

East Hartford Housing Authority

VEHICLE PARKING POLICY

DEFINITIONS

Vehicles

For purposes of this Parking policy the word “vehicle” is defined as any self-powered motor transportation, including but not limited to:

- A) A personal, privately registered automobile, car, SUV, van or small truck (no business or commercial registrations),
- B) A motorcycle,
- C) A motor-bicycle, and
- D) Any other motor powered vehicle requiring registration and state license for operation in the State of Connecticut

Resident

For purposes of this Parking Policy the word “resident” is defined as a person legally listed on a valid, effective, signed lease document filed with the Authority and designated as currently living in one of the Authority’s housing units.

This Parking Policy shall apply to all guests, visitors, or any one on the premises with resident’s authorization and violation of this Parking Policy by any such guest, visitor or authorized person shall constitute a violation of this Parking Policy by the resident.

PURPOSE

The purpose for this Parking Policy is to define the parking rules and regulations for all housing developments operated by East Hartford Housing Authority (EHHA). Realizing the limited number of available parking spaces in all of our developments, this policy is established to:

1. Better meet the parking needs of EHHA and our residents;
2. Make parking safer for all our residents and visitors;
3. Insure the availability of parking for residents who meet the requirements as set forth in this policy;

4. Address the following parking concerns of EHHA:
 - Residents and/or their guests parking on grass, under clotheslines, on sidewalks or porches, in fire lanes, blocking sidewalk ramps or fire hydrants, or in other unacceptable areas;
 - Commercially-owned and other non-resident owned vehicles parking on premises without authorization;
 - Unregistered vehicles parked on EHHA property;
 - Unauthorized vehicles parked on EHHA property; and
 - Vehicles not meeting requirements for valid safety inspection, automobile registration, etc.

This written policy is to ensure:

1. That the enforcement of this Parking Policy is consistent and without prejudice or discrimination;
2. That residents are aware that any vehicle not authorized by EHHA to be parked on EHHA property will be towed at the owner's expense;
3. That residents are aware of available parking at their development and that they are only granted the opportunity to utilize this space if they so choose;
4. That EHHA provides no guarantee of security and/or safety of said vehicles and assumes no liability whatsoever for loss, theft or vandalism of said vehicles while parked in the available parking areas;
5. That these parking areas, to the greatest extent possible, are provided for a vehicle owned by a resident, and that the resident has exclusive use of the Authority's property so designated;
6. That the vehicle is owned, properly registered and insured to a resident of EHHA;
7. That any vehicle which is unregistered, uninsured, and/or inoperable that presents a clear and unattractive nuisance must be removed and cannot be parked in those parking areas;
8. That stripped, "junked" vehicles, vehicles with "flat" tires, broken windows or windshields, or those in the process of being repaired are not allowed to remain on the premises as they create possibly hazardous, threatening situations for

residents, guests, vendors, or other persons having reasons to be in the development areas;

9. That residents are fully aware that the availability of parking areas at EHHA developments is a privilege afforded to all residents on the basis of available space and not an inherent right to space for personal property of a nature defined herein.

BASIC REQUIREMENTS

1. Only one (1) vehicle when privately owned or leased by a resident of EHHA and meets the following criteria is permitted to park on property owned/managed by EHHA:
 - a. Properly registered with the Connecticut Motor Vehicle Department. Residents moving into the State of Connecticut from another State must register their vehicle in Connecticut within thirty (30) days.
 - b. Properly insured in Connecticut.
 - c. Possess a current and valid Connecticut inspection sticker.
 - d. In operable condition and in general good repair with no flat tires, broken glass, no sharp edges, etc.
 - e. When parked in specifically designated parking spaces/areas.
 - f. Owned or leased by a resident with the authority of the head of household.
 - g. Received authorization to park on EHHA property by EHHA.
2. In order to obtain authorization to park a vehicle on EHHA property, Residents must possess a current and valid Connecticut license and verify proper insurance coverage.
3. Only the head of household is permitted to request authorization to park on EHHA property. Any vehicle owned by others in the household will require the head of household's approval prior to EHHA granting any approval to park. The head of household is ultimately responsible for proper parking by any person listed on their lease.

