

WILLOWBROOK HOMEOWNERS' ASSOCIATION, INC.
POLICY RESOLUTION NO.2021-3

RESOLUTION REGARDING PARKING RULES & REGULATIONS

WHEREAS, the Willowbrook Homeowner's Association ("Association") is a property owners association organized and operating pursuant to the Virginia Property Owners Association Act (the "Act"), the Declaration of Covenants, Conditions and Restrictions for Willowbrook Homeowner's Association ("Declaration"), as amended, and its Bylaws ("Bylaws");

WHEREAS, Section 55.1-1819 of the Virginia Property Owners' Association Act ("POA Act") provides that the Board may establish, adopt and enforce rules and regulations pertaining to areas of Association responsibility and Article IV, Section (e) of the Association's Articles of Incorporation provide that the Association has the power to exercise "any and all powers, rights and privileges which a corporation organized under the Non-Profit Corporation Law of the State of Virginia by law now or hereafter have or exercise";

WHEREAS, pursuant to Article VIII, Section 1(b) of the Bylaws of Willowbrook Homeowners Association ("Bylaws"), the Board of Directors ("Board") of the Willowbrook Homeowners Association ("Association") may "exercise for the Association all powers, duties and authority vested in or delegated to this Association and not reserved to the membership by other provisions of these By-laws, the Articles of Incorporation, or the Declaration";

WHEREAS, the Board has determined that there is a need to establish a comprehensive parking policy governing the use of the common areas designated for parking and to regulate the personal conduct of members and their guests thereon.

NOW, THEREFORE, Board of Directors do hereby establish the following Parking Regulations which supersede any previous regulations published.

I. PARKING RELATED DEFINITIONS

A. Over-sized Vehicle:

1. A Vehicles that does NOT fit entirely withing pavement markings on assigned and visitor spaces.
2. Any solid waste collection vehicle, tractor truck or tractor truck/semitrailer or tractor truck/trailer combination, dump truck, concrete mixer truck, towing and recovery vehicle with a registered gross weight of 12,000 pounds or more, and any heavy construction equipment.
3. Any trailer, semitrailer, or other vehicle in which food or beverages are stored or sold.
4. Any trailer or semitrailer, regardless of whether such trailer or semitrailer is attached a vehicle.
5. Any vehicle with three or more axles.
6. Any vehicle that has a gross vehicle weight rating of 12,000 or more pounds.
7. Any vehicle designed to transport 16 or more passengers including the driver.
8. Any vehicle of any size that is being used in the transportation of hazardous materials as defined in Code of Virginia, § 46.2-341.4.
9. Rated carrying capacity of 1,500 pounds (3/4 ton) or more; regardless of capacity.
10. Any vehicle that has commercial equipment attached to the exterior of the vehicle (i.e., ladders, pipes) that extend past the parking marks.
11. Any unmarked vehicle, which because of its irregular height, length, shape, or weight, is not a conventional private passenger vehicle and is more suited for a commercial purpose.
12. Any private or public school or church buses.

B. Recreational Vehicle:

1. Any boat, jet ski, or other water vehicle.
2. Any trailer or fifth wheel trailer.
3. Any vehicle that exceeds eight feet in height, nine feet in width, and eighteen feet in length.
4. Any vehicle with a standard capacity exceeding 11 people.
5. Any mobile home, motor home or self-contained camper.
6. Any pop-up camp/tent trailer or other similar recreation-oriented, portable, or transportable facility or conveyance.

