

Vintage Place Cluster Association

Parking Registration Form

Name(s) of Resident(s) _____

Address _____

Home Phone _____ Work Phone _____

Email Address _____

Please list **all** vehicles that you own

<u>License Plate No.</u>	<u>Color/Make/Model</u>	<u>Year</u>
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I/we fully understand the Vintage Place parking rules.

_____ Date _____

_____ Date _____

Please note the second page of this application MUST be completed to receive your parking sticker(s).

Vintage Place Cluster Association

Parking Sticker Request Form

Name: _____

Mailing Address: _____

Property Address (if different from mailing): _____

Check **One (1)** Box Below:

New Owner (Free) Settlement Date: _____

New Vehicle (Free) **If this box is checked the following box MUST be completed.**

New Tenants (\$10 per sticker) When Moved in: _____

Lost/Replacement Permit (\$10 per sticker) **If this box is checked the following box MUST be completed.**

Vehicle Information for New Vehicle(s) or Lost/Replacement Permit(s)

License Plate No Color/Make/Model Year

Previously Registered Vehicle(s) No Longer in Use (if applicable)

License Plate No Color/Make/Model Year

Please return the completed forms to Vintage Place Cluster, c/o Sequoia Management, 13998 Parkeast Circle, Chantilly, VA 20151. If you have any questions, please contact our office at (703) 803-9641.

Sequoia Management will process all requests within 48 hours of receipt.



SEQUOIA MANAGEMENT COMPANY, INC. 13998 PARKEAST CIRCLE, CHANTILLY, VA 20151. 703-803-9641. FAX 703-968-0936
www.sequoiamanagement.com

Notice to Vintage Place Residents

Below is a summary of the key elements of the parking policy, which will be enforced at all times:

1. Residents can park in any Reserved or Guest spaces throughout the Vintage Place Community with a valid VP parking sticker displayed.
2. Guests can only park in Guest spaces unless a resident provides them with a VP hangtag, in which case they may park in any Reserved spaces.
3. All Residents must register their vehicles with Sequoia Management and properly display a Vintage Place parking sticker on the rear window of their vehicle [or windshield/ handlebars for motorcycles].
4. Improperly parked vehicles, i.e., not in compliance with the parking policy, may be towed immediately.
5. Current residents can register up to two (2) vehicles per lot by submitting the attached form (which must be completed in its entirety). Residents who require more than two (2) parking stickers must request them in writing to the Board of Directors through the Management Agent. All future residents must register their vehicles as soon as possible after becoming a resident. As indicated on the attached form, a parking sticker will be issued upon submission of a complete parking registration form to the Management Agent. The parking sticker must be affixed to the vehicle in the manner prescribed below. One (1) "Resident Guest" hang tag per lot will also be issued.

Because of the limited number of spaces in the community, all residents are encouraged to be courteous and to try not to park directly in front of other resident's homes with the understanding that there are NO assigned spaces. Garage townhouse owners are encouraged to utilize their garage and driveway space whenever possible; and, if not possible, to park in a Guest or overflow parking area.

For complete parking regulations, please see the Vintage Place Cluster 2015 Policy Resolution for Parking Vehicles available at www.vintageplace.org > Parking, or contact the management office at (703) 803-9641. Thank you!