**WHEREAS** the Board of Directors of Three Oaks Association, Inc. has the responsibility and authority to adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon, and to establish penalties for the infraction thereof pursuant to Article VII of the Bylaws, and,

**WHEREAS** there is a need to adopt specific rules on parking, and,

**WHEREAS**, it is the intent that this rule shall be applicable to all Owners, tenants, guests, invitees, or any others wo have vehicles entering upon the common areas, and this rule supercedes and replaces any and all rules or regulations previously enacted by the Board of Directors, Park Place Association, and the successor Association, Three Oaks Association Inc., on the subject of parking, and this resolution shall remain in effect until otherwise rescinded, modified, or amended by a majority of the Board of Directors.

**NOW, THEREFORE BE IT RESOLVED THAT** the attached rules on parking are hereby adopted by the Board of Directors of Three Oaks Association, Inc., and shall be published to the members by mailing a copy to each member of the association and filed in the Homeowners Association for Montgomery County.

I, the undersigned secretary of Three Oaks Association, Inc. do hereby certify that at a meeting of the Board of Directors of said corporation duly and regularly called and held on April 18, 2022, and adopted and recorded in the minute book of said corporation, kept by me, and that such resolution is in accord with and pursuant to the Articles of Incorporation and that such resolution is now in full force and effect and has not been revoked or amended in any manner.

**IN WITNESS THEREOF**, I have hereunto subscribed my name this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_, 2021.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Katherine Payne, Secretary

Three Oaks Association, Inc.

Three Oaks Association, Inc. Rule Number 4.00

1. **SUPERCESSION**

This rule supercedes and replaces any and all rules or regulations previously enacted by the Board of Directors, Park Place Association or the successor organization, Three Oaks Association, Inc. (the “Association” or “HOA”) on the subject of parking.

1. **REFERENCES**
2. By-laws, Article VII, Section 1 (a)

The Board of Directors shall have power to:

“Adopt and publish rules and regulations governing the use of the Common Area and facilities, and the personal conduct of the members and their guests thereon and to establish penalties for the infraction thereof”

1. Declaration of Covenants, Article II, Section 1 (b)

Every owner shall have a right and an easement to the Common Area which shall be appurtenant to and shall pass with the title to every lot, subject to the following provisions:

1. **PARKING REGULATIONS**

The Three Oaks Association has 94 parking spaces for 53 townhouses. The following parking regulations ensure that residents experience minimal inconvenience due to the limited number of parking spaces.

1. **DEFINITIONS**

| **Term** | **Definition** |
| --- | --- |
| Association | Three Oaks Association, Inc. |
| Renters | Individuals who reside in an Association townhouse and for which Association residency documentation can be presented. |
| Household | One townhouse in the Association in which a family or roommates, whether Owners or Renters, reside. |
| Residents | Owners who live in their Association townhouse, or Renters who live in an Association townhouse. |
| Reserved Space | A parking space located in the Association parking lot that is reserved for a specific townhouse and is marked as such via the painting of the last two digits of the property address street number. |
| Non-Reserved Space | A parking space located in the Association parking lot that is not an Association Reserved Space. |
| Guest | A person who is visiting an Association resident. |
| Guest Vehicle | A vehicle owned, leased or rented by a guest of an Association resident. |
| Non-resident | A person who parks their vehicle in an Association parking space but is not an Association resident. |
| Parking Placard | A placard to be affixed (hung on) the rearview mirror of vehicles parked in the Association. |
| Vehicle | Any owned, leased or rented vehicle parked within the Association’s parking lot. |
| Handicap Vehicle | A vehicle that is parked in the Association and has a valid and visible handicap registration plate or disabled permit. |
| Service Vehicle | A vehicle that is parked in the Association parking lot and is present for service work, such as plumbing, electrical or HVAC repair, or for other home improvement. |
| Unauthorized Vehicle | A vehicle that is not registered with the Association and is parked in an Association parking space. |

