

COLONIAL VILLAGE III CONDOMINIUM

1903 N. Key Boulevard

Arlington, VA 22201

(703) 525-5557 Office ♦ (703) 525-5558 Fax

April 10, 2017

Starting today, Colonial Village III residents may come to the Management Office to pick up new 2017/2018 parking permits. Attached is an application for a new parking permit and a copy of the parking regulations.

The parking application assigns each parking permit to **one specific vehicle and license plate**. Vehicles with **altered or mismatched permits will be towed**.

The following is required for registration:

1. A **completed** parking application.
2. A valid driver's license and current vehicle registration. (Note: vehicle owners may only receive parking permits for vehicles registered to them.)
3. If you are renting a condo unit within Colonial Village III or are a new tenant, **BRING A COPY OF YOUR CURRENT LEASE**.
4. Unit owners with unpaid assessments owed to the condominium association that are more than sixty (60) days past due will not be issued a parking permit – nor will an owner's tenant be issued a permit.

To register your vehicle and receive your new permit, please visit during office hours as follows:

| | |
|--------------------------------|--------------------|
| Mondays, Wednesdays, Thursdays | 8:30 am to 5:30 pm |
| Tuesdays | 8:30 am to 7:00 pm |
| Fridays | 8:30 am to 1:00 pm |

Beginning at midnight on May 31, 2017, any vehicle parked in the parking lot that does not display the new 2017 / 2018 permit will be towed.

If you have any questions related to the parking permit procedure, please contact the Management Office at (703) 525-5557.

COLONIAL VILLAGE III

2017 – 2018

PARKING REGULATIONS

(Amended at Board of Directors Meeting held 3/18/13)

There are only 59 parking spaces for 172 units in the Colonial Village III parking lot at Queens Lane. Each unit is entitled to one parking permit, and parking is available on a first-come, first-served basis. There is no guarantee that any resident will find an open spot in the parking lot at any given time. Particularly late at night, residents may find it necessary to park on the street or make other arrangements for parking their car. For the same reason, these parking regulations are strictly enforced, and any car lacking a current, valid parking permit will be towed without warning.

NOTE: THE COLONIAL VILLAGE III PARKING PERMIT DOES NOT REPLACE THE ZONE 4 PARKING PERMIT REQUIRED BY ARLINGTON COUNTY TO PARK ON THE STREETS.

1. Any vehicle owned and/or driven by a Colonial Village III unit owner or tenant that is parked in the Queens Lane lot must be registered with the Condominium Association and display the required parking permit on the rear windshield on the driver's side of the vehicle. (Only in cars without a fixed rear windshield, i.e., Jeeps or convertibles, may the parking permit be affixed to the front windshield on the passenger's side.) Vehicles must be parked in conformity with these regulations and Arlington County law.
2. Each unit is assigned **ONE** parking permit, which must be affixed to the vehicle being registered to that unit. Parking permits will be issued upon presentation in person of a driver's license and a copy of a valid vehicle registration, along with the completed Parking Permit Application to the Management Office located at 1903 N. Key Boulevard. (A settlement statement or current lease must be on file.) Permits may not be transferred to third parties.

3. Each permit will show the expiration date of the permit and the license number of the car for which it has been issued. Permits are to be affixed permanently using the adhesive on the front of the permit. Permits affixed with tape or placed on the dashboard or rear deck of a vehicle will be considered in violation of the parking rules and subject to towing. **PLEASE** remove the old permit before affixing the new one.
4. A parking permit application, a copy of the regulations and an expiration notice are delivered or mailed to each unit in the spring of each year. This is the only renewal reminder that will be provided to unit owners and tenants.
5. It is the responsibility of the permit recipient to note the expiration date printed on the permit. If a permit expires, the vehicle to which it is affixed will become subject to towing immediately. There will be no prior notification of expiration given from CVIII beyond the annual distribution of new parking applications and regulations. A new valid application will void the previous permit at that unit address.
6. Visitors may not park in the Queens Lane parking lot. Permit holders are responsible for advising visitors or service personnel of the parking regulations. Contractor vehicles that are performing service work in an owner's unit may park in the lot during the timeframe they are performing service inside of a unit. All contractor's vehicles must have a permanent company logo on their vehicle which clearly identifies the vehicle as one used to perform a contracted service (i.e., carpet cleaning, heating and air conditioning or general contracting). Unmarked vans and trucks being utilized by contractors (even if performing work inside of a unit) are not permitted to park on the lot. All vehicles must be of a size to fit within the perimeters of one (1) marked parking space without risking damage or inhibiting access to adjacent cars.
7. Vehicles will be towed if they have a license plate, registration and/or state inspection sticker that has been **expired for more than 60 days**, *even if it exhibits a current CVIII parking permit.*

