

May 9, 2017

**PINE RIDGE VILLAS**  
**APPLICATION FOR OUT-OF-GARAGE PARKING PERMIT**

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

Physical address: \_\_\_\_\_

Email address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Automobile: \_\_\_\_\_

Make	Model	Color	License plate #
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1. The undersigned acknowledges that this applicant has received a copy of the current Rules and Regulations of Pine Ridge Villas and agrees to obey all of such Rules and Regulations, a violation of which may cause the above referenced Permit to be revoked. The undersigned also acknowledges that the Rules and Regulations may be amended from time to time and that by your signature below you will be bound by the Rules and Regulations currently in effect and all Rules and Regulations in effect during the entire time your Permit is valid. The above statement by the applicant has no effect on the granting or denial of the Permit, but is strictly to acknowledge the conditions upon which the Permit may be granted.
2. Applications can be emailed to our property manager Joanna Figueroa at [jfigueroa@mascapi.com](mailto:jfigueroa@mascapi.com) or mailed to MASC Austin Properties, Inc. 945 Eldridge Road, Sugar Land, TX 77478.
3. Parking Permits will be issued within a reasonable time after receipt of the application, if good cause is determined.
4. Enforcement of the Parking Restrictions began on January 1, 2015. Subsequent changes to the Parking Rules and Regulations become effective 30 days after notice is given to all Owners.
5. If the Parking Permit is approved, the applicant accepts responsibility for the monthly Permit Fees.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

May 9, 2017

Good cause exists for the following reasons:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**PINE RIDGE VILLAS**  
**PARKING RULES AND REGULATIONS**

1. Any Homeowner in good standing with the HOA who desires to park a car outside their garage must submit in writing a request for an out-of-garage parking permit (the "Permit") to the Board of Directors. The request must state the grounds upon which the Board of Directors (the Board) may determine "good cause" as set forth in the Declaration. (Copy of the request form is attached.)
2. If a Homeowner is denied a Permit, the Homeowner will be notified and have a right to a hearing, if so requested. On any appeal, the decision of the Board will be final.
3. Before a Permit will be granted, two (2) vehicles must be parked in the garage unless a second vehicle will not fit in the garage, but storage of household items or trailers will not be accepted as an excuse for not being able to park a vehicle in the garage. If there is a question whether a vehicle can fit in the garage, any Homeowner may submit such question to the Board, the Board's decision regarding such question shall be final. Any affected Homeowner may request a hearing before the Board.
4. Any vehicle of any resident not parked in their garage and granted a Permit will be subject to a Permit fee of \$75/month, paid quarterly in advance. If a second Permit for a fourth vehicle is requested, the applicant must show "extreme" good cause" for the granting of a second Permit and will be charged a Permit fee of \$100.00 per month. The granting of a second Permit is also subject to availability in the sole discretion of the Board.
5. If a Permit is granted, it will remain active and irrevocable so long as the conditions upon the granting of the Permit have not changed and all license fees and HOA assessments are current. The Permit will be revoked for failure to pay the quarterly license fee and/or HOA assessments after reasonable notice and a hearing if so requested. The decision of the Board relating to such revocation will be final.
6. Vehicles granted a Permit will be issued a red sticker to identify the vehicle. The sticker must be prominently displayed on a vehicle window in the right front lower corner.
7. In reviewing the requests for a Permit, the Board may use a ranking system (see below) to prioritize requests. Should the number of requests within a category exceed the number of spaces available, a drawing or lottery would be used to determine which requests would be granted. In conjunction therewith, the Board has the right to set limits on the number of Permits that will be granted and the location of such parking spaces. Any deviation there from might cause the Permit to be revoked after due notice and a hearing if requested. The decision of the Board will be final.
8. Approved Permits cannot be assigned or sold to a third party, and are not transferable upon sale, leasing or other disposition of a home.

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9. Homeowners with a red sticker are required to park the vehicle in their assigned parking space at all times when parking in the community. The Permit will be revoked for abuse of this rule after reasonable notice and a hearing if so requested. The decision of the Board relating to such revocation will be final.
10. Homeowners with a red sticker who are unable to park their vehicle in their assigned location because it is temporarily occupied by another vehicle may park on their driveway as long as such an arrangement does not interfere with the ability of neighbors to enter or exit their garage. Disputes in this matter will be resolved by the Board after due notice and a hearing, if so requested. The decision of the Board will be final.
11. End cap parking of resident vehicles shall not be permitted.
12. The Directors shall have the right at any open meeting to modify, change, supplement or amend the Rules and Regulations as they see fit upon 10-day written notice.

### **Ranking Priorities**

**Category I** (highest rank): A household with a third adult or live-at-home student who uses an automobile on a daily basis.

**Category II** (second highest rank): A household with a vehicle that does not fit in the garage and is used on a daily basis. (See item 3 above).

**Category III** (third highest rank): A household with an occasional-use vehicle (i.e., one that is used at irregular intervals).

### **Visitor Parking**

1. Visitor parking will be allowed on the street during the day (tradespeople, visitors, etc.). Day visitors should make every effort to use empty visitor spaces when available.
2. Overnight visiting guests must park in gazebo guest parking slots when available. If guest slots are not available, overnight guest parking will be permitted on the host's driveway.
3. Short-term guest: A guest residing for more than 3 contiguous nights but less than 2 weeks requires a parking pass pre-approved by the Board (or a committee approved by the Board), who will issue a free dashboard parking pass and a designated area in which to park for the duration of the visit.
4. Long-term guest: Planned visitors from extended family (snowbirds, nanny grandparent, etc.) that require parking for greater than 2 weeks will be considered residents; host homeowner will be billed at the current Permit fee structure for the required preapproved parking permit.

### **Student Holiday & Summer Parking**

1. College students that return home for the summer shall require a standard out-of-garage parking Permit to park in the community for more than two weeks, and the Permit will be billed at the current Permit fee structure. This is a change from past policy. Please make the request for long-term summer student parking prior to May 15<sup>th</sup>.

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2. Students home for Spring break and holiday visits of less than 2 weeks are considered “Short-term guests” and require a pre-approved, free dashboard parking pass to park within the community.

## **Types of Parking Permits/Pass**

**Out-of-garage parking permit:** with standard fee; paid quarterly in advance

**Summer student parking permit:** with standard fee; preapproved by May 15th

**Long-term guest parking permit:** with standard fee; billed to host homeowner

**Short-term guest parking pass:** free; dashboard display required

**Student holiday parking pass:** free; dashboard display required

## **Prior Rules and Regulations**

All prior parking rules and regulations are hereby revoked so that the only rules and regulations are those herein stated.

Unanimously passed by the Pine Ridge Villas Community Association Board of Directors on this the 9<sup>th</sup> day of May, 2017.