

# CLARION CO-OPERATIVE HOMES INC.

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## VEHICLE CONTROL AND PARKING POLICY

REVISED FEB 4, 2016

### PURPOSE:

- To provide a safe community environment
- To ensure a fair and equitable system for members' vehicle control and parking.
- To ensure a sustainable vehicle control and parking system.
- To discourage and prevent non-member parking.

### POLICY:

1. **CO-OP SPEED LIMIT:** The speed limit on all co-op's internal roads is ten kilometers (10 km) per hour.
2. **VEHICLE CONTROL:**
  - a) All vehicles on co-op property are registered and assigned a designated parking passes that will be controlled and distributed by the Office as set out in the Vehicle Control and Parking Procedure. All members are required to prominently display parking passes on their vehicles when parked at the co-op.
  - b) The co-op is required to provide one (1) parking spot for each household. All Members who have a garage are expected to park one (1) vehicle inside the garage.
  - c) Five (5) parking spots are designated for three (3) apartments and two (2) co-op staff. Only vehicles from apartment members and staff are permitted to be parked in them.
  - d) For the purpose of this policy, the term 'vehicle' shall include cars, vans, trailers, motorcycles, tent trailers, boats on trailers, and all such conveyances.
  - e) Oversize vehicles (such as trailers, tent trailers, boats on trailers, and all such conveyances) and large commercial work vehicles (such as tow trucks, cube vans, etc.) will not be permitted on co-op property.
  - f) No more than two (2) vehicles per member household may be kept on co-op property.

Members who use a company car (ie. taxi cab) for work must register the vehicle as part of their household vehicle list. A parking spot (garage, unit driveway or reserve parking spot) will be assigned and used.

Members with second household vehicles will be assigned to park at the unit driveway in front of the garage as long as the rear tires of the second vehicle do not touch the blacktop asphalt. If this is not possible, the additional vehicle must be parked off site unless written permission has been granted by the Board of Directors for a reserved parking spot subject to availability and on a first come first serve basis. A fee for the assigned reserve spot may be applied.

Members needing extra parking space are encouraged to consider asking another co-op member's permission to park at their driveway.

Any additional vehicle must be parked permanently off-site unless written permission has been granted from the Board for a reserved parking spot.

- g) Members who may wish special parking consideration due to the shape, size or type of their vehicle may address their concerns in writing for the Board of Directors to consider.

3. **VEHICLE REGISTRATION:** All information about vehicles that are owned and operated regularly by members in the co-op unit must be reported to the co-op office annually on the Annual Household Information form (vehicle type, colour, license plate number, and driver) and during the year if there are any changes, additions or deletions to the information on file.

In the event that a member acquires a new vehicle and still has the old vehicle, the office may grant a temporary permit and a designated parking spot for up to 15 days until it can be disposed of or sold.

Member vehicles that are registered and assigned a parking spot (Garage, unit driveway, or designated parking) will not be allowed to park in Visitor Parking.

All vehicles parked on Co-op property must be in good repair, licensed and have a valid registration sticker; no derelict vehicles may be stored on Co-operative property.

Vehicles not in working order, excessively noisy, in poor repair, or those considered abandoned will be removed off the co-op property by the member within 15 days of notice. Failure to remove the vehicle will result in the vehicle being removed at owner's expense.

4. **NO PARKING:** Vehicles are not to be parked on any internal roadways in the co-op. These roads are designated as fire routes.

Vehicles may not be parked on any grassed area in the co-op.

Vehicles are not to park in areas designated for winter snow removal from December 1 to March 31 yearly.

5. **VISITOR PARKING:** Visitors must park in the designated visitor parking spaces or in the driveway of the member they are visiting. Member residents are responsible for informing their visitors of the co-op Vehicle Control and Parking Policy.

Designated visitor parking spaces will be used by visitors only. Visitor may park in the co-op from 6:30 am – 11:30 pm daily.

All members will be issued 'overnight' visitor tag to be used by visitors who stay after 11:30 pm or arrive before 6:30 am.

Members who have guests with more than one vehicle visiting from afar who plan to stay at the member's unit for longer than seven (7) days, will need to request overnight visitor parking tags in writing to the co-op office. A temporary overnight parking pass will be issued for a specific period and it will need to be displayed on the vehicles parked overnight. Members are encouraged to ask a co-op friend or neighbor permission for those guests to park in their driveway or use their overnight parking pass.

6. **VEHICLE REPAIRS ON CO-OP PROPERTY:** The co-op permits safe minor maintenance of vehicles to be performed on co-op property. Vehicles under minor repair are to be safe, supervised and not left unattended. Major repairs (motors, transmissions, bodywork, etc.)

may not take place on co-op property at any time. After oil changes, the used motor oil must be disposed of at a hazardous waste depot.

7. **REPORTING VEHICLE CONTROL & PARKING VIOLATIONS:** Any two (2) Members of the Co-operative who are witness to speeding, excessive vehicle noise emissions, unlicensed/expired sticker, and parking violation, may report it in writing to the co-op office.

#### **PARKING CONTROL PROCEDURES:**

1. All members with vehicles must register their vehicles with the co-op office.
2. A valid parking spot and parking pass will be issued for each registered vehicle in the co-op.
3. The pass must be displayed on the vehicle visible through the windshield and parked in the assigned spot to which it is registered.
4. If a vehicle parked on co-op property, including in the unit driveway that is found to have an improper pass it may be ticketed or towed.
5. A monthly fee will be charged to Members to use designated reserved parking spots.

Approved by the Board: February 17, 2016

Approved by the membership: March 21, 2016