

NEW PARKING ENFORCEMENT BEGINNING 12/8/19

Important Information, please read entire document

New Towing Information

1. Each of the 10 parking lots within the Twin Gates Townhome Community will be given a Lot label (Lot A thru Lot J).
2. Signs will be posted at the entrance of all 10 of our parking lots informing residents/tenants/guests that unauthorized vehicles will be towed at the owner's expense. These signs will also include the Lot label mentioned above.
 - a. Unauthorized/Improperly Parked Includes but is not limited to:
 - i. Residents/Tenants parked on someone else's reserved garage pad
 - ii. Vehicles that are inoperable or not in active use for an extended period of time (see 12F of the covenants).
 - iii. Parking in non-clearly defined parking spaces (parking spaces are located on either the right or left side of the lot; no lot has spaces at the far end).
 - iv. Residents/Tenants with more than two vehicles occupying more than their allotted two (2) spaces (one is reserved garage spot).
 - v. Guests of residents/tenants who are already using their two (2) allotted spaces.
 - vi. Vehicles parked in the lot without a hang tag visible
 - vii. Vehicles parked taking up more than one space (e.g. hugging line and/or parked over line) resulting in other residents not having adequate space to park their vehicle in their allotted space(s).
3. Only members of the board are authorized to call the tow company to initiate the tow process. Residents/Tenants should send an email to twingates1@gmail.com to request a vehicle be towed. The following information is required in the email:
 - a. Make, model and color of vehicle
 - b. License plate number
 - c. Lot car is located and on left of right side (as you enter the lot)
4. Those of you that do not have email can contact the board president, Cindy Augustine, @ 402-670-0683 (if you have email please DO NOT call Cindy)

Car Hang Tag Information (these are to help the board enforce parking rules)

1. Units with a garage, your primary parking space, will be issued one (1) car hang tag that must be hung from your rearview mirror and visible whenever you or a guest of yours is parked on the premises (in your 1 secondary space).
2. Units with a **reserved** pad, your primary parking space, in lieu of a garage will receive two (2) car hang tags that must be hung from your rearview mirror and visible whenever you or a guest of yours is parked on the premises (in your primary space as well as your 1 secondary space).
3. Hangtags will be numbered and registered with the board.
 - a. The numbers on the hang tags tell you what lot you are authorized to park in and on what side of the lot (left or right as you are driving into the lot). See following example.



4. If your hang tag is lost, you must notify the board immediately as we will need to update our records to show that number is lost. There will be a \$5 fee for the issuance of a new hang tag.

5. If you leave the Community, your hang tags need to be returned using one of the following methods:
 - a. Mail the tags to the association at PO Box 936, Ankeny IA 50021
 - b. If you are selling/renting your home, give them to your realtor or rental company to pass on to the new owners/tenants

Note from the Board:

The board does not want to see vehicles being towed; however, we have been left no other choice but to put these rules/regulations in place and they hold true even during the winter months.

We encourage everyone to be respectful/courteous/neighborly and talk to each other; don't assume just because there are empty spaces in your lot that you are free to use them. If you need an additional space, talk to your neighbor(s) and make arrangements to use it etc.

NOTE: If you have made arrangements with your neighbor(s) to use their additional space, you will need to have the hang tag that was issued to them hanging in your vehicle.