

ROUND ROCK HOUSING AUTHORITY

PUBLIC HOUSING PARKING AND TOWING POLICY

PURPOSE

The purpose for this Parking Policy is to define the parking rules and regulations for all housing properties owned by Round Rock Housing Authority (RRHA). Realizing the limited number of available parking spaces in all of our properties, this policy is established to:

1. Better meet the parking needs of RRHA and our residents;
2. Make parking safer for all our residents and visitors;
3. Insure the availability of parking for residents who meet the requirements as set forth in this policy;
4. Address the following parking concerns of RRHA:
 - Residents and/or their guests parking on grass, under clotheslines, on sidewalks or porches, in fire lanes, blocking sidewalk ramps or fire hydrants, or in other unacceptable areas;
 - Commercially-owned and other non-resident owned vehicles parking on premises without authorization;
 - Unregistered vehicles parked on RRHA property; and
 - Vehicles not meeting requirements for valid safety inspection, automobile registration, etc.

INTRODUCTION

To combat the overcrowding created by unauthorized parked vehicles and to maintain a safe, decent, and sanitary environment for the residents of RRHA properties, this Parking & Towing Policy addresses unauthorized parking at all the RRHA properties. All residents must comply with this Parking & Towing Policy.

The following Parking Policy applies to everyone parking a vehicle in a Round Rock Housing Authority (RRHA) parking lot.

Parking lots are for the use of RRHA Staff, Residents, Contractors or Agents. Parking for resident vehicles is not guaranteed and is made available only by complying with requirements set forth in this policy. Residents who violate RRHA's Parking Policy may not be eligible for parking privileges. Guests and all other individuals parking at RRHA's properties must abide by the Parking and Towing Policy. This policy is made a part of and incorporated into the House Rules by reference.

The RRHA provides limited off-street parking (hereinafter also referred to as owner's parking facilities) for resident-owned and staff vehicles. In addition to the RRHA's policies, RRHA will abide by appropriate state laws and city ordinances for off-street parking. Under no circumstances shall the owner's parking facilities be used as a storage facility for residents' personal property.

REGISTERED VEHICLE PARKING PERMIT (STICKER)

All resident-owned vehicles must be registered with the Round Rock Housing Authority. All residents will be issued a RRHA Parking Sticker; residents are to affix their parking sticker on the rear windshield of the vehicle in order to be readily visible.

To receive a resident Parking Permit (sticker) the resident must complete a parking registration form and provide management with the make, model, color, year, license number, and state of registration of the vehicle to be parked. Only one Parking Permit will be issued per household. Visitors, including caretakers and health care workers, may be issued a one day visitor pass, upon request.

Parking Permit (sticker) will be issued to residents that have vehicles that are properly registered and have a valid inspection sticker.

- Stickers are non-transferable;
- Motorcycles are considered vehicles;
- Residents that do not own vehicles are not automatically entitled to a parking space;
- Trailers, boats and recreational vehicles are prohibited;
- Moving vehicles are limited to 24 hours unless Management is notified of additional time required completing the move;
- Vehicles must be moved at least once a week or will be considered abandoned and will be removed at the owner's expense;
- No vehicle may block another vehicle from exiting.

VEHICLE REGISTRATION – Residents must register their vehicle with RRHA to park in the property's parking lot. To register a vehicle, residents must provide:

1. Current vehicle registration;
2. A valid Texas State Driver's License

Approved parking registration is valid only for the building in which the resident lives. Residents will be required to renew the registration process with current, required documents upon request by RRHA. Registered vehicles must be:

1. Currently licensed;
2. Operable and;
3. Without body damage that affects the safety of the vehicle or ingress or egress (entrance, access, exit, fence, gate, etc.) from the vehicle.

Only one parking vehicle (sticker) is allowed per household unless RRHA determines, based upon the size of the property's parking lot, that more than one vehicle per household may be allowed. Once a resident has registered a vehicle with RRHA, the resident will be given a Parking Permit sticker, which must be visible, posted in the rear windshield of vehicle.

