



# mill harbour

## CONDOMINIUM

## Vehicle Parking Policy

Effective as of : July 2<sup>nd</sup>, 2024

### 1. Introduction

This Vehicle Parking Policy is established to ensure the safe and efficient use of parking facilities at Mill Harbour Condominium. The policy is designed to enhance the quality of life for all residents, guests, and maintain the appeal of our community. This policy aims to provide a clear and fair framework for the use of parking spaces while ensuring that the property remains a safe and welcoming environment for all residents and visitors. Compliance with these regulations is essential to maintaining the safety, security, and aesthetics of our community.

Mill Harbour presently has 76 marked parking spaces for 86 units, three offices, and the restaurant. Given this, there is absolutely no entitlement to parking as it is not physically possible; parking is on a first come first serve basis with a few rules to help address owner concerns.

### 2. General Parking Regulations

**Legal / Road Worthy:** Vehicles must have USVI BMV registration and be safe and legal to use roads.

**Designated Parking Spaces:** All vehicles must be parked in designated parking spaces only. Parking on lawns, sidewalks, tennis courts, or any other non-designated areas is strictly prohibited. Loading zones which are not adjacent to handicap spaces can be used for parking between 6:00 PM AST and 7:00 AM AST daily.

**Vehicle Registration:** Residents must register their vehicles with the Condominium Association Office within 7 days of moving in or acquiring a new vehicle. A registration sticker/placard will be issued by Security or the Manager and must be displayed on the vehicle at all times while on the property.

**Visitor Parking:** Visitors are required to park in designated areas only. Residents are responsible for informing their visitors of all parking regulations. Temporary parking permits for visitors can be obtained from the Security Booth or the Mill Harbour Manager.

**Handicap Parking:** There are no assigned spaces. Anyone with a proper Handicap license plate or sticker / placard may use any handicap spot. Anyone parking in a handicap spot without proper designation, may be towed at their expense without warning.

**High Season Parking:** Given the limited number of spaces, when parking is congested in high season or during emergencies, we ask that only one vehicle per unit use parking space. Extra vehicles may be parked in the overflow lot on the tennis court. If Management, Security, or the Board have to address parking issues, it will result in notification and then towing within 48 hours to the tennis court or off site to storage at the owner's expense if there is no room on the tennis court.

### **Seasonal Parking**

All owners who have vehicles on site at Mill Harbour shall move their vehicles to the 1st tennis court when they will be off island for 30+ days. All vehicles left in prime lot parking spaces for longer than a 30 day period without the owner being onsite will be subject to Mill Harbour Condominiums Vehicle Parking Policy Section 6: Towing Policy.

## **3. Prohibited Parking**

**Fire Lanes and No Parking Zones:** Parking in fire lanes and clearly marked no parking zones is strictly prohibited at all times. These areas must be kept clear for emergency vehicle access. **Obstructing Traffic:** Vehicles must not be parked in a manner that obstructs or impedes normal traffic flow within the condominium complex, including blocking other vehicles, pedestrian pathways, or dumpster access.

## **4. Commercial Vehicle Parking**

**Restrictions:** Parking of commercial vehicles, including but not limited to large trucks, trailers, and buses, is restricted to specific areas designated by the Security personnel. These vehicles may not park in residential spaces overnight without prior approval. These vehicles need to be parked towards the entry gate on the fence side without blocking access for garbage pickup so as not to obstruct the normal flow of traffic.

**Loading and Unloading:** Commercial vehicles may use residential areas for the purpose of loading and unloading goods during designated times only, generally between 8:00 AM and 5:00 PM. Prolonged parking beyond these times requires prior approval from the Condominium Association Board of Directors.

**Permits:** Temporary parking permits for commercial vehicles required to remain on site longer for service or construction purposes must be obtained in advance from the Security Booth or from the Manager. Longer term permits can be arranged under special circumstances with approval from the Mill Harbour Board of Directors.

## 5. Inoperable and Unregistered Vehicles

**Inoperable Vehicles:** Vehicles that are non-operational and left on condominium property for more than 7 consecutive days without prior notification to the Condominium Association will be considered abandoned and will be towed at the owner's expense.

**Unregistered Vehicles:** Vehicles must have current USVI and Mill Harbour registration and display a valid license plate. Unregistered vehicles parked on the property may be subject to towing at the owner's expense after a notice period of 15 days.

## 6. Towing Policy

**Notice of Violation:** Vehicles found in violation of any parking regulation will be issued a warning notice. The vehicle owner will have 48 hours to rectify the violation before the vehicle is towed.

**Immediate Towing:** Vehicles parked in fire lanes, blocking emergency exits, or posing a significant safety hazard may be towed immediately, without prior notice.

**Towing Costs:** All costs associated with the towing and storage of a vehicle will be the responsibility of the vehicle owner.

**Offsite Storage:** Vehicles may be towed to off site vehicle storage at the owner's expense. This is at the discretion of the Manager or Board of Directors. Towing to the Tennis courts may not always be feasible given vehicle occupancy or other constraints.

## 7. Fines

**Towing Fines:** Any incurred towing fines will be added to the responsible owner's HOA bill with a \$25.00 convenience fee. If fines are not paid within 10 days of the HOA bill, interest will be incurred at 20% on the past due amount.

**Schedule of Fines:** Fines will be imposed for violations of the parking policy as follows:  
Parking in a no parking zone: \$50 per instance

**Parking in fire lanes:** \$100 per instance

**Parking on lawns or non-designated areas:** \$75 per instance

**Returned Vehicles:** If vehicle is returned to property without meeting the criteria it will again be towed at the owner's expense to a storage lot and will incur a charge of \$25.00 per day it is on Mill Harbour Property up to the amount of \$2500.00.

**Payment of Fines:** Fines are payable within 30 days of issuance. If not paid within 30 days, the fine will be added to the next HOA bill and will incur 20% interest until paid. Unpaid fines may result in further penalties, including towing of the vehicle or legal action.

**Working on Vehicle:** \$50 per incident plus any cleanup of hazardous waste costs incurred by the Condominium.

## 8. Enforcement

**Monitoring:** The Condominium Association Security Staff, Maintenance Staff, and Manager, and Board Members will monitor compliance with this parking policy.

**Reporting Violations:** Residents are encouraged to report any parking violations to the Security Staff, Manager, and Board of Directors. All reports will be handled confidentially.

## 9. Appeal Process

Residents may appeal a towing decision by submitting a written appeal to the Condominium Association Office within 7 days of the towing date. The appeal will be reviewed by the Parking Committee, and a decision will be made within 14 days of receipt of the appeal. Frequent and clear communication by the vehicle owner is required to avoid towing, you will be held to your word.

## 10. Amendments

This policy may be amended at any time by the Condominium Association Board of Directors. Notice of any changes will be communicated to all residents 30 days prior to implementation.

## 11. Acknowledgment

By residing in or visiting Mill Harbour Condominiums, individuals agree to abide by this Vehicle Parking Policy. Failure to comply with these regulations may result in enforcement actions including, but not limited to, towing of vehicles at the owner's expense.