will be “grandfathered” until such current lease expires and the nonresident owner applies for new tenant permits.

2. Who needs to use Parking Permits in our community?

ALL vehicles parking in the community **MUST** have either a resident or guest permit, **including those vehicles parked in PWCA-assigned (i.e., numbered) residence spaces.**

3. What do I need to do to apply for Parking Permits?

Resident owners must submit an application and a copy of the current vehicle ownership and registration (i.e., registration card) for each vehicle to be registered, along with all old permits, if applicable. Both resident and non-resident owners with tenants shall apply for permits on behalf of their renters at least 15 days prior to the lease term, and proof of residency for renters will be established through the owner’s additional submission of a current lease and current vehicle ownership and registration information for each tenant vehicle, along with all old permits. Permits normally are issued within seven days of an application’s receipt.

4. What about resident owners with only one car?

If resident owners only have one vehicle, such residents will still be issued the equivalent of two Parking Permits (i.e., one per presently-allotted space).

5. Will there be Visitor Permits available?

There will be one Visitor Permit issued per household. Additionally, temporary (i.e., daily) visitor permits will be made available for special occasions upon a resident’s request and the approval for the same from any PWCA Parking Official, subject to reasonable restrictions. Please request temporary permits between 9 a.m. and 9 p.m. only, and in any event, call and provide as much time as possible for processing when requesting the temporary permit from a Parking Official.

6. How do I display my Permit?

Permits must be affixed to the vehicle in the lower left corner of the rear window and must be visible to the towing company. Visitor Permits will hang from the rearview mirror or be displayed on the dashboard, as appropriate. Other locations may be accepted in special circumstances only.

7. Does the Parking Permit guarantee me parking spaces?

Yes, up to your two already-assigned, numbered PWCA residence spaces. Street parking spaces are not reserved and will be available on a “first-come, first-taken” basis.

8. Can I park anywhere in the PWCA with a Permit?

In addition to the restricted, resident-specific parking spaces, the Permit allows you to park on-street

anywhere in the PWCA where there is not another parking restriction, such as a No-Parking zone, handicap space, or a yellow curb. However, unauthorized parking in another resident's assigned spaces will result in your vehicle being towed.

9. What do non-resident landlords, realtors, cleaners, nannies, and other service vehicles do?

Each nonresident landlord will be issued one additional permit, at their option, for their **exclusive, appropriate use only**. Realtors, contractors, and other personal service vehicles (i.e., nannies, hospice workers, etc.) can use a Visitor Permit from the resident receiving the service, or else a resident may request a temporary permit from a PWCA Parking Official for their use. In addition, vehicles clearly marked as service or delivery vehicles which are being used to provide services or make deliveries to homes within the PWCA areas are exempt while they are actively performing such service.

10. What happens if I buy a new vehicle or get new plates during the year, or my window breaks?

Should the make, model or license tag number of your permitted vehicle change during the year, please submit the new information on a PWCA application, and return it with the old permit to the PWCA to obtain a Replacement Permit. If you scrape off the permit and return it to us, your permit will be free. If you do not scrape off your permit, and your license plate number is the same, there is a \$50.00 administrative fee for replacements.

If your back window needs to be replaced, please return the permit to us, and we will replace the permit. If you replace your license plate (but not your car), please contact us and inform us of the license plate change, in order that we can change our records to reflect the new information.

11. What happens if the residents of a property change during the calendar year?

The new owner may complete an Application Form and be issued permits (see #3, above). As Permits are non-transferable, any changes in leases (i.e., new tenants, vehicles, etc.), will require nonresident owners to provide such new information and comply with all requirements for the issuances of Permits to new tenants. Any changes in tenants will require a new application and information on changes to tenants, in accordance with #3, above.

12. Are the Permits permanent?

Permits issued to all homeowners will be permanent and only subject to replacement upon the removal or addition of a vehicle in their household. Renter's 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 renter's lease period will be indicated on their Permits. As well, all old tenant permits and/or guest permits must be returned when receiving new permits to avoid a \$50.00 administrative replacement fee per each non-returned permit.

13. Are the Permits transferable between vehicles?

All PWCA Parking 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.

14. How does the Visitor Permit system work?

A Visitor Pass is to be used by visitors to your home and is to be returned to you when they leave. It is strictly to be used by visiting guests, and is not to be regularly used by individuals not normally residing at your address, or loaned to others to use while not visiting your home, such as parking for METRO or attending school. Misuse of a visitor pass can result in confiscation of the pass and the loss of parking privileges, etc. The Visitor Permit is to be displayed either on the rear-view mirror (permanent permit), or on the dashboard (temporary permit).

15. What happens if I lose my Resident's or Visitor's Permit?

When you lose either your Resident's or Visitor's Permit, you must immediately inform the PWCA Board that you lost your permit. Any loss of a Visitor's Permit will require the owner of the residence to petition the PWCA Board in person for the issuance of a replacement guest permit. In all instances, you must pay a

\$100.00 replacement fee, and the formerly-issued Resident's or Visitor's Permit will be immediately revoked and placed on the "tow list".

16. What happens if I have a big party at my house?

In order for visitors to park, you will need to make arrangements by requesting temporary permits from a PWCA Board member, or else, by merely asking your neighbors to temporarily use their Visitor Permits. Upon request and approval, the Board may make the pool parking area available for limited, "overflow" parking in such instances; however, no overnight use of the pool parking area will be authorized, in any event.

17. What if I use a vehicle owned by my employer, or if I need the use of a rental car?

If you are issued a vehicle by your employer, PWCA will make arrangements for your use of a special "placard permit" for your use, subject to the requirements of the normal permitting process described in #3, above, and proof from your employer that such vehicle is issued for your use. If you have a temporary rental car, a temporary permit will be available for your use.

18. What are the violations and penalties?

(1) No person shall use a parking permit which has not been issued by PWCA (i.e., duplicate, or "counterfeit" permit), fail to return an expired permit, or park a vehicle displaying such a permit at any time when the user of such permit is not authorized to use it.

(2) No person issued a visitor pass by the PWCA shall allow the pass to be used by anyone other than a person visiting a residence in the PWCA areas, as described above.

(3) No person shall request a Permit for anyone not actively residing within the community.

(4) No person shall allow an unauthorized vehicle to be parked in PWCA areas.

(5) As also provided above, misuse of a visitor pass or other violation of the PWCA Permit Parking Program can result in confiscation of the pass and the suspension or loss of parking privileges, etc.

In all cases, any vehicles in violation of the PWCA Permit Parking Program are subject to immediate towing from the community by Dominion Towing Co. (703-339-2400).

19. If I want to report a violation of the PWCA Permit Parking Rules, who should I call for enforcement purposes?

You should immediately call the PWCA Vice President & Parking Chairman, Joe Underwood, at (703) 323-4710; PWCA President Mark Griffin at (703) 272-7394; or another PWCA Board member to report violations.