

Plantations Two Community Association, Inc.

TOWING PROCEDURES

**Effective *on or about* April 26, 2021
(24 hours after installation of parking signs)**

The following Towing Procedures are based on our Policy Resolution No. 2020-1, Parking Rules for Townhouse Areas and Community Common Areas (hereinafter the “Resolution”) and Montgomery County Codes. Towing is contracted with Auburn Towing, Inc. and implemented as described by the HOA Board of Directors (hereinafter the “Board”).

Violators will be Towed at Owner’s Risk and Expense

TOWING is hereby AUTHORIZED, as specified below:

- A. Community Swimming Pool Parking Lot** (hereinafter the “Lot”): The Lot is designated for short-term use only with a period of no more than 7 consecutive days without being moved (see details in the Resolution, Section 1.111).
1. All parking in the Lot is done at your own risk. The Lot and pool sidewalks are not plowed or treated for snow or ice by the HOA.
 2. Vehicles parked more than 7 consecutive days:
 - will be tagged with a 48-hour notice to tow for first offense;
 - will be towed if not moved before 48-hours; and
 - all subsequent offenses will not be tagged and are subject to immediate towing.
 3. Residents can request written permission to park a vehicle longer than 7 consecutive days for special circumstances.
 - Requests must be submitted in writing via email to the Board (board@plantationstwo.com).
 - A permission authorization document will be provided and must be visibly displayed in the vehicle while parked in the Lot to avoid being towed.
 4. Prohibited Vehicles parked in the Lot will be towed (see detailed list of vehicles in the Resolution, Section 1.106). Exceptions:
 - Commercial vehicles and equipment used by HOA’s authorized contractors during the period of time required to perform their work in the community.
 - Residents with written permission to park a prohibited vehicle (such as an RV, Camper, or Moving Truck) short-term for special circumstances or conditions.
 - Requests for permission to park a prohibited vehicle must be submitted in writing via email to the Board (board@plantationstwo.com).
 - A permission authorization document will be provided and must be visibly displayed in the vehicle while parked in the Lot to avoid being towed.
 5. Pool Parking Lot Closures: The Board reserves the right to close the Lot to resident and visitor parking to accommodate HOA approved event(s) that are held in the Lot:
 - The Board can request all vehicles be removed from the Lot for an event.
 - Residents and Owners will be given a 3 day notice (72 hours) to move their vehicles.
 - Lot Closure Notices will be (a) posted on the HOA website; (b) sent via our community email distribution; and (c) placed on vehicles parked in the Lot.
 - The notice will include the date and time the vehicles must be removed from the Lot, and the date and time parking will be allowed to resume.
 - Vehicles will not be towed; however, any vehicle owner who leaves their vehicle parked in the Lot during a Lot Closure does so at their own risk. Furthermore, the HOA will not be held responsible for any damages that might occur to a vehicle remained parked in the Lot during the Lot Closure posted times.

- B. Community Common Areas:** Common Areas include all the community green space, asphalt walking paths, pool parking lot, pool parking lot sidewalks, and the Melrose Square Way & White Pillar Terrace townhouse parking spaces and sidewalks. Note sidewalks adjacent to the county streets are county property.
1. There is ***NO*** driving or parking of any type of vehicle (except by HOA authorized contractors) on or across any community green space, asphalt walking paths or pool lot sidewalks at any time *unless previously authorized in writing* by the Board. These unauthorized vehicles can be towed without notice at the request of the Board.
 2. Any unauthorized vehicle parked on community green space or sidewalks which are part of Melrose Square Way, White Pillar Terrace, and the Community Pool Parking Lot will be towed without notice.
- C. Reserved/Numbered Spaces on Melrose Square Way & White Pillar Terrace:** Unauthorized Vehicle(s) parked in a reserved/numbered space can be towed by Auburn Towing (301-977-2740) under the following conditions:
1. At the request of the townhouse Resident(s) who is authorized/assigned use of the numbered space(s).
 2. Towing can be requested 24 hours a day, 7 days a week.
 3. The authorized townhouse Resident(s) of the assigned space(s) must provide Auburn Towing the following information:
 - Location of Vehicle (resident's address and assigned parking space number),
 - Vehicle make, model and license plate information,
 - Resident(s) must provide (in writing) current proof of address , and
 - Resident(s) must be present to authorize the towing of the vehicle.
 - Vehicles will not be towed if the resident is not present when the tow truck arrives.
 4. Resident's proof of address must match the house number and assigned parking space number as listed on the information provided to Auburn Towing by the Board of Directors of the Plantations Two Community Association, Inc.
 5. Prohibited Vehicles (see details in the Resolution, Section 1.106) can be authorized to be towed when reported to the Board, and
 - the prohibited vehicle will be *tagged with a 48-hour notice* to tow for *first offense*;
 - will be towed if not moved before 48-hours; and
 - all *subsequent offenses will not be tagged* and are subject to immediate towing.
 6. Any Inoperable or Abandoned Vehicle parked in any reserved/numbered space can be authorized to be towed by the Board (see details in the Resolution, Section 1.107).
- D. Visitors Spaces on Melrose Square Way & White Pillar Terrace:** Visitor spaces are designated for ***non-resident short-term use only*** for a maximum of 72 hours (see details in the Resolution, Section 1.109).
1. Any vehicle remaining parked in a Visitor Space for 72 hours (3 consecutive days) will be *tagged with a 48-hour notice* to tow for the *first offense*. If the vehicle is not moved before 48-hours the vehicle will be towed. All *subsequent offenses will not be tagged* and are subject to *immediate towing*.
 2. Residents can request written permission for a visitor to park a vehicle for more than 72 hours for special circumstances. Requests must be submitted in writing via email to the Board (board@plantationstwo.com). A permission document will be provided and must be visibly displayed in the vehicle while parked in the Visitor Space to avoid being towed.
 3. Prohibited Vehicles (see details in the Resolution, Section 1.106) will be towed.
 4. Any Commercial Vehicle remaining parked in a Visitor Space (except for the period of time required to perform the business purpose of the vehicle) can be towed without notice.
 5. Any Inoperable or Abandoned Vehicle parked in a Visitor Space can be authorized to be towed by the Board (see details in the Resolution, Section 1.107).
- E. All Townhouse Reserved & Visitor Spaces and Pool Parking Lot Spaces:** It is the responsibility of all owners and residents of the Plantations Two Community (especially within the townhouse areas) to make their visitors and contractors aware of our parking restrictions and towing policies.