

Sycamore III Parking Permit Policy

The purpose of this policy is to address the parking issues caused by Owners & Tenants with more than 2 vehicles and the misuse of the limited guest spots.

PARKING - GENERAL. The Master Deed of Sycamore III provides each unit owner with exclusive use of no more than two (2) parking spaces.

The association's Rules and Regulations permit each unit (owner or tenant) to park up to two (2) vehicles in the association's parking area. The vehicles must be parked in unit owners' assigned parking space and not in guest spots. All vehicles must have current state license plates and registration and be in running condition. They must be kept clean and shall display the association's parking permit at all times.

Unit Owners (Owners) and Tenants will be responsible to see that neither they nor their guests interfere with the rights of other unit owners regarding their appropriate use of parking spaces.

Unit owners are responsible for notifying their Tenants of this policy and assist them with acquiring their parking permits.

PARKING PERMITS

1. Each vehicle must be registered with the management company in order to receive a parking permit. Owners must complete the form located on exhibit "A" by June 28, 2019 to receive initial parking permits and within 5 business days of purchasing a new vehicle.
2. Owners will receive up to two (2) parking permits. One (1) parking permit for each vehicle. These permits will be numbered and will be used to identify the owners of vehicles parked in the community.
3. Owners and Tenants are to park their vehicles in their two (2) assigned parking spaces.
4. The parking permit decal must be affixed using the manufacturer's provided adhesive, (no tape is allowed) to the interior in the lower corner of the front or rear driver's side window and always visible from the roadway/driving lanes when the vehicle is on association property.
5. Permits will not be issued to a nonresident or nonresident owned vehicle.

6. Commercial vehicles are not allowed in the community and will not be issued parking permits. If an owner/tenant has a commercial/work vehicle they must park it outside of the community.
7. Vehicles parked in any of the parking spaces in the community that do not have permits, or are parked outside of the designated parking areas, or are parked in violation of the association's Rules and Regulations will be issued warning tickets. If the same vehicle is ticketed **three (3) times within a ten (10) day period**, it will be towed at the owner's expense. No further warnings will be given.
8. Disabled vehicles and those without current registration will receive **one** warning prior to being towed.
9. Owners and Tenants must register all new vehicles with the association manager and indicate which currently registered vehicle it is replacing. They will be issued a new parking permit and the old pass will be made invalid.
10. Owners and Tenants with a third (3) vehicle in their household **must park 1) in the guest spots located at the south end of Loveall Lane beyond the concrete circle on Loveall Lane and 2) on the south end of the far carport on Loveall Lane where the garbage cans are presently located. The garbage cans will be relocated. Owners are to place them in the back of the far carport** Vehicles parked in violation of this rule may be towed at the vehicle owner's expense.

GUEST PARKING

1. Short-term guests are to park in the designated guest spaces only.
2. Long-term guests who frequent the community for extended periods of time (i.e. for more than 10 days per month) **must park 1) in the 2 guest spots located at the south end of Loveall Lane beyond the concrete circle on Loveall Lane and 2) on the south end of the far carport on Loveall Lane where the garbage cans are presently located. The garbage cans will be relocated. Owners are to place them in the back of the far carport.** Owners and Tenants are to notify a board member, or the association manager if having long-term visitors. Vehicles parked in violation of this rule may be towed at the vehicle owner's expense.
3. See Exhibit "B" for the aerial map noting the designated short-term and long-term parking areas highlighted in orange.

STORED VEHICLES

1. At no time is a vehicle to be stored in guest parking. A stored vehicle is a vehicle that is not in operating condition and/or does not have a current license plate and is stored for a continuous 72-hour period. If a vehicle is found to be stored for more than a continuous 72 hours, it will receive a ticket and warning. If the stored vehicle remains in guest parking for another continuous 72 hours, it will then be towed.
2. This rule will apply to all stored vehicles whether or not they have a permit.

FAILURE TO COMPLY

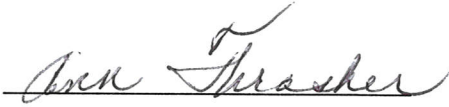
The Board has the authority to revoke all parking permits issued for a specific Unit and may implement other consequences for the misuse/abuse of guest parking. This will include but shall not be limited to:

1. Unit owners ignoring reminder/requests to register any new vehicles.
2. Owners & Tenants continuing to park in guest parking.

Fines: Owners who violate these rules, and Owners whose tenants violate these rules, will be subject to a \$50.00 fine for the first offense, a \$100.00 fine for the second offense within a 12-month period, and a \$150.00 fine for each offense thereafter in the same 12-month period. These fines are in addition to towing which is the responsibility of the vehicle's owner.

Adopted on May 16, 2019 by the Sycamore III Condominiums, Council of Co-Owners Board of Directors.


James Locke – President


Ann Thrasher – Vice President/Treasurer

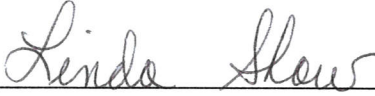

Linda Shaw - Secretary

Exhibit A

**SYCAMORE III
PARKING PERMIT REQUEST FORM**

Prior to issuing a parking permit, the Sycamore III Condominiums, Council of Co-owners requests that the following information be submitted to Paragon Management Group, 5151 Jefferson Blvd., Ste 103, Louisville, KY 40219 or via email to info@paragonky.com.

*******READ CAREFULLY*******

Copies of vehicle registration for all vehicles at the unit are required in order to process this request. Vehicles must be registered to the unit address.

Name: _____

Property Address: _____

Telephone Number(s): Home: _____ Other: _____

Owner/Tenant information:

Number of licensed drivers at unit: _____

Number of vehicles at unit: _____

Vehicle Information:

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Make				
Model				
Year				
Color				
Plate Number				

I/We acknowledge I/we have been provided a copy of and reviewed the Sycamore III parking permit policy. I/We understand that failure to properly display the parking permit(s) may lead to towing of my/our vehicle(s) with no notice.

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Exhibit B – Designated short-term and long-term parking areas

