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**WILLIAMSTOWN HOMEOWNERS ASSOCIATION, INC.  
REGULATORY RESOLUTION #18 - 01  
PARKING AND VEHICLE RULES AND REGULATIONS**

**WHEREAS**, Article VIII, Section 1(b) of the Bylaws of Williamstown Homeowners Association, Inc. (the "Association") gives the Board of Directors the right to "exercise for the Association all powers, duties, and authority vested in or delegated to this Association not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration", and

**WHEREAS**, the Board of Directors has the authority in accordance with Section 55-513A of the Virginia Property Owners' Association Act (Va. Code § 55-508, *et seq.*) to adopt and enforce rules and regulations with respect to the use of the common areas; and

**WHEREAS**, Article VIII, Section 1(a) of the Association's Bylaws also authorizes the Board of Directors to "adopt and publish rules and regulations and to establish penalties for the infraction thereof," and

**WHEREAS**, it is the intention of the Association to establish rules and regulations governing parking so as to ensure the reasonable and equitable availability of parking for all members, and to further ensure the safe condition and attractive appearance of common parking areas:

**NOW THEREFORE BE IT RESOLVED THAT:** The Board of Directors hereby approves and adopts the attached set of "PARKING AND VEHICLE RULES AND REGULATIONS," for the Williamstown subdivision, with an effective date of **October 01, 2018**.

**A. GENERAL INFORMATION:**

1) Upon approval and adoption, the Board of Directors will publish this Regulatory Resolution to the membership, by means calculated to apprise at least a majority of the members, on at least one (1) occasion prior to the commencement of enforcement of the rules and regulations set forth in this Resolution.

2) The Association's property will be posted in accordance with applicable Code of Virginia statutes and relevant ordinances of Prince William County and the Town of Dumfries, with appropriate signs indicating that towing is enforced and that any vehicle found in violation of the Association's parking regulations shall be towed.

3) The Association shall furnish one (1) copy of these regulations to all owners/tenants free of charge.

4) Pursuant to Va. Code Section 55-513A, in the event the Association retains, employs, or engages an attorney to enforce these rules and regulations, or to defend

against any action brought pursuant thereto, the prevailing party shall be entitled to its reasonable attorneys' fees.

5) All vehicles, including passenger vehicles, commercial vehicles, trucks, vans, motorcycles, scooters, mopeds, mini-bikes, all-terrain vehicles (ATV's), private school/church buses, trailers, campers, and all other self-propelled vehicles of any kind and all other wheeled vehicles capable of being towed by other vehicles (hereinafter collectively referred to as "vehicle") driven, parked, or at any time located, stopped or standing on the common areas (including sidewalks) of the Williamstown Homeowners Association, Inc. (hereinafter "premises") are subject to these regulations.

## **B. RESPONSIBILITIES:**

1) Owners and residents are responsible for informing their guests, occupants, tenants, licensees and invitees (including realtors and contractors) of all parking restrictions. Owners and residents living in the Williamstown Community are required by law to register their vehicles with the Town of Dumfries within 30 days and to comply with all other laws, statutes, ordinances and codes applicable to motor vehicles within the Commonwealth of Virginia and Prince William County.

- a. **TOWN DECALS:** The Town of Dumfries requires registration within thirty (30) days of vehicles establishing residency within the Town's boundaries. Town of Dumfries decals (sticker) are issued at Town Hall for Town of Dumfries residents. They expire every year on April 15<sup>th</sup>. Williamstown complies with the Town's ordinances; accordingly, every resident's vehicle parked on the Association's common area must display a valid Town decal.

2) Owners and residents must use their marked reserved numbered spaces. These spaces **SHALL NOT** be used by anyone or any vehicle other than the owner or resident to which the space is assigned without their express permission. Because of the limited availability of parking spaces, all residents (whether owners or tenants) are required to use their assigned parking spaces. A resident can permit their guest to use their designated numbered parking space.

## **C. PARKING PLACARD PROCEDURES AND REGULATIONS:**

1) All vehicles parked in the Association's common area parking lots must display any required decals to comply with all state and local laws, statutes, ordinances and codes applicable to motor vehicles within the Commonwealth of Virginia, Prince William County and the Town of Dumfries. Vehicle parking placards entitle the vehicle to which they are affixed to park in either a resident's numbered space or in an unnumbered space throughout the community. Because of the limited number of parking spaces, residents are required to use their numbered spaces. All placards must be hung from the rear view mirror and fully visible. Vehicle parking placards are **not**

**transferrable** to another residence. **Violation of this regulation shall subject the vehicle to immediate towing without further notice at the vehicle owner's expense.**

2) Owners who reside in Williamstown and who are in good standing with the Association will receive a total of three (3) vehicle parking placards per residence every three years at no additional charge. "Good standing" is defined as being current in the payment of the assessment obligation and having no outstanding covenant or rule violations on the owner's lot. Lost, stolen or damaged placards may be replaced for a fee of \$25.00 per placard. Owners must return parking placards to the Management Office upon sale of home. These placards are designated for vehicles registered in the Lot Owner(s)' name, their tenants and/or their visitors.