4. All new residents must register their vehicle with the Authority Management Office on the date of occupancy. A vehicle purchased by a current resident must be registered with the Management Office immediately upon entering EHHA property with the vehicle. Any vehicle not properly registered with the Management Office will not be allowed on EHHA property in resident parking areas and is subject to immediate towing at the owner's expense.
5. At recertification time for a current resident of EHHA, at move-in time for a new resident of EHHA, or at any time when a resident purchases a new vehicle, the Management Office will issue all properly identified resident vehicles an EHHA parking sticker. This parking sticker must be displayed at all times in the lower corner of the inside rear window behind the driver side of the resident vehicle.

BASIC RULES

1. One (1) vehicle owned and registered to the resident, that is properly registered, insured and operable and inspected as required by law and that has a valid EHHA parking sticker located in the lower corner of the inside rear window behind the driver side of the resident vehicle may be brought on EHHA premises and parked in resident parking.
2. Residents must park in resident parking only.
3. In order to obtain an EHHA parking sticker, the resident must have a current, valid Connecticut driver's license.
4. No unregistered motor vehicles shall be parked at any time on EHHA property. Such vehicle shall be towed at the owner's expense.
5. No vehicle shall drive or park in unauthorized areas such as lawn, sidewalks, porches, fire lanes, grass area, in front of dumpsters or fire hydrants, double park or block another vehicle, on curbing areas, courtyards, or park in such a way as to block access to a ramp, sidewalk cutouts for accessibility, or in front of maintenance

garage doors, etc. Any vehicle found parked in these areas or driving on these areas will be subject to immediate towing at owner's expense. Said owner shall be responsible for any damages done to these areas as a result of the driving and/or parking of the vehicle.

6. Parking in driveways in front of buildings or on road in front of buildings is permitted for loading and/or unloading only and must be limited to no more than ten (10) minutes. Repeat violators may lose the privilege of parking on EHHA property or risk the possibility of eviction proceedings for serious repeat violations to the Lease. The parking of commercial vehicles is strictly prohibited. Trailers, campers, mobile homes, boats, ATVs, skidoos, jet skis, etc. (either motorized or "tailored") are not permitted to be parked or stored on EHHA property.
7. Repair work done on vehicles on EHHA property is subject to the following rules and regulations:
 - a. No resident, visitor or guest is allowed to work on or make repairs in any manner to any vehicle under such circumstances as will create a potential for serious threat or hazard to the health, safety or well-being of any other person, or which would create a potential serious threat of injury to any person, or damage to the property of EHHA;
 - b. No work can be done on any vehicle that would interfere with the quiet enjoyment of the property by other residents;
 - c. Work on any vehicle involving vehicle fluids such as oil, grease, water, etc. is specifically prohibited under any circumstance;
 - d. The only work that is acceptable and may be performed on a vehicle must be minor in nature, such as changing a tire, and is required to take no more than one (1) hour to complete. If it is necessary to "jack up" or place the vehicle on "blocks" for any such minor repair, said vehicle shall not be left unattended. An adult must be present with said vehicle at all times.

