

San Carlos Condominium
Parking Regulations and Enforcement Process

To make parking available to owners, guests, and tenants of San Carlos Condos the following regulations and enforcement processes are established.

- 1) Owner responsibility
 - a) Owners who rent directly via VRBO or other means are responsible for ensuring parking passes are purchased in advance and furnished to their renters in accordance with these rules.
 - b) Owners who allow a Rental Agency or Agencies to represent them are responsible for ensuring the Rental Agency follows these rules.
 - c) Renters and Guests must be informed that there may not be parking spaces available in the south lot and that they may have to park in the north lot during peak times.
 - d) Owners must keep the Property Manager apprised of their preferred email address for notices.
- 2) Peak Times
 - a) It is recognized that parking demand will be highest on holidays and area events so enforcement will be most necessary during these times.
 - i) Spring Break weeks
 - ii) FloraBama Mullet Toss – April
 - iii) Hangout Music Fest – May
 - iv) Memorial Day
 - v) 4th of July
 - vi) Labor Day
 - vii) Shrimp Festival
- 3) Parking Passes
 - a) Must be hanging from the interior rear-view mirror with the writing facing the front of the vehicle. All information must be filled in using a marker or ink.
 - b) Each Condo may have two rental parking passes at a given time with the exceptions of Penthouse II and IV which may have three.
 - i) Exceptions may be made for a third pass during non-peak times.
 - c) Renters must be furnished parking passes by the rental agency or owner. Passes are purchased in advance from Young's Suncoast, Deborah Robinson at 251-968-3802.
 - i) i) Payment may be made by check or cash.
 - ii) Passes are \$20 each and are valid for one renter's visit for one vehicle.
 - iii) The renter's departure date and condo number must be written on the pass in ink or marker.
 - d) Owner's Guest passes are issued by the Property Manager for owners who do not rent their condo. There is no cost for Owner's Guest passes and they must be requested via email to the Property Manager (pwright@youngssuncoast.com) prior to the guest's arrival including the arrival and departure dates.
 - i) Owners are reminded that the parking lot is designed for most units to have two spaces in use.

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- ii) Guest passes may not be used for parking during local events unless the person is also staying in the Owner's condo. (This is to prevent people from using the San Carlos parking lots for their convenience when they are not staying at San Carlos.)
- e) Owners are issued permanent parking pass decals that should be affixed to the driver's side windshield near the dash.
 - i) Owners who use rental cars or for other reasons cannot affix their parking pass should advise the Property Manager so their sticker number may be recorded and converted into a transferable Owner Pass.
 - ii) The Property Manager will sign a special backing sheet and laminate the Owner pass.
 - iii) As soon as practical after arrival, the owner will notify the Property Manager of the vehicle make/model and tag number on which the Owner pass will be displayed.
 - iv) Owner's parking decals may not be used by guests or renters.

2) Enforcement

- a) San Carlos Security Guards issue parking violation notices when passes are not visible, are not valid, and/or for improper parking. The notice instructs the recipient to come to the 3rd floor office.
 - i) Renters are instructed to contact their rental agency or owner to obtain a valid parking pass.
 - (1) If an Owner requests the Property Manager to issue a renter a parking pass, a charge of \$30 for each pass will be added to the Owner's HOA dues. (The extra \$10 charge is meant to be a deterrent to Owners routinely asking the Property Manager to issue passes.)
- b) The Rental Agency and/or Owner will receive an email notice when a renter or guest receives a parking violation and are expected to contact the renter or guest to prevent further violations.
 - i) Continued or repeat violations may result in a \$10 charge per incident assessed to the Owner on their HOA dues. The Rental Agency and/or Owner will be notified via email of violations so a renter's deposit may be held if desired. Examples of parking violations include.
 - (1) Parking in no parking area
 - (2) Using more than one space
 - (3) Parking in the south side lot with a north lot pass.
 - (4) Parking in a space reserved for loading/unloading
 - (5) Parking in a handicapped space without permit/tag
 - (6) Parking Boats or Trailers without prior approval of the Property Manager
 - (7) Displaying a fraudulent parking pass
 - 1 Common fraudulent uses of parking passes include but are not limited to the following and violations may result in a \$10 charge per occurrence assessed to the Owner on their HOA dues.
 - a Not writing the departure date on the parking pass or doing so in pencil
 - b Affixing a Rental Company sticker over the arrival and departure dates
 - c Not indicating a condo number on the pass

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- d Allowing renters or guests to use an Owner Pass
 - e Laminating a parking pass for repeated use
 - f Requesting Owner Guest passes for renters
 - g Copying/duplicating passes
- c) Storage/Parking of Vehicles, trailers, etc.
- i) Owners may leave a vehicle at San Carlos but it must be parked in the north lot when not in active use.
 - ii) Boats, boat trailers, utility trailers, etc. may be parked in the north lot for no longer than fourteen days during peak times. There is no long-term storage of non-passenger vehicles with exceptions during “snow bird” season.
 - iii) A Storage Parking Pass is issued by the Property Manager and costs \$10 per week or \$50 a year.
 - (1) Storage parking is along the back and east row of the north
 - (2) The Storage Parking Pass must be prominently displayed
 - (3) The Owner is responsible for damage to the parking lot.
Example - A trailer jack stand can easily damage asphalt if a pad is not placed on the asphalt to spread the load and tight turns can gouge hot asphalt.
 - (4) Holders of storage passes will receive a combination to the parking lot gate so their vehicle may be retrieved at their convenience if the north lot is locked.
- d) ¹External Storage / Bicycle / Other Racks Mounted on Vehicles
- i) Vehicles with external storage racks mounted to the front or rear must park in the North lot to avoid impeding traffic flow in the parking decks and South lot.
 - ii) This does not apply to roof racks as they create no issues for others.

¹ Added by the Board – July 22, 2015.