

# SYCAMORE HILL HOMEOWNERS ASSOCIATION

## POLICY RESOLUTION NO. 01-2024

### Parking Policy

WHEREAS, Article VII, Section 1(A) of the By-Laws provides the Board of Directors with the power to adopt and publish rules and regulations governing the use of the Common Area, and the personal conduct of the Members and their guests thereon, and to establish penalties for the infraction thereof;

WHEREAS, the Declaration obligates each member of the Association to comply with the rules and regulations promulgated by the Board; and

WHEREAS, Article II, Section I (f) of the Declaration provides that each Members' easement of enjoyment in and to the Common Area is subject to the right of the Association to regulate parking in the Common Area through the promulgation of rules and regulations; and

WHEREAS, the Board has determined that it is in the Association's best interest to promulgate rules and regulations regarding vehicular parking on the Common Area;

THEREFORE, BE IT RESOLVED THAT the Board of Directors adopts the following rules with respect to vehicular parking on all areas of Association Property.

#### I. UNAPPROVED VEHICLES

Residents may not park the following vehicles anywhere on Association Property:

A. Commercial Vehicles. Any commercial vehicle, including, but not limited to, the following:

1. Any vehicle in which the driver is ordinarily hired for transport, including, but not limited to, taxis, limousines, or buses; or
2. Any vehicle with exterior logos, signs, letters, numbers, advertising, or irregular and distinct coloring which creates the appearance of a commercial vehicle; or
3. Any unmarked vehicle with commercial paraphernalia or equipment attached, strapped, or affixed to the exterior of the vehicle, including, but not limited to, storage containers, racks, ladders, or pipes; or

4. Any unmarked vehicle with commercial equipment or supplies within the interior of the vehicle which is in obvious plain view from another parking space or from the sidewalk, including, but not limited to, pesticide, paint buckets, propane, tanks, cabling, uncovered or unsecured tools or other supplies; or
  5. Any unmarked vehicle, which because of its irregular height, length, shape, or weight, is not a conventional passenger car and is more suited for a commercial purpose; or
  6. Any van designed for the transport of furniture, goods, equipment, animals or scheduled transportation; or
  7. Any vehicle with commercial tags.
  8. Law enforcement and fire or rescue vehicles displaying the logo of a County, Federal and/or state emergency service provider shall not be considered a commercial vehicle under this definition.
- B. Recreational Vehicles. Any motor home, self-contained camper mobile home, boat, all-terrain vehicle, dune buggy, trailer, boat trailer, pop-up camper/tent trailer, horse trailer, any trailer or semitrailer used for transporting wave runners, jet skis, motorcycles, or all-terrain vehicles, whether or not such trailer or semitrailer is attached to another vehicle, and any other type of vehicle primarily designed for recreational use, as opposed to conventional passenger use.
- C. Inoperative Vehicles. Any vehicle with a malfunction of an essential part required for the legal operation of the vehicle or any vehicle which is partially or totally disassembled as a result of the removal of tires, wheels, engine, or other essential parts required for legal operation of a vehicle and/or any vehicle without current license plates (tags) or without a current inspection sticker.
- D. Abandoned Vehicles. Any vehicle left unmoved in an unassigned or visitor parking space for more than seven (7) consecutive days unless the owner provides written notice to the Board in advance that he or she will be away and unable to move the vehicle for a period greater than seven (7) days. In cases where a violation is committed, a notice will be placed on the vehicle. And if no response is received within three (3) days, it will be subject to the Association's violation and towing policy.
- E. Other Equipment and Machinery. Any agricultural industrial, construction or similar machinery or equipment.

## II. RULES AND REGULATIONS

### A. Use of Parking Areas.

1. Residents may not use the Common Area parking areas for any other purpose than vehicle parking. Residents may park vehicles only in designated parking spaces and areas. All unapproved vehicles as per Section I are prohibited from the parking spaces except when picking up or delivering passengers or merchandise or during the performance of work or services at the location.
2. As noted in Declaration, Article VI, Section 13, states "Garages may not be converted into living space or for any other use than primarily for storage of vehicles".

### B. Fire Lanes and No Parking Zones. Residents may not park vehicles in fire lanes or no-parking zones marked with a painted yellow curb.

### C. Repairs. Major repairs or maintenance to vehicles, or painting of vehicles, is not permitted anywhere on the Association's Common Areas, except that repairs or maintenance of a minor nature, such as the repairing of a flat tire or the recharging of a dead battery, are permitted.

### D. Dumping of Materials. The dumping, disposal or leak of oil, grease, or any other chemical residual substance, or any substance or particles from holding tanks of any vehicles, is not permitted on the Common Area.

