



## **Oak Hill Condominium Association**

POLICY RESOLUTION NUMBER P01

### **Parking Rules and Regulations**

**WHEREAS**, Section 8.1 of the Declaration of Condominium of Oak Hill Condominium Association (“Declaration”) and Section 3.2 of the Bylaws of Oak Hill Condominium Association (“Bylaws”) authorize the Board of Directors (“Board”) to promulgate and amend rules and regulations from time to time concerning the use and enjoyment of the Condominium Property and further assigns to the Board and the Property Manager all powers and duties necessary for the administration of the affairs of Oak Hill Condominium Association (“Association”) and states that the Board and its Managing Agent may do all such acts and things, except those matters that the Board is prohibited from doing by law or the governing documents;

**WHEREAS**, Section D of the Rules and Regulations provides general parking restrictions for certain vehicles on the Condominium Property; and

**WHEREAS**, the Board has deemed it necessary to establish updated appropriate rules and regulations for use of the common element parking facilities on the Condominium Property.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the following *Parking Rules and Regulations*, with respect to parking on all areas of the Condominium Property.

## I. PURPOSE AND APPLICATION

These Parking Rules and Regulations have been developed for the Oak Hill Condominium Association, and apply to all Owners, Residents, tenants, guests and invitees within the community. All vehicles located, whether standing or parked, within the Oak Hill community are subject to the laws of the Commonwealth of Pennsylvania and of Lower Merion Township, and to these Parking Rules and Regulations. Owners and Residents are responsible for the actions of their tenants, guests and invitees. Any vehicle in violation of the aforementioned State, Township, and community rules shall be subject to financial sanctions (fines), and/or towing, if necessary.

## II. DEFINITIONS

The following items have been defined to simplify these regulations.

### A. Vehicle Definitions

1. **Junk Vehicle:**  
A vehicle that is disabled, inoperable, or unable to be driven on private or public roads.
2. **Abandoned Vehicle:**  
A vehicle that is parked on private property is presumed abandoned if it has been in a specific location for seven (7) days without being moved and if it lacks either: (1) a current license plate, or (2) a state inspection certificate or decal, valid within the last thirty (30) days.
3. **Parked Vehicle:**  
A vehicle that is brought to a stop with the engine off.
4. **Standing Vehicle:**  
A vehicle that is brought to a stop with the engine still on.

### B. Streets and Other Parking Area Definitions

1. **Handicap Parking Spaces**  
The Association may designate certain parking spaces or facilities for use solely by vehicles with handicapped registration plates or handicapped parking placards. The spaces and facilities will be clearly marked as being reserved solely for handicapped parking.
2. **Open Parking Spaces**  
Paved and painted parking spaces that are not reserved for a specific purpose or building, nor marked as handicap parking spaces.

3. **Private Roads**  
Paved roads owned and maintained by the Oak Hill Condominium Association. All state and county laws are enforced by the Lower Merion Police and by the Fire Marshal on these private roads. Community rules are enforced by the Association on these private roads and parking areas. The private roads are:
  - a) Beginning at the circle - Oakwood Terrace
4. **Public Roads**  
Paved roads owned and managed by Township of Lower Merion. All State and Township laws are enforced by the Township and Fire Marshal on these public roads. The following roads are public:
  - a) Oakwood Drive
  - b) Oakwood Terrace – to the traffic circle.

C. **Other Definitions**

1. **Common Property**  
All real property and improvements thereon owned or leased by the Association and available for the use and enjoyment of the Members.
2. **Fire Lanes**  
All areas designated as fire lanes by the Township of Lower Merion Fire Marshal, marked with signs and/or yellow striping.
3. **Owner**  
The record holder of the title to any Unit in Oak Hill Condominium, whether one or more persons.
4. **Resident**  
Anyone who resides in Oak Hill Condominium, whether Owner, renter, etc., of the Unit.
5. **Good Standing**  
The status of any Oak Hill Condominium Association Owner or Resident who is not in violation of the Declaration, By- Laws, or Rules and Regulations of the Association.

D. **PARKING RULES**

1. Unless otherwise authorized by the Association, the parking areas may not be used for any purpose other than parking automobiles. No buses, trucks, trailers, boats, vans (with exception of designated passenger use vans with 7 or less seats), stretch cars, recreational or commercial vehicles shall be parked in the parking areas.

