

# ROYAL OAKS PROPERTY OWNERS ASSOCIATION

## OPERATING INSTRUCTION 14 (OI 14)

(Revision of original OI 14 dated 13 January 2005)

### Community Parking Enforcement

#### Purpose

To establish a policy and procedure to be used by the Board of Directors and the Covenant Compliance Committee in enforcing Board Resolution 03-02 which specifically references parking violations, and to further clarify Operating Instruction 11 (OI 11) as it relates to covenant enforcement in Royal Oaks.

#### Policy

The board has determined that parking on streets within the Royal Oaks community continues to create safety and access issues and that the board is empowered by the Declaration of Covenants, Conditions and Restrictions to address such issues.

#### Procedure

The Covenant Compliance Committee shall respond to complaints and monitor locations within Royal Oaks for violations of continued on-street parking of specific vehicles. While streets within Royal Oaks contain "No Overnight Parking On Streets" signage, it is generally accepted that short-term and temporary parking for residents entertaining guests, household repair, delivery vehicles, and some construction purposes may be condoned. However, aggravated usage of the streets for persistent parking of a specific vehicle may be cited as a violation.

When a vehicle in violation is observed, a covenant committee member will affix to the windshield a "Notice No Parking On Streets" (Exhibit 1). The lower portion of the notice will be clipped and retained by the committee member recording the date, license number, make and color of the vehicle and the location. If the same vehicle is observed in violation at a later date, a committee member will affix to the windshield a "Second And Final Notice No Parking On Streets"(Exhibit 2). At that time, the committee member will request a board officer (president, vice president, or secretary) to authorize the towing of the vehicle if non compliance continues over a reasonable period of time.

After a board officer has approved the towing and the vehicle continues to be parked on the street, the committee member will call the pre-approved towing service to tow the vehicle. At that time, the committee member will direct the towing service to a board officer to sign an authorization form as provided by the towing service.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 2010

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William Sepples, ROPOA President