

VISITOR PARKING

October 17, 2011

Dear Resident:

Due to some recent issues with parking, the Board of Trustees has asked that I send out a review of the Rules and Regulations regarding parking at the Townhouse Estates of Norton.

- 1) All vehicles parked on the property, must be registered and insured as well as being in good running order. No maintenance or repairing of vehicles shall take place on the property or a fine shall be levied. Repairs and maintenance shall not include washing/waxing, checking of fluid levels, or changing of flat tire.
- 2) Each unit has two deeded parking spaces. Visitors are required to park in the spaces marked as "Visitor." Visitor spaces are to be used solely by visiting guests of a Unit Owner. A visiting guest shall not occupy a space for more than five (5) consecutive days without the prior written permission of the Board of Trustees.
- 3) Authorized parking within the grounds of the condominium is expressly limited to deeded, numbered spaces and non numbered spaces located at the east of each lot denoted by the label "visitor".
- 4) In the event you require more than two deeded spaces, you may apply to the Board of Trustees by contacting First Choice to rent a parking space. The monthly fee for a rented parking space is currently \$25 per month, due and payable on the first of each month and will be prorated for periods of less than one month. The Board can not guarantee that rented visitor spaces will always be available since these spaces are available for use by visiting guests.
- 5) All vehicles, whether parked in a deeded space, a visitor space or a rented space must be moved at least once per week. Failure to move a vehicle at least once per week will be subject to towing at the vehicle owner's expense.
- 6) Except for areas designated by the Board of Trustees, there shall be no parking of motor vehicles on any part of the condominium grounds except for paved areas. All other common ground areas i.e., gravel areas near the dumpsters, all grass, mulch areas and double-parking (perpendicular to a space) is strictly prohibited and subject to fine and tow at the owners' expense.
- 7) All vehicles must be moved in the event of snow plowing, pavement maintenance, spring cleanup, or any common area work that requires access to the space the vehicle is occupying. Any vehicle that is not moved is subject to towing at the owner's expense.
- 8) In the event you will be away for an extended period of time and haven't made arrangements to leave your keys with someone else, please contact First Choice to make arrangements in the event the vehicle needs to be moved.

9) Authorized parking within the grounds of the condominium is expressly limited to deeded, numbered spaces and non numbered spaces located at the east of each lot denoted by the label "visitor".

Please feel free to contact me if you have any questions.

Sincerely,

Cindy A. Gauvin
Property Manager