

PARKING POLICY AND PROCEDURES

Background: In order to manage limited parking areas in HACEP Public Housing communities, HACEP has established the following policy and procedures.

At HACEP Public Housing community parking lots, HACEP may designate, by markings and/or signs, allowable uses for the space in the lots. Designations may include, but are not limited to, TENANT PARKING, VISITOR PARKING, HACEP STAFF PARKING, HANDICAP PARKING, NO PARKING, etc. Any space not otherwise marked is hereby designated for TENANT PARKING only.

Policy

1. Tenants
 - a. Tenants must have a parking permit issued by HACEP in order to park in the community where they live. Parking permit(s) must be renewed at time of recertification. Failure to renew parking permit will result in removal of the vehicle after 10 calendar days of the recertification.
 - b. Each household will be allowed to register no more than two (2) vehicles. Vehicles must be owned by Tenant or Household member.
 - c. Due the limited number of parking spaces available at communities, spaces will be filled on a first come basis.
 - d. Tenants must submit a "Parking Permit Application" for each vehicle and receive an authorization before parking any vehicle in the community's parking lot.
 - e. Fee for replacement of lost/stolen parking permits is ten (\$10) dollars per vehicle.
 - f. Tenants will park only the vehicle(s) which have been authorized by management
 - g. Tenants will abide by all applicable laws in regard to the ownership and operation of motor vehicles on HACEP properties, including: Texas registration and license plates only, current motor vehicle inspection certificate, and be in proper running condition.
 - h. Tenant must immediately notify manager:
 - When license plate number is changed
 - When vehicle is no longer owned by Tenant
 - When Tenant first obtains a vehicle that is to be parked on HACEP property.
 - i. Vehicle must be parked in designated space. Designated parking areas will be marked with signs at the entrance of the parking lot.
 - j. Vehicles must not leak fluids on the pavement such as oil or gasoline. If vehicle does leak fluids, tenant will be responsible for the clean up of the fluids and any cost occurred by HACEP in cleanup of the fluids, including pavement repair.
 - k. Parking Permit (decal or sticker) must be displayed at all times

- l. Parking Permit is not transferable from one vehicle to another or from one community to another.
- m. Repairs - ONLY EMERGENCY REPAIRS may be conducted in parking lot, such as changing flat tire or battery replacement.
- n. Washing of vehicles, to includes motorcycles, is not allowed on any HACEP property.
- o. Commercial vehicles, trailers, motor homes and buses owned or used by Tenants may not park in Developments.
- p. Motorcycles must be parked in an approved and designated parking space.
- q. Unauthorized and/or improperly parked vehicles are subject to removal by towing at the owner's expense. This includes blocking an access, yellow curbing, fire lanes, etc. The towing company and a phone number where the vehicle was taken to will be posted at the entrance of the parking lot. Notice of removal will be given to Tenant at the time of Parking Permit Application request.
- r. Any vehicle may be removed by HACEP without prior notice to the Tenant in emergency situations, including but not limited to situations requiring access or egress by police, fire, and other emergency vehicles or leaking a fluid that presents a hazard or threat to persons or property.
- s. A vehicle displaying an expired registration insignia, or an invalid vehicle inspection certificate may be removed:
- t. After the owner or operator of the vehicle is given at least ten (10) days' written notice that the vehicle will be towed from the premises;
 - At the vehicle owner's or operator's expense;
 - If it is not removed from the parking lot, or
 - Properly registered and/or inspected

2. Guests and Visitors

Guest: A person who is allowed by any family member to stay overnight for not more than 14 calendar days per year and with prior written approval from Management.

Visitor: A person who allowed by any family member to enter the unit but is required to park outside the premises after 10:00 p.m. on the same day of visit.

- a. Guest parking is only allowed in spaces designated for "GUEST PARKING."
- b. Visitor parking is only allowed in spaces designated for "VISITOR PARKING."
- c. Visitors and/or guests are not allowed to park in spaces designated for Tenants.
- d. If no guest or visitor parking is available in a Community, guests or visitors must park on the street outside of the Development.
- e. Unauthorized vehicles are subject to removal at the owner's expense. The Towing Company and a phone number where the vehicle was taken to will be posted at the entrance of parking lot.
- f. Where visitor parking is available, visitor vehicle must be removed from the Development by 10:00 p.m. each night. Any vehicle parked after that time is deemed to be an unauthorized vehicle and subject to removal.

- g. Overnight parking may be authorized by pre-approval of the Development Manager and only if guest parking spaces exist. A "Parking Permit Application" must be submitted and signed by Tenant and Guest before parking is authorized. Approved guest vehicles must display decal/sticker at all times.
- h. Tenants are not allowed to sublet, transfer, exchange or lend other tenants their assigned space, decal/sticker or permit.

3. Vehicle Immobilization

The Housing Authority may opt to immobilize, in-lieu of towing, any vehicle found in violation of the aforementioned procedure by the use of a "vehicle immobilization device."

A "vehicle immobilization device" means a device that may be clamped and locked onto a part of a motor vehicle to prevent its removal.

The Housing Authority will use a "vehicle immobilization device" that is designed to be clamped and locked onto the wheel of a motor vehicle.

A "vehicle immobilization device" may also be referred to as a boot, wheel boot, Denver boot, wheel clamp, wheel immobilizer, etc.

a. A wheel boot may be used when:

- 1. Any vehicle is found in violation of the Housing Authority's parking procedure
- 2. By any designated employee or contractor who has been trained in the appropriate use
- 3. When a designated HACEP employee or contractor will be available to remove the boot no later than an hour after requested to do so

b. Vehicle Immobilization:

- 1. Once a vehicle is found in violation and a determination is made to use a wheel boot instead of towing, the vehicle is booted
- 2. A notice is left on the lower part of the drivers side windshield
- 3. A Vehicle Immobilization Report is filled out and submitted

c. A wheel boot will be removed when:

- 1. A removal request is made by the vehicle owner or person in control of the vehicle
- 2. A boot will be removed when the owner or person in control of the vehicle has paid the required fee and signed the notice of release
- 3. The required fee of \$75 must be paid with a Cashier's Check or money order made out to "HACEP".
- 4. A notice of release will indicate that the fee was paid and by whom and signed by the payee and the employee
- 5. The wheel boot will be removed and the vehicle allowed to leave

d. Report (prescribed form)

- 1. Will be filled out when a wheel boot is used; and
- 2. When a wheel boot is removed
- 3. The report will be submitted to the immediate supervisor

e. Vehicle Immobilization Notice (prescribed envelope)

- 1. The notice is left when a vehicle is booted

2. The notice will advise that the vehicle is on HACEP owned property in violation of a posted parking regulation, it will have a contact phone number that can be called for further information and/or to have the vehicle released, and also state that there will be an applicable fee that must be paid before the vehicle is released
3. When a boot is removed the payment is placed in the envelope and submitted with the report
4. Lower portion of the envelope is detached and serves as the receipt to the payee