

# Sudley Place Townhome Association

## Parking Regulations

Revised: January 1, 2021

Effective: Immediately

These regulations are hereby established by the Board of Directors of Sudley Place Townhouse Association under the authority of Article VIII, Section 1 (A) of the by-laws of the Association. The provisions contained herein shall be binding on all members of the Association, their tenants and any guests of residents within the confines of Sudley Place. These regulations supersede all regulations dated prior to these.

### **Homeowner/Resident Responsibilities**

It shall be the responsibility of each homeowner or resident to advise their tenants, guests, and family members of the contents of these regulations. Ignorance of these regulations will not preclude their enforcement. It is the responsibility of the homeowner, including residents, tenants, guest, and family members, to abide by these regulations at all times. **Homeowners, including residents, tenants, guest, and family members are NOT to contact any Board Member at their residence concerning a parking regulation or enforcement of the parking regulations. ALL questions, comments and concerns must be addressed to MJF Associates, they will contact the Board Members.**

### **Damage**

Damage to any parking space by any owner or renter will be fixed at that individual's expense. This includes damage done by working on any vehicle, including oil spills, within Sudley Place, which is a violation of Sudley Place Parking regulations.

### **Resident Assigned Spaces**

The Board of Directors has assigned the use of two (2) parking spaces to each housing unit within the Property marked by its lot number. All parking spaces physically belong to Sudley Place Townhome Association and can be revoked if necessary. Because of this, it is not authorized to rent out any parking space for money or favor. Resident spaces are identified by the lot number painted at the end of the parking space. Spaces marked VISITOR will be discussed later in this document.

### **Use of Resident Spaces**

Only owners, residents or guest of the resident to which the space is assigned, shall park any vehicle in that unit's assigned space. This includes vacant homes within the community for sale or for rent. Violators will be immediately removed at owner's expense.

### **Occupancy**

Only one (1) motorized vehicle at a time will be allowed in a parking space. No motor bikes, motorcycles, mopeds or any other motorized vehicle will be allowed in a parking space with any other motorized vehicle. All vehicles are required to abide by the striping. **Vehicles that are double parked or not parked within the marked lines are subject to being towed at owner's expense.**

Resident spaces are not to be occupied by a "sleeping" guest, tenant, resident or non-resident. Sleeping in a vehicle in Sudley Place is considered a violation of SPTA regulations. Any person caught "sleeping" in a vehicle, regardless if the person is a resident and it being a resident space, will be considered trespassing and reported to Prince William Police for immediate removal.

### **Visitor Spaces**

Due to the limited number of marked VISITOR spaces; spaces should only be used by a resident's guest for short duration. These spaces will be available for use by any guest on a first-come first-serve basis. Visitor spaces will be monitored by the tow company with the assistance of volunteers within the community. All vehicles parked in a VISITOR space, must have valid inspection stickers and license plates. Vehicles with expired inspection stickers or license plates will be towed at owner's expense. **A 10-day notice will NOT be given for vehicles in VISITOR spaces.** Visitor spaces will be monitored, and towing regulations enforced 24 hours a day. **Visitor spaces shall NOT be occupied by a resident's vehicle.** Visitor spaces are not to be used as daily commuter parking spaces. Visitor spaces are not to be used for more than

24 hours. If the vehicle parked in **any** visitor's space does not have a visitor hanging tag and is parked in **any** visitor space for more than 24 hours, **this includes moving vehicle from one visitor space to another visitor space, within the complex, within the 24-hour period**, the vehicle will be found in violation of this provision and is subject to immediate removal at the owner's expense.

Visitor spaces are not to be occupied by "sleeping" guest, tenants, residents or non-residents. Sleeping in a vehicle in Sudley Place is considered as trespassing and a violation of SPTA regulations. Any person caught "sleeping" in a vehicle will be reported to Prince William Police for immediate removal.

## Visitor Parking Hanging Pass

Persons requiring the use of a visitor parking for more than 24 hours, may request a VISITOR'S PARKING HANGING PASS from the management company.

- Any Resident vehicle with a DMV registration address in the Sudley Place Townhomes community will not be eligible for a visitor pass. This also includes ALL resident vehicles registered in another state but residing in Sudley Place Townhomes.
- The management office is not open on the weekend so visitor passes should be attained during the week at normal business hours. Sudley Place is not responsible for lack of planning on your part.

The visitor hanging tag must be clearly visible to the tow truck company and community parking enforcement volunteers. We recommend the visitor hanging tag be hung with tag expiration date facing the windshield, preferable hanging from the rear-view mirror. The visitor tag is valid for 24 hours unless marked for more time by the management office. All visitor tags not visible or information not readable will be considered invalid and the vehicle subject to tow at owner's expense.

## Towing

Monitoring and towing of vehicles will be enforced by the tow company and governed by this document. Please note that moving a vehicle to another visitor space will not prevent removal. If the vehicle is found in **ANY** visitor space for longer than 24 hours without a valid visitor hang tag, it will be towed. Owners in violation of the regulations will not receive a warning before towing!

All vehicles in a visitor space for longer than 24 hours must have a visitor's hang tag in the front window. Please reference section "Visitor Parking Hanging Pass" for detailed instructions for use of the Visitor Parking Hanging Pass.

The following regulations will be used to guide the tow company in enforcing the availability of the visitor spaces.