8. At no time will it be permissible to utilize EHHA utilities (electricity, water, etc.) for washing, charging, vacuuming or cleaning, etc. of any vehicle.
9. All vehicles must be moved so that complete and proper snow removal by maintenance can take place. If a vehicle is not moved during snow removal procedures, said vehicle may be towed and/or resident shall be responsible for snow removal around vehicle. Furthermore the resident shall hold EHHA harmless in case of injury or damage to persons or vehicle if vehicle is not moved during snow removal procedures.
10. Visitors shall not be permitted to park their vehicle in any area designated for use of residents. When residents use the Community Rooms or Centers, guests must park in visitor parking areas or on the street.
11. Any violation of any part of this policy may result in vehicles being towed at the owner's expense and possible forfeiture of parking privileges on EHHA property.
12. Failure to comply with any part of this policy will result in the towing of unauthorized or improperly parked vehicles at the owner's expense.
13. Management has the right to revoke your parking authorization at any time. Upon such revocation, the resident or owner shall immediately remove the vehicle from the premises. Failure to do so shall give Management the right, in addition to other remedies, to remove and/or dispose of such vehicles. All costs connected with such removal and/or disposal of such vehicles shall be borne by the resident or owner.
14. The Management's rights hereunder to remove vehicles from the premises shall also extend to any such vehicles which the Management, at its reasonable discretion, deems to have been abandoned by the Owner, without the need of any other prior revocation of parking privileges.

15. Due to shortage of parking spaces, Management will allow only one (1) vehicle per unit to be parked in resident parking areas. If there are insufficient parking spaces at any development, a waiting list for parking spaces will be kept, on a first-come, first-serve basis for each development necessary. Visitor parking cannot be used for additional vehicles owned by residents without express written permission from Management.
16. No part of this policy shall constitute EHHA assigning individual parking spaces unless, in so doing, EHHA determines a need to provide a Reasonable Accommodation.

REGISTRATION PROCEDURE AND ISSUANCE OF PARKING STICKERS

All authorized vehicles parking on EHHA property must display a valid EHHA parking sticker. Requests for parking stickers can be made by the head of household as indicated on EHHA lease.

At annual recertification time, at move-in time, or when a vehicle is purchased or leased by a resident of EHHA, the resident will fill out an Application for Parking Permit and will submit the following documentation to the Leasing Coordinator:

1. A current and valid Connecticut license;
2. The official Connecticut vehicle registration;
3. Current insurance certificate signifying current coverage for liability, as a minimum; and

The registration of the vehicle as well as all other information must be in the name of a legal resident of the Authority and must be current.

The vehicle shall be subject to a visual inspection by designated EHHA personnel to ensure that said vehicle has no broken glass, sharp corners, or rusted-out holes that could pose a safety hazard.

After review and approval, the Leasing Coordinator or Resident Relations Coordinator shall issue a parking sticker to the resident and shall affix said sticker in the inside lower corner of the rear window on the driver's side.

All stickers must be put on authorized vehicles by designated EHHA personnel.

Residents are required to notify the Management Office of any changes in either registration or insurance or revocation of license immediately. The above is the responsibility of the resident and is enforceable under the terms of the resident's lease agreement.

GENERAL PARKING POLICY

Unless specific parking spaces have been assigned to specific residents as a Reasonable Accommodation or there is an EHHA recognized parking committee at a specific EHHA development, residents are allowed to use any available parking space in the Resident Parking area on a first-come, first-serve basis. Vehicles parked in resident parking spaces that do not display a resident parking sticker issued by the Management Office are subject to immediate towing at the owner's expense.

Designated handicapped parking spaces are also to be used on first-come, first-serve basis but only for those residents, guests, visitors possessing an official, State-issued, Handicapped Parking Permit or License Plate. Vehicles parked in designated handicapped parking spaces must have the official, State-issued, Handicapped Parking Permit clearly displayed in the vehicle window at all times. Vehicles parked in designated handicapped parking spaces that do not display the official, State-issued Handicapped Parking Permit or do not have the Handicapped Parking License Plate are subject to immediate towing at the owner's expense.

Parking spaces available and designated as "Visitor" parking are to be occupied only by visitors to the particular development. These spaces are not to be used as overnight parking by visitors or guests without the permission of the Management Office. Residents and/or their visitors or guests must notify the Management Office in the event a visitor or guest is expected to remain parked at the development overnight. Vehicles parked in these spaces overnight without the permission of the Management Office are subject to immediate towing at the owner's expense.

Vehicles observed on the premises that have not been properly registered with the Management Office and/or are not properly registered with the

State of Connecticut are subject to immediate towing at the owner's expense.

