

COLONIAL SQUARE COOPERATIVE
PARKING AND MOTOR VEHICLE POLICY

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- I. The operation and parking of motor vehicles on the premises of Colonial Square Cooperative is by the authorization of the Cooperative and must be in compliance with this policy.

During business hours, which are posted at the office, the Visitor/free spaces at the Office/Community building and the maintenance area are for the use of Cooperative staff and public with Cooperative business. After business hours, these spaces may be used for Visitors or Members.

The operation of motor vehicles is restricted to the streets and authorized parking areas of the Cooperative. No motor vehicle may be driven on any Cooperative lawn, yard, or sidewalk without permission of Management.

No motorized vehicle of any kind may be operated on the premises unless the vehicle is legally licensed and has such safety or other equipment (including properly functioning exhaust systems) as is required by law.

Minibikes, unregistered motorcycles, snowmobiles, personal watercraft, or OHV's (Off-Highway Vehicles) cannot be started, operated, driven, or serviced on Cooperative premises.

The Member/Resident in each townhouse is directly responsible for ensuring that their Visitors observe the Cooperative's Parking and Motor Vehicle Policy while they are on the property.

Any vehicle on Cooperative property in violation of this policy is subject to towing/removal at the expense of the owner.

- II. Definitions applicable to this policy
 - A. **“Vehicle” or “motor vehicle”** - a car, automobile, pick-up truck, van, station wagon, minivan, motorcycle, or other self-propelled vehicles used primarily for transportation.

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- B. **“Recreation Vehicle (RV)”** - any vehicle used primarily for recreation or camping purposes and NOT primarily for daily transportation needs. The term RV also applies to all non-motorized trailers, boats and personal watercraft.
- C. **“Commercial Vehicle”** - any vehicle that is used for business or commercial purpose. This includes, but is not limited to, snow removal and service type vehicles.
- D. **“Assigned or Numbered Space”** - parking spaces that are clearly identifiable by a painted line at the rear of the space and a number that assigns the space to a specific townhouse. These spaces are for the sole and primary use of the Members or legal Residents of the corresponding townhouse.
- E. **“Visitor space”** - parking spaces indicated with a “VISITOR” primarily used for the temporary parking of guests' vehicles and other Member/Resident registered vehicles.
- F. **“Warning of Removal”** - refers to the final warning before the vehicle is removed from the premises at the owner's expense if not in compliance by the date/time stated on the warning.

III. Cooperative Registration of Vehicles

- A. Registration criteria
 - i. In order to register a vehicle you must be a Member or a Resident of the Cooperative. A valid vehicle registration and drivers license must show that the vehicle is legally registered to the Member/Resident applying for a parking tag. In the case of a vehicle that is not legally registered to a Member/Resident, such as a company lease, the Member/Resident must show entitlement or authorization to use the vehicle.
- B. Number of allowable vehicles
 - i. Each household/townhouse is permitted one (1) vehicle per licensed driver who is a legal Member/Resident and occupying the townhouse.
 - (a) In the circumstances of purchasing another vehicle that results in the household having more vehicles than allowed under this policy, the Member/Resident must obtain a temporary parking permit for their old vehicle, good for up to

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30 days. The thirty-day period begins upon the date that the new vehicle is obtained. Registration of the new vehicle is required to obtain the temporary parking permit. The old vehicle must be removed from the premises on the expiration of the 30-day period or the vehicle will be towed at the owner's expense. Members/Residents may have one (1) motorcycle or moped/scooter per household in addition to the number of allowable vehicles as stated above.

- (b) Motorcycles and mopeds/scooters must be registered with the Cooperative office. All such vehicles may only be parked at the front of the Member's assigned parking space parallel with the curb. Owners must place a protective pad (wood or metal) under the stand to safeguard the asphalt surface from damage. Under no circumstances may motorcycles or mopeds/scooters owned by a Member or Resident be parked in a Visitor space.

