

# Reynolds Lofts: Parking Rules and Regulation

## Parking Permits

- A **Vehicle Registration Form** must be completed and submitted. Once approved, your vehicle's license plate will serve as your official **Parking Permit**.

## Resident Vehicle Registration

- Each resident must register **every vehicle they own and/or drive** with the management company following the required process.
- Each unit may register up to **one (1) vehicle per bathroom** in the unit.
  - Any resident found exceeding this allotment will be in violation and subject to penalties unless prior written approval is granted by the management company with Board approval.
- **All vehicles must be registered before being parked and left unattended on the premises.**

## Updates, Replacements, Substitutions, and Guest Registration

- To register, update, replace, or substitute a vehicle—or to register a guest vehicle—residents must provide:
  - Name
  - Address
  - Phone number
  - Prior and new vehicle information (as applicable)
- **Definitions:**
  - *Replacement* – A permanent change of a resident's registered vehicle.
  - *Substitution* – A temporary exchange of a resident's registered vehicle for another vehicle.
  - *Update* – A change in the vehicle's registered license plate.
  - *Guest Registration* – Temporary permission for a guest vehicle while on the premises.

## Parking Spaces and Usage

### Resident Parking

- Parking spaces are designated for **residents only**.
- Reserved parking spaces with posted signage are for the **designated unit's exclusive use**. Unauthorized vehicles parked in a reserved space will be in violation and subject to penalty.

## Guest Parking

- Guest parking spaces are designated for **visitors of Reynolds Lofts residents while on premises only**.
- Guests must be registered by the resident **immediately upon arrival**.
- Guest parking is limited to **48 hours from arrival**.
- Residents are not permitted to park in guest spaces without prior approval and guest registration.

## Moving In/Out

- Moves must occur between the hours of **8:00 AM and 10:00 PM**.
- Vehicles other than the registered vehicle may be used but must receive a **Temporary Registration**.
- If an additional vehicle is used for loading/unloading:
  - It may only be parked on-site during active loading/unloading.
  - Hazard flashers must remain on while loading/unloading.
  - The vehicle must be moved off-site when not actively loading/unloading.
- **PODS or other mobile storage containers** require written authorization and at least **48 hours' notice prior to arrival**.

## Violations and Enforcement

- Any vehicle in violation of these rules is subject to:
  - Fines or fees
  - Immobilization (booting)
  - Impoundment/towing at the owner's expense
- All fines and fees must be paid **in full** before a vehicle is released, regardless of residency status.
- While immobilization is the preferred enforcement method, there is **no obligation** to immobilize instead of towing. Immobilization is intended as a "friendlier" form of enforcement, but towing may occur at management's discretion.