

WALNUT RIDGE COMMUNITY ASSOCIATION, INC.
c/o ProCom (Professional Community Management, Inc.)
400 Serendipity Drive
Millersville, MD 21108

To: All Owners and Residents

From: The Board of Directors

Date: February 6, 2019

PARKING SPACE GUIDELINES
Revised February 6, 2019

The Board of Directors frequently receives questions/complaints from owners and tenants regarding the use of the available parking spaces within Walnut Ridge. Additionally, we receive questions as to the propriety of certain types of vehicles being parked within our private property in violation of our Declaration of Covenants, Restrictions and Affirmative Obligations (the “Declaration”), Documents or County Law.

In an attempt to provide guidance in the use of our available parking, we are publishing the following clarifications to aid in the intended use of our available parking.

- All parking spaces belong to the Association. Walnut Ridge Drive is a County road and does not belong to our Association.
- Each unit is assigned two (2) parking spaces, designated for the exclusive use of that unit, and each designated parking space has been marked with the address number of the unit.
- There are a limited number of parking spaces throughout the Community which are designated as “Visitor.” These parking spaces are for **Visitors**. Residents should not park in these spaces.

Article V, Use Restrictions and Easements of the Declaration states:

Boats, trailers, campers, recreational vehicles, trucks, horse trailers, or utility trailers and similar vehicles may be maintained on a private lot only within an enclosed or screened area which renders such objects not visible from the road or neighboring property. No automobile or vehicle of any kind and no boat, or trailer of any kind shall be constructed, restored or repaired upon any private lot in such a manner that said construction, restoration or repair is visible from the road or neighboring properties.

The Association enforces the towing of such offending vehicles. The Association's current towing company is Top Notch Towing and Transport, LLC. The towing company **WILL NOT** take direction from individuals other than the President of the Association or the Property Manager.

Top Notch Towing and Transport, LLC does not charge the Association for removing an offending vehicle and has demonstrated that they will perform active enforcement by removing the vehicle in violation based on the following criteria/guidelines:

1. Vehicles with no tags or with expired tags.
2. Boats, trailers, RV's, ATV's, and Campers. An exception is the infrequent (three times per year) overnight parking during vehicle cleanup or loading/unloading.
3. Vehicles with pipes or ladder racks where the pipes or ladders extend beyond the vehicle footprint.
4. Vehicles classified as 1 ton cargo carrying capability or more.
5. Vehicles with more than 2 wheels per axle.
6. Vehicles with commercial logo or business advertisement displayed (Exceptions are State, County and City vehicles such as automobiles, SUV's and small trucks that fit properly within a parking space).
7. Vehicles obviously used for commercial purposes (i.e. mobile concession vehicles and any other vehicles which will fall into this category).
8. Vehicles weighing 8,000 pounds or more.
9. Vehicles without windows on the sides, other than a window for the driver and for the passenger, i.e. "panel vans."
10. Vehicles which exceed the length of the painted parking space lines and/or are parked in such a way that the vehicle extends over the curb and into the sidewalk area or extends into the street and beyond the painted parking space lines.
11. Vehicles parked on a sidewalk or curb.
12. Vehicles parked wholly or partially in a marked FIRE LANE or in an area marked as NO PARKING (the curbs in these areas will be marked in

yellow with black lettering). These offending vehicles will be towed **without** a 24- or 48-hour notice – no excuses – no questions asked.

13. An apparently abandoned vehicle (no tags, flat tires and poor state of repair) that has not moved in two (2) days or 48 hours and has received a 24-hour notice.
14. Resident's vehicles that are found to frequent Visitor Spaces.

Once the tow truck operator has attached towing apparatus to a vehicle, he assumes full responsibility for the vehicle, and is required to advise the police as to where the vehicle has been taken. From the moment the tow truck operator attaches towing apparatus to the vehicle, it is the tow truck operator's option to charge a fee. The towing company charges the vehicle owner with the fees in connection with the towing. These fees must be paid **in cash or credit card** before the vehicle will be released to the owner. Vehicles not retrieved by the owner within 30 days may be disposed of at the tow truck company's option.

Remember: The tow truck company AND the tow truck operator **will not** take direction from individuals other than the President of the Association or the Property Manager.

Towing company guidelines are:

1. Owner must pick up vehicle, showing proof of ownership (title or registration) and a valid driver's license.
2. Fees to reclaim a towed vehicle may be paid in cash or by credit card (4% charge applies).
3. Top Notch Towing's office hours are:
Monday through Friday from 9:00 am – 5:00 pm
Towed vehicles may be reclaimed 24 hours a day.

Fees charged and directions to the towing company's impound lot should be obtained from the tow truck company by calling 410-224-4808.