7. Dune buggies.
 8. Any vehicle which would not normally be used for daily transportation, or which is not licensed for use on the Virginia highways.
- C. **Visitor Hours:** The range of hours in which Visitor Placards are required to be present in Visitor Parking Spaces.
 - D. **Visitor Placard:** A pass that is issued by the Willowbrook Board of Directors to Members in Good Standing that allows for the parking of a vehicle in a visitor space.
 - E. **Inoperable Vehicle:** A vehicle that is disabled, inoperable, OR unable to be legally driven on private or public roads, including but not limited to, flat tire/s, expired Registration and tags or safety inspection.
 - F. **Wrecked Vehicle:** A vehicle that has sustained significant damage although not to the extent of being a total loss. A vehicle which is a total loss may also be considered a Wrecked Vehicle
 - G. **Unattended Vehicle:** A vehicle that is unoccupied AND not parked in a defined parking space (Visitor or Reserved) for greater than 15 minutes.
 - H. **Abandoned Vehicle:** A vehicle is presumed abandoned if it has been in a specific spot/location for three (3) days without being moved AND OR lacks either: (1) a valid/current license plate displayed on the vehicle, or (2) a valid/current state inspection certificate or decal displayed on the vehicle.
 - I. **Unlicensed and Uninspected Vehicle:** A vehicle with no valid registration or display of current license stickers or current inspection sticker as applicable to that state.
 - J. **Covered Vehicle:** A vehicle that has installed a covering over the vehicle for weather protection or other purposes.
 - K. **Parked Vehicle:** A vehicle that is brought to a stop with the operating engine off within a designated Parking Space (Reserve or Visitor) or Private Driveway.
 - L. **Double Parked Vehicle:** A vehicle parked directly behind another vehicle/s that would impede movement of any of the vehicle/s.
 - M. **Common Area Ground:** All areas of the community owned by the Association.
 - N. **Renter:** Any person who maintains a current and binding lease with a Homeowner.
 - O. **Member In Good Standing:** A Willowbrook Homeowner whose account balance is no more than 60 days delinquent AND who has no outstanding/pending Architectural Hearing violations.
 - P. **Homeowner:** Any individual who is a recorded person on the title of a property within the Willowbrook Community.
 - Q. **Visitor:** Any person not domiciled within Willowbrook community that is visiting or has business with a resident.
 - R. **Resident:** Any person (Renter or Homeowner) who by way of a legally executed lease OR by way of home ownership is domiciled at a Willowbrook Community.
 - S. **Reserved Parking Spaces:** Paved and painted parking spaces that are assigned to a specific property/lot. These Reserved Parking Spaces are marked with a number assigned to a respective property. See section II for rules pertaining to Reserved parking spaces.
 - T. **Visitor Parking Spaces:** Paved and painted parking spaces that are marked "VISITOR". Visitor parking spaces are not assigned to a specific lot. See section II for rules pertaining to Visitor parking spaces.
 - U. **Private Roads:** Paved roads/courts owned and maintained by the Willowbrook Homeowners Association. All state and county laws are enforced by the Prince William County Police and by the Fire Marshall on these private roads. Community rules are enforced by the HOA on these private roads. The Willowbrook private roads are:
 1. Balsam Street
 2. Candlewood Court
 3. Cottonwood Court
 4. Featherstone Road (1440-1450)
 5. Fir Court
 6. Hackwood Street
 7. Pinon Court
 8. Ponderosa Court
 9. Redbud Court
 10. Tamarack Place
 - V. **Public Roads:** Paved roads owned and managed by Virginia Department of Transportation (VDOT). All state and county laws are enforced by the Prince William County Police and Fire Marshall on these public roads. The following roads are public:

1. Featherstone Road (except 1440-1450)
2. Walnut Street

II. WILLOWBROOK PARKING RULES

A. General Parking Rules

1. Vehicles which are parked illegally may be towed without warning. The following circumstances may result in the immediate towing of the violating vehicle per State of Virginia Code or Prince William County Code:
 - a. If a vehicle is Double Parked and/or is directly blocking a Reserved OR Visitor Parking Space, such that another Resident cannot enter or exit. The Resident is authorized to call the towing company to request an immediate tow of the vehicle. Please refer to Section III Part C of the Willowbrook Parking Regulations.
 - b. If a vehicle is parked in another unit's Reserved Parking Space, the Resident is authorized to call the towing company to request an immediate tow of the vehicle. Please refer to Section III Part C of the Willowbrook Parking Regulations.
 - c. Vehicles parked in areas that are designated by the Fire Department as "No Parking"
2. Inoperable, Wrecked, Abandoned or unlicensed vehicles which are parked for more than five consecutive days in a Reserved space are subject to a 15-day warning ticket before being towed.
3. Vehicles shall park only in paved locations that are designated for parking. Vehicles must be in accordance with the specific regulations governing such parking locations.
4. Any vehicle parked in a fire lane is subject to towing and/or ticketing/towing by Prince William County officials.
5. All Homeowners are responsible for notifying any Renters and Visitors of the parking restrictions in the community. Homeowners of units whose Renters OR Visitors violate these guidelines shall be held liable for all damages to the community caused directly or indirectly by the violation.
6. Parking which blocks sidewalks is strictly prohibited.
7. Visitor Parking Spaces are not to be used for storage such as containers, dumpsters, covered motor vehicles.
8. No motorized vehicles shall be driven on non-paved common area, except such vehicles as are authorized by the Association, County, or State as needed to maintain, repair, or improve the common area. Violators of such behavior are subject to County Fine or Willowbrook Board induced fine/fee.
9. Major repairs AND maintenance include but are not limited to painting of vehicles, body work, and drainage of fluids are prohibited within the Willowbrook community. Minor repairs and maintenance include but are not limited to repairing a flat tire and re-charging of a dead battery are acceptable within the Willowbrook Community. Violators of such behavior are subject to County Fine or Willowbrook Board induced fine/fee.
10. The dumping, disposal or leakage of oil, grease, or any other chemical residual substance or particles is prohibited. Violators of such behavior are subject to County Fine or Willowbrook Board induced fine/fee. Homeowners of units whose Renters OR Visitors violate these guidelines shall be held liable for all damages/cleanup to the affected Common Area AND Reserved Parking Spaces caused because of these violations.
11. Oversized vehicles belonging to individuals in Willowbrook may only park on public roads.
12. Covered vehicles shall only be parking in Reserved Parking Space. Covered vehicles must be in serviceable condition and not considered "Wrecked"; They must have a valid and up to date state registration, license plate, and inspection sticker. Spot checks by the Managing Agent, board members or towing company will be performed to verify this. No covered vehicle shall be parked in Visitor Parking Spaces or on Common Area Property.
13. It is prohibited to park vehicles that display expired or no license plates OR state safety inspection decals within the Willowbrook Community.
14. Parking is prohibited on the grass within the Willowbrook community, including the grass on individual private lots. No parking shall be permitted other than on the existing paved Community Area Property designated for parking.

