

BRIDLE MANOR CO-OPERATIVE INC.

PARKING RULES AND REGULATIONS POLICY

Administrative tasks related to parking, including processing of applications and record-keeping, will be handled by the Co-op's administrative staff.

1. Registration

- (a) Residents who intend to keep motor vehicles on Bridle Manor Co-op property must make an application to the Co-op for a space, and, when allocated a space, pay the designated monthly parking charge.
- (b) Spaces will only be allocated for currently licensed vehicles.
- (c) Parking charges are:
 - underground: \$35.00 per space
 - surface: \$25.00 per space
- (d) The Co-op office will provide residents with a Bridle Manor Co-op parking sticker, which must be displayed on the inside of the vehicle windshield.

2. Allocation of Spaces

- (a) Each household in the Co-op is entitled to **ONE** parking space when required to park a vehicle belonging to that household.
- (b) Parking spaces may not be sublet.
- (c) Apartment residents will be allocated a space in the underground lot beneath the building. Residents of centre court townhouses 30 - 36 and 41 - 46 will be allocated the space immediately adjacent to their basement entry door, if at all possible. Other townhouse residents will be allocated a surface parking spot.
- (d) Second and third parking spaces will be allocated as available, with applications for a second space receiving priority over applications for a third space.

All such spaces will be allocated on a month-to-month basis and may be re-allocated as necessary to residents requiring a first parking space.

- (e) Priority for second and third spaces will be based on date of application. Among applicants applying at the same time and residents currently assigned a second or third space, priority will be based on length of tenure in the project. Second spaces currently allocated to residents will not be re-allocated except to residents requiring a first space.

- (f) When it is necessary to re-allocate a space in order to allow a resident a first space, spaces to be re-allocated will be selected in the following order:
 - third spaces
 - second spaces
 - first spaces of residents from another area of the Co-op
- (g) Spaces in the underground lots which may be accessed only by moving an adjacent vehicle, may be assigned as a second space to the resident renting the adjacent space.
- (h) Waiting lists will be established for residents wishing to apply for a second or third space.
- (i) Each non-resident permanent employee of the Co-op is entitled to one parking space in the apartment visitors' parking lot.

3. Parking Restrictions

- (a) Residents and employees may park vehicles only in the space assigned.
- (b) Visitors may park only in spaces designated for visitor parking.
- (c) Any vehicle (resident, visitor or employee) parked in a "no parking" area (e.g. fire route, green space, blocking passage of vehicles, etc.) may be towed away at the owner's expense.
- (d) Any visitor's vehicle parked in other than designated visitors' parking areas may be towed away at the owner's expense.
- (e) If a resident repeatedly parks in a space other than the space allocated for his/her vehicle, the Co-op will take appropriate action as follows:
 - a written warning will be sent to the resident
 - if the problem persists, a fine of \$20.00 will be imposed
 - if the problem is still not resolved, the matter will be referred to the Board. The Board may impose a further fine or take such other action as it deems appropriate
- (f) No member parking allowed in the visitors parking lot.
- (g) Members with visitors requiring overnight or longer parking must obtain a Visitor Parking Permit from the Co-op Office. Permit must be placed inside the visitor's vehicle on the driver's side dash, visible from outside of the vehicle.

4. Use and Maintenance of Parking spaces

- (a) Parking spaces may **NOT** be used for the storage of boats, trailers, snowmobiles, etc., and vehicles without current valid license plates.
- (b) No mechanical work or automobile repairs other than light repair or routine maintenance shall be carried out in the parking areas.
- (c) Residents are expected to observe common courtesy toward their neighbours in the parking areas by parking in such a way as not to interfere with the entry or exit of other vehicles.
- (d) Each member is responsible for the upkeep and maintenance of their vehicle and parking space. Any resulting damage to Co-op property will be the member's responsibility to pay the cost of repairs.

5. Visitor's Parking

- (a) Visitors to the Co-op are expected to park in the appropriate visitor's lot, and vehicles parked in other than the appropriate designated area, may be towed away at the owner's expense.
- (b) Guests staying longer than one day must request permission to park from the Co-op office. No guest will be allowed to park for longer than one week.

6. Parking for Disabled Residents

- (a) Spaces will be allocated to suit the needs of disabled residents. This may necessitate the allocation of two adjacent spaces to the disabled resident. In such cases, the resident will pay only the charge normally required for a single space.

7. Other

- (a) All parking related concerns should be submitted in writing to the Co-op office.