

PARK WEST Community Association

c/o Summit Management Services, Inc., AAMC
8405A Richmond Highway, Alexandria, Virginia 22309
Main: (703) 360-0904
Community Manager Direct: (703) 945-1425

Dear PWCA Homeowner,

As you know, the PWCA Board of Directors solicited your comments and suggestions on the Permit Parking Program in January 2018. We greatly appreciated your feedback, which was of invaluable assistance to us in assessing our current program and adopting necessary changes.

Based upon the Board's consideration on the comments received from the community, the Board has approved a new Parking Resolution (Policy Resolution 18-01) covering the permit parking program, as well as the community's general parking rules and regulations.

After reviewing comments received from the community regarding the resident owners' permits (i.e. stickers), resident owners' "hangtag" guest permits, and non-resident owners' "hangtag" permits, the Board has decided upon replacing all Resident Owner Permits, (i.e., stickers) no later than four years following the last complete replacement of such permits.

The Board also has instituted an annual process for issuing the Resident Owner Visitor Permit (i.e. hangtag) and Non-Resident Owner Permit (i.e. hangtag).

Please note that the new policy has no impact on application process for current Tenant Permits and Tenant Visitor Permits in the community – they remain as issued.

Accordingly, please find enclosed within this packet a Permit Parking Application Form for your completion and prompt return in order that we can replace all current Resident Owner Permits, Resident Owner Visitor Permits, and Non-Resident Owner Permits. Resident Owners, please complete the entire form and, to expedite processing, please attach a copy of the registration for each vehicle to be registered. A Resident Owner must complete and sign the application.

Resident owners may apply for one parking permit per licensed motor vehicle (including motorcycles or scooters), up to three (3) permits per household. Only permanent (i.e., full-time, "live-in") residents are eligible to receive parking permits.

Non-Resident Owners, please complete only Part 2 of the Application, and then sign at the end. Only Non-Resident Owners can apply for non-resident owners' permits.

All information submitted on the Permit Parking Application Form must be true and accurate, and must correctly and accurately correspond to eligible residents and their vehicles which are authorized to park in the community.


As with our earlier permit distributions, once the new permits have been processed, we will distribute all permits to our resident and non-resident owners over multiple days at the PWCA pool parking lot in mid-Spring. Permits for tenants will not be affected.

Following the distribution of permits this Spring, the Resident Owner Visitor Permit and Non-Resident Owner Permit will be reissued on an annual basis.

Please mail or hand-deliver your completed application and any requested attachments to the PWCA Parking Chairman Joe Underwood, 10449 Carriagepark Court, Fairfax, VA 22032-2367, by no later than **February 28, 2019**.

Thank you in advance for your kind attention to our revised policy regarding the replacement of specific permits. Please contact Joe Underwood, PWCA Parking Chairman by phone at (703) 323-4710, or by e-mail at parking@parkwestcommunity.org with any questions that you may have.

Best regards,



Joe Underwood, Chairman
PWCA Parking Committee