



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: **Parking Policy**

ORIGINAL DATE OF APPROVAL: November 14, 1985

APPROVED BY: The Membership

DATE OF AMENDMENT OR REPLACEMENT: 1998 policy rescinded in February 2002 and replaced with the following policy. Amended: April 2016. Amended: June 2016. Amended: October 2019

PARKING COMPLAINTS WILL ONLY BE DEALT WITH WHEN PROPERLY SUBMITTED AS PER THE PROCEDURES.

VIOLATIONS TO THE POLICY WILL BE DETERMINED AT THE DISCRETION OF THE PROPERTY ENHANCEMENT COMMITTEE AND THE BOARD OF DIRECTORS. MEMBERS HAVE THE RIGHT TO APPEAL.

1. Members and non-member residents will park vehicles, including motorcycles, in their unit stall or rental stall only.
2. Unlicensed, derelict, or inoperable vehicles shall not be stored or parked within the co-operative.

Complaints regarding derelict vehicles will be judged on a case by case basis by the Property Enhancement Committee.

3. Parking in stall will normally be limited to vehicles a maximum of 18 feet in length / 8 feet in width.
4. Trailers that fit as noted above are allowed to be parked within the co-operative.
5. Nothing will be parked in a manner that will block the normal flow of traffic in the parking and sidewalk areas, or that will cause any damage to other vehicles.
6. A maximum of two vehicles that can fit as above, are allowed.
7. Motorcycles must not be parked side by side with other cars, trucks, or trailers within the stall. They must only be parked at the front of the stall, in between the car, truck, or trailer and the parking block.
8. Members requesting a rental stall must apply at the office.



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PROCEDURES

SUBJECT: Parking Procedures

ORIGINAL APPROVAL DATE: June 2002

APPROVED BY: The Board of Directors

AMENDED: May 2006, September 2008, May 2009, February 2010, April 2011, October 2011, May 2015, June 2015, November 2015, June 2016, October 2017, January 2019

General Parking Procedures:

- **MEMBERS ARE RESPONSIBLE TO ENSURE THAT THEIR VISITORS ARE PARKED IN VISITOR STALLS ONLY.**
- ***During office hours members are encouraged to phone the office to report vehicles parked on SMHC roadways and designated personnel will contact the Calgary Parking Authority.***
- **Parking stalls are assigned to each unit and remain with the unit.** Members are discouraged from trading stalls with other members. If this occurs the parking stall reverts back to the assigned unit when members move.
- **Parking Stalls and Rental Stalls:** Clearing and keeping parking stalls clear of snow and ice is a member(s) responsibility. Ice melt is available from the office free of charge and sand is available from the yellow bins in each parking lot to aid members. Spills of any kind must be cleaned up by the member, and be reported to the office. Product and instructions for cleaning vehicle spills can be obtained from the maintenance department.
- **Rental Stall(s):** Members are permitted to rent a maximum of 1 rental stall only. Members with more than the allowable number of rental stalls prior to May 2015 will be permitted to keep their stalls.
- ***Members, non-member residents and/or frequent visitor(s) are not allowed to use visitor parking stalls on an ongoing regular basis. If a member suspects another member, non-member resident and/or frequent visitors of abusing a visitor stall, a written parking complaint can be filed as outlined below. In the interest of "fairness" members must allow equal access to visitor parking stalls. Chronic use of the visitor parking stalls by one vehicle will be considered to be a violation of the parking policy. "Chronic Use" will be determined by the Property Enhancement Committee.***

- If a member leases their unit, or transfers their shares, their rental stall must be returned to the co-op.
- Vehicle repairs, such as, but not limited to, changing oil or other vehicle fluids or any engine work, will not normally be allowed on SMHC property.
- Vehicle repairs such as changing tires or replace side mirrors will be permitted on SMHC property.
- Members who have unlicensed, derelict, inoperable or unattached vehicles parked on SMHC property will be given 24 hours to license or remove the vehicle from SMHC property. If the vehicle is not licensed or removed or alternative arrangements made with the office, after 24 hours, a \$50 fine will be issued to the member whose stall the vehicle is parked in. If the vehicle is still not licensed or removed or alternate arrangements made with the office, after 48 hours, a \$100 fine will be issued to the member whose stall the vehicle is parked in and the member will be asked to attend the next board meeting to discuss the matter. A further fine may be levied at the discretion of the Board of Directors.
- Visitors, members, and/or non-member residents are not allowed to occupy and/or use SMHC utilities for recreational vehicles on SMHC property.
- Extension cords are not to run across sidewalks or roadways. Plugged in cords must not be left plugged into the outdoor plug in and/or left lying in the stall when not in use.

Monitoring of the parking policy/procedures:

- Monitoring of parking is the ***members' responsibility***. The Office and the Property Enhancement Committee will only act on properly received complaints.

Visitor Parking Permits: These permits are for out of town guests of members that stay longer than 48 hours.

Visitor parking permits will be issued by SMHC staff as follows:

- a visitor parking in a visitor stall for more than forty-eight [48] hours must obtain a visitor parking permit
- the permit will be issued for up to seven [7] calendar days
- any additional permit may only be issued with the General Manager's authorization
- the visitor parking permit must be visibly displayed on the vehicle dashboard while the vehicle is parked on SMHC property in a visitors parking stall
- a visitor parking permit does not guarantee a visitors parking stall
- any abuse of the visitor parking permit will result in it being revoked
- visitors must comply with the parking policy

Submitting parking complaints:

- Parking complaints must be submitted in writing – forms are available at the office or on the website.

All the required information must be provided or the complaint will be returned to the person making the complaint for clarification.

- If someone is parked in your unit or rental stall, YOU must handle the problem. Call Calgary Parking Authority at 403-537-7100 – and the vehicle may be ticketed or towed. Written proof the stall belongs to you needs to be shown.

Note: Written proof of which stalls belongs to which unit is given to each member upon move in. Written confirmation of rental stall numbers are obtained when the stall is rented. Copies of the above may be obtained from the office.

Processing parking complaints:

- The complaint form must be signed – the information will be kept confidential. If the matter is referred to the Board of Directors, the information will be disclosed to the board at that time.
- The original complaint will be forwarded to the Property Enhancement Committee.
- Upon receipt of a first complaint, a warning letter will be issued by the Office but no fine(s) will be levied.
- A second complaint received, within a two year period, will result in the member being assessed a \$50 fine.
- A third complaint received within a two year period, will result in the member being assessed a \$100 fine and requested to attend the next Property Enhancement committee meeting to review the parking policy. Failure to attend will result in the matter being referred to the Board of Directors.
- **If further violations of this policy or procedures occur, the Board of Directors may determine that the matter is chronic and warrants termination of membership. If a member fails to abide by the member approved parking policy when directed by the Board of Directors to do so, the member will be considered to be in violation of this policy and his or her membership may be terminated.**

Vehicle Removal Fines:

- A \$50 fine will be levied against any member that does not remove or make arrangements to have their vehicle(s) removed from the parking lot for parking lot cleaning.
- A \$50 fine will be issued anytime members do not remove their vehicles from the parking and rental stalls when they are instructed to do so for any reason and for any length of time.

Records:

- In all cases when correspondence is sent to a member, a photocopy will be included in the member's file.
- A master book containing all complaints will be kept locked in the office in order to keep accurate records of complaints.
- If complaints are destroyed, it will be a decision of the entire committee to destroy them.