

The 3 8 0 0 OCEANFRONT CONDOMINIUM ASSOCIATION

TOWING OF TRESPASSING VEHICLES PARKED IN PRIVATELY DESIGNATED PARKING SPACES

Approved: Board of Directors Meeting
Dated February 20, 2016

Rev 1

PURPOSE:

To provide guidelines for 3800 Oceanfront Condominium residents and staff to have a vehicle towed when the vehicle is determined to be trespassing in designated/owned parking spaces.

BACKGROUND:

Aristocrat Towing, Inc. has entered into an agreement with 3800 Oceanfront Condominiums to provide vehicle towing services when vehicles are trespassing in a resident's designated/owned parking space.

DEFINITIONS:

"Designated Representative" - an individual authorized by the owner/resident of a designated parking space to have a vehicle towed during their absence.

"Trespassing vehicle" – a motor vehicle that is parked in a designated parking space at 3800 Oceanfront Condominiums or a leased parking space at the Virginia House Residences without the permission of its owner/resident.

"Signs" - permanent signs posted at all entrances to the parking lots disclosing that vehicles, if parked without permission in an owner/resident assigned parking space, can be towed.

INSTRUCTIONS:

It shall be the responsibility of the Manager/Front Desk Staff to ensure the proper control for the assignment of vacant parking spaces to contractors, guests and family of owners/residents. Vacant parking spaces are only to be used with the permission of the owner/resident for their assigned parking spaces. Should an owner/resident elect not to allow any vehicle to be parked in their assigned parking space, the Manager must be notified in writing.

It is the responsibility of the Manager/Front Desk Staff to ensure contractors and guests sign-in and sign-out, and that a Parking Pass is provided to them for posting in their vehicle while parked on the premises. Residents/owners shall remind their guests of the required Parking Pass.

Owners/residents or staff members who do not recognize a vehicle parked in a designated space should first contact the Manager/Front Desk Staff to try to determine who is parked there. If it is determined that the vehicle is parked without authorization from the Manager/Front Desk Staff, the owner of that space or the Manager/Front Desk Staff can have the vehicle towed by contacting the authorized towing company. If they elect not to have the vehicle towed, a warning notice shall be posted on the vehicle. All events shall be documented in the Security Log Book by the Manager/Front Desk Staff on duty.

If it is determined that the vehicle was authorized by the Manager/Front Desk Staff in error, the owner/resident or staff member can request that the vehicle be removed from the designated space by the Manager/Front Desk Staff. An attempt should be made to determine the owner of any vehicle trespassing prior to having their vehicle towed.

If an owner/resident or the Manager/Front Desk Staff elects to have a trespassing vehicle towed from a designated parking space, the owner or the Manager/Front Desk Staff should call Aristocrat Towing, Inc. at (757) 459-8010 in accordance with the Towing Procedure below. Aristocrat Towing is not authorized to patrol our parking lots and will respond by calls only. They are the authorized towing company for 3800 Oceanfront Condominiums.

TOWING PROCEDURE:

Towing trespassing vehicles is a two-step process.

First, if an owner anticipates the need to tow they should submit the attached Authorization Form with their name and signature so calls for tows can be verified by the towing company. Vehicles will not be towed by Aristocrat Towing, Inc. from a resident's designated parking space without the prior written consent of the owner/resident of that parking space and/or the Manager/Front Desk Clerk. This Authorization Form should be completed by each resident/owner who elects to have vehicles towed when vehicles trespass in their designed parking space.

Second, if a trespassing vehicle is found and the owner/resident and/or the Manager/Front Desk Clerk elect to have the vehicle towed, they will call Aristocrat Towing, Inc. and provide the authorization for the particular tow.

The fees charged are in accordance with the rates posted on the premises by the towing company. Unless required by formal instructions by a court of law in accordance with the Statutes of the State of Virginia, the condo owner/resident or staff member's name will not be divulged to the owner of the car which was towed.

REFERENCES:

1. Aristocrat Towing Inc., "Towing Services Administrative Agreement" with 3800 Oceanfront Condominiums
2. Code of Virginia, Title 46.2, "Motor Vehicles", Chapter 12, "Abandoned, Immobilized, Unattended and Trespassing Vehicles; Parking"
3. Virginia Beach City Code of Ordinances, Chapter 21, "Motor Vehicle and Traffic Control," Article IV, "Use of Tow Trucks Service to Enforce Parking Restrictions on Private Property"

DATE: _____

AUTHORIZATION FORM

The following owners/residents or their designated representatives are authorized to have vehicles towed when it is determined that they are trespassing in their designated parking space.

NAME OF OWNERS/RESIDENTS

SIGNATURE OF OWNERS/RESIDENTS

UNIT # _____

PARKING SPACE NUMBER(S) _____

DESIGNATED REPRESENTATIVES

NAME

SIGNATURE
