



RESERVED PARKING APPLICATION

Please read the attached Co-Op policies regarding reserved parking,
as well as the parking and security committee's procedures before you complete your application.

APPLICANT UNIT INFORMATION

Primary Member Name: _____ Date: _____
Unit # _____ Unit size: 2 bed 3 bed Number of vehicles owned by unit residents _____
How long do you need the spot for? Long term Short term If short term, how long? _____
Reason for needing a reserved parking spot? _____

INFORMATION OF UNIT VEHICLES

Information for all unit vehicles must be provided in full, to appropriately determine the need of a parking space for all applicants.

VEHICLE #1

Type of Vehicle Car Truck Van Trailer RV Motorcycle License Plate _____
Vehicle Make _____ Vehicle Model _____ Vehicle Year _____
Is this a work vehicle? Yes No Is this vehicle fully insured? Yes No

VEHICLE #2

Type of Vehicle Car Truck Van Trailer RV Motorcycle License Plate _____
Vehicle Make _____ Vehicle Model _____ Vehicle Year _____
Is this a work vehicle? Yes No Is this vehicle fully insured? Yes No

VEHICLE #3

Type of Vehicle Car Truck Van Trailer RV Motorcycle License Plate _____
Vehicle Make _____ Vehicle Model _____ Vehicle Year _____
Is this a work vehicle? Yes No Is this vehicle fully insured? Yes No

VEHICLE #4

Type of Vehicle Car Truck Van Trailer RV Motorcycle License Plate _____
Vehicle Make _____ Vehicle Model _____ Vehicle Year _____
Is this a work vehicle? Yes No Is this vehicle fully insured? Yes No



AUTHORIZATION OF APPLICATION

I certify that all information provided in this application is accurate, and that I have included all requested information as accurate to the best of my knowledge. I understand if I am allocated a reserved parking space, that during my use of the space, I am required to keep the security and parking committee apprised of any changes to the data on this form.

I understand that this application may be rejected on a needs basis if I am not in good standing with the Co-Op, and I am aware that any false or missing information on this application will result in my application being rejected. I am aware that the allocation of reserved parking spaces is determined and managed by the Co-op's parking and security committee, and understand that any reserved parking space allocated to me may be rescinded based on the procedures outlined by the parking and security committee.

I confirm that I understand the policies and procedures of reserved parking within the Co-op, and I agree to abide by the policies and procedures related to Co-op vehicles and parking.

Signature of Primary Member / Renter _____ Date: _____

FOR USE BY PARKING COMMITTEE

SCREENING OF APPLICATION

Good Standing: Yes No

Member/Renter demographics and unit info accurate and updated: Yes No

Meets Application criteria and requirements: Yes No

Details: _____

INITIAL RESPONSE TO APPLICATION

Decision: Approved Rejected Parking spot allocated: _____

Reasons for decision: _____

_____ Date of decision: _____

Start date of reserved space rental: _____

REVOCATION OF RESERVED PARKING SPACE

Decision: Reallocated Revoked Parking spot being reallocated/revoked: _____

Reasons for decision: _____

_____ Date of decision: _____

End date of reserved space rental: _____

RESERVED PARKING POLICIES

There will be 10 reserved parking spaces throughout the Co-Op. The reserved parking spots will be managed at the discretion of the parking committee. The parking committee will record and be accountable for their decisions, and any complaints about the allocation of parking spots must be submitted to the BoD as per the Complaints and Punitive policy.

11. Reserved parking spot allocation may be reassessed by the parking committee as needed, but
 - a. A reserved parking spot may not be rescinded or reallocated arbitrarily, and a reason must be provided
 - b. If a reserved spot is being rescinded or reallocated, the parking committee must give at least one full calendar month's notice to the unit renting the reserved parking spot, as to allow time for the unit to have their payment plans adjusted
12. Reserved parking spots can be applied for through the On-Site Manager. Applications will then be passed along to the parking committee, provided the application is valid, and would not violate any of these policies
 - a. A reserved parking spot will cost \$25.00 per month
 - b. A reserved parking spot is assigned to the approved residents of the unit, with a maximum of one reserved spot per unit
 - c. A reserved parking spot cannot be rented or transferred to another resident
 - d. A reserved parking spot cannot be used to store any trailers, RV's, seasonal, or partially insured vehicles. A reserved spot will also not be permitted for any vehicle displaced by a resident using their carport or apron parking for a trailer, an RV, a seasonal, or partially insured vehicle
 - e. Any towing from a reserved spot is to be managed by the person(s) renting the spot only

PARKING COMMITTEE PROCEDURES FOR ALLOCATION OF RESERVED PARKING SPACES

The committee will follow these procedures to ensure accountable and reliable processing of reserved parking applications:

1. Application requirements:
 - a. Applications must be completed in full
 - b. The reserved parking spot must be applied for by the Primary Member (or Renter), despite which of the unit's residents is using the space. This is done as a result of the cost of the reserved parking being paired with the housing charges, and also due to all policy or procedure violations bring the responsibility of the primary member or renter
 - c. No application will be approved for residents or vehicles not registered within the unit demographics on file with the BoD
2. Processing applications:
 - a. All applications will be will be uploaded into the BoD database, and the President & Privacy officer will be informed of the application.
 - b. The Privacy officer will verify that the applicant is in good standing, and that the application is valid (as per #4 of this list).
 - c. The application will be reviewed by the parking & security committee, and they will vote to determine whether a spot will be allocated to the applicant, or not
 - d. The processed application, complete with the decision of the committee, will then be added to the BoD database, so it can be file appropriately within the unit's file with the BoD
 - e. A copy of the committee's decision will also be provided back to the applicant, by the committee
 - f. Reserved parking allocations will automatically expire after 12 months, and members must re-apply, to ensure they are still in good standing, and in compliance with the Co-Op's policies
3. Committee requirements:
 - a. No reserved parking space shall be approved, rejected, or reallocated without a vote from at least 3 committee members
 - b. Committee members will also not be able to vote on any application which is a conflict of interest for them
 - c. Priority will be determined by the committee, based on factors including, but not limited to:
 - i. Unit capacity
 - ii. Number of driving residents in the unit
 - iii. Number of vehicles registered to the unit
 - d. All reserved parking allocations (and changes to any spots) must be sent to the BoD and the property manager every month to ensure spots are being paid for through the unit's monthly payment means
4. Any person having been found by the BoD to be in violation of the Co-Op's reserved parking policies will have their reserved parking space revoked
5. Any appeals to the decision(s) of the committee will be submitted to the BoD for review

The parking and security committee reserves the right to change and update these procedures as deemed necessary, with all changes requiring BoD approval before being instated.