

Peterborough Co-operative Homes Inc.

## **Parking Policy**

The purpose of this policy is to define the parking rules and responsibilities of each member household. This policy includes rules for members who have a driveway at their unit, and those who have a designated parking spot(s) in the parking lots at our Chamberlain site.

From time to time, the co-op may have a Parking Committee. When there is no functioning committee, the Board will carry out the work of that committee in its absence.

### **Parking Committee Responsibilities**

(1) Budget and Policies:

- (a) Develop and submit a budget request annually to the Finance Committee.
- (b) Obtain quotes for snow removal (Chamberlain parking lots) and select a contractor annually.
- (c) Inspect conditions of parking lots and parking lot lights and make recommendations to the Maintenance Committee about any major repairs.
- (d) Review and develop policies with respect to parking on an ongoing basis. Present any proposed changes to the policies to the Board and the general members.

(2) Condition of Parking Lots:

- (a) Inspect and make repairs as necessary to asphalt and curbs in the parking lots.
- (b) Repaint the parking lots lines as needed.
- (c) Maintain the parking signs that number each spot.
- (d) Arrange for the sweeping and hosing down of parking lots each spring and as needed.
- (e) Arrange for the removal of snow and ice from the parking lots and the driveway to the co-op's office.

(3) Parking Spot Allocations:

- (a) Retain blank copies of vehicle registration forms.
- (b) Provide the co-op office with copies of member's vehicle registration forms and any changes in vehicle registrations.
- (c) Ensure that the vehicle registration forms are complete with make and colour of vehicle and licence plate number.

- (d) Ensure that members have no more than 2 vehicle parking spots allocated to them.
  - (e) Identify each member spot by a sign showing the unit number. Additional member spots will be identified with the member's unit number
  - (f) Visitor spots will be clearly marked as visitor spots.
  - (g) An internal waiting list will be maintained for members waiting for a second vehicle spot.
- (4) Towing of Vehicles:
- (a) Unauthorized vehicles will be towed at the owner's expense.
  - (b) The towing of vehicles will be handled by a contact person(s) on the Parking Committee.

### **Member Responsibilities**

- (1) Condition of driveways, sidewalks and parking lots:
- (a) Members are responsible for shovelling snow, sanding and salting (with a non-corrosive and environmentally safe product) their own driveways and sidewalks.
  - (b) Members in the parking lots are expected to move their vehicles as soon after a snow fall as possible to allow the plow in to clean the lots.
- (2) Registration of Vehicles:
- (a) Upon move in members will fill out a vehicle registration form. One copy will be kept in their member file and another copy will be forwarded to the Parking Committee.
  - (b) Changes in information (colour, make, licence, etc.) must be reported to the Parking Committee within 48 hours of the change.
  - (c) If a member acquires additional vehicles, the Parking Committee must be notified within 48 hours.
  - (d) If a member disposes of a vehicle, the Parking Committee must be notified within 48 hours. The parking space allocated to such a vehicle can be retained for up to 30 days if it is the member's intention to acquire a new vehicle within that period.
  - (e) Only roadworthy vehicles will be allowed to be parked in the co-op whether in the parking lots or member's driveways. Members are responsible for removing derelict vehicles within 30 days. Failure to remove derelict vehicles could result in the co-op arranging for the vehicle to be towed, and the member responsible to be charged for the expense.

(3) Visitors:

(a) Visitor parking spots are marked. Members are not allowed to park their vehicles in visitor spots.

(b) Members are required to remind their visitors to park only in the visitor spots. Visitors who park in member's spots are unauthorized vehicles and run the risk of being towed at their own expense.

### **Complaints**

Any unresolved complaints concerning parking, must be submitted to the Parking Committee in writing. The Parking Committee will review this policy annually or as needed and make any recommendations for changes to the Board and the general members.

Approved by the Parking Committee: February 10, 2004

Approved by the Board of Directors: March 3, 2004

Approved by the General Members: March 29, 2004

Changes Approved by the Board : May 12, 2012

Changes Approved by the Members :September 27, 2010

Reviewed by the Board of Directors :June 20, 2011 - no changes made