### E. Operator's Responsibilities

1. Residents must have a valid operating license in order to operate and/or park a motorized vehicle on the Common Area.
2. Vehicles operated or parked in the association must have current tags, inspection stickers and any other requirements for legal operation.
3. Residents may park only one (1) vehicle within each assigned parking space; however, if a resident wishes to park a motorcycle in the same assigned parking space as an approved vehicle, the resident may do so, provided the resident parks the motorcycle:
  - a) Immediately parallel to the curb so that the approved vehicle remains completely parked within the parking lines; or
  - b) If the Resident owns a unit with two assigned spaces parallel and adjacent to each other, parks the approved vehicle on the line

centered in the two spaces in such a manner so that the parallel vehicles parked in adjacent spaces remain completely parked within the parking lines and do not encroach upon the neighboring spaces.

c) Under no circumstance may a resident park a motorcycle in any manner which;

1) Interferes with the parking space rights of any other resident; or

2) Causes the approved vehicle to extend beyond the parking lines into the vehicular pathway of the street.

4. The parking of any vehicle including motorcycles, on any sidewalk, individual lot (other than driveway), or any portion of the Common Area not designated for parking is strictly prohibited.

3. Residents may not park vehicles in any manner which impedes the normal flow of traffic, blocks any mailbox, or prevents ingress or egress of any other vehicle to adjacent parking spaces or the open roadway.

4. No vehicle may be parked in a manner that it extends backward beyond the parking lines or crosses over the parking lines.

5. Residents may not park any vehicle perpendicular to the marked parking spaces.

6. Residents may operate vehicles only on the paved roadways of the Association.

7. If a vehicle's security system interferes with the right of quiet enjoyment of the community for more than fifteen (15) uninterrupted minutes, the vehicle is in violation of the Association's regulations and subject to removal at the owner's sole expense and liability.

8. Residents and visitors may not park in the Clubhouse parking spaces unless using association amenities or conducting association business at the association office. Parking may be permitted with approval of the association on site manager or the board.

F. Owner's Responsibilities. All Owners must ensure that their family members, tenants, guests, and/or contractors comply with these rules and regulations.

### **III. PARKING SPACES**

- A. Owners Liability. Owners shall be liable to the Association for any costs incurred by the Association to repair or repaint any part of the parking facilities damaged by the negligence or intentional act of the Owner, his or her tenants, or invited guests.
- B. Towing of Unauthorized Vehicles. If the recipient of an assigned parking space wishes to tow a vehicle parked in his assigned space, the parking space recipient is responsible for contacting the towing company and assumes all risks and liabilities associated with towing that are not covered by the towing company. The Association shall not assume any of the responsibility for such towing or any risks or liabilities associated with such towing.

#### IV. VISITORS PARKING SPACES AND PASSES

- A. Visitors Parking Pass Issuance. Homeowners are authorized the issuance of one (1) visitor parking pass per household.
  - 1. Lost visitor parking passes may be reissued if a pass is lost at a cost of \$25 per visitor parking pass. The lost visitor parking pass will be canceled.
  - 2. Visitor parking passes that have been broken or damaged should not be repaired. The onsite HOA office will provide replacement. Passes that are altered, damaged, or repaired are invalid. Vehicles displaying an altered, damaged, or repaired tag may be towed.
  - 3. Stolen visitor parking passes will be reissued without cost to the homeowner only when a police report has been made and the printed report is presented. The stolen visitor pass will be canceled.
  - 4. Each homeowner must sign for the pass at time of issuance acknowledging acceptance of the terms of the parking pass.
  - 5. Permanent visitor parking passes are issued to specific homes and are intended for that home's use only. Lending your permanent visitor pass to another home on a permanent basis to allow that home to have more than three vehicles is strictly prohibited. In this case, the vehicle will be tagged and then towed 72 hours after tagging.
- B. Visitors Parking Pass Display. Any vehicle parked in a marked visitor's parking space between the hours of 11:00 PM and 6:00 AM must have a valid visitors parking pass hanging from the rear-view mirror and visible from the



front of the vehicle. Any vehicle not in compliance with this section is subject to immediate towing under the provisions of this policy.

- C. Temporary Visitors Passes. In the event that a homeowner wishes to have more than one guest for a special event, temporary visitor's passes can be requested from the office. These temporary passes will be dated by the issuing management official or board member and are valid for a period of twenty-four (24) hours from date listed on the pass. Temporary passes will not be issued without a pre-filled date and cannot be used prior to said date. Residents are limited to three (3) visitor's passes for any given date.
- D. Additional Visitors. Any additional visitors other than those authorized in this Section are not permitted to park within the Association area.

