

HOUSING AUTHORITY OF THE CITY OF LUMBERTON

Lumberton, North Carolina

PARKING POLICY AND PROCEDURES

Adopted by PHA Board of Commissioners

Resolution No.: _____

Date of Adoption: _____

Effective Date of Implementation: _____

Authorized Use by the Housing Authority of the City of Lumberton

PARKING POLICY AND PROCEDURES

Background: The Housing Authority of the City of Lumberton (herein referred to as PHA) has established the following policy and procedures in order to manage limited community parking areas.

The PHA's community parking lots may designate, by markings and/or signs, allowable uses for the space in the lots. Designations may include, but are not limited to, resident parking, visitor parking, staff parking, handicap parking, no parking, etc. Any space not otherwise marked is hereby designated for resident parking only.

Policy

1. Residents must have a parking permit issued by the PHA in order to park in the community where they live. Parking permit(s) must be renewed ANNUALLY. Failure to renew parking permit will result in removal of the vehicle 14 calendar days after expiration.
2. Each household will be allowed to register (1) Vehicle per Driver's License. No household will be allowed to register more than (2) vehicles. Vehicles must be owned by a resident or Household member.
3. Residents must submit a "Parking Permit Application" for each vehicle and receive an authorization before parking any vehicle in the community's parking lot. The permit, in the form of a sticker, must be permanently affixed to the inside lower corner on the driver's side (left side) of the listed vehicle's back windshield. Parking Permit must be displayed at all times.
4. Fee for replacement of lost/stolen parking permits is ten (\$10) dollars per vehicle.
5. Residents will park only the vehicle(s) which have been authorized by management. Each housing unit is assigned one parking space for household members and their guests. Parking is permitted only in designated parking spaces, one space per vehicle. **Parking on the grass is not permissible and is subject to fines and towing.** Oversized vehicles that do not completely fit into one parking space are prohibited. While parked, the subject vehicle may not block any other vehicle.
6. Residents will abide by all applicable laws in regard to the ownership and operation of motor vehicles on the PHA properties, including: North Carolina registration and license plates only, current motor vehicle inspection certificate, and be in proper running condition. Failure to do so will result in the vehicle being towed from the premises at the vehicle owner's expense;
7. Residents must immediately notify manager:
 - When license plate number is changed

- When vehicle is no longer owned by the resident
 - When the resident first obtains a vehicle that is to be parked on the PHA's property.
8. Vehicle must be parked in designated space. Designated parking areas will be marked with signs at the entrance of the parking lot.
 9. Vehicles must not leak fluids on the pavement such as oil or gasoline. If vehicle does leak fluids, the resident will be responsible for the clean up of the fluids and any cost occurred by the PHA in cleanup of the fluids, including pavement repair.
 10. Parking Permit is not transferable from one vehicle to another or from one community to another.
 11. Repairs - ONLY EMERGENCY REPAIRS may be conducted in parking lot, such as changing flat tire or battery replacement.
 12. Commercial vehicles, trailers, motor homes and buses owned or used by residents may not park in PHA owned communities.
 13. Motorcycles must be parked in an approved and designated parking space.
 14. Unauthorized and/or improperly parked vehicles are subject to removal by towing at the owner's expense. This includes blocking an access, yellow curbing, fire lanes, etc. The towing company and a phone number where the vehicle was taken to will be posted at the entrance of the parking lot. Notice of removal will be given to the resident at the time of Parking Permit Application request.
 15. Permission to park terminates when parking sticker expires, the resident moves out, or if permission is revoked.
 16. Any vehicle may be removed by the PHA without prior notice to the resident in emergency situations, including but not limited to situations requiring access or egress by police, fire, and other emergency vehicles or leaking a fluid that presents a hazard or threat to persons or property.
 17. The PHA reserves the right to remove from the PHA owned property, without prior notice, and at the vehicle owner's expense, any vehicle deemed to constitute a clear danger to persons or property. The PHA reserves the right to request that a summons be issued by a City of Lumberton Police Officer and /or to remove a vehicle from parking area, at the vehicle owner's expense; any vehicle whose PHA parking permit has been revoked, any vehicle occupying a parking space without authorization, any vehicle lacking current NC registration, lacking parking plates abandoned or inoperable vehicle.

18. The use of any parking area is solely at the vehicle owner's risk, and the PHA assumes no responsibility of any nature with respect to the vehicle or its contents: This provision shall not be deemed to have been waived by any action of THE PHA or its employees.

Guests and Visitors

Guest: A person who is allowed by any family member to stay overnight for not more than 14 calendar days per year and with prior written approval from Management.

Visitor: A person who is allowed by any family member to enter the unit but is required to park outside the premises between the hours of 11:00 p.m. to 6:00 a.m.

1. Unauthorized vehicles are subject to removal at the owner's expense. The Towing Company and a phone number where the vehicle was taken to will be posted at the entrance of parking lot.
2. Where visitor parking is available, visitor vehicle must be removed from the Development by 11:00 p.m. each night. Any vehicle parked after that time is deemed to be an unauthorized vehicle and subject to removal at the owner's expense.
3. Overnight parking may be authorized by pre-approval of the Asset Manager and only if guest parking spaces exist. A "Parking Permit Application" must be submitted and signed by the resident and Guest before parking is authorized. Approved guest vehicles must display decal/sticker at all times.
4. Residents are not allowed to sublet, transfer, exchange or lend other residents their assigned space, decal/sticker or permit.