1. **REGISTRATION OF VEHICLES**
2. Residents of each townhouse in Three Oaks Association (“the Association”).
3. Residents shall register all vehicles owned or leased that will be parked in the Association, providing the make, model, color, and license plate number of each of the vehicles.
4. When a resident’s registered vehicle is replaced or sold, or an additional vehicle is acquired by an Association resident, the owner/lessee of the vehicle shall register the vehicle with the Association, providing information on the newly acquired vehicle, and identifying a vehicle that is no longer owned/leased.
5. Vehicles can be registered by logging into [www.MyGreenCondo.net](http://www.MyGreenCondo.net), emailing Quiza Management at [operations@quizamanagement.com](mailto:operations@quizamanagement.com), or emailing the Association board at [threeoaksboard@gmail.com](mailto:threeoaksboard@gmail.com). For assistance with setting up an account with the My Green Condo website, contact the [property management](#Quiza) company.
6. Two parking placards are provided for each townhouse. An Association parking placard must be affixed to the rearview mirror of a vehicle parked in the Association parking lot.
7. When an Association parking placard is lost, the resident shall pay a $25 for a replacement placard.
8. **PARKING RULES**
9. **General Parking Rules**
10. Vehicles parked in the Association, with the exception of [Service Vehicles](#ServiceVehicle), must have an Association-issued parking placard hanging from the rearview mirror. Vehicles without an Association parking placard are subject to towing at the expense of the vehicle’s owner or lessee. A vehicle that is registered with the Association is subject to towing if an Association placard is not visible on the vehicle.
11. When two vehicles displaying the parking placards assigned to a specific townhouse are parked in the Association at the same time, one of those vehicles must be parked in the reserved space associated with that townhouse/parking placard.
12. Residents of one Association townhouse shall not use the parking placard issued for another Association townhouse.
13. Vehicles shall never be parked in designated fire lanes, on grass, on sidewalks, or in front of fire hydrants. Such vehicles are subject to towing at any time at the expense of the vehicle’s owner or lessee.
14. Vehicles parked in Association parking spaces shall have an unexpired vehicle registration and license plates and shall be maintained in operable condition. Vehicles that are not in operable condition are subject to towing at the expense of the vehicle’s owner or lessee. Pursuant to MD Code, Transportation Article, Section 21-10A-04(a)(9), vehicles that expired registration or license plates shall not be towed until 72 hours after a notice of violation is placed on the vehicle.
15. Parking spaces shall not be used for long-term storage. Any vehicle that is left in a parking space for more than thirty (30) days without moving shall be considered in violation of this rule and subject to towing at the expense of the vehicle’s owner or lessee.
16. Under no conditions shall two vehicles be parked in one parking space (example: motorcycle and car). If two vehicles are parked in one space, one of the vehicles shall be towed at the expense of the vehicle’s owner or lessee.
17. Prohibited vehicles parked in the Association shall be towed at the expense of the vehicle’s owner or lessee. The term “prohibited vehicles” is defined in Section C(6) below.
18. Per Montgomery County, MD law, a vehicle that has a valid and visible handicap registration plate or disabled permit shall not be towed unless a police officer authorizes the towing or the vehicle is blocking a clearly marked fire lane, access to another vehicle, or the entrance to a property or building.
19. **Reserved Parking Spaces**
20. One parking space shall be reserved for the exclusive use of each townhouse. Reserved parking spaces shall be prominently marked with the last two digits of the house number of the property address.
21. Any vehicle parked in a reserved parking space must display a parking placard that is associated with the specific townhouse.
22. **Non-Reserved Parking Spaces**
23. Non-reserved parking spaces are available to Association residents on a first come, first-serve basis.
24. Vehicles parked in Association non-reserved parking spaces that are not are not service vehicles and do not have an Association parking placard are subject to towing at the expense of the vehicle’s owner or lessee.
25. **Large Vehicles, Dumpsters and Storage Pods**
26. Should residents of an Association townhouse require the use of a dumpster or a storage pod for construction, remodeling, or moving, the resident(s) shall obtain prior approval of the Association’s Board of Directors to have it placed in a parking space and shall inform the Board of the anticipated date of removal of the dumpster/storage pod and any change to that date. In such cases, the dumpster or storage pod shall be placed in the townhouse’s reserved parking space. Neighbors are to be notified in advance of the arrival of the dumpster/storage pod and advised as to the anticipated removal of the dumpster/storage pod.
27. When the use of a truck/large vehicle is required to move into or out of the Association, the vehicle shall be parked where it does not block parked vehicles and in a location where other vehicles can go around it. Residents are permitted to ask neighbors to temporarily relocate their vehicles to allow the moving vehicle to park in their spaces. Regardless, neighbors should be notified well in advance, so they can move their own vehicles if they wish to do so.
28. **Parking for Service Vehicles**
29. Service vehicles are those owned/leased by individuals or companies that perform services to include home maintenance, HVAC or plumbing. Service vehicles may park in the Association without an Association parking placard while actively performing work for an Association resident.
30. Service vehicles owned/leased by an Association resident, if parked in the Association, must have an Association parking placard and must not be a [prohibited vehicle](#Prohibited).
31. **Prohibited Vehicles**

