

**The Wharf at Clear Lake Maintenance Association, Inc.**

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**IMPORTANT NOTICE**

**NOTICE DATE: MAY 1, 2006**

**EFFECTIVE DATE: JUNE 1, 2006**

**TO: ALL OWNERS OF A TOWNHOME IN  
ABOVE WHARF TOWNHOME ASSOCIATION**

**FROM: THE WHARF TOWNHOME ASSOCIATION BOARD OF DIRECTORS**

**SUBJECT: PARKING RULES ENFORCEMENT**

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**PURPOSE:** To implement an effective and efficient **PARKING RULES ENFORCEMENT** policy and procedure for **ALL** vehicular parking on **ALL** of the Wharf Townhome Association's (WTA) privately owned property.

**AUTHORITY FOR PARKING RULES ENFORCEMENT:** The WTA DEED RESTRICIONS, and the related RULES AND REGULATIONS and PARKING ASSIGNMENT PLAN (all of which have been recorded in the Official Public Records of Real Property of Galveston County Texas) articulate the WTA's authority to comprehensively manage all parking on all WTA property. Additionally, all of the WTA property has been graphically marked (both pavement markings and signage) in compliance with the League City Building Department, the League City Fire Marshall's Office, and the State of Texas Transportation Code.

**BOARD OF DIRECTORS PARKING RULES ENFORCEMENT RESOLUTION:** The WTA Board of Directors unanimously adopted (by formal Resolution on February 28, 2006) the following PARKING RULES ENFORCEMENT policy and procedures for parking violations on WTA property related to FIRE LANES, ASSIGNED RESERVED PARKING, ASSIGNED GUEST/VISITOR PARKING, and UNASSIGNED PARKING AND NON-PASSENGER VEHICLES:

**FIRE LANE PARKING RULES ENFORCEMENT PROCEDURE:** Any WTA **OWNER** (or an Owner's Contracted Tenant) shall call (24 hours a day/seven days a week) the WTA's Contracted Wrecker Service for IMMEDIATE TOWING.

**ASSIGNED RESERVED PARKING RULES ENFORCEMENT PROCEDURE:** Any WTA **OWNER** (or an Owner's Contracted Tenant) shall call the WTA's Contracted Wrecker Service (24 hours a day/seven days a week) to have any unauthorized vehicle towed **ONLY out of that Owner's Specifically Assigned and Properly Numbered Reserved Parking Space** (the

Contracted Wrecker Service's phone number is on all the towing warning signs on WTA property). The WTA Owner (or an Owner's Contracted Tenant) will be required to present to the Contracted Wrecker Service a valid driver's license with picture ID, provide the driver's license number, and sign the Contracted Wrecker Service's receipt. Additionally, an Owner's Contracted Tenant will need to present to the Contracted Wrecker Service a legible copy of the current and effective Lease Agreement with the Owner and the Tenant's Driver's License name/signature, Lease Agreement name/signature, and Wrecker Service's Receipt name/signature must all match. The Contracted Wrecker Service will document the day, time and location of the improperly parked and towed vehicle with image documentation. **Any owner of a vehicle that feels their vehicle should not have been towed shall address their concern, in writing, directly to the attention of the WTA Board of Directors.**

**ASSIGNED GUEST/VISITOR PARKING RULES ENFORCEMENT PROCEDURE:**

Any WTA **OWNER** (or an Owner's Contracted Tenant) that believes there is a violation of the ASSIGNED GUEST/VISITOR PARKING Rules shall submit the general nature of their concern in writing, by email, to the WTA Contracted Management Company. The email must include the vehicle manufacturer, model, and registration license number. The Management Company will investigate the reported parking violation and thereafter report its findings to the WTA Board of Directors, by email. If the Board of Directors determines that a parking violation exists, the Board of Directors will direct the Management Company to place two (2) FINAL WARNING NOTICES on the illegally parked vehicle (one (1) in the center of the driver's access door window and one (1) in the center of the rear window). The FINAL WARNING NOTICES will provide that the vehicle will be towed in three (3) business days and will also provide the Management Company's business phone number as a contact number for any questions PRIOR to towing of the vehicle. The Management Company shall be required to sign the Contracted Wrecker Service's receipt. The Contracted Wrecker Service will document the day, time and location of the improperly parked and towed vehicle with image documentation. AFTER Final Warning Notices are placed on a vehicle, if that same vehicle is illegally parked on any WTA property within two (2) years of the initial Final Warning Notices' placement, that vehicle is subject to immediate towing without further notice. **Any owner of a vehicle that feels their vehicle should not have been towed shall address their concern, in writing, directly to the attention of the WTA Board of Directors.**

**UNASSIGNED PARKING AND NON-PASSENGER VEHICLE (Boat, Trailer, R.V., Camper, etc.) PARKING RULES ENFORCEMENT PROCEDURE:** Same procedure as the above ASSIGNED GUEST/VISITOR PARKING RULES ENFORCEMENT PROCEDURE. (Note: Contractors are excepted from the NON-PASSENGER VEHICLE PARKING prohibition while performing maintenance and repair services on WTA property.)

**QUESTIONS OR CONCERNS:** If any WTA Owner (or an Owner's Contracted Tenant) has any questions or concerns relating to any of the above, please submit your questions or concerns in writing (to the attention of the Board of Directors) at this Notice's Letterhead Address, or attend the next regularly scheduled Board of Directors' meeting at the League City Civic Center and address your questions or concerns directly to the Board of Directors during the Owner's Open Forum Agenda Item.