C. Registration Tags

- i. All motor vehicles belonging to Members/Residents must be registered with the Cooperative office and must have a valid Colonial Square Cooperative registration tag. Each nontransferable tag will display the owner's townhouse/parking space identification number.
- ii. The tag must be affixed to the inside lower corner of the passenger side windshield. The tag must be visible and readable from the outside of the vehicle.
- iii. Motorcycles/mopeds/scooters must be registered but are not required to display a registration tag.
- iv. Before obtaining a registration tag for a new vehicle, the tag from the old vehicle must be returned to the Cooperative office. A lost registration tag will be replaced for a fee of \$50.00.

IV. Temporary Registration and Parking for Visitors

- A. Short-term Visitors may park on the premises for up to 48 hours in any 10-day period without a temporary permit. Long-term Visitors may park on the premises for up to 30 days if their vehicle has been registered with the Cooperative office and has

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a Cooperative "Temporary Parking Permit." The vehicle owner and the Member of record must come into the Cooperative office to obtain the permit. The Visitor must show the office staff a legal, valid driver's license, registration, and proof of insurance. Any Member who has long-term Visitors or regular Visitors who frequently park here overnight will be required to verify that their Visitors have their own residence elsewhere.

B. Temporary Parking Permits -can be issued for the following reasons.

- i. Illness in family (hospitalization)
- ii. Illness in family necessitating care by Visitor
- iii. Out of town Visitors
- iv. House sitters/child care in absence of Member/Resident
- v. Non-Resident family member
- vi. Long term visitors

V. Assigned & Visitor Parking Spaces

A. Assigned/Numbered Spaces

- i. Each townhouse is assigned ONE parking space. Each space shall bear the townhouse identification number. The end of the space nearest the center of the roadway is marked with a yellow bar joining the two bars that serve as parking space dividers. Management will repaint these lines and numbers whenever they are illegible.
- ii. Each numbered space is for the primary and exclusive use of the Members/Residents of the corresponding townhouse, except as otherwise noted in this policy.
- iii. Members and guests shall park in such a manner as to not obstruct use of adjacent parking spaces, making every effort to park centered in the parking space.
- iv. Cooperative staff may park work vehicles in numbered spaces of units to which they have been called.
- v. Members are responsible for keeping their assigned space free from oil, anti-freeze, or other automotive residue. Failure to do so will result in cleaning being performed by the Cooperative staff at the expense of the Member to whose

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townhouse the space is assigned. In addition, the owner of any vehicle leaking fluids on any surface of the Cooperative will be financially responsible for the mitigation and clean up and/or repairs. Failure to mitigate and/or repair a leaking vehicle after the first warning will result in the towing of the vehicle at the owner's expense.

- vi. Immediately report any vehicle leaking fuel to the office or fire department. Any vehicle leaking fuel is subject to immediate towing.
- vii. No other vehicle shall park in a numbered space without permission of that Member/Resident. Members/Residents are prohibited from having any vehicle (other than their own) towed from a numbered parking space. Members may lend use of their assigned parking space to other Members/Residents, and should inform Management in writing of any vehicles other than their own that are permitted in their numbered space to avoid citations being given to such vehicles. Members may not allow their assigned space to be used for activities other than parking of vehicles.
- viii. Members/Residents must notify Management in writing of problems with unauthorized parking of vehicles in their assigned space. Management will take necessary steps to correct the situation, including but not limited to, possible towing of the vehicle (see section XVI).

B. Visitor Spaces

- i. All Visitor parking spaces shall be open for parking to any Resident, Visitor, or staff member on a first-come, first served basis. Under normal circumstances, Members/Residents must first occupy their assigned parking space before occupying a Visitor space with a second vehicle. Occasional exceptions would include leaving the assigned parking space open and available for a Visitor/family member. Members/Residents that consistently park their vehicle in a Visitor space and leave their assigned space open without sound reason will be considered in violation of this policy.