## V. ENFORCEMENT

- A. The Board of Directors shall have the authority to have any vehicle not in compliance with the provisions of this Resolution removed from the Common Area. All costs and risks of towing and impoundment shall be the sole responsibility of the vehicle's owner.

1. Violations Subject to Immediate Towing. Any vehicle:

- a) Parked within fifteen (15) feet of a fire hydrant or in a designated fire lane; or
- b) Occupying more than one (1) parking space, except as authorized by Section II(E)(1); or
- c) Extending beyond the parking lines; or
- d) Parked perpendicular to the marked parking space (excluding motorcycles) or on a grassy area or sidewalk; or
- e) Impeding access to sidewalk ramps or mailboxes; or
- f) Owned or driven by a person who is not a resident or guest of a resident of Sycamore Hill; or
- g) That has been unmoved for period of at least seven (7) days without approval; or
- h) Whose security system has been triggered and allowed to continue unattended for more than fifteen (15) minutes; or

- i) Parked in violation of Section II(E)(8); or
  - j) Parked in violation of Section IV; or
  - k) Constituting a safety hazard.
2. In the case of all other situations not addressed in Section V(A)(1), the Board or its designated representative shall post a citation notice on any vehicle not in compliance with the rules and regulations of the Association. The notice shall include how the vehicle may be brought into compliance and that the owner must do so within seventy-two (72) hours. No other form of notice is required. If the owner of the vehicle does not bring the vehicle into compliance within seventy-two hours of the date and time of the notice or receive written approval from the HOA management official or member of the board, the vehicle will be subject to removal by towing.
  3. Subsequent violations committed within any consecutive three (3) month period shall subject the violating vehicle to immediate towing without notification.
  4. Any requests from Owners for enforcement of this parking policy by the Association against another resident must be directed to the Board in writing.
  5. The Board reserves the right and power to impose monetary charges as a sanction for violations of this parking policy. Before any such charge may be imposed, the Board shall provide the Owner with notice of the violation and an opportunity to request a hearing to be heard before the Board of Directors. The Board reserves the power to impose a monetary charge of \$10 per day for up to ninety (90) days for an offense of a continuing nature. Any monetary charges so imposed may be secured by a lien against the Owner's title in accordance with the provisions of Virginia Code Section 55-516.
  6. The Association reserves the right to exercise all other powers and remedies provided by the Association's governing documents or the laws of Virginia, Loudoun County and the Town of Leesburg.
- B. Nothing contained herein shall preclude the Board of Directors from seeking injunctive relief or any other remedy available to it in a court of equity.
- C. Owner's Responsibilities. If the Association must enforce this resolution through any form of legal action, the offending Owner shall be responsible for

all expenses and/or attorneys' fees incurred by the Association in enforcing the provisions of this Resolution.

- D. Liability. The Association assumes no responsibility for the provision of any security service to protect vehicles parked in the parking areas, and it disclaims responsibility for any damage to any vehicle parked or operated on Association Property.

## VI. REPEAL OF PRIOR POLICIES

The rules and regulations set forth in this policy resolution supersede and replace all rules and regulations set forth in any prior parking policy.

## VII. EFFECTIVE DATE

I hereby certify that this Policy Resolution was duly adopted by the Board of Directors on this 22<sup>nd</sup> day of July 2024. Notification mailed to community September 10, 2024. The effective date of this Policy Resolution, which supersedes Policy Resolution No. 01-2021, is the 1st day of October 2024.

SYCAMORE HILL HOMEOWNERS  
ASSOCIATION, INC.

By: \_\_\_\_\_

President

Date

 29 Aug 2024







## RESOLUTION ACTION RECORD

Duly adopted at a meeting of the Board of Directors held 22 July 2024.

Motion by: Marc Miller

Seconded by: Heather Gottlieb

VOTE:	YES	NO	ABSTAIN	ABSENT
<u>Scott Miller</u> President 	X			
<u>Marc Miller</u> Vice President 	X			
<u>Rebecca Dodson</u> Secretary 	X			
<u>Ben Waters</u> Treasurer 	X			
<u>Heather Gottlieb</u> Member at Large 	X			

Resolution effective: October 1, 2024

**FOR ASSOCIATION RECORDS**

I hereby certify that a copy of the foregoing Policy Resolution was mailed and/or delivered or emailed to all members of the Sycamore Hill Homeowners Association at their address of record or email address on file on this 31<sup>st</sup> day of August, 2024.

 8/31/2024

Kimberly Spiegel  
General Manager