

# Windy Woods Co-operative Homes of London Inc.

Amendment Date: September 23, 2020

Amendment Date: March 30, 2022; April 13, 2022

Date Approved: April 25, 2022

Policy # 4: Parking Policy

## Parking Policy

### 1. REGISTRATION:

- A) Members must register their vehicle(s) with the Co-operative by providing Drivers License, Insurance, ownership and vehicle information indicating vehicle colour, make and license number(s).
- B) Members are responsible for notifying the *Board of Directors or Property Manager* of any change in vehicle information registered with the Co-operative.
- C) Failure to comply with A) and/or B) above could result in the vehicle being removed from the lot.

### 2. PARKING PROCEDURE:

- A) *Only Members who are licensed with a vehicle* will be assigned a numbered parking space, according to availability. These assigned spots are subject to re-evaluation and change as the Co-operative's needs for parking space changes,
- B) Additional parking space *will only be assigned to Members*, according to availability. No additional member vehicles will be allowed in visitor's spaces, or in any designated Member's spot (i.e. no private member to member arrangements), or it will be removed from the lot. *Additional parking spaces will be not be assigned based on convenience but will be placed in the north row of spaces. The number of parking spaces assigned will not exceed 2 vehicles unless there are 3 or more licensed drivers in the unit.*
- C) Any additional vehicles will be charged **\$20.00 per month for the first vehicle and \$25.00 per month for each additional vehicle** according to availability.

### 3. PARKING RESTRICTIONS:

- A) All members are responsible for keeping the parking lot in a tidy state (i.e. no messy car repairs, litter, etc.)
- B) All members will be held financially responsible for any damage done to their parking space due to a vehicle that is inoperable or not mechanically sound (i.e. leaking fluids).

C) Unlicensed/inoperable/unregistered vehicles may not be kept in the parking lot or on co-op property. All vehicles must be properly insured and have a current license plate and license plate sticker. Vehicles without license plates or up-to-date stickers may not be kept in the parking lot or on co-op property. Any such vehicle will be towed at the owner's expense and risk.

D) No recreational vehicles (i.e. trailers or boats) or oversized vehicles shall be permitted a parking space without prior permission of the *Board of Directors*.

E) Owners shall not be permitted to do major repairs in the parking lot (i.e. tire rotation, brake jobs, major body work, engine replacement). Emergency repairs shall be permitted (i.e. flat tires). Car washing shall not be permitted.

F) Repairs of any type are not permitted on the garbage pad.

**4. PARKING ASSIGNMENT:**

A) Spaces may be allocated to suit the special needs of the qualified disabled members or members with medically documented special needs, upon availability. Refer to Accessible Units Policy.

B) When a non accessible parking space comes available close to the building, a Member would get priority based on their need (either accessibility or baby in stroller needs), then based on seniority (living the longest at Co-op). Requests to move parking spaces must be in writing.

C) Any two Members who voluntarily agree to exchange parking spaces may do so, after notifying the Office.

**5. NO PARKING AREAS:**

No parking areas shall be established as required (i.e. garbage pads, front driveway).

**6. VISITOR PARKING:**

It is each member's responsibility to ensure that his or her visitors are not in violation of the parking policy. Members shall park in their designated spots, visitors in the spots marked "Visitors", including the Daycare after 6:30 P.M. and on the weekends or holidays. Visitor parking shall be limited to a maximum of 72 hours (3 days). If your visitor be here for a longer period of time or visiting frequently then the *Board of Directors or Property Manager must* be notified in writing with the vehicle information to prevent it from being towed.

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7. PARKING CONCERNS:

Any parking concerns shall be submitted in writing to the *Board of Directors or Property Manager*.

8. TOWING:

- A) *The Board of Directors or the Property Manager have a towing company and have the authority to tow vehicles.*
- B) Member vehicles that are in violation of the parking policy will be given a violation notice with 7 days to correct the problem or make other arrangements. If after nothing is done to rectify the problem, the vehicle in violation will be towed off the lot at the owner's expense. The member will receive a notice when their vehicle is towed from the lot and notified as to where it can be claimed. No vehicle shall return to the lot unless the violation is rectified.
- C) When a Member is determined that someone has parked in their designated space, it is their responsibility to complete the top section of a notification form (available in the common room) to let the offender know they are in a member-designated spot and they will be towed if they repeat this behavior. The Member must then let the *Board of Directors or Property Manager* know the particulars of the offending vehicle (bottom section of the form). Towing of vehicles that park in member-designated spaces will be at the sole discretion of the *Board of Directors or Property Manager*.