15. Vehicles shall be parked in such a manner as to NOT impede sidewalks OR extend beyond the parking marks. Cars parked in such a manner as to impede sidewalks or extend beyond the markings will be towed.
16. It is prohibited to park/store recreational vehicles or trailers in Reserved Parking Spaces, Visitor Parking Spaces, or Common Areas Property. Recreational vehicles CANNOT be parked OR stored within the Willowbrook Community.
17. If a vehicle's security system interferes with the right of quiet enjoyment of the community for more than fifteen (15) minutes, the vehicle is in violation of these regulations and subject to removal through towing.
18. Oversized vehicles may only be parked within the Willowbrook community when actively conducting services for a Resident. The oversized vehicle is not permitted to be parked within the Willowbrook Community if services are not actively being rendered at the time in question. All other oversized vehicles are prohibited from being parked within the Willowbrook Community; this includes on private property.
19. Only one motor vehicle may be parked in Reserved or Visitor Parking Space. An exception to this is that 2 motorcycles may be parked in a Reserved Parking Space OR 1 motorcycle and a small vehicle, if both fit within the parking space boundaries and do not impede into the common area road or adjacent spaces.
20. Operation of any motor vehicle in violation of the Code of Virginia's Motor Vehicle Code (Title 46.2, Code of Virginia) is prohibited and the Board has granted the authority to local law enforcement officers to enforce all motor vehicle laws on the streets and common areas of Willowbrook.
21. The towing of a vehicle due to a violation of the restrictive covenants or of these rules and regulations is at the owner's expense. The owner of the towed vehicle indemnifies and holds harmless the Board of Directors and the Association from all damages or liability which may result from the Tow.

B. Townhome Resident and Visitor Parking Spaces

1. The community shall have all parking spaces on the paved common areas painted and marked per the parking plan specifications.
2. Residents of Willowbrook should utilize their two assigned parking spaces. Visitor spaces are designed only for visitors of Willowbrook.
3. Vehicles cannot be parked in any visitor's spot more than two (2) times in a seven (7) day period. The vehicle license plate will be recorded on a list and will be towed without warning on the third (3) occasion within the (7) days.
4. Inoperable, Wrecked, Abandoned or unlicensed vehicles which are parked in a Visitor space are subject to immediate tow.
5. If Visitor parking spaces become tarnished OR are not marked, these "Rules pertaining to Resident and Visitor Parking Spaces" still apply.
6. All persons who park motor vehicles in lined Parking Spaces shall position their vehicle as close to the center of the parking space between the painted lines as possible. Overlapping the painted lines which separate parking spaces or parking at an angle to the curb is prohibited, unless the two spaces are utilized by the assigned owner of those spaces parking their one vehicle.
7. Reserved Parking Spaces within the Willowbrook Community are reserved for specific lots. Every Reserved Parking Space shall be assigned to a specific lot for use by the Homeowner or Renter. The Reserved Parking Spaces are marked with the lot number to which it is assigned.
8. It is a violation of these guidelines for any person to make use of a Reserved Parking Space without the consent of the Homeowner of the lot to which the parking space is assigned.
9. No Reserved Parking Space shall be sold or offered in exchange for anything of value. Upon the legal conveyance of the subject lot from one owner to another, the parking space assigned to the subject lot by the Board will adhere to the Willowbrook Parking Rules and Regulations as they exist therein.