VI. Commercial and Rental Vehicles

- A. The following shall apply regarding the parking and use of commercial vehicles in the Cooperative:

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- i. Members/Residents shall not have large commercial or rental vehicles such as moving or hauling vehicles, trailers, buses, service vehicles, and trucks with plows park on the premises overnight without permission from Management.
- ii. No tractor-trailer hauler may park in the Cooperative at any time for more than 30 minutes without permission from Management.
- iii. No solicitation of any kind is allowed on Cooperative premises from any type of vehicle.
- iv. Members/Residents who are required to utilize a company or "Commercial Vehicle" as defined in this policy must submit a letter of request to Management along with a letter from their employer stating the employee's need and use of the vehicle.
- v. Member/Resident-owned vehicles that fall under the definition of Commercial Vehicle as defined in this policy must be of primary use to the Member/Resident and registered in their name or business.
- vi. Vehicles containing or hauling hazardous chemicals will not be registered with the Cooperative or allowed to park on the property for any period of time without the permission of Management.
- vii. Allowable Commercial Vehicles will not exceed two (2) axles in length and weigh more than 9,000 lbs. Gross Vehicle Weight (GVW). The height of any portion of the vehicle will not exceed nine (9) feet from the ground.

VII. Recreational Vehicles

- A. No RV may be brought into the Cooperative if it measures over 8 feet wide or 22 feet long, weighs more than 4 tons, or has more than two (2) axles.
- B. RVs may be brought into the Cooperative if the owner or Member/Resident meets the conditions of this policy and notifies Management at the first opportunity during normal working hours that the RV will be brought into the Cooperative or is currently on the Cooperative property.
- C. Members/Residents may bring their RVs into the Cooperative for a period of up to 48 hours in any 10-day period. Members/Residents may park their RV's in their own space

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under the condition that it does not obstruct use of adjacent parking. Otherwise, RV's may park on the main roadway, in a marked parallel space. In addition, the RV must not exceed the limits below and must not obstruct or constitute a potential hazard to other vehicles or pedestrians.

- D. Visitor-owned RVs may be brought into the Cooperative for up to 48 hours in any 10-day period so long as the RV is parked only on the main roadways and is parked in a marked parallel space, does not exceed the limits below, and does not obstruct or constitute a potential hazard to other vehicles or pedestrians.
- E. Members/Residents are solely responsible for any damage caused to or by their RV or their Visitor's RV to the parking space, roadway, lawns, or any other area or property belonging to the Cooperative or to other Residents.

VIII. Illegal Parking

- A. It is illegal to park:
 - i. Anywhere on the premises except on the roadways or in the parking areas as designated by markings
 - ii. In a "no parking" area, whether temporarily publicized or permanently posted
 - iii. Alongside any curb or portion of a curb that has been painted yellow
 - iv. Within 15 feet of a fire hydrant
 - v. In front of or within 6 feet of a dumpster enclosure
 - vi. Within 10 feet of a court entrance
 - vii. In a designated "handicapped" space without the express permission of the household for whom that space is assigned
 - viii. In another unit's numbered space without that Member's permission
 - ix. With any part of a vehicle, including bumper or accessories, overhanging the curb or sidewalk
 - x. "Piggy back" with another vehicle in a perpendicular parking space
 - xi. In such a manner as to constitute a potential hazard or to

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obstruct pedestrian or vehicle traffic

- xii. Members with health concerns may request, in writing to Management, for the parking spaces in front of their townhouse to be designated as “NO BACKING IN.” Management will review the request with full consideration given to the requesting Member. The resolution may incorporate the relocation of Assigned and/or Visitor Spaces to accommodate the request. Designated spaces will be marked appropriately.

IX. Illegally Stored or Abandoned Vehicles

- A. Management may declare the following types of vehicles to be abandoned or illegally stored after they have been on the premises over 48 hours:
 - i. Untagged or unregistered vehicles
 - ii. Vehicles that do not display a current license plate
 - iii. Vehicles that cannot be moved under their own power, upon Management’s request

X. Washing Motor Vehicles

- A. The washing of vehicles on the premises is prohibited unless there is an automatic shut-off nozzle attachment on the hose being used.
- B. Vehicles not registered with the Cooperative may not be washed on the premises.

XI. Vehicle Repair

- A. Repairs to vehicles may be made within the Cooperative if the following conditions are met:
 - i. Only vehicles registered with the Cooperative may be repaired on the premises of the Cooperative
 - ii. The vehicle repairs must be completed within 24 hours
 - iii. The vehicle must not be left in a hazardous state when unattended by an adult. Examples of some hazardous conditions are, but not limited to the following:
 - (a) The vehicle is on a jack or ramp, or one or more tires has

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been removed

- (b) Tools and detached vehicle parts are accessible
 - (c) Any type of environmental hazards, including oil, antifreeze, and transmission fluid are leaking and not cleaned up
- B. The parking space must be thoroughly cleaned following repairs and hazardous substances as mentioned above must be cleaned up immediately upon spillage.

