



**CUMBERLAND HOUSING
GROUP**

Addendum I Parking Policy

Introduction

Parking on property owned and managed by the Cumberland Housing Group is a privilege subject to the requirements of this policy. This policy will be enforced by the employees of the Cumberland Housing Group.

Vehicle Registration

1. Registration Required.

Except as otherwise provided by this policy, only registered vehicles are authorized to park on property owned by the Cumberland Housing Group.

2. Number of Vehicles Eligible for Registration.

Tenants shall be limited in the number of vehicles they can register for their rental unit based upon the development where they rent, as follows:

- A. Tenants residing in Jane Frazier Village, Fort Cumberland Homes/(a.k.a. "River Bend Court") and Banneker Gardens shall be eligible to register two (2) vehicles per rental unit; and
- B. Tenants residing in John F. Kennedy Apartments (a.k.a. "Wills Creek View"), Queen City Tower, Willow Valley Apartments and Grande View Apartments shall be eligible to register one (1) vehicle per rental unit.

3. Registration Locations.

Vehicle registration is conducted at the main office of the Cumberland Housing Group, located at 635 East First Street or at the site office at John F. Kennedy Homes, Queen City Tower or at the Furnace Street office.

Tenant Parking

- 1. The Cumberland Housing Group has provided unassigned parking spaces which shall be used only by registered vehicles on a first come, no reservation basis. Cars shall be parked only in designated spaces.
- 2. Tenants shall not park in spaces reserved for visitors.

3. Boats, campers, trailers, buses, trucks (larger than pickup trucks) and commercial vehicles are not to be parked, kept or stored on the premises without the prior written approval of the Cumberland Housing Group.
4. Motorcycles, Mopeds and Scooters must be parked and stored in a parking space and **NOT** in the unit or in the yard.

Visitor Parking

Some developments/buildings have spaces that are reserved for visitor parking. Tenants are responsible for their visitors and should inform them of these requirements:

1. Visitors may not to park in the general residential parking areas.
2. Visitors may only park in visitor spaces for 24 hours.
3. Residents with visitors that need parking for longer than 24 hours are required to contact their Property Manager or the Security Patrol Officer and obtain approval on a parking location for the visitor. Special authorization **may** be granted if space permits, allowing visitors to use resident parking when visitor parking is not available.
4. Visitor parking is very limited in some areas. Overflow parking for visitors is on the city streets.

Handicapped Parking

All vehicles utilizing handicapped spaces must display a state-issued permanent license plate or state-issued hangtag designating it as authorized to park in a handicapped space. If this requirement is not met, the vehicle may be towed. Having a handicapped designation does not exempt the vehicle from the other requirements of this policy.

Parking on City Streets

The Cumberland Police Department enforces resident parking on Memorial Avenue, Somerville Avenue, and other city streets bordering our properties as it relates to local and state laws. Second Street between Memorial Avenue and Somerville Avenue is owned and regulated by the Cumberland Housing Group not the City of Cumberland.

Citations

Citations may be issued by the Cumberland Housing Group for violation of any of the following:

1. Performance of any form of automotive repair or the washing of any vehicle that is performed on the premises in parking spaces provided by the Cumberland Housing Group or on city streets designated for the Cumberland Housing Group parking. Automotive repairs include but are not limited to: oil changes; brake work; engine repairs; exhaust repairs; body work; etc.

2. Vehicle found to be leaking fluids of any kind. The leak must be immediately repaired, or the vehicle removed from the premises. The Tenant will be responsible to clean the area of any leak or pay for its cleaning.
3. Violation of any of the requirements of this policy, any requirements of the Cumberland Housing Group Lease, and any applicable motor vehicle laws.

Towing of Vehicles

1. The following violations will result in the vehicle being **immediately** towed:
 - A. Parking in Fire Lanes designated by a curb painted red;
 - B. Blocking the garbage and recycling dumpsters;
 - C. Unauthorized use of a designated handicapped space by a vehicle not displaying State issued disabled license plates or issued parking placard;
 - D. Parking in No Parking area or area not marked as permitting parking;
 - E. Vehicle sitting on jacks or with one or more tires not on the ground;
 - F. Unregistered vehicles found on the Cumberland Housing Group property that are banned from parking on the Cumberland Housing Group property pursuant to this policy.
2. The following violations **must be corrected** and/or vehicle removed **within 24 hours** of being notified of the violation or the vehicle will be towed:
 - A. Abandoned vehicles;
 - B. Vehicles displaying expired or otherwise illegal state-issued tags (license plates, inspection stickers, etc.);
 - C. Disabled and/or inoperable vehicles;
 - D. Vehicles parked in a reserved area;
 - E. Double-parked vehicles;
 - F. Vehicles leaking fluids (area must be cleaned up by tenant);
 - G. Vehicles with one or more flat tires;
 - H. Vehicles parked in an area not designated for parking;
 - I. Registered vehicles parked in a visitor parking area;
 - J. Unregistered vehicles parked on HACC property and not in a visitor parking area.
3. Once the towing company has arrived on site, the Cumberland Housing Group is no longer authorized to cancel the tow. If you show up at your vehicle to move it, the tenant will then need to comply with the towing company's policies. The towing company shall also remove any parts or equipment (body or engine parts, jacks, tools, etc.) directly connected to the vehicle to be towed. In all cases, the tenant or visitor will be responsible for all towing and storage costs.

Loss of Parking Privileges

1. Two (2) citations within a thirty (30) day period may result in a vehicle being towed immediately.
2. If a registered vehicle has been towed three (3) times within a three (3) month period, the resident's parking privileges may be suspended for a period of sixty (60) days during which time they will not be allowed to park on the Cumberland Housing Group property. The Property Manager will notify the Resident, in writing of the dates of the suspension. If a resident believes the suspension is unfair, they may file a written appeal with the Director of Property Management Services or their designee, within seven (7) calendar days of receiving the suspension letter. The notification letter will explain the appeal process. The resident will be notified of the decision on their appeal within (7) calendar days of consideration of the appeal. If a meeting is scheduled, the decision on the appeal will be issued within seven (7) calendar days of the meeting.
3. A vehicle with suspended parking privileges will be towed each time it is discovered on the Cumberland Housing Group property after being suspended. Repeated violations during suspension may result in the resident's parking privileges being permanently revoked.
4. Unregistered vehicles issued more than one (1) citation in a thirty (30) day period may be banned from parking on the Cumberland Housing Group property, including visitor spaces.

When parking or driving through a development, please show courtesy to your neighbors. Do not block cars in the lots for any reason. Since there are many children in the developments, please observe and obey all speed limit signs.