If a vehicle falls into any of the prohibited categories defined below, regardless of other categories in which it may fall, then the vehicle is prohibited from parking in Three Oaks Association and shall be towed at the expense of the vehicle’s owner or lessee:

1. Commercial Vehicles:
   1. A vehicle with more than two (2) axles; or
   2. A bus, tow truck, or trailer; or
   3. A farm implement or farm-use vehicle; or
   4. Construction equipment; or
   5. A panel van or other vehicle rated for carrying more than 2,000 pounds.
2. Recreational Vehicles
   1. A boat or trailer; or
   2. A vehicle classified as an over-sized vehicle, to include one where the external configuration conforms to the generally accepted trade definition of “motor home”; or
   3. A truck camper that can be loaded on a pickup truck bed; or
   4. A mobile home, park trailer or travel trailer, regardless of configuration; or
   5. A fold-down camping trailer; or
   6. A snow-mobile, all-terrain vehicle, dune buggy, trail bike, go kart, or other self-propelled vehicle that is not licensed for operation on a public street or highway; or
   7. Any non-commercial vehicle with more than two (2) axles.
3. Any other vehicle that does not fit within a parking space (length and width). If a resident cannot enter/exit their vehicle due to the size of an adjacent vehicle, the adjacent vehicle is over-sized; if a vehicle is too long, making it difficult for drivers to enter or exit a nearby parking space, the vehicle is oversized.
4. **Resident Towing Requests**
5. Residents shall contact the Association Board of Directors or the [property management](#Quiza) representative to request the removal of a vehicle from a parking space.
6. A resident may not submit a request for towing of a vehicle from a parking space directly to the [towing company](#TowingCompany). Should a resident do so, the resident shall be responsible for the cost of towing and for any cost incurred by the owner or lessee of the towed vehicle as a result of towing.
7. **Parking Violations Enforcement**
8. Violations of the above rules shall be reported to, or observed by, a member of the Association Board of Directors and/or the [Property Management Representative](#Quiza). Violations may be reported by logging into the My Green Condo website ([www.MyGreenCondo.net](http://www.MyGreenCondo.net)) and selecting the Violation menu option that is located on the main screen upon login, or by emailing [threeoaks@mygreencondo.net](mailto:threeoaks@mygreencondo.net).
9. When a vehicle is subject to towing, a warning notice shall be securely attached to the vehicle in a conspicuous location and shall include the following:

* the date and time of the notice
* the parking violation
* notice that the vehicle may be towed at the owner’s expense 48 hours after the notice was attached, excepting vehicles with expired registration or license plates, which shall be given 72-hour notice.

1. Per Montgomery County, MD regulations, an [unauthorized vehicle](#UnAuthorized) that has received a notice of the same violation by the Association within the previous 180 days may be towed without any further notice.
2. **Towing Company**

Three Oaks Association has a contract with the following towing company:

K & D Towing

15101 South Lawn Lane

Rockville, MD 20850

Phone: (301) 340-8733

1. **Property Management Company**

Quiza Management

Representative: Hayat Nassar.

Email: [hayat@quizamanagement.com](about:blank)

Phone: 703-827-7625