

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION

Resolution of the Management Committee Vehicle Towing Policy

WHEREAS, the Management Committee (“Committee”) of the Sunbrook Condominium Homeowners Association (the “Association”) is authorized to administer the affairs of the Association and provide for the enforcement of its covenants and rules and to further establish general guidelines for the Committee to follow in order to discharge its duties to the Association members;

WHEREAS, the Declaration and Bylaws of the Association allow the Management Committee to do all things necessary or desirable to aid the Committee in carrying out any of its functions;

WHEREAS, parking spaces are designated as common area on the plat and in the Condominium Declaration for Sunbrook Condominiums;

WHEREAS, the Management Committee is responsible for the upkeep and operation, as well as may prohibit or limit the use of, the Common Areas, including parking;

WHEREAS, in order to enforce the parking restrictions as well as the assignment of parking spaces within the Association, the Management Committee desires to provide a means to enforce the parking rules and policies of the Association, including the need to adopt a towing policy;

NOW THEREFORE, BE IT RESOLVED THAT the following policy is adopted by the Committee as follows:

Vehicle Towing Policy

Owners and their guests are required to park their vehicles in designated parking spaces assigned specifically to the Unit.

- A. Vehicles may be towed for the following:
- a. Unlicensed, unregistered, inoperable or abandoned vehicles;
 - b. Parking in a designated parking spot, other than that assigned to the Owner;
 - c. Parking in front of the garages or in the drives of the townhomes;
 - d. Parking of any recreational vehicles (campers, motorhomes, ATVs, etc.), boats or trailers on Association property;
 - e. Utilizing more than the assigned two (2) spaces without being assigned an Additional Parking Space pursuant to a separate policy adopted by the Management Committee;
 - f. An Owner parking their vehicle in the unassigned or unauthorized parking spaces, including those meant for visitor use only;

- B. Vehicles parked illegally or in areas to which they are not assigned, or in violation of the parking provisions of this or any of the Association's governing documents are subject to vehicle towing pursuant to the following:
- a. Notice of any parking violations shall sent to the Owner of the vehicle (if known) and demand made to remedy the violation within seventy-two (72) hours.
 - b. A notice of violation and warning will be placed on the vehicle. Except in the case of an emergency, or in locations where no parking signs are posted, any notice of violation shall provide the vehicle owner with notice allowing seventy-two (72) hours to cure the violation.
 - c. A resident may request special written permission of the Management Committee for guests/visitors who may be staying longer than seventy-two (72) hours, but for no longer than fifteen (15) days. A vehicle is subject to towing at the owner's risk and expense if **prior written permission** from the Management Committee is not received.
 - d. The Management Committee shall cause signs to be posted on common areas or notifying residents that any vehicle illegally or improperly parked within the Community may be towed at the applicable unit owner's sole risk and expense.
 - e. The Management Committee shall engage a towing company to tow vehicles in violation of this policy.
 - f. Vehicles parked in violation of these vehicle and parking regulations are subject to and may be impounded, towed from the Community, and stored.

This parking policy serves as notice to all residents. In the event a vehicle is towed from the Community, the owner of the vehicle shall be solely responsible for all costs of towing and storage.

IN WITNESS WHEREOF, the undersigned hereby certify and attest that this Resolution has been duly adopted by the Management Committee.

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION, INC.

DATED this ____ day of _____, 20____.

 President

DocuSigned by:

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Marla Hamilton

 Secretary

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION

Resolution of the Management Committee Additional Parking Spaces

WHEREAS, the Management Committee (“Committee”) of the Sunbrook Condominium Homeowners Association (the “Association”) is authorized to administer the affairs of the Association and provide for the enforcement of its covenants and rules and to further establish general guidelines for the Committee to follow in order to discharge its duties to the Association members;

WHEREAS, the Declaration and Bylaws of the Association allow the Management Committee to do all things necessary or desirable to aid the Committee in carrying out any of its functions;

WHEREAS, parking spaces are designated as common area on the plat and in the Condominium Declaration for Sunbrook Condominiums;

WHEREAS, the Management Committee is responsible for the upkeep and operation, as well as may prohibit or limit the use of, the Common Areas;

WHEREAS, there are currently eight (8) unassigned, or additional, parking spaces located within the Association (“Additional Parking Spaces”);

WHEREAS, due to the interest of Owners to utilize for their personal use, the additional parking spaces located within the Association, the Management Committee sets forth herein a policy for the use and designation of the additional unassigned parking spaces located within the Association.

NOW THEREFORE, BE IT RESOLVED THAT the following policy is adopted by the Committee as follows:

Additional Parking Spot Use Policy

Use of an Additional Parking Space is solely for the use of Sunbrook Condominiums Owners and requires compliance with the following policies:

1. The assignment of an Additional Parking Space is allocated on a first come basis.
2. A waiting list may be maintained by the Committee if there are more applicants than available spaces.
3. Written approval of the Management Committee along with a signed Agreement is required prior to the right of an individual to utilize one of the Additional Parking Spaces.
4. Only the specific allocated parking space may be used, pursuant to the signed Agreement.

