



**ROUNDHOUSE**  
Cooperative Housing Association

**Approved:** March 24, 2021

**Replaces:** January 9, 2008

## Parking Policy

1. A Member must provide a copy of current valid vehicle insurance to be eligible for a parking stall. Vehicle insurance documentation must indicate correct unit and address with the owner's name as listed on the Co-op's current list of registered occupants.
2. A Member must display their vehicle's parking tag from the interior rear-view mirror, or another such highly visible place, with an updated decal at all times while parking on Co-op property.
3. Lost or Damaged Parking Tags: Lost parking tags can be replaced for \$20.00. Damaged tags may be returned to the Co-op office for a replacement, free of charge.
4. A Member must not permit any oversized vehicle to enter or to be parked or stored on Co-op property. (Oversized vehicles are defined as any vehicle that will not fit into any stall, or a vehicle that impedes other Member's access to their stall).
5. A Member must not permit any recreational vehicle including, but not exhaustively, boats, trailers, and campers to enter or to be parked or stored on Co-op property.
6. Uninsured vehicles:
  - a. A Member must not store uninsured vehicles on Co-op property.
  - b. In case that an uninsured vehicle is stored on Co-op property, the Board has authority to act, and is furthermore authorized by implicit Member's consent to remove the vehicle from Co-op property and have it disposed as appropriate. The Co-op shall give fourteen (14) calendar days' written notice to the Member informing them of Co-op's intention to remove the vehicle from the Member's stall.
7. Waiting List
  - a. A parking stall waiting list shall be maintained by the Board of Directors.

- b. The waiting list shall be created at the time that this Policy is passed by the General Membership at a General Meeting of the Co-op
  - c. Any parking stall waiting list existing prior to the coming into force of this policy will be transferred, with all Members listed thereon in the same order, to the new parking stall waiting list created by this Policy.
  - d. Any Member thereafter wishing to be listed on the waiting list shall submit a written request to the Board, the Parking Committee or a person directed by the Board to coordinate and assign parking privileges.
  - e. As parking stalls become available, they will be offered to the first Member on the waiting list. Should the first member on the list decline the spot offered, the spot will be offered to the next Member on the list, and so on. Those members declining the offered parking spot will not lose their priority position on the waiting list.
8. Vehicle Storage
- a. A Member may store a vehicle in the Member's assigned stall for a period of up to three (3) months, provided that the Member provides proof of insurance, including third party liability insurance to the Co-op on the commencement date of the storage, and displays the insurance on the driver's side window.
  - b. At the end of the three-month (3) period, the Member's stall will be offered to the first person on the parking stall waiting list. Notice of termination of the three-month period shall be delivered by the Co-op to the Member fourteen (14) calendar days prior to the end of the period. The Member must remove the vehicle from the stall before the end of the fourteen (14) calendar day period, or the Co-op may tow the vehicle at the owner's expense.
  - c. A request for an extension of the fourteen (14) calendar day period must be put in writing by the Member and submitted to the Board for its consideration fifteen (15) calendar days prior to the end of the period. Good and just cause must be given by the member for the extension. It is the Board's sole discretion whether or not to approve the request for extension.
  - d. Stored vehicles must be in clean, operable condition with all tires fully inflated.
  - e. The Board reserves the right to request the removal of unsightly stored vehicles that are not complying with this Policy.
  - f. Failure to comply with any of the requirements for storage of vehicles may result in removal of the Member's vehicle at the Member's expense.

9. A Member shall not rent the assigned parking stall(s) to any person. The Board is authorized to revoke the parking stall from the non-complying Member and reassign it to another Co-op Member on the waiting list. At the same time, a fine of \$200 will be imposed against the member.
10. A Member must not permit the vehicle to be parked or left unattended in a manner that interferes with parking stalls, access lanes or no parking zones.
11. A Member must park only in the parking stall assigned to the member.
12. Any Member's vehicle parked in violation of this policy will be subject to removal without warning by a towing company authorized by the Co-op Board, and all costs associated with such removal will be charged to the Member.
13. A member must not use any parking area as a work area for carpentry, renovations, repairs (including, but not exhaustively, sawing, drilling, and the use of any adhesive or hardening compounds), or work on vehicles involving any automotive fluids or paints, motor run tune-ups or major mechanical repairs. Unnecessary running of engines, resulting in excessive exhaust is not permitted.
14. A Member operating a vehicle in the parking areas must activate the vehicle's headlights and not exceed 6 km/h.
15. A Member must not smoke while in the parking area.
16. A Member must wash a vehicle in the location designated for vehicle washing only. Once washing is completed, the Member must hose down and remove dirt, refuse and excess water from the washing area. While washing, the Member must keep audio volume low.
17. Vehicles leaking oil or other fluids must be repaired, or at least have an approved pad under the vehicle to prevent spillage on the concrete floor. Members who fail to clean up spills or maintain approved pads after receiving notice will be provided with a pad and charged the cost of \$50 for clean-up and \$50 for the pad. If the problem is not resolved to the Board's satisfaction, or the Member refuses to cooperate the Board is authorized, PROVIDED that the Co-op has firstly given fourteen (14) calendar days' notice, to remove subject vehicle from the Co-op property and reassign the parking stall to another member.
18. The Member agrees that the Co-op is not responsible for any damage done to their vehicle due to vandalism or any kind of leakage through the parkade ceiling. Members should check regularly and if they notice any dripping from the ceiling, they should

wipe it from their vehicle immediately, cover their vehicle and advise the office Coordinator and/or the Board.

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19. All Members must wait for the gate to completely close before proceeding in or out of the parkade. Failure to wait for the gate to close may result in a \$200 fine.
20. Parking stalls are restricted to motor vehicles only. Storage of any other items in or near the stall is strictly prohibited. The Co-op office and the Board shall provide a written notice to the Member requesting removal of any item. Failure to comply within seven (7) calendar days may result with the removal of items by the Co-op Office and the Board along with a \$50 fine plus cost of disposal.
21. Members who own an additional vehicle must register that vehicle in the Co-op office and must display a second vehicle tag before they park on the Co-op property. Only one vehicle per spot per unit is allowed in the co-op. All conditions stipulated in this Parking Policy shall equally apply to additional vehicles.
22. Motorcycles, motor bikes, scooters, mopeds, etc. may be parked within the member's stall. Insurance documents must be provided to the Office.

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