It is the resident's responsibility to inform the Management Office immediately of changes in registration or insurance or revocation of driver's license.

COMMERCIAL VEHICLES

Commercial vehicles are prohibited from parking in or around Authority parking areas without express permission of the Management Office. No commercial vehicles are allowed to park in resident or visitor parking spaces at any time. Commercial vehicles found parked in violation of this policy are subject to immediate towing at the owner's expense.

VISITOR OR GUEST PARKING

If visitors or guests expect to park on Authority property for more than a twenty-four (24) hour period of time or overnight, the owner of the vehicle must apply for a temporary parking card from the Management Office. The designated EHHA personnel will fill out an Application for Visitors Parking Card. This parking card is the only acceptable authorization to park overnight in visitor parking areas. Vehicles granted this temporary parking card must have a valid registration and insurance and comply with all restrictions imposed on residents by this Parking Policy.

The temporary parking cards will stipulate the length of visit, represent the Management approved length of guest visit(s) and be valid only for that particular guest visit. If an exception is granted by Management, extending the length of time of the guest visit, another temporary parking card must be obtained. The card will be placed in the same location as the resident's permanent parking stickers in the rear window of the vehicle.

If towing occurs, all charges are to be paid by the owner of the vehicle that was towed. The charges must be paid to the towing company first in order for the vehicle to be released to the owner.

SALE OF VEHICLE

In the event that ownership of the authorized vehicle has been transferred to another, the resident must remove the EHHA parking sticker from the authorized vehicle. Upon presentation of the removed EHHA parking sticker and submission of the Application for Parking Permit with all necessary documentation, a new EHHA parking sticker will be issued and properly adhered to the new authorized vehicle by designated EHHA personnel.

Failure to remove the EHHA parking sticker prior to transferring vehicles to others may lead to loss of future parking privileges on EHHA property.

PARKING POLICY VIOLATIONS

This Parking Policy is included as an addendum to the resident lease agreement. Residents will be asked to respond to the Authority as a result of specific complaints lodged against them regarding any violation of this policy. Violations of this policy or other regulations of the Authority that may, from time to time, be made addendums to the lease agreement to ensure the health, safety and/or peace of mind of residents and/or protection of the property of the Authority can and will result in action from barring resident use of the parking area up to and including commencement of eviction proceedings.

Vehicles observed on the premises that have not been properly registered with the Management Office that do not have an EHHA parking sticker or visitor's parking card and /or not properly registered are subject to immediate towing at the owner's expense. Failure to comply with this policy will lead to the towing of vehicles in violation at the Owner's expense, and possible forfeiture of parking privileges on EHHA property.

WAIVER

Residents who cannot meet the requirements of this policy and feel that they have extenuating circumstances, may request in writing a waiver of certain parts of this policy from the Executive Director. The decision of the Executive Director will be final.

I have read this Parking Policy, understand same, and have received a copy of same. I hereby agree to abide by the terms and conditions set forth herein.

Dated this _____ day of _____, _____.

Witness

Head of household

Resident

APPLICATION FOR PARKING PERMIT

Complete and sign below: (please print clearly)

Resident/Owner name: Last, first & middle initial Phone number

Complete address: Unit number, Street address, City and State

Vehicle make & model Year of vehicle

Color license plate number State

Expiration date Resident signature Date

To be completed by designated EHHA personnel:

Copy of current, valid Connecticut driver's license

Copy of current, valid Connecticut registration

Copy of current, valid insurance card

Copy of Signed Parking Policy

Approved

Denied: Reason

Date permit issued

Date sticker placed in rear window of vehicle by EHHA staff

Staff initials

Parking Sticker Number Assigned

Signature of Designated EHHA staff

Date

APPLICATION FOR VISITOR'S TEMPORARY PARKING CARD

Complete and sign below: (please print clearly)

Resident's name you are visiting (Last, first) Resident's phone #

Resident's address that you are visiting

Name of Owner of vehicle: Last, first & middle initial Phone number

Complete address: Unit number, Street address, City and State

Vehicle make & model Year of vehicle

Color license plate number State

Expiration date Length of stay as visitor (dates)

Name and address of visitor if not Owner of vehicle

Resident signature Date

I understand that I must adhere to the parking policy of EHHA and that failure to do so may result in the towing of my vehicle at my expense and will be considered a lease violation for the EHHA resident that I am visiting.

