

April 6, 2020

Dear Owners,

The Townhome Board of Directors adopted a new parking policy at its Special Call Meeting via teleconference on March 25, 2020, which will take effect immediately. Enclosed you will find a copy of the policy for your review and owner file. I wanted to take this opportunity to explain some of the provisions and hopefully answer some of your questions and reduce controversy. Please note the policy primarily reiterates and re-codifies the restrictions contained in the original Amendment to the Declarations relating to the Townhomes which are in the Green Book (GB). Book 1472 Page 609 - 611. Article III. 3.01. Vehicles and Parking.

As you are aware, parking is extremely limited in the community. Therefore, adherence to parking and vehicle restrictions is essential to maintain good community morale and spirit, especially during these troubling times. Please note the following as it applies to the newly adopted Policy:

- On-street parking is NEVER permitted. **Owners, residents or guests who park on the street may be subject to immediate tow at the owner's expense.** See Item 8.
- Guest parking is reserved for guests of owners and should never be used by an owner or resident of a unit. "Regular basis" is defined in the GB as "parked on a Submitted Property for eight (8) or more hours a day, eight (8) or more days per month." Please be respectful to your neighbors by advising anyone residing with you or using a vehicle on the property on a regular basis of this restriction.
- The board has the authority to *ASSIGN the use of a NON-DESIGNATED parking space to any unit with special needs* (e.g. a unit with a one car garage and inadequate driveway space to accommodate the resident of the unit) but this assignment may be subject to reconsideration if needs outweigh spaces and there are other options available. See Item 3.
  - NOTE: This was previously referred to as an EXEMPTION and will now be considered an ASSIGNMENT. The board reserves the right to assign an AREA to the owner for any parking assignment and parking outside the assigned area will be a violation subject to penalty as described in Item 13.
- IF the need for additional parking is sporadic and *not a regular need*, residents may utilize NON-DESIGNATED spaces *at will*. See Item 15.
  - NOTE: At will use of a designated space should not result in parking space deficiencies so long as individuals needing additional space on a regular basis apply for an assigned space under Item 3.
- Residents requiring long-term additional parking to store/house/keep a vehicle for non-daily use may apply for an EXEMPTION, in writing to the Association Manager, proving the MAKE, MODEL and PLATE NUMBER of the vehicle with an explanation. The cost for a non-exempt space (which is also not a guest space) for non-daily use is \$15.00 per month. See Item 16.
  - NOTE: The cost for storage/housing/keeping a vehicle for non-daily use relates to a provision in Article III. 3.01, which strictly prohibits this EXCEPT in areas, if any, specifically designated by the board. Parking space in the community is limited and this is a special consideration for which the board has voted to assess a monthly fee. If you have previously been authorized to

store/house/keep a vehicle in a designated space without a fee, you will be required to begin paying a monthly fee after your re-application for an EXEMPTION is approved.

- Owners who have guests who will utilize parking for more than 7 consecutive days must notify the PHCA, Inc. Association Manager of the MAKE, MODEL and LICENSE PLATE NUMBER of the vehicle.
  - NOTE: Again, a guest is someone who will not park on the property 8 or more hours per day, 8 or more days per month. If someone who does not reside with you will exceed those parameters, they should never park in guest parking and must use a NON-DESIGNATED space.

The board will need to re-validate any placard, assignment or exemption previously approved by another board. Therefore, if you have a previous EXEMPTION to use a parking space outside of your unit on a regular basis, including an EXEMPTION to park a vehicle that is not regularly used, please SUBMIT YOUR REQUEST to Cindy Russell, PHCA, Inc. Association Manager, along with the MAKE, MODEL and PLATE NUMBER OF THE CAR, and an explanation of why the space is needed. Ms. Russell will submit your request to the board for approval. **The deadline for your re-application is April 15, 2020.**

Also please note: Vendors doing repairs and/or maintenance to your units must not park on the street long-term. Obviously, some vendors are only making brief deliveries and it is impossible for owners to advise delivery service providers to park in the parking area in advance in most cases. Additionally, movers or other vendors delivering heavy materials will need the best possible access to the property. However, this must be brief, and the vehicle must be moved as promptly as possible to allow the free flow of traffic and/or in case of emergency so emergency vehicles can access the community.

Thank you all for your support of the board and these new policies. Adopting a policy during these difficult times may seem unnecessary to some and we want you to know we are not trying to make anyone's life more complicated or difficult. We have 84 townhomes and 9 single homes in this community with limited parking; and, our parking needs are greater now more than ever with orders by the Governor to be healthy at home. We have had multiple complaints over the last few months about parking violations due to disregard of the deed restrictions by some owners. These complaints required the board to review the GB in detail in order to develop a policy that reiterated the long-standing rules in a way that makes sense. I hope we have accomplished that goal and that everyone will understand there is no intent of heavy-handedness by this board, but merely an effort to fairly and consistently enforce and apply the restrictions.

If anyone has any questions about this, or if anyone has any special needs during the unprecedented times of this pandemic, please email the Townhome President, Sara Boswell Janes, at [sarabjanes@gmail.com](mailto:sarabjanes@gmail.com).

Sincerely,

Palomar Hills Townhome Association, Inc. Board of Directors