Non-resident owners with tenants automatically assign their parking privileges to their tenant(s) through the leasehold. Tenants must have the Owner's written authorization along with the tenants' registration to obtain a total of three (3) vehicle parking placards. A copy of the lease and vehicle registration(s) are also required for registration.

Owners/Residents who are active duty military members may submit proof of military status if their vehicle(s) are registered out of state. **Work/commercial vehicles will NOT be permitted to park in the Association's common parking area parking lots and must park on the public streets.** For the purpose of these regulations, a "commercial vehicle" shall be defined as any vehicle licensed as a commercial vehicle under the laws of any state, or any vehicle without commercial licenses but which has signs, decals, lettering and/or three-dimensional equipment, equipment racks or appliances that conspicuously indicate that the vehicle is used for commercial purposes.

3) All visitor vehicles (guests, invitees, agents, and contractors) who are parked in any of the Association's common area parking lots must display a current valid state license plate, a current valid state inspection sticker (if required) (any DMV paperwork must be visibly displayed on the front dash) and a current valid Williamstown Homeowners Association, Inc. parking placard hanging from the front mirror and visible to read. Because of the limited number of parking spaces, residents' guests are strongly encouraged to use unnumbered spaces in their court prior to using that of another court. All placards must be hung from the rear view mirror and fully visible.

4) If your vehicle has been towed you must call the towing contractor whose number is listed on the signs within each and every Court. **The Board of Directors, HOA Parking Office, or the Management Company cannot retrieve or assist in retrieving your vehicle from the towing contractor regardless of the reason for the tow.** Any reimbursements of towing charges will be handled by the Board of Directors on a case by case basis.

5) Suspension of Use of the Common Area Parking Spaces: Pursuant to Article VI, Section 1 (c) of the Declaration, the Association is authorized to suspend the right of any member of the Association to park on any common area of the Association, including

reserved (numbered) parking space, for any period during which any assessment remains owing and unpaid, and for any infractions of its covenants and published rules and regulations, including but not limited to the parking rules and regulations contained in this Resolution.

6) The towing contractor will notify the Prince William County Police of any vehicles towed from the Association's property. Information regarding towed vehicles may be obtained from the Prince William County Police at 703-792-6500 (non-emergency line).

#### **D. REGULATIONS:**

1) The Association may issue to the resident or to the guest of any resident a "Notice of Violation," describing the violation committed by the owner of any lot, their guests, contractors, tenants or their tenant's guests. Definitions and time limits for violations are listed below. Second violations for the same offense are cause for **immediate towing without warning or further notice**. All towing is at the owner's risk and expense. The towing contractor shall take a picture of the violation at the location of the violation prior to towing the vehicle.

2) **ILLEGAL VEHICLES:** Only licensed vehicles with current inspections and municipal decals which can be lawfully operated on public streets are permitted to be operated on the common area streets, courts and parking areas of the Williamstown subdivision. If any vehicle which does not meet these standards is observed being operated on the common area streets, courts and parking areas of the Williamstown subdivision, the Town Police will be summoned.

3) **COMMON GROUNDS / UNAUTHORIZED AREAS:** All vehicles must be operated only on the paved portions of the common areas in the community. Vehicles operated, parked, stopped or standing on any non-paved common area (including the fields, sidewalks, alleys and pool area) shall be subject to **immediate towing** and vehicle operators shall be charged for any damages done to the private property.

4) **PARKING SPACE IDENTIFICATION:** No signs, initials, numbers, cones or other additions or alterations to parking spaces may be painted, displayed or erected by any resident, guest or visitor. Any alteration of a parking space shall subject the vehicle parked therein to immediate towing without notice. The only marking permitted in any parking space is the uniform numbering system adopted and implemented by the Association's Board of Directors.