Visitor's signature Date

To be completed by designated EHHA personnel:

- Copy of current, valid Connecticut driver's license
Copy of current, valid Connecticut registration
Copy of current, valid insurance card
Approved Denied: Reason

Date temporary card issued Signature of EHHA staff and date
Number Assigned

EHHA'S PROCEDURES FOR IMPLEMENTATION

1. Conduct a site survey at each development to determine which areas of present parking lots are to be designated for residents and visitors and also determine how much signage is required and the placement of same.
2. Meet with Resident Associations, where established, to review drafted Parking Policy. Request input from all residents, EHHA staff, and police department.
3. EHHA will procure parking stickers.
4. At annual recertification time, Leasing & Occupancy Coordinator will include a list of information needed to obtain an EHHA parking permit. This notice must include a statement that says "Effective (the annual recertification date) the Parking Policy will be instituted. You must have authorization to park a vehicle on EHHA property. Authorization can be obtained by requesting an Application for Parking Permit. Failure to be approved for a Parking Permit Sticker will result in your vehicle being towed at your expense. The Application for Parking Permit will be filled out as part of your recertification process. Please bring with you the following documentation: Your current, valid driver's license; the registration for your vehicle; and valid, current insurance card."
5. At annual recertification time, upon move-in thereafter, or resident purchase of a vehicle, the Leasing & Occupancy Coordinator will obtain copies of all necessary documentation and will review the application. If all documentation is valid and proper and the Parking Policy has been executed, the Leasing & Occupancy Coordinator will issue a Parking Sticker. However, the Parking Sticker must be placed in the inside rear window of the driver's side of the vehicle by an EHHA staff person. This can be done by the Resident Relations Coordinator, either at the time of issuance, or at a mutually agreed upon future date by resident and RRC.
6. The Parking policy, application for parking permit and supporting documents will be maintained on the left-hand side in the residents file until the resident either vacates or disposes of their vehicle.

7. EHHA has currently entered into an agreement with a towing company that is towing vehicles that are improperly parked, unregistered, inoperable or create a safety hazard. For vehicles that are parked on the premises without proper stickers, for thirty (30) days after institution of Parking Policy for a specific development, RRC will “ticket” violators, notifying them that their vehicle will be towed as it does not comply with Parking Policy. This notice will state that the towing expense will be the Owner’s responsibility.
8. Resident Relations Coordinator will periodically walk the parking areas to ensure compliance, leaving notices on vehicles that are not in compliance, giving a deadline for corrective action to be taken, depending upon the severity of the situation.
9. Resident Relations Coordinator will “track” violations and keep statistical information regarding violations.
10. The towing company will be instructed to communicate with the East Hartford Police Department if they tow a vehicle.
11. EHHA staff will establish a data base so that information by license plate number, resident, address, etc. can be sorted.
12. At each annual recertification, the information for vehicle registration must be updated. If complaints are received prior to that date, EHHA may request current information from residents on an as-needed basis.
13. If there is insufficient parking spaces at any development, a waiting list for parking spaces will be kept, on a first-come, first-serve basis (complete information) for each development necessary.

NO VEHICLE

I have received a copy of the Parking Policy. I do not own a vehicle at this time. However, I understand that if I purchase or rent a vehicle, I must apply for an Application for Parking Permit and supply all information necessary before I park the vehicle on EHHA premises.

I further understand that if I fail to notify EHHA, my vehicle may be towed at my expense.

Dated this _____ day of _____, _____.

Resident signature

Print – Resident Name

Address

For Office Use Only:

Account # _____