C. Visitor Placards:

1. Visitor placards are required during these hours: 10 PM- 7:00 AM daily 7 days a week.
2. To obtain a Visitor Placard, the Homeowner **MUST** be a **MEMBER IN GOOD STANDING** (Owner account balance is no more than 60 days delinquent AND who has no outstanding/pending ARC Hearing violations).

3. For Renters to obtain a Visitor Placard, the Homeowner **MUST** provide a **Homeowner Transfer Release Form** to the Willowbrook Managing Agent.
4. Members In Good Standing will be issued **1** Visitor Placard at no charge.
5. If a Visitor Placard is lost/stolen, a replacement will be issued after receiving a \$20 replacement fee. When a placard is reported Lost/Stolen, that placard number will be sent to the towing company for immediate tow if it is seen or used in the community.
6. Residents expecting visitors for an extended period, must submit a written request to Management and provide make, model and color of vehicle, license plate number and the dates of the stay. Requests for extended use of visitor parking are subject to the approval of the Willowbrook Board and must be made ahead of time. These special requests are limited to 2 weeks and no more than 2 times in a calendar year.
7. Visitor placards are only be used for visitors to Willowbrook.
8. All vehicles in a Visitor Parking Space must clearly display a valid Visitor Placard on their rearview mirror, or dashboard if no mirror exists. A vehicle parked in a Visitor Parking Space not clearly displaying a valid Visitor Placard during Visitor Hours will be towed without warning.
9. Visitor placards will be updated/renewed at the direction of the Board. Willowbrook Residents are responsible for submitting requests for renewal prior to their expiration.
10. No person, through custom or alleged past practice, may establish a right to a Visitor parking space.
11. Visitor parking spaces shall be utilized on a first-come, first-serve-basis.

D. Delinquent Accounts:

1. When a Homeowner account is 60 days delinquent or more, they are no longer in Good Standing and are subject to parking suspension including their assigned parking spaces and visitor placard. Anyone parking in the delinquent Homeowners assigned spaces, or using their Visitor Placard, will be towed immediately at the owner's expense. This remains in effect until the account is brought current. Management must be notified when payment is made for verification before suspensions are removed.

E. Community Rules and Regulation Violations:

1. When a Homeowner receives a violation on their home, they are given time to correct. If the violation is not corrected, the Homeowner is then not in Good Standing and are subject to parking suspension of their visitor placard. Anyone using the delinquent Homeowners assigned Visitor Placard, will be towed immediately at the owner's expense. This remains in effect for 90 days or until the violation is corrected. Management must be notified when the violation is corrected so it can be re-inspected, and violation closed before suspensions are removed.

III. ENFORCEMENT

A. General

1. Towing enforcement for Visitors Hours and placards is 10 PM- 7:00 AM daily, 7 days a week.
2. Towing enforcement for all other violations such as but not limited to: Double Parking, Recreational Vehicles, Unattended Vehicles, Oversized Vehicles, Covered Vehicles, and Common Area Ground; will be enforced 24/7.
3. The Willowbrook Board of Directors retains the right to administer, alter, construe, annotate, or enforce any or all provision of these guidelines
4. Upon the consent and request of the disputants, the Willowbrook Board of Directors will act to fairly adjudicate or arbitrate disputes that may arise among Homeowners or Residents related to the administration and enforcement of these guidelines.
5. The Willowbrook Board of Directors reserves the right to tow vehicles immediately in any of the named violations in these guidelines.
6. Invalidation of any of these paragraphs or sections by judgment or court order shall in no way affect any other provisions that shall remain in full force and effect.
7. It is the responsibility of all Homeowners to comply with these guidelines and to instruct Renters and Visitors to do so also.
8. Homeowners OR Residents may report violations of this policy to either the Willowbrook Board of Directors or The Managing Agent, by phone or email.
9. Homeowners OR Residents may report violations in section B below - "Reporting

Violations" to the Prince William County Police or Fire Marshall Department as appropriate.

10. Attorneys' Fees and Costs. If the Association must enforce this resolution through any form of legal action, the offending Homeowner and/or Vehicle Owner shall be responsible for all expense and/or attorneys' fees incurred by the Association in enforcing the provisions of this Resolution.