It is the responsibility of the tenant to inform the Authority when they are getting a new vehicle or getting rid of a vehicle.

UNASSIGNED PARKING SPACES

All resident parking is unassigned. Resident parking is available on a first come first park basis. The parking of vehicles on sidewalks, parking stripes, grass, yards or common areas is strictly prohibited.

PARKING SPACES FOR DISABLED INDIVIDUALS – Disabled Parking spaces are unassigned and only vehicles with legally registered and properly displayed disabled parking insignia/permits shall park in spaces designated disabled. All other vehicles will be towed at the vehicle owner's expense.

ACCOMODATIONS – Request for accommodations by residents with a disability shall be requested in writing and submitted to Management for approval.

VISITOR AND GUEST PARKING

All guests must park on the street or visitors spaces if available. Exception: Resident's requiring physical assistance from vehicle to unit may allow guest to park temporarily until Resident has successfully been assisted to unit. Guest must then relocate vehicle to street or guest parking area if available. Visitors, including caretakers and health care workers, may be issued a one day visitor pass, upon request.

PARKING AT SCATTERED SITE HOMES – Parking of recreational equipment or vehicles (e.g. boats, motor homes, trailers) on RRHA property is prohibited, unless approved by the Executive Director in advance and in writing. Exceptions to the parking policy at Scattered Site Homes shall be reviewed on an individual basis.

PARKING AVAILABILITY – RRHA provides parking as a benefit to its residents and guests. It does NOT guarantee that parking spaces currently available for resident parking will always be available. In the event RRHA parking spaces become unavailable for any reason, either temporarily or permanently, RRHA will not provide alternate parking.

ILLEGALLY PARKED VEHICLES – Vehicles are illegally parked if the vehicle is:

1. Obstructing access and egress (exit, fence, etc.);
2. Parked on a sidewalk, parking strip, yard/lawn, common area; blocking fire lanes or an emergency exits;
3. Blocks another vehicle from exiting;
4. Not registered with the Management Office, no parking permit sticker;
5. Not properly licensed;
6. Has expired tags;
7. Parked in an assigned space without permission;
8. Parked in a disabled space without a Texas State Disabled decal;
9. Has flat tires or other conditions rendering it inoperable; damaged in a manner that effects the safety of the vehicle or ingress or egress from the vehicle;
10. A hazard or a nuisance;
11. Takes up more than one parking space;
12. Being used for storage; or
13. Abandoned.

Vehicles parked illegally will be tagged with a Parking Violation Notice. Tagged vehicles that remain illegally parked after the Notice's deadline for removal will be towed at the owner's expense. Vehicles blocking or restricting entries, driveways, fire lanes, alleys, or other parked vehicles will be towed immediately.

PARKING OF TRAILERS, TRUCK-TRACTORS AND OTHER EQUIPMENT - Due to the limited number of parking spaces, parking of semitrailers, truck-tractors, trailers of any size or type (including, but not limited to, U-Haul type trailers, boats, campers, tractor-trailers, and motor homes) or other equipment without the prior written permission of management is strictly prohibited.

CAR WASHING - Washing of vehicles is NOT allowed on property at any time.

VEHICLE MAINTENANCE - Residents may change a flat tire or replace a battery of a vehicle on property. However, all other repairs and maintenance are strictly prohibited to prevent damage to the parking areas and possible injury to others.

It is the Round Rock Housing Authority's (RRHA) responsibility to maintain the parking lot in a manner consistent with Uniform Physical Condition Standards (UPCS). To achieve this goal, resident/vehicle owners shall be required to make repairs to their vehicles. Anyone who possesses a vehicle parked in the parking lot that the RRHA has determined to be excessively leaking in a sufficient manner as to destroy the asphalt pavement shall be required to make necessary repairs within a 14 day.

ABANDONED VEHICLES - Management may reasonably conclude that a vehicle is abandoned based on review of the following:

- The condition of the vehicle (the vehicle has extensive damage and/or is inoperable);
- The vehicle has expired license and registration; and/or
- The vehicle has remained parked on property for more than 48 hours without permission from management.