XII.Speeding

- A. The speed limit within Colonial Square is 14.5 miles per hour. When an identified Member/Resident is observed exceeding the speed limit, Management may make a formal request to the City of Ann Arbor Police Department so that a speeding violation may be issued to the individual.

XIII.Handicapped Parking Designation

- A. Qualified handicapped persons may request their parking space be marked with a “handicapped parking” designation. No one may park in such a space without the express permission of the handicapped Resident. Unauthorized parking of a vehicle in a designated handicapped space is subject to immediate towing at the owner's expense.

XIV. Quiet Operation of Vehicle

- A. Members of the Cooperative are entitled to peaceful occupation of their townhouse.
- B. Therefore, operators of motorized vehicles are prohibited from:
- i. Gunning their engines
 - ii. Speeding
 - iii. Purposely squealing their tires or “laying of rubber”
 - iv. Reckless driving
 - v. Operating a vehicle with a defective exhaust system
 - vi. Playing a sound system at such a volume that it can be heard at the exterior of the nearest townhouse

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XV. Removal of Vehicles When Parking Areas Are Serviced

- A. Members, Residents, and Visitors are required to remove their vehicles from parking areas when requested in writing or by means of signs posted at court entrances. There will be a mandatory \$20 charge plus any expense (such as reposting signs, vehicle towing, or returning to do work) caused by the individual's failure to do so.

XVI. Management Options to Respond to Violations

- A. For any vehicle that is in violation of this policy, Management has four options depending on the violation:
 - i. Ask the owner to remove the vehicle and comply with the policy
 - ii. Issue a written citation with a possibility of a warning of removal
 - iii. Fine the owner of the vehicle.
 - iv. Remove (tow) the vehicle from the premises at the owner's expense.

XVII. Citation Procedures

- A. A citation will be issued for any violation denoted above, with the exception of vehicles parked in a designated fire lane, handicap space or leaking fuel, which will be immediately removed at the owner's expense.
- B. Any vehicle that receives a parking citation has four (4) working days including Saturday, to address or comply with the citation. On the fifth day, a 24-hour warning of removal will be issued. Failure to comply within the 24-hour warning of removal will result in the vehicle being towed from the premises at the owner's expense. These vehicles may not return to the premises until the violation has been corrected and Management has been notified.
- C. A mandatory \$30 charge (plus the cost of any repairs or renovations to Cooperative property) shall be assessed for driving any motor vehicle on Cooperative lawns, yards, or sidewalks without Management's express permission.

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XVIII. Appeal Procedure

- A. After a citation or warning of removal has been issued, a Member/Resident may request and Management may grant an extension of the deadline for vehicle compliance or have the citation/warning of removal voided. Management may require a meeting with the owner to determine for how long and under what conditions any deadline will be extended.
- B. If a Visitor receives a parking citation, the Member may request Management to have the citation voided.

XIX. Complaint Procedure

- A. Members who wish to lodge a formal complaint about violations of articles I through XV of this policy must do so in writing. All complaints must contain a description of the offending vehicle, license plate number, date, time, type of violation, and sticker number or address of the car's owner. Management will inform the complaining Member when the complaint is resolved.

XX. Enforcement

- A. Management shall designate a person whose primary duty will be to inspect all vehicles in the Cooperative periodically for violations of this policy. Management shall instruct the Cooperative staff to report any obvious violations they encounter while on the job. After normal working hours, the on-call maintenance person will respond to emergencies concerning vehicles only for the following situations:
 - i. When a vehicle is parked in a fire lane;
 - ii. When a vehicle is parked within 15 feet of a fire hydrant;
 - iii. When a vehicle is parked in such a manner as to create a public hazard or to obstruct pedestrian or vehicular traffic

- XXI. All prior policies and motions passed by the Board on topics addressed by this policy are superseded by the current policy.