5) **RESERVED SPACES:** The Association is the title owner and retains ownership and possessory control of all of the common area, including all common parking areas. Creating reserved parking on the common area (i.e., by numbering parking spaces on the common area and assigning such spaces to the individual lots) in no way transfers or conveys to the lot or lot owner any property interest in that parking space. **EACH TOWNHOUSE LOT IN THE COMMUNITY IS ALLOTTED ONE (1)**

**RESERVED PARKING SPACE.** Because of the limited number of common area parking spaces, owners and residents must use their marked reserved numbered spaces. The use of these spaces cannot be transferred to another resident. Only the owner or resident of the lot to which that space is assigned or their guest may use that space. Each lot shall have a space designated by the Board of Directors. The space shall be painted with the address of the lot to which that space is assigned. These reserved/assigned spaces are only for vehicles with the associated parking placard. Any vehicle parked in a numbered space in violation of the parking regulations shall be subject to immediate towing. **If an owner or resident finds a vehicle parked in their assigned numbered space without their authorization and/or in violation of the rules set forth herein, that owner or resident should contact the current towing contractor for the Association and notify them of the violation.**

Any vehicle located in a parking space in excess of one week (seven 7 days) **without moving** shall be considered inoperable and subject to immediate towing. If a resident (owner or tenant) will be out of town for longer than seven (7) days and has a vehicle properly parked in a numbered space, they should contact the HOA Board of Directors at [williamstownhoa22026@gmail.com](mailto:williamstownhoa22026@gmail.com) to advise the HOA accordingly.

**6) UNNUMBERED SPACES:** Unnumbered spaces are available throughout the community as excess parking for guests and residents. Any vehicle parked in an unnumbered space must display a valid Association placard.

a) **POOL AREA PARKING:** May be available on a case by case basis with Board approval for residents who are hosting special events.

**7) FIRE LANES/YELLOW CURBS:** All vehicles must park at least fifteen (15) feet from fire hydrants. No vehicle may be parked in a designated fire lane or next to yellow curbs. Any vehicle in violation will be subject to immediate towing. The towing contractor shall take a picture of the violation at the location of the violation prior to towing the vehicle.

**8) IMPROPER PARKING:** All vehicles (except motorcycles, see #10 below) must park within parking space lines. Any vehicle tires which are **outside** or **over** the white lines shall be considered "Improperly Parked" (see enclosure). No part of a vehicle may extend across or occupy more than one parking space, or block access to any vacant parking space(s) (numbered or unnumbered), or park in such a manner so as to obstruct reasonable access to any sidewalk. No vehicle shall block access to another resident's vehicle. Any vehicle parked in violation of this regulation shall be subject to immediate towing.

**9) DOUBLE PARKING:** Any vehicle parked behind or beside another vehicle so as to impair the free ingress and egress from a designated parking space or zone shall be considered "Double Parked." Double parking is prohibited **at all times**. Double parked vehicles will be subject to immediate towing.

**10) MOTORCYCLES:** Motorcycles, mopeds, scooters, ATV's, pocket bikes and mini-bikes are only permitted to be stored, parked or operated in the parking lot or street. **They may not be stored in the backyard or front yard of any property.** Such vehicles may be parked in an owner's assigned space parallel to the curb and a vehicle may be parked behind the motorcycle in the same space. If the owner wishes to register the motorcycle it will be given a decal and shall count as one of the three vehicles allowed to park in the parking lot. If motorcycles, mopeds, scooters, ATV's, pocket bikes and mini-bikes found in either the front or back yards of any lot, that shall constitute a violation of this regulation and **parking privileges for that Williamstown address could be suspended.**

**11) OVERSIZED VEHICLES & SAFETY:** No oversized vehicles (a vehicle wider than and/or longer than a standard parking space, sixteen (16) feet maximum, or any vehicle that has more than two axles and a GVW (gross vehicle weight) of 7,500 pounds or more) may park on the premises overnight. Proof may be required by the Association to attest to GVW by having the owner provide proof of weight by a weighing station for trucks. No vehicle may park on the premises that may cause a safety hazard, either by the vehicle itself or any cargo being carried on the vehicle. In no event shall any cargo, tools, ladders or equipment be allowed to extend beyond the body of any vehicle. Any vehicle found in violation of this regulation shall be deemed a safety hazard and shall be subject to **immediate towing without further notice.**

**12) COVERED VEHICLES:** All vehicles (except motorcycles) must be in plain view at all times and may not be concealed from view by a cover.