Vehicles which appear to be abandoned shall not be permitted to remain parked on property.

REPEATED VIOLATIONS – Permission to park on RRHA property may be revoked for any repeated or egregious violation of this policy. Failure to comply with RRHA's rules and regulation is a violation of the Dwelling Lease and cause for termination of the resident's tenancy.

RESPONSIBILITY FOR DAMAGE, THEFT, OR INJURY – The RRHA is not responsible for damage to or theft of your vehicle or the contents of the vehicle. The RRHA will not be responsible for any personal injury occurring at the parking locations.

WAIVER Residents who cannot meet the requirements of this policy and feel that they have extenuating circumstances, may request in writing a waiver of certain parts of this policy from the Executive Director. The decision of the Executive Director will be final.

TOWING AND NOTICE OF VIOLATION - The following parking violations are subject to immediate towing without further notice:

- Vehicle obstructs or is parked in a designated fire lane;
- Vehicle is parked in a designated "Tow Away Zone";
- Vehicle obstructs or is in a vehicular traffic aisle, entry, or exit of the parking facility;
- Vehicle obstructs a pedestrian, vehicle or fence gate;
- Vehicle is leaking fluid that presents a hazard or threat to persons or property;
- Vehicle is a semitrailer, truck-tractor, or a trailer of any size or type (including, but not limited to, U-Haul type trailers, boats, campers, tractor-trailers and motor homes) or other equipment parked without the express written permission of management;
- Vehicle is parked in a designated disabled parking space and does not display the legally required disabled insignia/permit;
- Vehicle is blocking another vehicle from exiting its parking space;
- Vehicle is parked in violation of signs posted at all entrances to the parking facility;
- Vehicle is parked in a space designated for managers, staff, or personnel;
- Vehicle is parked in a space designated for permit parking and fails to display a valid parking permit (sticker) or visitor tag;
- Vehicle is parked on the grass, landscape, sidewalk, yard, patio, or common area of the community; or
- Vehicle is taking up more than one parking space.

The following parking violations are subject to towing after management has provided the owner/operator of the vehicle with at least ten (10) days' written notice:

- Vehicle has no current registration or inspection sticker;
- Vehicle is wrecked or extensively damaged, has a flat tire, is on jacks or blocks, has wheel(s) missing, or is otherwise inoperable;
- Vehicle is being used for storage and considered unsightly;
- Vehicle appears to be abandoned.

Vehicles that violate the RRHA Parking and Towing Policy will be towed at the vehicle owner's/operator's expense. RRHA shall not be liable for any damages associated with the towing of the vehicle.

The Housing Authority of the City of Round Rock (RRHA) does not discriminate on the basis of race, color, gender, creed, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, height, weight, physical or mental ability, disability status, veteran status, military obligations, and marital status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Acknowledgment of Receipt of Parking and Towing Policy

By signing below, the undersigned resident(s) acknowledge having (pursuant to Texas Property Code Section 92.0131) received a printed copy of the owner's Parking and Towing Policy (hereinafter the "Parking Policy"), acknowledge having read the Parking Policy, and agree to abide by the terms and conditions of the Parking Policy. The undersigned resident(s) acknowledge that the Parking Policy is incorporated into and a part of the Dwelling Lease Agreement. Additionally, the resident(s) acknowledge that it is the responsibility of the undersigned to inform his/her household members, visitors, and guests about the Parking Policy. The undersigned resident(s) further acknowledge and agree that a vehicle parked in violation of the Parking Policy may be towed in accordance with state and local law and the Parking Policy at the vehicle owner's/operator's own expense.

By signing this policy, I acknowledge that I have received a copy of this policy.

_____ Address _____ Unit No.

_____ Head of Household /Resident _____ Date

_____ Co-Head of Household /Resident _____ Date

_____ Resident over the age of 18 _____ Date

_____ Resident over the age of 18 _____ Date

_____ Management _____ Date