

Dunlap Condominiums Homeowners' Association, Inc.

C/o Vision Community Management

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Dear Dunlap Condominiums Homeowners' Association Homeowner,

Your Board of Directors recently approved issuing Parking Permits for the covered parking areas. All vehicles parked overnight **require** a parking permit. **Effective Tuesday September 17, any vehicles parked in an unauthorized parking space without proper permits will be towed at the Owner's expense. This guideline has already been enacted with the Association, and the revision to this document is intended to outline the proper use process.**

- **Management will be issuing parking permits at the office for those who do not already have permits. Please note, photo identification will be required to obtain parking permits. Only authorized persons will be able to accept the permits on behalf of the Owner.**
- **If you have not already received your parking permit(s),** you may arrange to pick up your parking permit at the office, by appointment only.
- Please note that any unit that has been assigned a permit max of three (3) total, will not be issued additional permits, with the exception of on guest pass.
- You may also arrange to have your parking permit mailed to you. Passes will be mailed via Certified Mail and there will be a \$15.00 certified mailing fee added to the Owner's account.
- **PERMIT USE INFORMATION:**
 - Each unit gets two (2) resident (blue permit) and one (1) guest (orange). Total of Three (3). If a unit has a third car that requires parking, the HOA will collect an extra \$50 per month charge. *This parking fee will be added to the monthly HOA dues.*
 - Each unit will only be allowed three (3) parking permits at maximum, plus one (1) guest pass.
 - All vehicles must always have a parking permit clearly displayed.
 - Only Blue permits can park in covered spaces (assigned) and uncovered space(s).
 - Orange Permits may only park in an uncovered space. No Exceptions.
 - If any parking permit(s) is lost/misplaced, a request for review and reissuing is sent to management for approval and an applicable fee of \$50.00 per permit will be imposed. The fee must be paid in full prior to reissuing.

➤ **ONE SET OF NEW PASSES WILL BE ISSUED AT NO COST UNDER THE FOLLOWING CIRCUMSTANCES:**

- One pass per new rental/tenant, upon paid \$25 registration
- One pass per new owner, upon paid ownership fees

Thank you in advance for making this transition as smooth as possible. If you have any questions or concerns, you may contact Vision Community Management.

Thank you,

Dunlap Condominiums Homeowners' Association, Inc.