

## *Appendix B: Garage Rules*

### **EAST POINT GARAGE POLICIES AND PROCEDURES**

#### **REGISTRATION AND PARKING OF VEHICLES FOR UNIT OWNERS**

**January 20, 2006**

**All monthly parkers are required to sign the Association's standard parking agreement.**

#### **Types of vehicles permitted in the garage**

- Passenger vehicles (cars, trucks, vans) that are small enough to safely enter and exit the garage, and that can be safely parked in an available parking space
- Motorcycles
- Bicycles (to be stored in a separate Bicycle Room)

#### **Number of vehicles permitted**

- 1<sup>st</sup> passenger vehicle ○ Each unit owner is entitled to register and pay a monthly fee for one passenger vehicle
- 2<sup>nd</sup> passenger vehicle ○ A unit owner may request monthly parking for a 2<sup>nd</sup> passenger vehicle
  - All requests for a 2<sup>nd</sup> vehicle will be placed on a waiting list and reviewed by the Garage Supervisor, Garage Committee and On-site Property Manager
  - Approval of parking for a 2<sup>nd</sup> vehicle is temporary and is contingent upon availability of space in the garage
  - If parking space is needed to accommodate a 1<sup>st</sup> vehicle for any unit owner, owners with a 2<sup>nd</sup> vehicle may need to remove that vehicle from the garage. The order of removal will be based upon seniority, e.g., the last 2<sup>nd</sup> vehicle registered in the garage will be the first vehicle removed, etc.
- Motorcycles ○ A unit owner may request monthly parking for a motorcycle
  - All requests for a motorcycle will be placed on a waiting list and reviewed by the Garage Supervisor, Garage Committee and On-site Property Manager
  - Approval of parking for a motorcycle is temporary and is contingent upon availability of space in the garage
- Bicycles ○ Unit owners may submit a request to register and pay an annual storage fee for one or more bicycles
  - Bicycle storage is contingent upon availability of space in the Bicycle Room

### **Temporary removal of a vehicle**

- 1<sup>st</sup> passenger vehicle ○ If a unit owner would like to temporarily remove the vehicle from the garage, the monthly parking fee must continue to be paid if the owner continues to pay the monthly assessment fee
- 2<sup>nd</sup> passenger vehicle ○ If a unit owner would like to temporarily remove the vehicle from the garage, the monthly parking fee must continue to be paid if the owner continues to pay the monthly assessment fee
  - If a unit owner temporarily removes the vehicle from the garage and does not wish to pay the monthly parking fee, then procedures regarding requests for a 2<sup>nd</sup> vehicle must be followed (see above)
- Motorcycles ○ If a unit owner would like to temporarily remove the motorcycle from the garage, the monthly parking fee must continue to be paid if the owner continues to pay the monthly assessment fee
  - If a unit owner temporarily removes the motorcycle from the garage and does not wish to pay the monthly parking fee, then procedures regarding requests for a 2<sup>nd</sup> motorcycle must be followed (see above)
- Bicycles ○ If a unit owner would like to temporarily remove the bicycle from the Bicycle Room, the annual storage fee must continue to be paid if the owner continues to pay the monthly assessment fee
  - If a unit owner temporarily removes the bicycle from the Bicycle Room and does not wish to pay the annual storage fee, then procedures regarding requests for a 2<sup>nd</sup> bicycle must be followed (see above)
- It is not permissible for a unit owner to temporarily remove a vehicle and temporarily let another unit owner “use” the parking privileges.
- It is permissible for a unit owner to temporarily substitute her/his registered vehicle for a different vehicle (e.g., rental vehicle, borrowed vehicle), contingent upon approval by the Garage Supervisor and On-site Property Manager

### **Registration**

- Unit owners must submit all registration requests to the On-site Property Manager
- Proof of insurance is required for all passenger vehicles and motorcycles

### **Miscellaneous**

- Unit owners are requested to give 30 days’ notice of any changes in parking status • All parking fees are based on a monthly charge and will not be prorated.

## VISITOR PARKING

January 1, 2018

### Visitor

A visitor is defined as someone who brings a vehicle to East Point when s/he is invited to come to East Point by a unit owner.

### Visitor Registration

If there is available parking space in the garage, the visitor will receive a guest parking pass from the garage employee on-duty. If space is not available, the visitor may not park in the garage.

In order to gain entrance to the building, the visitor will contact the door staff using the telephone near the building entrance. Door staff will admit the visitor into the building and will stamp the parking pass indicating that the visitor has checked in according to East point's rules and regulations

Door staff will call the unit owner and verify that the visitor should be permitted to visit the unit.

If a unit owner will not be at home and would like the visitor to have access to the unit, then the unit owner will contact the Property Manager ahead of time and sign an "authorization for entry" form.

### Visitor Parking Fees

One hour or less	No Charge
Parking for 8 hours or less	\$8.00
Parking for over 8 hours to 24 hours	\$15.00
Sea Wall Parking (if available)	\$10.00

Parking for more than 24 hours:

If a unit owner would like to invite a visitor to park their vehicle for more than 24 hours, the unit owner must notify Management and the Garage Supervisor and provide information about the expected length of stay. The \$15 daily fee will be charged for each additional 24-hour period, or portion thereof. As with all East Point policies, permission for extended parking is subject to availability and other limitations.

### Payment of Visitor Parking Fees

Unit owners are responsible for payment of all visitor parking fees.

The only form of payment is direct billing to the unit owner's monthly statement. The unit owner should sign the parking pass to acknowledge billing; however, a signature is not required for billing.

Management will file all parking passes and provide copies to a unit owner upon request.