8. A vehicle deemed by Management to be a junk or derelict vehicle (for example, possessing one or more flat tires and/or has not been moved for an extended period of time) is subject to towing and storage at vehicle owner's expense, *regardless of whether it exhibits a current CVIII parking permit*. The permit holder will be notified of the proposed action by first-class mail sent to the address listed on the parking application 30 days in advance of towing.
9. Campers, equipment, trailers, mobile homes, boats, moving vans and oversized vehicles are prohibited from parking in the Queens Lane lot. All vehicles must be of a size to fit within the perimeters of one (1) marked parking space without risking damage or inhibiting access to adjacent cars.
10. No vehicle repair or maintenance is permitted in the parking areas. Drainage of any automobile fluids is prohibited in the parking areas.
11. Parking violations include:
 - a. Double or stacked parking
 - b. Parking in the middle of any roadway
 - c. Any vehicle left unattended in a fire lane
 - d. Any vehicle occupying more than one space
 - e. Parking on grounds other than the pavement designated for parking
 - f. There's one metered space for loading/unloading (15 min. increments). Any vehicle parked at the expired meter is subject to towing
12. A motorcycle sharing a parking space with another vehicle constitutes double or stacked parking and is not permitted. (Motorcycles are only to be parked in the area designated for motorcycles.)
13. Noncompliance with these regulations subjects violator to **TOWING WITHOUT NOTICE** at the vehicle owner's risk and expense, ticketing by Arlington County Police, assessment by the Board and revocation of parking permit.
14. These amended rules have been enforced since June 1, 2006.

15. Owners who lease their units are responsible for ensuring that their tenants and prospective tenants sign a lease addendum incorporating the current year parking regulations.
16. Any special parking arrangements (i.e., parking for individuals with disabilities) will be considered by Management on a case-by-case basis.
17. Parking permits will not be issued and can be revoked if an owner is more than 60 days delinquent in paying condominium or other fees.
18. The Queens Lane parking lot is patrolled on a daily basis and towing is enforced 24 hours a day, by a third party company.

For Office Use Only:

Permit No. Issued _____

Prior Permit No. Voided _____

Colonial Village III Condominium

2017 - 2018 PARKING PERMIT APPLICATION

(For Parking Lot at N. Queens Lane)

When coming to the Management Office to obtain your new Colonial Village III parking permit, please bring the following items with you:

- License
- Current Car Registration
- Lease if you are a new tenant

PLEASE PRINT CLEARLY

Name of Applicant: _____

Unit Address: _____ Unit # _____

Telephone #: (day) _____ (eve) _____

Are you an owner or a tenant? Owner __ Tenant __ Email: _____

Tenants must provide a COPY of the current lease (or addendum) and vehicle registration PRIOR to issuance of a Parking Permit. All applicants must provide vehicle registration.

Unit Owner/Rental Agent Contact: _____

Street Address: _____

City, State, Zip: _____

Email: _____ Telephone # _____

Vehicle Information (Please PRINT clearly):

Make: _____ Model: _____ Color: _____

License (Tag) #: _____ State: _____ Tag Expiration Date: _____

I CERTIFY THAT I HAVE READ AND WILL ABIDE BY THE PARKING REGULATIONS OF COLONIAL VILLAGE (VILLAGE III), A CONDOMINIUM.

Signature _____ Date _____

Please keep a copy of the Parking Regulations, in the event you have to refer back to them.