

Parking & Road Use

Policy

1. A speed limit of 8 km/hr must be strictly observed within the co-op property. Multiple complaints of violations will result in a vehicle being banned from co-op property.
2. All vehicles on the co-op property will comply with the City of Vancouver's idling regulations. This states that no vehicle will be left idling for more than 3 minutes.
3. All vehicles on co-op property must be insured. Vehicles not being regularly driven and being stored on co-op property must carry at minimum storage insurance. A copy of the storage insurance must be provided to the office when obtained and updated if there is a change of coverage.
4. No vehicles carrying only storage insurance are allowed in the uncovered parking spaces. No uninsured, derelict vehicles or vehicles being used for parts are allowed on co-op property.
5. No parking is allowed anywhere other than designated parking spaces. Any vehicles not parked in designated spaces may be towed away at the owner's expense.
6. A member shall use the parking space(s) which have been designated to them. This is usually the carport space directly in front of their unit.
7. The parking space(s) assigned to a member shall not be rented or leased to non-residents.
8. Guests shall be permitted parking privileges on the uncovered parking spaces on a first-come, first serve basis. Vehicles parked in those areas without being moved for 7 consecutive days may be removed at the owner's expense unless prior permission has been given by the Board of Directors.
9. Households having more than one vehicle may use ONE uncovered parking space on a first come, first serve basis providing all of the following are true:
 - there is more than one driver living in the unit
 - there is only one covered carport space assigned to the unit
 - the uncovered parking space cannot be used for campers, trailers and other recreational vehicles
10. Members shall be responsible for keeping any parking spaces they and their guests

use clean and free of any garbage, debris or vehicle spills.

11. All carports and parking spaces are to be kept clean, safe, and clear of hazardous material.
12. Members are not permitted to perform prolonged, disruptive, or significant vehicle repairs on co-op property without prior approval from the Board of Directors.
13. If a vehicle is in violation of the Parking and Road Use Policy, a reasonable attempt will be made to contact the owner, and notice of the violation will be provided by the board in writing. Vehicles in violation of item 5 and/or item 9 may be subject to immediate towing at the owner's expense after a reasonable attempt to contact the owner is made. Vehicles in violation of all other items where towing is appropriate may be towed at the owner's expense 48 hours after written notice of the policy violation is provided.
14. There will be a parking pass system in place to help monitor parking on co-op property.

Note: This policy must not be in conflict with our Co-op's Rules and Occupancy Agreement.

The Co-op will not change anything in the policy before checking its own Rules and Occupancy Agreement.

Policy approved by general meeting dated: NOVEMBER 20, 2018

Replaces all Parking and Road Use Policies or House Rules and/or Procedures previously adopted by the Kinross Creek membership and/or Board of Directors.

Procedures

1. Parking Officers
 - a. The Board will designate four directors as “parking officers.”
 - b. A list of parking officers, and contact information, will be published to the membership.
 - c. Parking officers will be responsible for enforcement via:
 - i. Speed limit signage
 - ii. No Parking signage
 - iii. Routine patrol of the property

2. Parking Warning(s)
 - a. Official warning(s) to members and visitors on parking violations may only come from a parking officer(s).
 - b. Methods
 - i. For member vehicles: written notice will be given to the member unit by paper.
 - ii. For visitor vehicles: written notice will be placed on the car and a photo of the note and license plate of the car taken for records.
 1. The notice will read: “This vehicle is in violation of Kinross Creek Parking Policies. It will be towed within 48 hours if it continues to violate the policy. Contact (phone number or email) for more information.” and kept in stock by the parking officers.

3. Towing a Vehicle
 - a. The Board is responsible for ensuring an agreement is in place with a towing company and that the signage reflects this.
 - i. The towing company will be provided with a list of the parking officers who have authority to request a vehicle be towed.
 - b. This procedure can only be started after the warning procedure has been completed.
 - c. After one warning, cars will be towed.
 - d. Only designated parking officers can request a car be towed.
 - i. They must be on file with the towing company.
 - e. Before towing, a reasonable attempt will be made to contact someone responsible for the car, one hour before calling the towing company.
 - f. After reasonable attempts have been made to contact the vehicle owner, a parking officer(s) will call the towing company to remove the vehicle.

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4. Co-op Parking Pass

- a. Each household will receive two (Green) parking passes to be used by residents.
 - i. Residents will display these on their windshield when parked.
 - ii. These will be in the form of a static cling note.
- b. Each household will receive four (Blue) visitor parking passes to be used by visitors.
 - i. Visitors must display these on their dashboards when parked.
 - ii. These will be in the form of a laminated note card.
 - iii. If a member requires more than four visitor passes, they are to contact one of the parking officers.

5. Vehicle Storage

- a. Members wishing to store a vehicle without driving insurance must obtain storage insurance.
 - i. A legible copy of this insurance will be sent to the Co-op Coordinator via paper or email, along with any relevant information, within 48 hours.
 - ii. A copy of the insurance must be placed on the dashboard of the vehicle.
 - iii. Upon receipt, the Co-op Coordinator will acknowledge receipt to the Board and the individual named on the insurance.

Procedures Approved by the Board of Directors: June 13, 2019.