**13) STORAGE PODS / UNITS:** With the prior written approval of the Board of Directors, storage pods/units may be permitted for a specified but limited time period. That allowable time period will be specified in the written approval, but under no circumstances will the permitted time period be longer than seventy-two (72) hours. The maximum GVW (gross vehicle weight) including the pod is limited to 7,500 pounds. The storage pods must not extend past the white lines of a parking space or block other residents' parking spaces. Storage pods are limited to 12 feet in length. **The storage pod will be required to be placed in the resident's assigned numbered space.** Any storage pod or unit on the common area in excess of seventy-two (72) hours is in violation of this Resolution and will be subject to immediate removal without notice by the Association's Board of Directors. The owner/resident will be held liable for any damage caused to the Association's parking lot by the storage pods/units.

**14) VEHICLE MAINTENANCE & REPAIR:** All vehicles must be operable while on Association property. All vehicles must be supported by their own properly installed wheels and tires. **Only minor repairs are allowed on Association property.** Minor repairs are defined as small repairs to vehicles that have **NO** chance of fluid spillage. Any vehicles that are having minor repairs performed must belong to the person performing the repair and must be a registered vehicle in the community. Major repairs of any kind, including but not limited to oil changes, transmission work, engine overhauling, and removal of engine head, gaskets, seals, or bearings are prohibited. No repairs for

monetary gain or for business or commercial purposes may be performed on Association property. Vehicles leaking any fluids shall **NOT** be parked in the Association courts and will be **immediately towed without notice** if they are discovered parked on the Association's property. Any charges relating to the cost of repairing or cleaning up any spills or dumping will be automatically assessed against the lot of the owner/resident whose vehicle has caused or is causing the problem. Any illegal dumping will be reported to police for prosecution. Anyone doing major engine repair is subject to immediate towing and reimbursement to the Association for any damage done to asphalt or concrete surfaces. Any violation of this regulation will result in the suspension of parking privileges and the offender's name will be given to the Town of Dumfries for operating a business without a license.

**15) IMPROPERLY SUPPORTED VEHICLES:** Vehicles may be supported by jacks or blocks to fix flat tires only while in that condition **and must be attended by the vehicle owner or operator at all times that the vehicle is so elevated.** Any vehicle on jacks or blocks left unattended for any period of time shall be subject to immediate towing from Williamstown. Vehicles parked with flat tires will result in a seventy-two (72) hour "Parking Violation Notice" issued by the Association or its agents and will be subject to **immediate towing without further notice** after the seventy-two (72) hour period has elapsed from the time of the issuance of the Notice.

**16) SUSPENSION OF PARKING PRIVILEGES:** Suspensions of parking privileges may be imposed for, by way of example and not limitation, architectural/lot maintenance infractions, unpaid assessment obligations to the Association, or violations of the parking rules/regulations set forth herein.

**17) EXCEPTIONS TO REGULATIONS:** Exceptions to these parking regulations may be granted only upon a majority vote of the Board of Directors and a written authorization issued by the Board of Directors to the owner or resident requesting the exception. It is the policy of the Board of Directors to grant exceptions only in cases with extremely unusual or otherwise compelling circumstances at the Board's discretion.

**18) NO WAIVER:** The Association shall have the right to enforce, by towing or any proceeding at law or in equity, all parking restrictions and regulations set forth in this Resolution. Failure by the Association to enforce any regulation herein contained shall in no event be deemed a waiver of the right to do so thereafter.

## RESOLUTION ACTION RECORD

Resolution Type: Regulatory No. 18 - 01

Pertaining to: Parking and Vehicle Rules and Regulations

Duly adopted at a meeting of the Board of Directors of the Williamstown Homeowners Association, Inc., held July 19<sup>th</sup>, 2018.

Motion by: Angelique Combs Seconded by: Richard Barker

	VOTE:			
	YES	NO	ABSTAIN	ABSENT
Richard Barker, President <u>RB</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Anita Gray, Vice President <u>anna</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tricia Rampersad, Secretary/Treasurer <u>TR</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Angelique Combs, Director <u>AC</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Norman Rampersad, Director <u>NR</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ATTEST:  
Skampersad  
Secretary

08/02/2018  
Date

Book of Minutes - 2018

Book of Resolutions:    Book No.            Page No.  
  
Regulatory                            \_\_\_\_\_

### FOR ASSOCIATION RECORDS

I hereby certify that a copy of the foregoing Regulatory Resolution was mailed or hand-delivered to the owners/members of the Williamstown Homeowners Association, Inc., on this 8<sup>th</sup> day of July, 2018.

Signature: [Signature]    Printed Name: Jillian Cullinane    Title: Property Manager  
Williamstown HOA  
Page 8 of 8    c/o Cavalier  
Management  
Inc.