2. All vehicles must have current license plates, current registration stickers, and current inspection stickers and be in operating condition.
3. No vehicles shall be parked on the Association property with "For Sale" signs attached.
4. No washing, repairing or servicing of vehicles is permitted in the parking areas or on any Common Elements or Limited Common Elements.
5. All vehicles must be parked in a designated parking space and between the lines. No vehicle shall be parked in such a manner or area that obstructs the movement of other vehicles into or out of the designated parking spaces.
6. Those parking spaces that are specifically designated to a building or unit may only be used by those Residents that reside in that specific building or Unit. For example; North Terrace Residents may only park in those parking spaces that are marked with an "N" for North Terrace or "N/S" for North/South Terrace (shared space). Example; Under no circumstances can a Resident who resides in the South Terrace park in a space allocated to North Terrace parking (Same goes for the North, East and West Terraces)
7. No Resident shall park, store or keep any Truck or Commercial Vehicle on or within the Property's private road or parking areas.
8. Commercial Vehicles of contractors performing services for a Resident are permitted to be parked in the common areas so long as they are performing services. Under no circumstances may such vehicles be left overnight.
9. Service contractors (including health aides), and guests must park in those parking areas that are designated for the building/Unit which they are visiting. The Unit Owner is responsible for advising service contractors and guests to park in those parking spaces located furthest from the building or Unit entrance, as these are less frequently used by Residents. Service contractors and guests are not permitted to park directly outside the main entrance to any building.
10. Parking so as to block sidewalks, driveways, fire lanes or handicapped ramps is prohibited at all times.
11. When Owners and/or Residents are away for an extended period of time (seven or more consecutive days), or use their vehicle infrequently, said vehicle must be parked in those parking spaces located furthest from the building or Unit entrance or other parking spaces less frequently used.

This will enable other Residents who are home to park as close as possible to their respective building or Unit entrance. Please notify the Management Office when leaving your Unit for an extended period (two (2) or more consecutive days).

12. All vehicles are subject to the restrictions enforced by the Commonwealth of Pennsylvania and the Township of Lower Merion. Such restrictions include, but are not limited to, vehicle operations (such as speed), vehicle modifications (such as noise) and vehicle parking violations that impact the safety of Residents.
13. Prior to, during, and after a snowstorm, Residents may not “reserve” a parking space by placing objects such as furniture in a space, or by parking askew over two spaces.

### III. REGISTRATION

Every resident must register all vehicles that will be parked on the Property by completing a form provided by the Association, and providing a copy of the current vehicle registration card. Upon acceptance of the registration form, each registered vehicle shall be issued a permanent parking sticker/decals, which must be displayed on the vehicle, at all times, as instructed by the Association.

1. Sticker/decals are to be placed on the driver’s side passenger rear window facing outwards.
2. The maximum number of permanent parking stickers issued per home for vehicles is as follows:
  - a) A one (1) bedroom unit shall be issued a maximum of two (2) parking stickers.
  - b) A two (2) bedroom unit shall be issued a maximum of two (2) parking stickers.
  - c) A three (3) bedroom unit shall be issued a maximum of three (3) parking stickers.

\*Two bedroom units which have been issued three parking passes prior to October 1, 2016 are grandfathered until such time that the unit is sold and or a new tenants take occupancy.

### IV. ENFORCEMENT

#### A. General

1. The Board has delegated to the Property Manager the power and authority to administer and enforce all provisions of these Rules and Regulations.

2. In the event of a dispute among Owners or Residents relating to the administration and/or enforcement of these Rules and Regulations, the Property Manager will, upon the request and consent of the disputants, act to fairly adjudicate or arbitrate such dispute.
3. The Association and/or Property Manager reserve the right to tow vehicles for any violation of these Rules and Regulations, at the vehicle owner's expense.
4. Invalidation of any of these paragraphs or sections by judgment or court order shall in no way affect any other provisions, which shall remain in full force and effect.
5. It is the responsibility of all Owners to comply with these Rules and Regulations to instruct their Residents, tenants, guests, and invitees to do so also.
6. Owners and Residents may report violations of these Rules and Regulations to either the Property Manager (Management Office) or the Lower Merion Township Police or Fire Marshal as appropriate (see section B below – "Reporting Violations").