## General Rules for Towing from Visitor Space

Visitor spaces are intended to be used for **Visitors** of Sudley Place. Long term storage, repetitive parking (example: every other day to avoid the 24 hour regulation) and daily commuter parking will not be allowed. The following regulations have been put in place to assist in the enforcement of this policy:

- Vehicles seen in a visitor spot will be constantly monitored by the tow company and community parking enforcement volunteers. Vehicles parked in a visitor space will have their license plate number recorded by date and time.
  - Any non-resident vehicle will be allowed 24 hours in visitor parking.
  - Any vehicle with expired inspection stickers and/or license plates will be towed without notice.
  - Any vehicle parked in visitor parking longer than 24 hours will be removed at the owner's expense.
  - Vehicles that have been towed from Sudley Place for a **visitor space parking violation** will have their parking privileges revoked from the entire community's visitor spaces for **ninety (90) days** and may be immediately removed, without warning, at the owner's expense. Records will be kept by the tow company and will enforce the 90 day tows.
  - Homeowners that have had their units parking revoked by the Board may not park in the community at any time. This restriction includes parking in visitor spaces and any other unit's parking space. Visitors of said homeowner are subject to the same restrictions. Violator's vehicles will be removed at the vehicle owner's expense.
  - Further explanation of the 24 hour rule: It does not mean 24 continuous hours. It does mean that if a vehicle is recorded at a particular time in a visitor space, and is noted again 24 hours later, it will be considered in violation of the 24 hour rule.

## **Commercial Vehicles**

No person may park a commercial vehicle on the property overnight. Exceptions to this regulation may be granted by the Board of Directors to allow certain pieces of heavy equipment that may be needed to perform maintenance or repair work within the Properties. Violator's will be subject to immediate removal at the owner's expense.

Commercial vehicles are defined by the following guidelines:

- Oversized vehicles, exceeding eight (8) feet in width and/or eighteen (18) feet in length.
- **Trucks or vans with racks, ladders and/or materials that extend beyond the original length or width of the vehicle.**
- Oversized passenger vehicles such as twelve (12) or sixteen (16) passenger vans.

## **Unattended Vehicles**

No person may park any vehicle on any paved roadway within the Property except within designated parking spaces. Violator's vehicle will be subject to immediate removal by the Association at the vehicle owner's expense.

## **Valid License Plates and Inspection Stickers**

All vehicles parked in Sudley Place must have a valid state license plate(s), including month and year stickers (on both front plate and back plate of states requiring both on registered vehicles) and a current state inspection sticker, as defined by state and local statutes. A vehicle without a valid state license plate(s), state inspection sticker, or that is in a state of major disrepair, as defined by state and local statutes shall be considered, by the Association, to be an abandoned vehicle under the provisions of Chapter 10, Motor vehicle Code and Commonwealth of Virginia. No person may keep such a vehicle on any portion of the Property at any time. Violators of this regulation will be given a ten (10) day written notice to be posted on the vehicle. After the 10-day notice, if vehicle still does not comply, it will be towed immediately at owner's expense. Vehicles in VISITOR spaces will NOT be given a 10-day notice and will be towed at the owner's expense.

## **Vehicle Repairs**

Vehicle repairs are **NOT** allowed in any resident or visitor space located in Sudley Place Townhomes. Residents are only allowed to change a dead battery, fix a flat tire or top off fluids as needed. Any resident in violation of this regulation will be assessed a monetary fee and could be towed immediately at the owner's expense.

**Vehicle Repair Monetary fee - \$50.00**

## **Common Areas**

No person may park or operate any motorized vehicle on any grass, sidewalk, or any unpaved portion of the Property. Exceptions to this regulation can be granted after requesting permission to any contractor, for the purpose of performing maintenance or repair to the Properties. This will only be granted to the extent necessary to fulfill the terms of the contract. Violators of this provision will be towed at the vehicle owner's expense and any damages to the common area will be billed to the owner of the motorized vehicle.

## **Fire Lanes**

No person may park any vehicle in any area within the Property that has been designated as a Fire Lane. These areas are denoted throughout the Property by solid yellow painted curbing. Automobiles that violate this regulation will be subject to immediate removal at the owner's expense.

**NOTE: This regulation also pertains to the school bus stop locations located at the entrances of Sudley Place at Copeland/Remington and Sudley Manor/Wedgewood. Please use the Visitor spaces during school bus stop hours to avoid being towed from marked fire lanes.**

## **Others**

Boats, trailers, tents, or any other structure of a temporary nature shall not stay parked on Association Property. Violators of this provision shall be subject to immediate removal at the owner's expense.

## **Management Company**

**MJF Associates, Inc.**  
**10692 Crestwood Drive**  
**Manassas, VA 20109**  
**Phone: (703) 369-6535**  
**Fax: (703) 369-9008**

**Hours: 8:30-5:00**

## **Tow Company**

**Last Lap Recovery**  
**9003 Center Street**  
**Manassas, VA 20110**  
**Phone: 703-365-7376**

## **Establishment**

These Regulations are established in addition to and in augmentation of the provisions contained in the Declaration of Covenants, Conditions, and Restrictions as well as the by-laws of the Association. In the case of any conflict between the Declaration and these regulations, the Declaration shall control.

## **Approval**

**X**

\_\_\_\_\_  
**President, Sudley Place HOA**

**X**

\_\_\_\_\_  
**Board Member, Sudley Place HOA**

**X**

\_\_\_\_\_  
**Board Member, Sudley Place HOA**

**X**

\_\_\_\_\_  
**Board Member, Sudley Place HOA**

**X**

\_\_\_\_\_  
**Board Member, Sudley Place HOA**