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I. SUPERSESSION

This rule supersedes 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.

II. REFERENCES

- 1. By-laws, Article VII, Section I {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."

- 2. Declaration of Covenants, Article II, Section I (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: ... (b) the right of the Association 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.

III. 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.

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A. 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 Permit	Permit to be affixed on the inside of the lower left corner of the front windshield
Subject to towing	An instance when a vehicle is in violation of a parking regulation but is not yet subject to immediate towing.
Subject to immediate towing	An instance when a vehicle can be towed with no additional warning, for example when a vehicle is in violation of a parking rule and was given a warning sticker by the towing company for that same violation in the past 180 days.
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.
Towing Company	The towing company that is currently contracted by the Three Oaks Association to help enforce the parking regulations. These rules will be in effect even if the company changes over time.
Unauthorized Vehicle	A vehicle that is parked in an Association parking space and does not have a parking permit displayed.

B. PARKING PERMITS

- 1) Residents of each townhouse in Three Oaks Association, Inc. ("the Association").
- 2) Two parking permits only are provided for each townhouse. One permit is for Residents [defined

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under Section III (A) as Owners or Renters] to park in their designated Reserved parking space outside their home. The second permit is for one additional Resident or Guest to park in any unmarked parking space, in a first-come first-serve manner. The Association will maintain a list of all numbered permits associated with each townhome.

- 3) When an Association parking permit is lost, the resident shall pay \$5 for a replacement permit.

C. PARKING RULES

1) General Parking Rules

- a) Vehicles parked in the Association parking lot, with the exception of Service Vehicles, must have an Association-issued parking permit affixed to the lower left corner of the front windshield. All vehicles without an Association parking permit are subject to towing at the expense of the vehicle's owner or lessee. A vehicle is subject to towing if an Association permit is not visible on the vehicle or vehicle cover.
- b) When two vehicles displaying the parking permits 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 permit. When one vehicle displaying the parking permit assigned to a specific townhouse is parked in the Association, it must be parked in the Reserved space associated with that townhouse/parking permit.
- c) Residents of one Association townhouse shall not use the parking permit issued for another Association townhouse.
- d) 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.
- e) 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 have an expired registration or license plate shall not be towed until 72 hours after a notice of violation is placed on the vehicle.
- f) Parking spaces shall not be used for long-term storage of vehicles. **Vehicles must be able to be moved on request of the Management Company or a Board member**, for example when parking lot repairs are being made or when a vehicle does not seem to have been moved for more than 60 days. On request, owners shall allow a Board member to see the current vehicle registration or the parking permit. Cars that are obscured by covers shall ensure that the permit number is visible on or through the cover. For example, a permit holder can tape or write the permit number on the cover.
- g) 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.
- h) Prohibited vehicles parked in the Association are subject to towing at the expense of the vehicle's owner or lessee. The term "prohibited vehicles" is defined in Section C (6) below.

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- i) 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.

2) Reserved Parking Spaces

- a) 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.
- b) Any vehicle parked in a reserved parking space must display a parking permit that is registered to that specific townhouse, or be a service vehicle working at that specific townhouse.
- c) Any other vehicle parked in a reserved parking space with **no** parking permit will be subject to towing on the request of the owner of that townhouse or a board member. The vehicle is not subject to immediate towing unless the same vehicle has received a violation sticker for the same offense within the past 180 days.
- d) The tow company will not tow or sticker a vehicle parked in a Reserved spot except at the request of a board member or a resident of the townhouse to which the Reserved spot belongs.

3) Non-Reserved Parking Spaces

- a) Non-Reserved parking spaces are available to Association residents on a first-come, first-serve basis.
- b) Vehicles parked in Association non-reserved parking spaces that are not service vehicles and do not have an Association parking permit are subject to towing at the expense of the vehicle's owner or lessee.

4) Large Vehicles, Dumpsters, and Storage Pods

- a) Should residents of an Association townhouse require the use of a dumpster or a storage pod for any reason, such as 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.
- b) 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 be 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.

5) Parking for Service Vehicles

- a) Service vehicles are those owned/leased by individuals or companies that perform services to include home maintenance, HVAC, plumbing, cleaning service. Service vehicles may park in the Association without an Association parking permit while actively performing work for an Association resident.

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- b) Service vehicles owned/leased by an Association resident, if parked in the Association parking lot, must have an Association parking permit and must not be a prohibited vehicle.

6) 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 subject to towing at the expense of the vehicle's owner or lessee:

I. 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.

II. Recreational Vehicles

1. A boat or trailer; or
2. A vehicle classified as an oversized 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.

- III. 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 longer than the parking stripes, making it difficult for drivers to enter or exit a nearby parking space, the vehicle is oversized.

7) Resident Towing Requests

- a) Residents shall contact the Association Board of Directors or the property management representative to report a vehicle that is parked in violation of these rules and is subject to towing.
- b) A resident may not submit a request for towing of a vehicle from a parking space directly to the towing company unless it is from their Reserved spot **and** the vehicle has **no** parking permit.
- c) Should a resident submit a request to tow from a parking space other than their reserved spot, 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.

8) Parking Violations Enforcement

- a) Any of the following enforcement rules may change in order to be in compliance with current

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law.

- b) The current towing company hired by the Association will be permitted to monitor the Association parking lot for vehicles in violation of any of the Parking Rules as outlined under Section C (1: a-h) and under the following conditions: The towing company will drive through and monitor the Association parking lot daily between 2 am and 9 am. The name and phone number of the contracted towing company will be available through signs placed near the community parking lot in accordance with state and county laws. The towing company will only look for vehicles that are parked in non-reserved spots with no displayed parking permit. These vehicles will get a warning sticker as subject to towing, and they can be towed after 48 hours have elapsed. If the vehicle had a warning sticker for the same violation in the past 180 days, they can be towed immediately with no warning sticker.
- c) No car will be subject to towing from a Reserved parking spot unless the current contracted tow company is notified by the Board or the Homeowner to do so. Owners or neighbors who notice a car parked OVERNIGHT without a permit in a Reserved parking spot are advised to contact the Board. This allows temporary parking during the day in an owner's Reserved space for home repairs or maintenance or guests. Should the Board become aware of an owner parking a third car more than one day in their Reserved parking space (no parking permit visible), the tow company will be instructed by the Board to sticker and then tow the vehicle according to the Association parking rules.
- d) When a vehicle is "subject to towing", an official warning sticker shall be securely attached to the vehicle in a conspicuous location by the towing company and shall include the following (according to law):
 - the date and time of the notice;
 - the parking violation;
 - a notice that the vehicle may be towed at the owner's expense 48 hours after the notice was attached, except vehicles with expired registration or license plates, which shall be given 72-hour notice, and except other notices or time periods that are required by law.
- e) Per law, a vehicle that does not comply with these parking regulations and that has received an official warning sticker notice of a parking violation by the towing company, then that vehicle, during the next 180 days, is subject to **immediate** towing with no additional warning or sticker notice, if it is found to have committed the **same** violation. The towing company will maintain documentation for the previous 180 days of vehicles that have received a notice of the same violation

Duly adopted by the Board of Directors for Three Oaks Association, Inc. this 27th day of May 2025.

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