**B. Reporting Violations**

1. The following violations should be reported directly to the Lower Merion Township Police at (610) 649-1000 or Fire Marshal at (610) 645-6190:
  - a) vehicles parked in fire lanes;
  - b) vehicles blocking fire hydrants.
2. Vehicle violations on or in any public thoroughfare should be reported directly to the Lower Merion Township Police at (610) 649-1000. The public thoroughfares in Oak Hill Condominium Association, as designated by the Lower Merion Township, are:
  - a) Oakwood Drive
3. Vehicle violations that are NOT fire lane/fire hydrant violations (as listed under Number B.1 above) nor public thoroughfare violations (as listed under Number B.2 above) should be reported to the Property Management Office at (610) 664-8440 between 8:30 AM and 5:00 PM, Monday through Friday. These types of violations include but are not limited to: handicap or designated parking space violations, recreational vehicle violations, truck or commercial vehicle violations, abandoned/junk vehicle violations, vehicles with expired license plates and/or inspection decals, and vehicles without a parking sticker/decal, or a properly displayed parking decal.

- a) The caller should provide the following information:
- (1) vehicle's make
  - (2) vehicle's model
  - (3) vehicle's color
  - (4) vehicle's license plate number
  - (5) vehicle's location
  - (6) nature of violation
  - (7) date and time of violation
  - (8) any other relevant information
  - (9) caller's name, address, and phone number
- (NOTE: The caller information is required if the Management Office needs to contact the caller for any follow-up information. This information will not be passed on to the vehicle owner.)

C. Engagement of Tow Services

1. If any vehicle shall be illegally parked or abandoned on the Property, and the vehicle is towed pursuant to these Rules and Regulations, the Association shall be held harmless by such Unit Owner or vehicle owner for any and all damages or losses that may ensue, and any and all rights in connection therewith that the owner or driver may have under the provisions of state or local laws and ordinances are hereby expressly waived. The Unit Owner shall indemnify the Association against any liability, which may be imposed on the Association as a result of such illegal parking or abandonment, and any consequences thereof.

D. Vehicle Violations and Penalties

1. **Fire Lane/Fire Hydrant Violation Penalties**  
These vehicles are subject to immediate ticketing and/or towing by the Lower Merion Township Police and/or Fire Marshal at the expense and risk of the vehicle owner. A fine may also be assessed by the Association.
2. **Public Thoroughfare Violation Penalties**  
These vehicles are subject to immediate ticketing and/or towing by the Lower Merion Township Police at the expense and risk of the vehicle owner. A fine may also be assessed by the Association.
3. **Handicap Space Violation Penalties**  
These vehicles are subject to immediate fines and/or towing as determined by the Property Manager. Towing is at the expense and risk of the vehicle owner.
4. **General Parking Space Violation Penalties**  
When a vehicle is parked in violation of the parking space rules, the Association will either (1) place a warning notice directly on the vehicle, or (2) send the owner of the vehicle a warning letter. The warning notice is

a final notice that the vehicle in violation will be subject to fines and/or towing for any repeated and or future infractions of these Rules and Regulations (regardless of infraction type).

All fines are assessed to the Unit Owners account regardless of whether the infraction was incurred by a tenant, Resident, guest, or service contractor.

5. Other Vehicle Violation Penalties

Other violations include, but are not limited to: recreational vehicle violations, truck and commercial vehicle violations, abandoned/junk vehicle violations, and vehicles with expired license plates, and/or state inspection decals. These vehicles are subject to immediate fines and/or towing as determined by the Property Manager. Towing is at the expense and risk of the vehicle owner.

E. FINE STRUCTURE

1. The Board of Directors reserves the right and power to impose monetary fines as a sanction for violations of these parking Rules and Regulations. Before any such fine may be imposed, the Board or Property Manger shall provide the Owner with notice of violation and an opportunity to request a hearing before the Board of Directors. A hearing request must be made within 5 business days of the date of the violation notice.

- a) Initial violation            Warning notice
- b) Second Violation        Fine assessed in the amount of \$25.00
- c) Third Violation         Fine assessed in the amount of \$50.00
- d) Subsequent Violation    Fine assessed in the amount of \$100.00 plus \$25.00 per day commencing on the second day of the subsequent violation until the infraction has been corrected or the vehicle is towed subsequent to notice of towing.

F. LIABILITY

The Association assumes no responsibility or liability for and disclaims responsibility or liability for any damage to any vehicle parked or operated on Oak Hill Condominium Association property. Owners shall be held liable for any expenses incurred by the Association as a result of any damage done to common areas by the use or emergency repair of the Owner's vehicle, or as a result of negligence or the willful acts or omissions of the Owner or Resident, or his or their family, tenants, guests, service contractor or agents.