

Woodlands Estates Homeowners Association, Inc.

The Tow Away plan has been effective since July 9, 2019. Signs are posted at both entrances to Woodlands Estates.

Vehicles parked across some or all of sidewalks forces adults and children using the sidewalks to go around, sometimes on the grass or roads. It is a hazard, which can lead to accidents.

Vehicles parked on the street during restricted hours without special permission raise questions about security. Why is it on the street? Is something unlawful taking place?

The attached procedure Bulletins cover the plan and the responsibilities of the the Controlled Access personnel, Property Management, Towing Company and owner's.

It is hoped that all owners, especially those owners who have been in the habit of improperly parking on the street between and or across any part of the sidewalks and other access ways, will cooperate in eliminating parking violations of the Covenants and Restrictions for the area.

Owners who rent or lease their properties are responsible for advising their tenants of the Tow Away procedure.

From October 1, 2019, if your vehicles are improperly parked and or prohibited vehicles are parked, they will be tagged with a VIOLATION TICKET and will be subject to Tow Away. There may not be any parking on the street from **2am to 6am**.

For a period, Board policy will be not to Tow Away on a first offence if the owner takes measures to quickly correct the violation. However, even a first offense, which is not corrected in a reasonable time and or a second and further violation, will result in a VIOLATION TICKET and the putting in motion of the Tow Away process.

The Board also considered what could be done to provide for those owners who have guests over holiday or school break periods and where owner's garages and driveways will not accommodate the guest vehicles. This situation is included as an "Exception" in the Procedure Bulletin.

The program will be strictly enforced with an even hand. If you have, any questions please call Management and Associates at 813-433-2000.

Sincerely,
The Board of Directors
Of Woodlands Estates HOA, Inc.

Woodlands Estates
Procedure Bulletin
Administration #102
Subject: Parking
Date app. by BOD: 9/26/94

IMPROPERLY PARKED VEHICLES OR PROHIBITED VEHICLES

The Board of Directors, after legal consultation, passed a resolution on September 26, 1994 to implement a Tow-Away program to remove vehicles improperly parked or prohibited vehicles parked in the area.

All owners will be notified of the Tow-Away program in advance of its' effective date.

Any vehicle improperly parked will be tagged with a "VIOLATION" TICKET. A vehicle improperly parked will include vehicles parked on the street between the hours of 2 A.M. and 6 A.M. and at any time across any part of the sidewalk, driveway or grass area between the sidewalk and the street.

The "VIOLATION" TICKET will include:

- a. Date and time of violation and name of owner if known.
- b. Identification of the vehicle and make and license number.
- c. The nature of the parking violation.
i.e.: parked on access way between 2 A.M. and 6 A.M.
"Prohibited Vehicle" parked on access way
"Private Property"
- d. A note advising that all costs related to the towing, storage, legal and other costs will be charged to the owner of the vehicle.

RESPONSIBILITY OF CONTROLLED ACCESS PERSONNEL

- a. Completing the "VIOLATION" TICKET.
- b. Placing it on the offending vehicle but not in a place where it would interfere with safe operation of the vehicle.
- c. Notification of the Property Manager of "VIOLATION" TICKET.
- d. On second and subsequent offenses, after following the above three (3) steps, notification to towing company of vehicle to be towed.
- e. Accompany tow truck operator to identify vehicle to be towed and be present while towing proceeded with.

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RESPONSIBILITY OF PROPERTY MANAGEMENT COMPANY:

- a. Notification of all owners of the Tow-Away program and its effective date.
- b. Insuring the installation and maintenance of the signs required by law.
- c. Where appropriate, accompanying the security guard while a "VIOLATION" TICKET is being applied.
- d. Maintaining a record of all "VIOLATION" TICKETS issued and any consequential records which may be needed for reference.
- e. Advise owner that a second ticket will result in towing.
- f. Send copy of "visitor temporary parking" request form to Wells Fargo as confirmation.
- g. Billing and collection, if any, costs not collected by the Towing Company.

RESPONSIBILITIES OF THE TOWING COMPANY:

- a. Make sure the "VIOLATION" TICKET remains on the vehicle until the vehicle is released to the owner.
- b. Follow all requirements of the towing statute and including those in Article 715.07 and not limited to but including the following:
 1. Towing company must be open for towing purposes between specified hours and when closed will have a sign prominently posted indicating where the operator of the site can be reached at all times.
 2. The person or firm towing or removing the vehicle shall, within 30 minutes of completion of such towing or removal, notify the Sheriff of such towing; the storage site and other particulars as required by law.
 3. If the registered owner or legally authorized person in control of the vehicle arrives at the scene prior to removal or towing of the vehicle and pays not more than one half of the posted rate, then the vehicle will not be towed away.
 4. Towing company will install signs at each entrance to Woodland Estates that state, unauthorized vehicles will be towed away at the owners expense. The signs will include the name and telephone number of the firm towing or removing the vehicles.
 5. Towing company will file current rates with the local law enforcement agency.
 6. Towing company will collect all towing and related costs before release of a vehicle.
 7. Towing company will give a written signed receipt to the person paying towing, storage and other charges.

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RESPONSIBILITY OF THE OWNER OR LEGALLY AUTHORIZED PERSON IN CONTROL
OF THE VEHICLE (cont'd.)

- a. Not to park a vehicle in unauthorized areas.
- b. To correct a violation immediately.
- c. To phone or contact the towing company and make arrangements for redemption of the towed away vehicle.
- d. To pay all towing, storage and related costs.

EXCEPTIONS - VISITORS PARKING 2 A.M. - 6 A.M.

1. If an owner has visitors for a short term and owners /lessees garage and driveway can not accommodate parking of visitor vehicles in owners/lessees garage or driveway to the sidewalk areas (no trailers, trucks, etc.), then special consideration will be given by the Board providing owner/lessee has completed a Visitor Temporary Parking Request form and received approval thru Management and Associates in advance for temporary parking on street in front of their residence during restricted hours.
2. Such vehicles must display a "Visitor Temporary Parking" permit on the dash board. The maximum period will be for seven (7) days. Any longer period or extension of original time permitted will require completion and advance approval of a new "Visitor Temporary Parking" request form.
3. In all instances where temporary parking is approved, Property Manager will notify Controlled Access of the vehicle to be parked and period of time for which special permission has been granted. Manager is to send a copy of the request form to Controlled Access as confirmation.
4. Any violation of the time for which temporary parking on the street has been given, will be logged and subject to Tow-Away.
5. If an emergency situation arises for temporary parking, and the Management office is closed, contact the Controlled Access office (785-7384). They do not have authority to issue Temporary Parking Permits but will attempt to get special permission from Management or a Board Member. In any such instance, on the first day the Management office is open following the emergency situation, the owner/renter must confirm the request in writing according to normal procedures.

EAST LAKE WOODLANDS COMMUNITY ASSOCIATION, INC.

VISITOR PASS REQUEST

Date: _____ Visitor Name: _____

Unit Address: _____

Check Out Date: _____

Vehicle Tag No: _____ Vehicle ID No.: _____

Vehicle State of Registration: _____ Lease/Own: _____

Vehicle Make: _____ Model: _____

Leasing Agent: _____

Visitor Signature: _____

PARKING AND FACILITY PASS	
WOODLANDS ESTATES	
VISITOR	
NAME	
LOCATION	
LICENSE TAG NUMBER	
EXPIRATION DATE	
000125	