



## SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

### PROCEDURES

**Subject:** Parking Procedures  
**Original Approval Date:** June 2002  
**Approved By:** The Board of Directors  
**Date of Amendment or Replacement:** May 2006, September 2008, May 2009, February 2010, April 2011, October 2011, May 2015, June 2015, November 2015, June 2016, October 2017, January 2019, January 2020, January 2021, April 2024

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#### **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 are not allowed to use visitor stalls. If a member suspects another member, non-member resident and/or frequent overnight 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 overnight 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 Maintenance 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 \$250 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 \$500 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 Maintenance 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 is obtained when the stall is rented. Copies of the above may be obtained from the office.

***Processing parking complaints:***

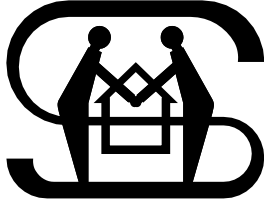
- The complaint form must be signed – the information will be kept confidential. If the matter is referred to the Board of Directors, the information will be disclosed to the board at that time.
- Upon receipt of a first validated complaint, a \$250 fine will be issued.
- A second validated complaint received, within a two-year period, will result in the member being issued a \$500 fine and will become a Member Not in Good Standing.
- A third validated complaint received within a two-year period, will result in the member being issued a \$1000 fine and be required to attend the next Board of Directors meeting; termination of membership and occupancy rights may be considered.
- **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 their membership may be terminated.**

***Vehicle Removal Fines:***

- A \$250 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 \$250 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 digital record containing all complaints will be kept 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.



**SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.**

THIS FORM IS REQUIRED TO IDENTIFY OWNERSHIP OF YOUR PARKING  
STALL[S]

TO WHOM IT MAY CONCERN

PARKING AUTHORIZATION FOR UNIT AND RENTAL PARKING  
STALL(S)

THIS LETTER SERVES AS AUTHORIZATION THAT THE FOLLOWING  
MEMBERS[S] HAVE POSSESSION OF THE FOLLOWING PARKING STALL[S] FROM  
SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.:

MEMBER'S NAME: \_\_\_\_\_

UNIT #: \_\_\_\_\_

UNIT PARKING STALL NUMBER: \_\_\_\_\_

RENTAL STALL NUMBER[S] \_\_\_\_\_

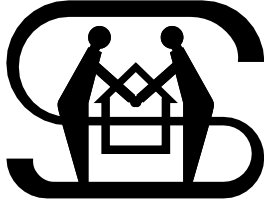
DATE: \_\_\_\_\_

AS THE MEMBER[S] RESPONSIBLE FOR THE ABOVE PARKING STALL[S],  
UNAUTHORIZED OR ILLEGALLY PARKED VEHICLES MAY BE TAGGED AND  
TOWED AT THE MEMBER'S REQUEST.

PROPERTY MAINTENANCE COMMITTEE  
SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

CALGARY PARKING AUTHORITY PHONE # 403-537-7100





**SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.**

**Form**

**Subject:** Visitor Parking Permit  
**Original Date of Approval:** October 23, 1985  
**Approved By:** The Board of Directors  
**Date of Amendment or Replacement:** June 27, 2002, February 2010, October 2017, January 2019

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**VISITOR PARKING PERMIT**

This permit is issued to Unit # \_\_\_\_\_ for a visitor to park in a Visitor Parking Stall during the period from:

\_\_\_\_\_ to \_\_\_\_\_

**Vehicle description**

Make & model: \_\_\_\_\_

Color: \_\_\_\_\_

License: \_\_\_\_\_

Province: \_\_\_\_\_

Authorized by: \_\_\_\_\_

SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

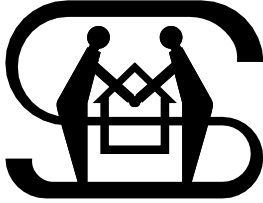
[Important information – see over]

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- The permit will be issued for up to seven [7] calendar days.
- Any additional permit may only be issued with the General Managers 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 permit will result in it being revoked.
- Members must ensure that their visitors comply with the parking policy.





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**CONFIDENTIAL**

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**PARKING COMPLAINT FORM**

**In order for the parking committee and the Board of Directors to take action against violations of SMHC's parking policy, *all of the information requested on this form must be made available – or the committee will not respond.***

Today's date \_\_\_\_\_

Complaint Against: Unit # \_\_\_\_\_ Parking Stall # (if visible) \_\_\_\_\_

Name: \_\_\_\_\_ Date of violation: \_\_\_\_\_

Time of day the violation was noticed: \_\_\_\_\_

Make/model of vehicle: \_\_\_\_\_ Colour \_\_\_\_\_

Province /License plate # \_\_\_\_\_

Nature of the violation [please check one]

PARKING IN THE FIRE LANE OR  
AROUND THE ISLAND

VEHICLE EXCEEDS APPROVED  
LENGTH/WIDTH

NO VALID VISITOR PARKING  
PERMIT

PARKING IN VISITOR STALL

OTHER – PLEASE CLARIFY \_\_\_\_\_

I understand that this matter will be handled by the Property Maintenance Committee and that my identity will remain confidential.

Signature of the complainant: \_\_\_\_\_ Unit # \_\_\_\_\_

Telephone \_\_\_\_\_