5. A monthly fee in the \$25.00, or another amount as determined by the Committee is required, as well as an application fee and, if determined by the Committee, a security deposit.
6. Additional Parking Spaces shall be approved on a month to month basis only.
7. Owners approved for an Additional Parking Space will be given a "pass" which is required to be placed on the dashboard or rear-view mirror.
8. Owners approved for an Additional Parking Space are responsible for maintaining the space in a clean and attractive condition.
9. All provisions concerning parking, towing, governance, rules or regulations in the Association's governing documents apply to Additional Parking Spaces.
10. The Association may require proof of vehicle registration or ownership.
11. Additional Parking Spaces shall not be utilized for storing or parking unregistered or inoperable vehicles.
12. Additional Parking Spaces are limited only to car or truck vehicles. Commercial, oversized or recreational vehicles shall not be parked in an Additional Parking Space.
13. The Association is not responsible for damage, theft, etc. to any personal property.

NOW THEREFORE, BE IT FURTHER RESOLVED THAT violation of the Additional Parking Space Policy may include:


1. Owners who fail to make payment pursuant to the Additional Parking Space Agreement, shall void their use of the Additional Parking Space, and the Agreement becomes null and void after three days from the date the payment is due.
2. Vehicles kept or parked in a terminated space or otherwise unlawfully utilize and Additional Parking Space, may be towed pursuant to the separate Parking and Towing Policy of the Association.
3. Violations of this Resolution shall subject an Owner to fines and or other corrective action as further set forth in the enforcement policies of the Association.

IN WITNESS WHEREOF, the undersigned hereby certify and attest that this Resolution has been duly adopted by the Management Committee. This Policy may be discontinued through the affirmative vote of the Management Committee as recorded in the minutes of the meeting at which this policy may be terminated.

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION, INC.

DATED this ____ day of _____, 20 ____.

President

DocuSigned by:

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Maula Hamilton

Secretary

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION

Resolution of the Management Committee Parking Restrictions and Policy

WHEREAS, the Management Committee (“Committee”) of the Sunbrook Condominium Homeowners Association (the “Association”) is authorized to administer the affairs of the Association and provide for the enforcement of its covenants and rules and to further establish general guidelines for the Committee to follow in order to discharge its duties to the Association members;

WHEREAS, the Declaration and Bylaws of the Association allow the Management Committee to do all things necessary or desirable to aid the Committee in carrying out any of its functions;

WHEREAS, parking spaces are designated as common area on the plat and in the Condominium Declaration for Sunbrook Condominiums;

WHEREAS, due to the limited availability of parking, both for Owners and for Visitors, the Management Committee desires to clarify the permissible use of parking spaces;

NOW THEREFORE, BE IT RESOLVED THAT the following policy is adopted by the Committee as follows:

Parking Restrictions and Policy

1. Each Unit is allotted two (2) parking spaces for use by Owners of the Unit to which they are assigned;
2. Unassigned parking spaces are for visitor use only, and shall not be used by Owners for parking of their vehicles;
3. “Visitor” for purpose of this resolution shall be defined as any guest, invitee or non-resident family member of an Owner who will be at the residence or on Association property for less than 48-hours. Owners are responsible for the actions of their visitors.
4. After final notice and failure to cure any parking violation, vehicles parked in violation of this resolution, or any parking restriction stated in the governing documents of the Association, are subject to being towed from the Property without further notice and at the sole risk and expense of the vehicle owner. In the event a vehicle is towed from the Property, the owner of the vehicles shall be solely responsible for all costs of towing and storage. Unidentified vehicles shall be tagged and if not moved within 72-hours thereafter, the tagged vehicle may be towed without further notice.
5. At the discretion of the Committee, a system for mandatory registration of Owner vehicles may be adopted to distinguish Owner vehicles from visitors’ vehicles.

6. At the discretion of the Management Committee, a system may be adopted for requesting parking passes for visitors that may be staying longer than 48 hours.
7. At the discretion of the Management Committee, some visitor parking spaces may be used by owners pursuant to a system of assignment adopted by the Management Committee and set forth in a separate resolution.
8. Owners of rental units are responsible for notifying their tenants of this resolution and ensuring that tenants abide by this and all policies, procedures, rules and covenants of Sunbrook Condominiums Homeowners Association.

IT IS FURTHER RESOLVED that violations of this Resolution shall subject an Owner to fines and or other corrective action as further set forth in the enforcement policies of the Association.

IN WITNESS WHEREOF, the undersigned hereby certify and attest that this Resolution has been duly adopted by the Management Committee.

SUNBROOK CONDOMINIUM HOMEOWNERS ASSOCIATION, INC.

DATED this ____ day of _____, 20____.

President

DocuSigned by:

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Secretary