B. Reporting Violations

1. The following violations should be reported directly to the **Prince William County Police at (703) 792-6500 or Fire Marshall (703) 792-6360:**
 - a) Vehicles parked in fire lanes.
 - b) Vehicles blocking fire hydrants.
2. Vehicles in violation along any public thoroughfare should be reported directly to the Prince William County Police at (703) 792-6500. The public thoroughfare in Willowbrook as designated by the Virginia Department of Transportation (VDOT) IS:
 - a) Featherstone Road (except 1440-1450)
 - b) Walnut Street
3. Any violation not specified in Paragraph 1&2 of the "Reporting Violation" Chapter (B) under the "Enforcement" (III) Section should be reported to the Managing Agent at (703)803-9641 Ext 303 or Dominion Wrecker Services at (703) 730-6610. These types of violations include but are not limited to: Visitor Parking, Double Parking, Recreational Vehicles, Unattended Vehicles, Commuter Vehicles, Threshold Parking, Covered Vehicles, and Common Area Ground.
4. The caller should provide the following information (NOTE: The caller information is required should the Willowbrook Board of Directors or Managing Agent need to contact the caller for any follow-up information. The reporting caller information is **CONFIDENTIAL**):
 - a) Photo of vehicle / violation
 - b) Vehicle's make, model, color, and license plate number
 - c) Vehicle's location
 - t) Nature of violation
 - g) Date and time of violation
 - h) Any other related information
 - i) Caller's name, address, and phone number

C. Resident Engagement of Tow Services

1. Any Home Owner or Resident who directly engages the tow company to enforce any provision of these guidelines shall bear full and complete responsibility for said action and shall agree to hold Willowbrook Homeowners Association, Inc., its Officers, members of its Board of Directors, and its Managing Agent harmless from any and all liability, costs, or fees they may incur in defending themselves for any enforcement actions undertaken which were not directly authorized by the Willowbrook Board.
2. Homeowners or Residents opting to have a vehicle towed from their reserved parking space are responsible for making all arrangements directly with the towing company. This includes:
 - a. Making the initial call to the towing company,
 - b. Provide proof of residency, for example driver's license, of the reserved parking plan as verification of their authority to have the vehicle towed
 - c. Signing the impound form
3. The towing contractor currently retained by Willowbrook Homeowners Association, Inc., is **Dominion Wrecker Service, 2630 Hanco Center Drive, Woodbridge, Virginia at (703) 703-6610.** All towing will be at the expense of the vehicle owner.

D. Vehicle Violation Penalties

1. Fire Lane/Fire Hydrant Violation Penalties. These vehicles are subject to immediate ticketing and/or towing by Prince William County Police and/or Fire Marshal at the expense and risk of the vehicle owner.
2. Public Thoroughfare Violation Penalties. These vehicles are subject to immediate ticketing and/or towing by Prince William County Police at the expense and risk of the vehicle owner.

3. The following violations warrant an immediate tow at the expense and risk of the vehicle owner. These violations shall be enforced **AT ALL TIME**:

- a. Vehicles parked on common area grounds to include sidewalks and other unpaved areas. This includes unpaved areas on private property.
- b. Double parking is strictly prohibited.
- c. Covered Vehicles parked in a Visitor Parking Space or on Common Area Property.
- d. Vehicles parked within the Willowbrook Community that display expired or no License Plate/State Registration OR Inspection Decal.
- e. Vehicles parked in a manner that impedes sidewalk traffic OR extends beyond the Reserved Parking Space, or Visitor Parking Space.
- f. Recreational vehicles that are Parked, OR Stored within the Willowbrook Community.
- g. A vehicle parked in a Visitor Parking Space not clearly displaying a Visitor Placard during Visitor Hours.
- h. Vehicles that exceed the allowable visitor parking time frame, no more than two (2) times in a seven (7) day period.

LIABILITY

- A. Willowbrook Homeowners Association, Inc. and Willowbrook Board of Directors assumes no responsibility for and disclaims responsibility for any damage to any vehicle parked or operated within the Willowbrook community.
- B. Homeowners shall be held liable for all expenses incurred by the Willowbrook Homeowners Association, Inc. because of any damage or clean up done to the common areas by way of use, repair, or maintenance of their vehicle, or because of negligence, whether on the part of the Homeowner, his family, tenants, guests, visitors, or agents.
- C. Any exceptions or changes to the above policy must be approved in writing by the Willowbrook Board of Directors.
- D. The Willowbrook Board of Directors reserves the right to annually evaluate the parking conditions to determine parking space availability, suitability, conformity, and Quality of Life; The Willowbrook Board of Directors may revise/revoke parking spaces and Visitor Placards as needed.

IV. REPEAL OF PRIOR POLICIES

- A. The rules and regulations set forth in this policy resolution supersede and replace all rules and regulations set forth in any prior parking policy.

V. EFFECTIVE DATE

- A. The rules and regulations set forth in this policy resolution are effective as of January 1st, 2022.
WILLOWBROOK HOMEOWNERS ASSOCIATION, INC.